



## Residential New Building Permit Plan Review Comments

**Application:** PB25-10896

**Date Submitted:** 07/31/2025

**Status:** Awaiting Client  
Reply

**Date Issued:**

**Address:** 3601 AVE J

**Parcel:** 140002

**Zoning:** A-5

**Subdivision:** POLYTECHNIC HEIGHTS ADDITION

**Lot/Block:** 12/74

**Description of Work:** NEW 2 STORY SINGLE FAMILY HOME // PREVIOUS EXPIRED PB21-06308 - DIFFERENT BUILDER

### PROPOSED SQUARE FOOTAGE

PROPOSED 1ST STORY LIVING AREA 702 SQ FT  
PROPOSED 2ND STORY LIVING AREA 929 SQ FT  
PROPOSED GARAGE 430 SQ FT  
PROPOSED PORCH 30 SQ FT

TOTAL: 2,091 SQ FT

TOTAL LOT COVERAGE: 1,162 SQ FT

TOTAL LOT AREA: 4,500 SQ FT

% OF LOT: 25.82%

### ADA TDLR:

**Applicant:** Jorge Reyes

### Energy Code Compliant:

**Owner:** MID-CITIES OFFICE SYSTEMS INC

2833 CROCKETT ST

2821 W EULESS BLVD

Fort Worth, TX 76107

EULESS,, TX 76040

6824021523

### Building Classification:

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	1631	8	Living
U	VB	460	2	Garage/Porch

### 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:

Planning Development Department



## Residential New Building Permit Plan Review Comments

### ***Customer Service***

**Reviewer:** Janice Arnett

**Email:** [Janice.Arnett@fortworthtexas.gov](mailto:Janice.Arnett@fortworthtexas.gov)

**Phone:**

1. 10/21/2025

PREVIOUS NEZ APPLICATION ON FILE FROM 2021 NZ21-00715 (OPT OUT)

### ***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. Need to install ADA ramp at intersection. Use city detail D535 - Type R-1
2. Plans not updated to show R-1 ramp at intersection.



## Residential New Building Permit Plan Review Comments

### **Water**

**Reviewer: Michelle Canright**

**Email: Michelle.Canright@fortworthtexas.gov**

**Phone:**

1. 10/6/25 CORRECTIONS REQUIRED - Sewer main extension required.
- 8/11/25 CORRECTIONS REQUIRED - Sewer main extension required.

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>

2. 10/6/25 CORRECTIONS REQUIRED

8/11/25 CORRECTIONS REQUIRED - Fees Due.

Water/sewer impact + reducer fees due.

Water 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.



## Residential New Building Permit Plan Review Comments

### **Zoning**

**Reviewer: Rosalee Rivera**

**Email: Rosalee.Rivera@fortworthtexas.gov**

**Phone: 817-392-2222**

1. 10/06/2025 – CONTINUED HOLD

Hold not addressed –

You may contact customer service at 817-392-2222 for assistance with locating and uploading the (Monotony Checklist) to the permit.

08/04/2025 – CORRECTIONS REQUIRED – MONOTONY CHECKLIST MISSING

You may contact customer service at 817-392-2222 for assistance with locating and uploading the (Monotony Checklist) to the permit.

Please select whether this project is for a custom home unique to the block, or if there are multiple projects by the same builder, then a six-lot pattern with three marked differences on the checklist required.

Please note additional holds may apply once received.



## Residential New Building Permit Plan Review Comments

### 2. 10/06/2025 - CONTINUED HOLD

Hold not addressed.

### 08/04/2025 – CORRECTIONS REQUIRED – RE-PLAT IS NEEDED

This lot will need to be re-platted into two separate lots to build a single-family residence. There cannot be two homes on a lot zoned A-5 for Single Family. You can either replat or request a zoning change to keep the existing home and the new home on the same platted lot. I have provided the contact number to both departments below.

Please upload the replat directly to this permit for review.

If a zoning change was pursued and approved, please upload the approved council letter directly to this permit for review.

The plan set will also need to be revised to match the replat or the zoning change whichever is pursued.

#### Platting –

For additional information regarding platting in the City of Fort Worth, please contact the platting team email at [platbox2@fortworthtx.gov](mailto:platbox2@fortworthtx.gov) or 817-392-8027

#### Zoning Change –

[ZoningLandUse@fortworthtx.gov](mailto:ZoningLandUse@fortworthtx.gov) or 817-392-8028 to obtain further information on how to complete a zoning change.

-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.

Additional HOLDS may be placed upon review of revision

Planning Development Department



## Residential New Building Permit Plan Review Comments

### 3. 10/06/2025 – CONTINUED HOLD

Hold not addressed –

Please contact customer service at 817-392-2222 for assistance with obtaining the Neighborhood Empowerment Zone (NEZ) opt out form or information on how to apply to the (NEZ program).

### 08/04/2025 – CORRECTIONS REQUIRED – MISSING NEZ DOCUMENTATION

Please contact customer service at 817-392-2222 for assistance with obtaining the Neighborhood Empowerment Zone (NEZ) opt out form or information on how to apply to the (NEZ program).

Please upload the form directly to the permit along with the identification of the individual who is listed on the ownership documentation showing they can make decisions on this property for the owner, (if applicable).

If you wish to apply for the NEZ program, for more information on the Neighborhood Empowerment Zone Program, please call Neighborhood Services Department at 817-392-7540 or access their page online at [www.fortworthtexas.gov/neighborhoods/NEZ](http://www.fortworthtexas.gov/neighborhoods/NEZ)

### Approval Table:

Task Name	Task Status	Completed Date	Task Rev Name
Application Submittal	Routed for Electronic Review	08/01/2025	Janice Arnett
Water Development Review	Corrections Required	10/06/2025	Michelle Canright
NEZ Certification Review	Opt-Out	10/21/2025	Janice Arnett
Transportation Impact Review	Not Required	08/01/2025	Lamonica Smith
Urban Forestry Review	Approved	08/04/2025	Rosalee Rivera
Zoning Review	Corrections Required	10/06/2025	Rosalee Rivera
PARD Review	Approved	08/04/2025	Germaine Joseph
Building Plan Review	Approved	08/08/2025	Scott Edwardson
Mechanical Plan Review	Approved	08/08/2025	Scott Edwardson
Plumbing Plan Review	Approved	08/08/2025	Scott Edwardson
Electrical Plan Review	Approved	08/08/2025	Scott Edwardson
Plan Distribution	Routed for Electronic Review	10/01/2025	Scott Edwardson
Plans Coordination	Corrections Required	10/21/2025	Scott Edwardson
NEZ Design Guidelines Review	Corrections Required	10/06/2025	Rosalee Rivera

Planning Development Department

---

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



## Residential New Building Permit Plan Review Comments

Parkway Review	Corrections Required	10/02/2025	Jeffrey Wolff
----------------	----------------------	------------	---------------

### General Comments and Additional Permit Information:

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

2 \*\*\*\*\* Residential Code Review Comments \*\*\*\*\*  
City Plans Examiner: Scott Edwardson  
Phone # (817) 392-6288  
Scott.Edwardson@fortworthtexas.gov  
Date 08/08/2025  
Development Services  
Residential Review Notes  
IRC 2021PB25-08578  
Permit: PB25-10896  
Address: 3601 Ave J  
Legal Desc: Polytechnic Heights Addition Block 74 Lot 12  
Contact: J. Reyes  
Construction type: VB  
Project Area: 2091  
Occupancy & Use: R-3 – 1631; U – 460  
Zoning A-5  
Lot Size: 4,500  
Lot Coverage: 46.67%  
Scope of Work: New SFR

Professional engineer  
Certified foundation plans: Luis Alfredo De Jesus Pena P.E. 106624  
Professional engineer who certified structural plans: Luis Alfredo De Jesus Pena P.E.  
106624  
Braced wall plans: Luis Alfredo De Jesus Pena P.E. 106624

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

Planning Development Department



## Residential New Building Permit Plan Review Comments

### \*\* 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 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"

Planning Development Department



## Residential New Building Permit Plan Review Comments

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.

**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 \*\*\***

---

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

---

### EXISTING SERVICE LOCATIONS

---

No existing services for this lot

Planning Development Department



## Residential New Building Permit Plan Review Comments

**Reviewer:** Rosalee Rivera

**Email:** Rosalee.Rivera@fortworthtexas.gov

**Phone:** 817-392-2222

3 Zoning Plan Review Performed On: 08/04/2025

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

Zoning Review Notes: All reviews are pending stakeout inspection

Permit #: PB25-10896

Physical Address: 3608 Ave J

Legal Description: POLYTECHNIC HEIGHTS ADDITION Block 74 Lot 12A

Plat: Replat needed – hold placed

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 the 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: 4500 sf. / (Reverify with replat) – hold placed

Building Square Footage: 2091 sf total / Slab -1162 sf.

Maximum Height 35: Provided: 26.10'

Lot Width: 50' minimum / Provided: 60' - (Reverify with replat)

Lot Coverage: 50% maximum; Provided: (Reverify with replat)

Front yard driveway coverage: 50% maximum; Provided: N/A Driveway is located behind the home.

Monotony: Missing - hold placed

Trees: Provided two tree location within property line front yard

Setback restrictions: (The front yard setback in residential districts shall be the greatest of:

Planning Development Department



## Residential New Building Permit Plan Review Comments

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: Adjacent homes on block face for (Ave J), range from 10' – 20'. Projected front yard for Campbell St per existing home, built right on the property line. Projected front yard for the side yard is sufficient at 15' and front yard is sufficient at 25'

Front: 20" minimum – Provided: 25'

Interior Side Yard: 5' minimum – Provided: 15' Facing Campbell St / secondary home on same lot (1713 Campbell St – Lot 12B) per plan set Reverify with replat)

Rear: 5' minimum – Provided: 9.6' Reverify with replat)

No. of bedrooms: 4

Parking spaces required: 3

Parking spaces provided: 3 – Attached garage located behind home and projected front wall facing Campbell St for two vehicle parking and driveway for the third vehicle also behind the main front wall.

### 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.



## Residential New Building Permit Plan Review Comments

(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 cochères 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.

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

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](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.

Planning Development Department

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

Planning Development Department

---

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