



## Residential New Building Permit Plan Review Comments

**Application:** PB25-12523

**Date Submitted:** 09/04/2025

**Status:** Awaiting Client  
Reply

**Date Issued:**

**Address:** 3923 VILLAGE CREEK RD

**Parcel:** 179041

**Zoning:**

**Subdivision:** HOME ACRES ADDITION

**Lot/Block:** 27A/5

**Description of Work:** New SFR that will be Owner Occupied as primary residence // Related UFC25-0244 - INCOMPLETE

**ADA TDLR:**

**Energy Code Compliant:**

**Applicant:** Arturo Cardozo

**Owner:** MUNOZ, JUAN

511 E John W Carpenter Fwy 500  
Irving, TX 75062

5505 ASPEN LN  
FORT WORTH,, TX 76112

### Building Classification:

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	2742		
U	VB	1916		

### Sprinkler Sys Req:

**Comment:** Signs, Retaining Walls over 4', Fences, Dumpster Enclosures over 6', and Parkway Approaches and Sidewalks require separate permits and reviews.

### Required Corrections:

#### Customer Service

**Reviewer:** Dorothea Lee

**Email:** [Dorothea.Lee@fortworthtexas.gov](mailto:Dorothea.Lee@fortworthtexas.gov)

**Phone:** 817-392-2222

1. 9/4/2025 - Fees Due ok to route when fees are paid. - DLee

Planning Development Department



## Residential New Building Permit Plan Review Comments

### **PARD**

**Reviewer: Germaine Joseph**

**Email: [Germaine.Joseph@fortworthtexas.gov](mailto:Germaine.Joseph@fortworthtexas.gov)**

**Phone:**

1. PARD/PDP: This development is within the boundaries of Park Planning District 4; the Neighborhood & Community Park Dedication Policy applies. There is a required \$1,393.58 due for each single-family residential unit or duplex on an undeveloped lot. On a lot with a teardown, there is a required \$1,393.58 due for each additional residential unit (duplex). Please upload the demolition/razing permit. Tear down and replace in-kind, no PARD-PDP fee is due. Call Development Services @ 817-392-2222, if you need assistance on making a payment. Call Lori Gordon @ 817-392-5743 for information regarding the fee and to what it is applied. All fees must be paid in full for single family residential or duplex, at or before building permit issue. No city permits will be issued until the PDP fees have been paid.

### **Parkway**

**Reviewer: Jeffrey Wolff**

**Email: [Jeffrey.Wolff@fortworthtexas.gov](mailto:Jeffrey.Wolff@fortworthtexas.gov)**

**Phone:**

1. The waiver was denied by the review panel. They are requiring 5' city sidewalk.
2. New construction requires addition of city sidewalk
3. The sidewalk waiver review panel turned down the waiver and are requiring the 5' city sidewalk. For any questions, or appeals, please reach out to [TDS@fortworthtexas.gov](mailto:TDS@fortworthtexas.gov) Please reference the permit number and address in the subject line to help get a quicker response.

### **Water**

**Reviewer: Michelle Canright**

**Email: [Michelle.Canright@fortworthtexas.gov](mailto:Michelle.Canright@fortworthtexas.gov)**

**Phone:**

1. 11/21/25 --INCOMPLETE--  
09/30/25 --INCOMPLETE--

09/16/25 - CORRECTIONS REQUIRED - Fees Due. Water/sewer impact + reducer fees due. Contact Water Applications at 817-392-8250 or [WaterApps@fortworthtexas.gov](mailto:WaterApps@fortworthtexas.gov) to provide proposed water meter and sewer information.

**\*\*Please note fees will not be invoiced until all other holds are cleared**

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## Residential New Building Permit Plan Review Comments

2. 11/21/25 --CORRECTIONS REQUIRED-- revise site plan to show the distance of the water meter to the drive approach  
11/13/2025 -- INCOMPLETE --  
10/13/2025 -- INCOMPLETE -- Please revise plans to confirm existing water tap will be outside of proposed drive approach.

Lot 27 - water tap located: 40' South of North Property Line  
Lot 26 - water tap located: 34' South of North Property Line

09/30/25

09/16/25 --CORRECTIONS REQUIRED-- revise site plan to show the distance of the water meter to the drive approach. Meter boxes can only be installed in non-paved areas. Water service and meter box must be installed 1-foot offset from the property line in the parkway and have a 9-foot horizontal separation from the sewer service. The normal location for meter boxes is 2.5 feet behind the back of curb.

Please upload revised site plan for review.

**\*\*IMPORTANT\*\*** Please note that additional HOLD comments are possible based on revised submittals.

3. 11/21/25 --INCOMPLETE--  
09/30/25 --INCOMPLETE--

09/16/25 - CORRECTIONS REQUIRED - Fees Due. Water/sewer tap fees due. Contact Water Applications at 817-392-8250 or WaterApps@fortworthtexas.gov to provide proposed water meter and sewer information.

**\*\*Please note fees will not be invoiced until all other holds are cleared**

Planning Development Department



## Residential New Building Permit Plan Review Comments

### **Zoning**

**Reviewer: Rosalee Rivera**

**Email: [Rosalee.Rivera@fortworthtexas.gov](mailto:Rosalee.Rivera@fortworthtexas.gov)**

**Phone: 817-392-2222**

1. 11/20/2025 - CONTINUED HOLD - UFC permit is still in review - UFC25-0244

Please upload the approved Urban Forestry plans directly to this permit.

11/11/25 INCOMPLETE: UFC25-0244 is currently under review.

09/29/2025 – CONTINUED HOLD

Please contact the Urban Forestry department to request information on the UFC process.

For additional information regarding UFC permits contact Caleb Olson in Urban Forestry at [Caleb.Olson@fortworthtexas.gov](mailto:Caleb.Olson@fortworthtexas.gov)

09/08/2025 – CORRECTIONS REQUIRED – URBAN FORESTRY

Please contact the Urban Forestry department to verify if an Urban Forestry permit will be required. For single family zoned lots over one acre, do require an Urban Forestry permit. Since there are two separate lots, it may or may not require the UFC permit.

For additional information regarding UFC permits contact Caleb Olson in Urban Forestry at [Caleb.Olson@fortworthtexas.gov](mailto:Caleb.Olson@fortworthtexas.gov)

The UF plan must be approved prior to the release of this building permit. Please include the approved and stamped UF plan in the compiled plan set, if applicable.

If no urban forestry permit is needed, please have a comment added by that department stating not required for the removal of this hold.

Additional HOLDS may be placed upon review of revision

### **Approval Table:**

Task Name	Task Status	Completed Date	Task Rev Name
Application Submittal	Routed for Electronic Review	09/05/2025	Deshia Hawkins
Water Development Review	Corrections Required	11/21/2025	Michelle Canright
Transportation Impact Review	Not Required	09/15/2025	Lamonica Smith
Urban Forestry Review	Corrections Required	11/20/2025	Rosalee Rivera
Zoning Review	Approved	11/11/2025	Marybel Pina

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## Residential New Building Permit Plan Review Comments

PARD Review	Approved	09/05/2025	Germaine Joseph
Building Plan Review	Approved	11/19/2025	Jesus Olmos
Mechanical Plan Review	Approved	11/19/2025	Jesus Olmos
Plumbing Plan Review	Approved	09/15/2025	Jesus Olmos
Electrical Plan Review	Approved	11/10/2025	Minden Ritz
TPW Floodplain Review	Approved	09/15/2025	Robin Stevens
Plan Distribution	Routed for Electronic Review	11/18/2025	Minden Ritz
Plans Coordination	Corrections Required	11/21/2025	Jesus Olmos
Parkway Review	Approved	11/18/2025	Jeffrey Wolff

### General Comments and Additional Permit Information:

**Reviewer: Jesus Olmos**

**Email: Jesus.Olmos@fortworthtexas.gov**

**Phone:**

1 \*\*\*\*\* Residential Code Review Comments \*\*\*\*\*

City Plans Examiner: Jesus Olmos Jr.

Phone # (817) 392-7858

Jesus.olmos@fortworthtexas.gov

Date 11/19/2025

Development Services

Residential Review Notes

IRC 2021 / CFW ORD. # 25383

Permit #: PB25-12523 – 3923 Village Creek Rd.

Construction type: VB

Project Area:

Occupancy & Use: R-3 – 2742; U - 1916

Scope of Work: New One-Story Residence

Professional engineer certified foundation plans: Luis Armando Escamilla # 108570

Professional engineer who certified structural plans: Luis Armando Escamilla # 108570

Braced wall plans: Luis Armando Escamilla # 108570

WINDOWS

Max U-factor is 0.35

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## Residential New Building Permit Plan Review Comments

Max SHGC is 0.25

DOORS – U-factor

Uninsulated metal: 1.2

Insulated metal: 0.6

Wood: 0.5

Insulated, nonmetal edge, Max 45% glazing, any glazing double pane 0.35

### INSULATION

R-13+5h or 20 insulation in exterior walls

R-38 insulation in the attic

R-19 insulation in the floor

\*\* General Notes \*\*

NOTE: The general notes listed below are an abbreviated version of the actual notes in the 2021 IRC and CFW Amendment. The builder is responsible for compliance with the full applicable IRC section and/or CFW Amendment.

This Plan is void without City Plan Review Notes.

1. See attached examiner's notes and City handouts as applicable to this permit.
2. See attached site and construction plans as applicable to permit.
3. All work shall conform to City of Fort Worth building code, energy code and zoning requirements.
4. SEPARATE PERMITS ARE REQUIRED for Electrical, Mechanical and Plumbing work.
5. R302.6 Dwelling/garage fire separation.

### SEPARATION MATERIAL

From the residence and attics: Not less than 1/2-inch gypsum board or equivalent applied to the garage side

From all habitable rooms above the garage: Not less than 5/8-inch Type X gypsum board or equivalent

### 6. R302.11 Fireblocking.

In combustible construction, fireblocking shall be provided to cut off all concealed draft openings (both vertical and horizontal) and to form an effective fire barrier between stories, and between a top story and the roof space.

7. BATHROOMS – R303.3 Bathrooms, water closet compartments and other similar rooms shall be provided with aggregate glazing area in windows of not less than 3 square feet, one-half of which must be openable. Artificial light and mechanical ventilation may be provided.

8. EMERGENCY ESCAPE – R310 – basements, habitable attics and each sleeping room

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shall have at least one operable emergency and rescue opening.

R310.2.1 – All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 sq.ft. Openings on grade shall be a minimum of 5 sq.ft. net clear opening.

R310.2.1 – Minimum opening height is 24"

R310.2.1 – Minimum opening width is 20"

R310.1.1 – Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys, tools or special knowledge.

### 9. MEANS OF EGRESS – R311

R311.6 – Minimum hallway width shall not be less than 36"

R311.2 – Each dwelling unit shall have not less than one exit door

### 10. SECTION R315 CARBON MONOXIDE ALARMS

R315.2.1 Carbon monoxide alarms and R315.3 Location. For new construction, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages.

11. WATER HEATERS: M2005.2 – Fuel fired water heaters shall not be installed in a room used as a storage closet.

12. CLOTHES DRYER EXHAUST: 2021 IRC M1502 – Dryer exhaust systems shall be independent of all other systems, and shall terminate on the outside of the building. Exhaust ducts shall be equipped with a backdraft damper.

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## Residential New Building Permit Plan Review Comments

**Reviewer: Morris Peyton**  
**Email: [WaterApps@FortWorthTexas.gov](mailto:WaterApps@FortWorthTexas.gov)**  
**Phone: 817-392-8250**

2 \*\*\* !!! \*\*\* Water Applications Information \*\*\* !!! \*\*\*

To avoid delays and additional meter installation fees, please ensure the following requirements are met:

- Address must be clearly posted
- No debris or material over the meter box
- Meter box must be in the ground to grade per city specification

### Installation Policy Requirements:

Sec 5.18.2.1 Meter boxes can only be installed in non-paved areas. Water service and meter box must be installed 1-foot offset from the property line in the parkway and have a 9-foot horizontal separation from the sewer service. The normal location for meter boxes is 2.5 feet behind the back of curb.

In no case shall the water meter box (and meter) be outside of the public right-of-way or water easement.

Sec 6.4.1.3 Wastewater service should avoid placement in driveways and have a 9-foot horizontal separation from the water service.

Service should be installed South or West of the proposed driveway location.

### Fort Worth City Code § 35-70.16©

A waiver of water and wastewater impact fees to the developer/homeowner is only available if other funds have been identified and appropriated to cover those costs.

### Research for existing Service Locations

Sewer tap: CCTV investigation wo#25-131191

Water tap: (2) existing taps

Lot 27 - water tap located: 40' South of North Property Line

Lot 26 - water tap located: 34' South of North Property Line

**Reviewer: Rosalee Rivera**  
**Email: [Rosalee.Rivera@fortworthtexas.gov](mailto:Rosalee.Rivera@fortworthtexas.gov)**  
**Phone: 817-392-2222**

3 Zoning Plan Review Performed On: 09/08/2025

By: Rosalee Rivera – 817-392-2429 – [rosalee.rivera@fortworthtexas.gov](mailto:rosalee.rivera@fortworthtexas.gov)

Permit #: PB25-12523

Physical Address: 3923 Village Creek Rd // Incorrect Parcel – Hold placed

Legal Description: HOME ACRES ADDITION – Block 5 Lot 26A – (3921 Village Creek Rd)

HOME ACRES ADDITION – Block 5 Lot 27A – (3913 Village Creek Rd)

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## Residential New Building Permit Plan Review Comments

Scope of project: Single Family Residence

HOLD NOTES: All items labeled "HOLD" must be addressed. Additional HOLDS may be placed upon review of revisions.

Zoning district: A-21/SS

Overlays: Stop Six

Lot area: 1/2-acre (21,780 square feet) minimum (§§ 6.501 and 7.106)

- Provided: 69,200 sf. // Two individually platted lots. Hold placed for missing plat.
- Individual lot: 34,600 sf.

\*Building Square Footage: 4809 sf / Slab  
4809 sf / 69,200 = 0.07 % - Both Lots  
4809 sf / 34,600 = 14 % - One Lot

Lot width: 85 feet minimum at building line; Provided: 200' for two lots, but these are individually platted lots. 100' for one lot width – Hold placed for missing plat

Lot coverage: 30% maximum; Provided: TBD – Hold placed for missing plat to verify lot dimensions of lot(s)

Front yard driveway coverage: Driveway 16' / Front yard 100' = 1600 sf.

- $1600 / 69,200 = 0.023\%$
- $1600 / 34600 = 0.046 \%$

Established Setbacks: Provided 100 feet front yard setback. Established home at (3929 – Lot 25A) is also 100' setback

\*Front yard: 100 feet minimum; Provided: 100' front yard setback

Rear yard: 10 feet minimum; Provided: 181.10'

Side yard \*: 10 feet minimum; Provided: 61'L // 55.4'R

Height: 35 feet maximum (see Chapter 6, Development Standards, § 6.100, Height);  
Provided: 20'

No. of bedrooms: 4

Parking spaces required: 3

Parking spaces provided: 3 car garage and a single car garage

§ 4.408 STOP SIX ("SS") OVERLAY DISTRICT.

(e) Development standards. Development in the Stop Six Overlay District shall comply with the applicable development standards for the base zoning district except as herein

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## Residential New Building Permit Plan Review Comments

provided:

(1) Building materials. At least 70% of all sides of a new residential structure shall be masonry: stone, brick, terra cotta, patterned pre-cast concrete, cement board siding, cast stone or prefabricated brick panels.

\*\*Interpretation: This section of the ordinance is not being enforced due to HB 2439 and will only be considered as part of the project's compliance to meet economic incentive requirements in the NEZ or similar programs

(2) Garages A two-car garage is required. Garages facing the street shall be located at or behind the front wall and shall not project in front of the front wall. All the required parking spaces above two shall be behind the front wall.

\*\*Interpretation: Section 6.507(c) of the zoning ordinance allows garages that face a public or private street to project no greater than eight feet in front of the front wall of the house in all single-family districts.

\*\*\*Thus, I will allow garages to project no more than 8 feet in front of the front wall of the house to reduce the conflict with 6.507 c's established protections on "snout homes"

(3) Building design, architectural features.

a. Homes shall have an entry feature such as a porch or stoop that faces the street. -  
Provided – Porch facing street

b. Open porches can extend up to ten feet into the minimum front yard to encourage larger porches. If a porch is provided, it shall be a minimum of six feet in depth.

\*\*Interpretation: when a porch extends up to ten feet into the minimum front yard to encourage larger porches, it must be a minimum of six feet in depth. Otherwise, a porch that is less than six feet in depth is some sort of covered walkway entry feature.

(Provided – 6 feet from front door to wood post of porch

c. Homes shall have a minimum of one eight square foot window on all sides of the house. The front wall shall have a minimum total window area of 16 square feet.

\*\*Interpretation: To clarify this intent, elevations that are visible from the ROW shall have a minimum of one eight square foot window on all sides of the house, not intended to required windows on garage elevations. - Provided – Front shows 51 sf / provides 16 sf to 24 sf. of windows on all elevations

d. Front doors shall face the public street and shall be visible from the public street. Front door openings shall not be recessed more than six feet from the front wall of the home. -  
Provided – Front door is facing the front street and projects 6 feet from the front porch posts

(4) Landscaping. Landscaping shall be kept to allow visibility to and from street-facing

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## Residential New Building Permit Plan Review Comments

doors and windows. A variety of landscape plants and materials in the front yard is highly encouraged.

(Provided – Hold placed for canopy coverage. Pending Urban Forestry Permit

Two tree locations as required per the 6.507(d) ONE-FAMILY DWELLING UNIT DESIGN STANDARDS is sufficient.

Notes:

\* See Chapter 6, Development Standards, § 6.101(d), Yards for front yard setback requirements.

\*\* May be subject to projected front yard (§ 6.101(f))

Monotony: Missing – Hold placed

Trees: Hold placed for Urban Forestry permit.

### § 4.702 ONE-FAMILY ("A-21") DISTRICT.

(a) Purpose and intent. It is the purpose and intent of the one-family ("A-21") district to provide a zone with a minimum lot size of one-half acre for semi-rural development of a one-family dwelling on each lot and accessory uses. The minimum lot size of one-half acre may also be appropriate to maintain compatible lot sizes in developed areas, ensure compatibility with adjacent uses, or otherwise promote the public health, safety, morals or general welfare.

(b) Uses. In the one-family ("A-21") district, no building or land shall be used and no building shall be hereafter erected, reconstructed, altered or enlarged, nor shall a certificate of occupancy be issued, except in accordance with the use tables in Chapter 4, Articles 6 and 8 and the supplemental standards of Chapter 5.

(c) Property development standards.

(1) In the one-family ("A-21") district, the minimum dimension of lots and yards and the height of buildings shall be as shown in the accompanying table:

One-Family ("A-21") District

One-Family ("A-21") District

Lot area 1/2 acre (21,780 square feet) minimum (§§ 6.501 and 7.106)

Lot width 85 feet minimum at building line

Lot coverage 30% maximum

Front yard\* 30 feet minimum

Rear yard 10 feet minimum

Side yard \* 10 feet minimum

Interior lot 15 feet minimum adjacent to side street and

Corner lot\*\* 10 feet minimum for interior lot line

Height 35 feet maximum (see Chapter 6, Development Standards, § 6.100, Height)

Notes:

\* See Chapter 6, Development Standards, § 6.101(d), Yards for front yard setback requirements.

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## Residential New Building Permit Plan Review Comments

\*\* May be subject to projected front yard (§ 6.101(f))

(2) Commentary.

a. Carports/porte cocheres, allowed in side, rear and front yard in certain circumstances, see Chapter 5, Supplemental Use Standards, § 5.301 Accessory Buildings on Residential Lots and Chapter 6, Development Standards, § 6.101 Yards.

b. Fences, two feet high in public open space easement, eight feet high behind front yard, see Chapter 5, Supplemental Use Standards, § 5.305 Fences for fence requirements for fences allowed for residential dwellings.

c. Facade, materials and appearance, see Chapter 6, Development Standards, § 6.507 Single-Family Residential Design Standards.

Picture 4.4

(d) Other development standards. Development in the one-family ("A-21") district may be subject to a variety of general development standards in Chapter 6 and the following provisions:

(1) Signs. On-premises signs subject to the following:

a. An unilluminated nameplate bearing the family name of the occupants residing in the residence not to exceed one square foot in area; and

b. An unilluminated sign for those uses allowed that are not residential. The sign shall not exceed 30 square feet in area, shall be no higher than six feet above grade and shall be placed a minimum of ten feet behind the property line. Such sign shall not be placed within 20 feet of drives providing ingress and egress to the property.

(2) Parking. Two spaces located behind the front building wall for dwelling units with three or fewer bedrooms, plus one space located behind the front building wall or in the driveway for each bedroom above three. For nonresidential uses, see Chapter 6, Development Standards, Article 2, Off-Street Parking and Loading, § 6.200.

(3) Residential design standards. See Chapter 6, Development Standards, § 6.507 Single-Family Residential Design Standards.

(4) Landscaping and buffers. Nonresidential uses may require landscaping or buffers. See Chapter 6, Development Standards, Article 3, Landscaping, Buffers and Urban Forestry, § 6.300.

(5) Access through residential districts. See Chapter 6, Development Standards, § 6.500 Access through Residential Districts.

(6) Reconstruction of nonconforming accessory buildings. A nonconforming accessory building that is damaged by fire, the elements or other cause beyond the control of the owner may be repaired or reconstructed in the same rear and side yard setbacks provided the construction is limited to the identical footprint (replacement of the foundation is allowed); the building is the same design, height and roof pitch (use of different material is allowed) and the owner or an agent obtains a building permit to repair the structure within six months after the damage date. The owner shall have the burden of proof to establish the damage date.

(7) Garage/carport. No more than one garage and one carport or porte cochere shall be allowed per residential unit on a single residential lot, unless the additional garages or porte cocheres are an integral part of the main residential structure with the same roofline and driveway as the residential structure.

Sec. 22-176. Curb cuts and laid-down curb permit procedures.

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The location of ingress and egress driveways shall be subject to approval of the city traffic engineer under curb cut or laid-down curb permit procedures. Driveways shall not exceed sixty-five (65) per cent of the property frontage. There shall be a minimum of twenty (20) feet of curb along the street between driveways where there is more than one driveway on property under unified ownership or control and used as one premise. The decision of the city traffic engineer may be appealed to the city council.

If your construction project includes alley access or paving in public right of way please email or call WPD@fortworthtexas.gov, 817-392-8428, so that the Water Department can determine if any public water or sewer mains will be paved over. Any identified public mains that the Water Department determines need to be replaced will be scheduled for rehab by the Water Dept. before paving activity can commence. This time line varies so it is critical that the assessment occurs as soon as possible to avoid delaying your project. Any paving over public water or sewer mains will require a review by the Water Department to identify conflicts or encroachments. Exhibits must be drawn to scale, show cross streets, lot boundaries, address and legal description, easements, dimensioning and profile.

A parkway permit is required for all new construction projects for sidewalk(s), if not currently existing.

\*\*\*\*\* end ZONING PLANS EXAM COMMENTS\*\*\*\*\*

**Reviewer: Dorothea Lee**  
**Email: Dorothea.Lee@fortworthtexas.gov**  
**Phone: 817-392-2222**

4 9/4/2025 Waived fees due to NZ24-00291 - DLee

Planning Development Department

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The City of Fort Worth \* 100 Fort Worth Trail \* Fort Worth, TX, 76102  
817-392-2222 \* Fax 817-392-8105