



## Residential New Building Permit Plan Review Comments

**Application:** PB25-16395

**Date Submitted:** 11/25/2025

**Status:** Awaiting Client  
Reply

**Date Issued:**

**Address:** 2103 MC KENZIE ST, UNIT# Lot B

**Parcel:** 147294

**Zoning:** A-5

**Subdivision:** POLYTECHNIC HEIGHTS ADDITION

**Lot/Block:** A/118

**Description of Work:** New residential single story home

**ADA TDLR:**

**Energy Code Compliant:**

**Applicant:** Christy Record

**Owner:** HOWL, ANTHONY W

8585 N. Stemmons Fwy Suite 260S

5708 HIGHGATE DR

Dallas, TX 75247

ARLINGTON,, TX 76016

**Building Classification:**

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	1817	9	Living
U	VB	639	3	Garage/Porch/Patio

**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:**

**Flood Plain**

**Reviewer:** Robin Stevens

**Email:** Robin.Stevens@fortworthtexas.gov

**Phone:**

1. HOLD: Provide a site plan that shows the full parcel boundary, the FEMA Floodplain, and the proposed building footprint.

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. Starting Oct 1, 2025, customers who choose to pay by Credit Card or Debit Card will incur a service fee of 2.5%. There is no service fee to pay by check, ACH, cash, or money order.

### **Water**

**Reviewer: Michelle Canright**

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

**Phone:**

1. 12/10/25 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.

Fees will be invoiced once WMP has been approved and paid for.

2. 12/10/25 CORRECTIONS REQUIRED - Need customer billing information:
  1. Customer Name (for the account)
  2. Customer's Mailing Address
  3. Customer's Tax ID Number
  4. Contact Name (if different from customer name)
  5. Customer's Phone number
  6. Customer's Email address

Please provide customer billing information to [WaterApps@FortWorthTexas.Gov](mailto:WaterApps@FortWorthTexas.Gov) and be sure to add the permit number and address in the subject title.

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## Residential New Building Permit Plan Review Comments

### 3. 12/10/25 - CORRECTIONS REQUIRED - Extension required for water service install.

There are two (2) options for service installation

Opt A - Miscellaneous project – All requests are subject to a preliminary review to determine if water service can be installed by miscellaneous project.

A miscellaneous project is the Water Department's in-house design option for developer's / customers to use for small extensions, fire line taps, water taps larger than 2 inches and as required by the City due to unusual circumstances.

To receive an estimate you must first apply for a miscellaneous projects online at, <https://aaapps.fortworthtexas.gov/CitizenAccess> under the WATER tab. You must register for a log in to submit your request.

Opt B – Community Facility Agreement

The alternative option to city miscellaneous projects is to have water and/or sewer extended under a Community Facility Agreement (CFA).

A CFA is a contract between a Developer and the City for the construction of Community Facilities, on the property in which the City has or will have an ownership or other legal interest, that the City requires to be constructed as a condition of plat or plan approval, or the issuance of a building permit.

You can visit our website for more information regarding Community Facilities Agreement (CFA) and Infrastructure Plan Review (IPRC) which go hand in hand when you as the builder/developer request to have your utility contractor construct the infrastructure.

IPRC Contacts & link to more information – Tablisha Taylor 817-392-6250

<https://www.fortworthtexas.gov/departments/development-services/infrastructure-plan-review-center?BestBetMatch=iprc|a720ba43-6954-4033-b1ac-a72478fc15dc|f3d8342e-e792-4add-b724-7420243aa350|en-US>

CFA Contacts & Link to more information

<https://www.fortworthtexas.gov/departments/development-services/cfa?BestBetMatch=cfa|a720ba43-6954-4033-b1ac-a72478fc15dc|f3d8342e-e792-4add-b724-7420243aa350|en-US>

### 4. 12/10/25 CORRECTIONS REQUIRED - Fees Due. Sewer tap 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.

Fees will be invoiced once WMP has been approved and paid for.

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## 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. 12/4/2025 – CORRECTIONS REQUIRED – INCORRECT PARCEL FOR BLOCK 118 - LOT B

The site plan shows (Block 118 – Lot B), but there is not a parcel of (2101) for this lot.

(2101 Mc Kenzie St) is showing to be for Lot A.

(2113 Mc Kenzie St) is showing for Lot B

Please contact the fire addressing department to request an address verification letter.

You may contact addressing at ([addressing@fortworthtexas.gov](mailto:addressing@fortworthtexas.gov) ).

Please upload the address verification letter directly to this permit.

Additional HOLDS may be placed upon review of revision

#### 2. 12/4/2025 – CORRECTIONS REQUIRED – URBAN FORESTRY

Please revise the site plan to show two 3" caliper trees within the property line.

6.302(e)(1)(2)(3). URBAN FORESTRY.

**\*\* (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.

For a street parkway tree to be planted, please contact the City Forester to request an approval letter.

A city forester approval letter is not needed unless there is a planting of a tree on the street parkway area. **\*\*Both trees can be planted within the front yard and/or behind the property line without requiring a City Forester approval letter.**

If a street parkway tree is preferred, you may contact the City Forester department at [Melanie.Migura@fortworthtexas.gov](mailto:Melanie.Migura@fortworthtexas.gov)

Please upload the approval letter directly to the permit if chosen to plant in the street parkway area. Otherwise, please revise the site plan to show both trees within the front yard area.

### **Approval Table:**

Task Name	Task Status	Completed Date	Task Rev Name
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## Residential New Building Permit Plan Review Comments

Application Submittal	Routed for Electronic Review	12/01/2025	Christopher Gates
Water Development Review	Corrections Required	12/10/2025	Michelle Canright
NEZ Certification Review	Opt-Out	12/01/2025	Christopher Gates
Transportation Impact Review	Not Required	12/08/2025	Lamonica Smith
Urban Forestry Review	Corrections Required	12/04/2025	Rosalee Rivera
Zoning Review	Corrections Required	12/04/2025	Rosalee Rivera
PARD Review	Approved	12/01/2025	Germaine Joseph
Building Plan Review	Approved	12/01/2025	Scott Edwardson
Mechanical Plan Review	Approved	12/01/2025	Scott Edwardson
Plumbing Plan Review	Approved	12/01/2025	Scott Edwardson
Electrical Plan Review	Approved	12/01/2025	Scott Edwardson
TPW Floodplain Review	Corrections Required	12/10/2025	Robin Stevens
Plan Distribution			
Plans Coordination	Corrections Required	12/11/2025	Scott Edwardson
NEZ Design Guidelines Review	Not Required	12/04/2025	Rosalee Rivera

### General Comments and Additional Permit Information:

**Reviewer: Scott Edwardson**  
**Email: [Scott.Edwardson@fortworthtexas.gov](mailto:Scott.Edwardson@fortworthtexas.gov)**  
**Phone: (817) 392-6288**

3 \*\*\*\*\* Residential Code Review Comments \*\*\*\*\*  
City Plans Examiner: Scott Edwardson  
Phone # (817) 392-6288  
[Scott.Edwardson@fortworthtexas.gov](mailto:Scott.Edwardson@fortworthtexas.gov)  
Date 12/01/2025  
Development Services  
Residential Review Notes  
IRC 2021  
Permit: PB25-16395  
Address: 2101 Mc Kenzie St.  
Legal Desc: Polytechnic Heights Addition Block 118 Lot B  
Contact: Christy Record  
Project Area: 2456  
Occupancy & Use: R-3 – 1817 U – 639  
Zoning A-5  
Setbacks: L- 9.83' R – 10.17' Rear – 5.00'  
Lot Size: 6000

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## Residential New Building Permit Plan Review Comments

Lot Coverage: 40.93% Total of all Structures  
Scope of Work: New SFR

Professional engineer  
Certified foundation plans Igor I. Teplitskyi P.E. 94973  
Professional engineer who certified structural plans: Igor I. Teplitskyi P.E. 94973  
Braced wall plans: Igor I. Teplitskyi P.E. 94973

### WINDOWS

Max U-factor is 0.35  
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 R-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,

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## Residential New Building Permit Plan Review Comments

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

### 1 WATER APPLICATIONS

\*\*\* IMPORTANT\*\*\* PLEASE READ WATER AND SEWER SERVICE LOCATION REQUIREMENTS \*\*\*

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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

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

### 2 Zoning Plan Review Performed On: 12/4/2025

By: Rosalee Rivera — [rosalee.rivera@fortworthtexas.gov](mailto:rosalee.rivera@fortworthtexas.gov)

Zoning Review Notes: All reviews are pending stakeout inspection

Permit: PB25-16395 // Related PB25-16601 – Pulled on 12/02 showing (2101 - Lot A) – Needs to be withdrawn

Related: There does appear to be existing residence for (Lot B) if this is the correct lot, then a wrecking permit will need to be obtained.

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## Residential New Building Permit Plan Review Comments

\*\*Hold placed for addressing letter // Verified with Fire addressing that the correct parcel for Lot B is (2105).

Physical Address: 2101 Mc Kenzie ST

Legal Description: POLYTECHNIC HEIGHTS ADDITION – Block 118 – Lot A // Or is this Lot B

\*Plat: (2105 - POLYTECHNIC HEIGHTS ADDITION – Block 118 – Lot B

\*(2101) – Block 118 – Lot A

Zoning district: A-5

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)

Minimum Lot Size 5000 sq ft: Provided: 6000 sf.

Building Square Footage: Slab – 2456 sf.

Maximum Height 35': Provided: 19.2'

Lot Width: 50' minimum / Provided: 60'

Lot Coverage: 50% maximum; Provided: 41%

Front yard driveway coverage: 50% maximum; Provided: 30%

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

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## Residential New Building Permit Plan Review Comments

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: 25'

Front: 25' minimum – Provided: 25'

Interior Side Yard: 5' minimum – Provided: 9.10' for both side yard setback

Rear: 5' minimum – Provided: 5'

No. of bedrooms: 4

Parking spaces required: 3

Parking spaces provided: 3

Garage Projection: 2.6' from porch post

Additional Comments:

### 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

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## Residential New Building Permit Plan Review Comments

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.

If your construction project includes alley access or paving in public right of way please email or call [WPD@fortworthtexas.gov](mailto: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\*\*\*\*\*

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**Reviewer: LaTonda Johnson**  
**Email: LaTonda.Johnson@fortworthtexas.gov**  
**Phone:**

4 11/26/25

INDICATED TO CUSTOMER SHE DOES NOT NEED TO PROVIDE A TAB#; SINCE  
THIS IS NOT A COMMERCIAL PERMIT

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