



Residential New Building Permit Plan Review Comments

Application: PB25-13673

Date Submitted: 09/30/2025

Status: Awaiting Client
Reply

Date Issued:

Address: 305 W HAMMOND ST

Parcel: 206656

Zoning: B

Subdivision: SOUTH SIDE ADDITION-FT WORTH

Lot/Block: 2/30

Description of Work: new single family home

ADA TDLR:

Energy Code Compliant:

Applicant: DANIEL JASSO

Owner: SCHAEFER, ALBERT G

PO BOX 60071

FORT WORTH,, TX 76115

8176753163

Building Classification:

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	900		habital space
U	VB	468		non habital

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:

Building

Reviewer: Giselle Gonzalez

Email: Giselle.Gonzalez@fortworthtexas.gov

Phone: 817-392-2857

1. 11-05-2025 - CORRECTIONS REQUIRED - Braced walls were not provided for review.

10-30-2025 - CORRECTIONS REQUIRED - Braced walls were not provided.

Provide braced walls for all exterior walls per the 2021 IRC Table 602.10.4.

10-02-2025 - CORRECTIONS REQUIRED - Braced walls are required for all exterior walls and must comply with the 2021 International Residential Code Table R602.10.4.

Provide information on braced walls for review per the code requirement.

Planning Development Department



Residential New Building Permit Plan Review Comments

Mechanical

Reviewer: Giselle Gonzalez

Email: Giselle.Gonzalez@fortworthtexas.gov

Phone: 817-392-2857

1. 10-30-2025 - CORRECTIONS REQUIRED - HVAC plans not provided for review.

10-02-2025 - CORRECTIONS REQUIRED - An HVAC plan is required for review.

Provide an HVAC plan for review.

PARD

Reviewer: Germaine Joseph

Email: 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

Phone:

1. Need a site plan showing drive approach with city sidewalk and measurements.

Planning Development Department



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Plumbing

Reviewer: Giselle Gonzalez

Email: Giselle.Gonzalez@fortworthtexas.gov

Phone: 817-392-2857

1. 10-30-2025 - CORRECTIONS REQUIRED - Line sizes for plumbing were not provided on plumbing plans.

Provide revised plumbing plans with the sizes of all proposed plumbing lines for review.

10-02-2025 – CORRECTIONS REQUIRED – A plumbing plan is required for review. Plans must show the location and sizes of all proposed plumbing lines.

Provide a plumbing plan for review with the location of all plumbing lines and their sizes.

Water

Reviewer: Michelle Canright

Email: Michelle.Canright@fortworthtexas.gov

Phone:

1. 11/04/25 --INCOMPLETE--

10/9/25 CORRECTIONS REQUIRED - Fees Due. Sewer impact and tap fees due. Contact Water Applications at 817-392-8250 or WaterApps@fortworthtexas.gov to provide proposed water meter and sewer information.

Zoning

Reviewer: Rosalee Rivera

Email: Rosalee.Rivera@fortworthtexas.gov

Phone: 817-392-2222

Planning Development Department



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1. 11/7/25 INCOMPLETE: Revision submitted 11/5/25 did not address hold.

10/31/2025 – CONTINUED HOLD

Hold not addressed.

Provided site plan but did not provide the single family zoned district they are building to.

Site plan does not provide the setback of the project from the shed. There is to be a new driveway poured in the area where the shed is. Site plan must show the new home and accessory structure (s) along with the setback from each other and all property lines and easements.

Please copy and paste the web address below, scroll to (Article 7: Residential Districts), and select the (One family zone district) you are building too. Please include this information on the revised drawn to scale site plan reading - **Zoned B two family but building to (??-?) single family.

https://codelibrary.amlegal.com/codes/ftworth/latest/ftworth_tx/0-0-0-33287

10/09/2025 – CORRECTIONS REQUIRED – SITE PLAN / WHAT DISTRICT ARE YOU BUILDING TO

Please provide a drawn to scale site plan showing the location of the home on the lot and all setback measurements from the property line, accessory buildings, front yard setback, all in accordance with
The building district chosen for this project.

This lot is zoned B two family. A single-family residence can be built but to what single family district are you building to?

This lot size is 5000 sf, A-5 would be the best option as it requires a lot size of 5000 sf, but you can select each field to review the table of what is required for that district.

Please copy and paste the web address below, scroll to (Article 7: Residential Districts), and select the (One family zone district) you are building too. Please include this information on the revised drawn to scale site plan reading - **Zoned B two family but building to A-5 single family.

-Any plan sheet that is required to be revised, must be resubmitted as part of one file that is a complete set of plans as each resubmittal is required to be a complete set. Resubmitted Plans file is to be named (address SUB 2 Plan Revision), (address SUB 2 Plan Revision), etc..

Additional HOLDS may be placed upon review of revision

Planning Development Department



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2. 10/09/2025 – INFORMATIONAL - AWAITING CLIENT REPLY –

Correction(s) should only be submitted once the permit is in “Awaiting Client Reply” status. Once the permit has one completed review from all departments the permit will go into “Awaiting Client Reply” status and email will be sent to whomever applied for the permit. At that time the Client (customer/applicant) will reply with the corrections requested by each department.

Please do not upload before that time.

-Any plan sheet that is required to be revised, must be resubmitted as part of one file that is a complete set of plans as each resubmittal is required to be a complete set. Resubmitted Plans file is to be named (address SUB 2 Plan Revision), (address SUB 2 Plan Revision), etc..

Additional HOLDS may be placed upon review of revision

3. 10/30/2025 – CORRECTIONS REQUIRED – NEW HOLD – 10' UTILITY EASEMENT

*NEW HOLD BASED OFF UPLOADED REVISION 1 PLAN SET ON 10/30

Please revise site plan to show the home is not going to be built on any easements, or contact the Contract Management Office for information on how to obtain an encroachment agreement to build on the 10' U.E.

The revised plan set uploaded on 10/30 shows the rear of the home is to be built on a 10' Utility Easement. You cannot build on an easement without an encroachment agreement from the City of Fort Worth Contract Management Office.

You may copy and paste the link below to be routed to the Contract Management Office web page where you can select (Encroachment Agreement). Or contact at zz_DEVSVCS_CFA@fortworthtexas.gov

<https://www.fortworthtexas.gov/departments/development-services/contract-management-office>

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4. 11/7/25 INCOMPLETE: Revision submitted 11/5/25 did not address hold.

10/30/2025 – CORRECTIONS REQUIRED – NEW HOLD – GARAGE PROJECTION

*NEW HOLD BASED OFF UPLOADED REVISION 1 PLAN SET ON 10/30.

Please revise the plan set to minimize the current projection of the garage to be at 8 feet or less from the front wall. Currently showing a projection of 16 feet from the front porch.

*The front wall currently is the front entry – doorway.

*The porch can be considered the front wall but only if it is a covered structural slab connected to the main foundation.

Per 6.507(c) ONE-FAMILY DWELLING UNIT DESIGN STANDARDS.

(c) Attached garages. No attached garage facing a public or private street may project greater than eight feet in front of the front wall of the house in all single-family districts.

-Any plan sheet that is required to be revised, must be resubmitted as part of one file that is a complete set of plans as each resubmittal is required to be a complete set. Resubmitted Plans file is to be named (address SUB 2 Plan Revision), (address SUB 2 Plan Revision), etc..

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	09/30/2025	Shanice Reed
Water Development Review	Corrections Required	11/11/2025	Cristina Casso
NEZ Certification Review	Opt-Out	09/30/2025	Shanice Reed
Transportation Impact Review	Approved	10/07/2025	Lamonica Smith
Urban Forestry Review	Approved	10/31/2025	Rosalee Rivera
Zoning Review	Corrections Required	11/07/2025	Marybel Pina
PARD Review	Approved	10/01/2025	Germaine Joseph
Building Plan Review	Corrections Required	11/05/2025	Giselle Gonzalez
Mechanical Plan Review	Corrections Required	11/05/2025	Giselle Gonzalez
Plumbing Plan Review	Corrections Required	11/05/2025	Giselle Gonzalez
Electrical Plan Review	Approved	11/05/2025	Giselle Gonzalez
Plan Distribution	Routed for Electronic Review	11/05/2025	Giselle Gonzalez
Plans Coordination	Corrections Required	11/11/2025	Giselle Gonzalez

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NEZ Design Guidelines Review	Not Required	10/08/2025	Rosalee Rivera
Parkway Review	Not Required	10/30/2025	Jeffrey Wolff

General Comments and Additional Permit Information:

Reviewer: Rosalee Rivera
Email: Rosalee.Rivera@fortworthtexas.gov
Phone: 817-392-2222

1 Zoning Plan Review Performed On: 10/08/2025

By: Rosalee Rivera — rosalee.rivera@fortworthtexas.gov

Zoning Review Notes: All reviews are pending stakeout inspection

Permit: PB25-13673

Physical Address: 305 W Hammond St

Legal Description: SOUTH SIDE ADDITION-FT WORTH Block 30 Lot 2

Plat: SOUTH SIDE ADDITION-FT WORTH

Zoning district: B – Building to ??

Scope of project: Single Family Residence

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

***Please do not upload revised combined plans until the permit is in (Awaiting Client Reply)

Overlays: N/A

Minimum Lot Size 5000 sq ft: Provided: 5000 sf. per land survey and plat 40' x 125'

Building Square Footage: TBD – Per unscaled site plan/floor plan, showing 1560 sf.

Maximum Height 35': Provided: 13.9'

Lot Width: 50' minimum / Provided: 40' – Hold placed

Lot Coverage: 50% maximum; Provided: TBD – Currently – 31%

Front yard driveway coverage: 50% maximum; Provided: TBD

4.705(e)(7) ONE-FAMILY (“A-5”) DISTRICT.

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(Table)

(7) No parking for one- and two-family uses shall be permitted within the front yard, as measured between the front property line and the closest location on the structure, other than as provided on the driveway. Driveway coverage, including ribbon drives, shall not exceed 50% of the front yard, and any additional parking on the property shall be provided on the driveway. Circular drives shall not exceed 65% maximum coverage. Parking pads are permitted if they are attached to the primary driveway and constructed of the same material, and shall be included in the calculation of driveway coverage.

Monotony: Custom home unique to the block

Trees: Provided tree location in front yard

Setback restrictions: (The front yard setback in residential districts shall be the greatest of: The platted building line; The setback for the applicable zoning district; or the setback of the nearest building on either side that is the closest to the street, up to a maximum setback of 50 feet, provided that said setback is not the result of a variance granted by the Board of Adjustment)

Established Setbacks Provided: Missing – hold placed

Front: 20' minimum – Provided: TBD

Interior Side Yard: 5' minimum – Provided: TBD – hold placed – drawn to scale site plan needed

Rear: 5' minimum – Provided: TBD – Missing

No. of bedrooms: 2

Parking spaces required: 2

Parking spaces provided:

Additional Comments:

4.406(1)(e) TCU RESIDENTIAL ("TCU") OVERLAY DISTRICT.

(1) TCU residential overlay district. The TCU residential overlay district is designed as an overlay to the base zoning district. Property located within this zoning overlay must also be designated as being within one of the base zoning districts. Permitted uses must be allowed in both the base zoning district and the overlay district and must comply with height, yard, area and parking requirements of the base zoning district.

(e) Use restrictions. No more than three unrelated persons may occupy a single dwelling unit in the TCU residential overlay district unless the owner has registered as a

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nonconforming use by March 31, 2015. When counting the number of unrelated persons in a single dwelling unit, persons related by blood, marriage or adoption shall count as one unrelated person, provided all other persons shall each count as one unrelated person.

6.507.2 (c) ONE-FAMILY DWELLING UNIT DESIGN STANDARDS.

One-family dwellings must comply with the following standards.

Parking. Section 4.705.D.2 Single Family Home: (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. Required parking spaces must be hard surface and dust free (asphalt or concrete). All maneuvering space must be located off of the public right of way.

(a) Elevation. The intent of this subsection is to promote the health, safety, and general welfare of the City of Fort Worth and its citizens through the adoption and enforcement of one-family dwelling unit design standards that limit the effects of repetition and uniformity by requiring substantive variation and diversity in front elevations within a certain lot pattern. The elevations for one-family dwelling units within a six (6) lot pattern must be sufficiently differentiated from each other and from any one-family dwelling unit that is two (2) lots removed on either side of the subject property on the same side of the street, as generally depicted below and otherwise set forth herein.

(c) Attached garages. No attached garage facing a public or private street may project greater than eight feet in front of the front wall of the house in all single-family districts.

(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.

(8) Side and rear yard setbacks. The side and rear yard setback for detached garages located behind the rear wall of the house may be reduced to three feet. The side yard of an attached garage may be located within three feet of the property line when located a minimum of 18 feet back of the front wall of the house.

6.302(1) URBAN FORESTRY.

(1) One- and two-family residential land uses.

a. Minimum retained or planted canopy coverage shall be 40%.

(d) Infill house. An infill house shall be required to have one minimum three-inch caliper front yard tree of choice, and one minimum three-foot caliper street parkway tree as approved by the city forester. In all instances, a minimum of 40% canopy cover per lot must be achieved in accordance with § 6.302.

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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.

Alley will need to be paved from the farthest property line to the nearest street or existing alley paving if it is to be used as access.

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

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

Reviewer: Michelle Canright
Email: Michelle.Canright@fortworthtexas.gov
Phone:

2 WATER APPLICATIONS

*** IMPORTANT*** PLEASE READ WATER AND SEWER SERVICE LOCATION 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.

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

Planning Development Department

Reviewer: Lamonica Smith
Email: Lamonica.Smith@fortworthtexas.gov
Phone:

3 ****Transportation Impact Fees****

2025 rate with 50% adequate facilities discount.

Planning Development Department

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