



## Residential New Building Permit Plan Review Comments

**Application:** PB25-10635

**Date Submitted:** 07/25/2025

**Status:** Issued

**Date Issued:** 09/02/2025

**Address:** 3825 SOUTH HILLS CIR

**Parcel:** 192445

**Zoning:** A-21

**Subdivision:** WESTCLIFF ADDITION

**Lot/Block:** 3/8

**Description of Work:** NEW SFR / 3RD PARTY PLAN REVIEW & INSPECTIONS / METRO CODE

**ADA TDLR:**

**Energy Code Compliant:**

**Applicant:** METRO CODE ANALYSIS

**Owner:** DEUSON, BENNY R

3880 Hulen St Suite 400

3825 S HILLS CIR

Fort Worth, TX 76107

FORT WORTH, TX 76109

8173351497

**Building Classification:**

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	6098		LIVING SPACE
U	VB	2325		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:**

**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.

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## Residential New Building Permit Plan Review Comments

### Approval Table:

Task Name	Task Status	Completed Date	Task Rev Name
Application Submittal	Routed for Electronic Review	07/28/2025	Latrica Jelks
Water Development Review	Approved	08/28/2025	Maria Lopez
Transportation Impact Review	Not Required	08/01/2025	Lamonica Smith
Urban Forestry Review	Approved	08/06/2025	Marilyn Hernandez Ayala
Zoning Review	Approved	08/05/2025	Marilyn Hernandez Ayala
PARD Review	Approved	07/31/2025	Germaine Joseph
Building Plan Review	Approved	08/04/2025	Jimmy Baisden
Issue Permit	Issued	09/02/2025	Camille Henderson
Inspections			
Mechanical Plan Review	Approved	08/04/2025	Jimmy Baisden
Plumbing Plan Review	Approved	08/04/2025	Jimmy Baisden
Electrical Plan Review	Approved	08/04/2025	Jimmy Baisden
Plan Distribution	Routed for Electronic Review	08/28/2025	Maria Lopez
Plans Coordination	Approved	08/29/2025	Marilyn Hernandez Ayala

### General Comments and Additional Permit Information:

**Reviewer: Marilyn Hernandez Ayala**  
**Email: Marilyn.HernandezAyala@fortworthtexas.gov**  
**Phone: 817-392-2827**

#### 2 Zoning Plans Exam

Residential Zoning Review Notes PB25-10635 – 3825 SOUTH HILLS CIR  
Planning and Development Department Plan #: Custom Home  
Zoning Review Notes: All reviews are pending stakeout inspection  
CFW Zoning Ordinance # 13896-22519

Permit data confirmed on: 08/05/2025

By: Marilyn A. Hernández-Ayala [817-392-2827]

Scope of project: New Single Family Home

HOLD NOTES: All items labeled "HOLD" must be addressed

SUMMARY: Permit meets minimum standards Y

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## Residential New Building Permit Plan Review Comments

Holds: \_\_\_\_

Zoning district: "A-21" Type of layout: Single-Family Residence

Official Plat: Attached to plans lot/block number verified Y (WESTCLIFF ADDITION Block 8 Lot 3) Vol. 388 B Page 220 approved/filed 6/28/1945

Building Square footage: R-3: 6098 U: 2325

Slab SF: 6,970

Lot Area: 25,476

Lot coverage: 30% maximum, including all structures (Provided 27%)

Height: 35' maximum (Provided 32' 8")

Lot Width: 85' minimum at building line (Provided approx. 86')

Front yard driveway coverage: 50% maximum (Provided 32%)

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)

Front: front yard setback 30' minimum (Provided 49' 3")

Houses on either side: 40' / 40' per 3rd party site plan (verify on aerial photo)

Sides: 10' minimum (Provided 10' 0" & 10' 3")

Corner Lot: 15' minimum (Provided \_)

Rear: 10' minimum (Provided 10' 0")

Note: As applicable, any fence located within an easement will require permission of the easement holder(s) to encroach.

Parking spaces:

Ord. 21528 Single Family Home: 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. # Bedrooms: 5 Parking spaces required 4 provided 6+

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.

Urban Forestry: infill

Single Family Design Standards:

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The same elevation shall not be permitted within a six-lot pattern, on an adjacent lot or on a lot directly across the street.

No attached garage facing a public or private street may project greater than eight (8) feet in front of the front wall of the house in all Single-Family Districts.

### Additional Comments:

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. (Code 1964, § 26-102.3; Ord. No. 8288, § 1, 3-10-81)

**SINGLE FAMILY HOME: DWELLING UNIT:** A building, or any portion thereof, containing a complete set of independent living facilities for occupancy and use by one family, including permanent provisions for living, sleeping, eating, sanitation, and cooking within a kitchen for the exclusive use of the occupants whose intent is to habitat the dwelling unit.

**COOKING EQUIPMENT:** A stove, range or other such appliances, which requires a 220V or gas connection that is used, designed, or intended to be used for the cook and preparing of food.

A sidewalk is required for all frontages facing a street

<http://fortworthtexas.gov/planninganddevelopment/permits/streets/> .



## Residential New Building Permit Plan Review Comments

**Reviewer:** Michelle Canright  
**Email:** 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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### EXISTING SERVICE LOCATIONS

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Water Tap – center lot in front – See water service requirements listed above

Sewer tap – 62 feet from Southeast corner of the lot in back – See wastewater service requirements listed above

**Reviewer:** Sara Miller  
**Email:** smiller@metrocode.com  
**Phone:** (817) 335-1497

### 3 INFORMATION BLOCK

Plan Review Performed On: 7/25/2025  
By: Jimmy Baisden 817-335-1497

Name of Tenant: WYMAN HOUSE  
Scope of Work: NEW SINGLE-FAMILY RESIDENCE

### BUILDING

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1. Address posted and visible at all times from street. 2021 IRC. SEC.R319.
2. Steel lintels or engineer's design required for low eyebrow arches, refer to City of Fort Worth lintel schedule. 2021 IRC. SEC606.9.
3. New construction and additions greater than 500 square feet must have engineered foundation plans.
4. 5/8" type X gypsum board required for storage under stairs. 2021 IRC. SEC. R302.7  
City of Fort Worth amendments.
5. Bedroom fire egress window/ door 5.7 SQFT minimum openable space (grade floor openings 5SQFT). 2021 IRC. SEC. R310.
6. A flight of stairs shall not have a vertical rise greater than 151 in. between floor levels or landings. 2021 IRC. SEC. R311.7.3.
7. All staircases need to meet the requirements set forth in SEC. R311 of the 2021 IRC.
8. Attic access required with minimum dimension of 22" by 30". 2021 IRC. SEC.R807.1
9. Garage/Dwelling separation shall comply with Table R302.6. 2021 IRC
10. Doors separating garage and dwelling must comply with R302.5.1. 2021 IRC.  
(Equipped with a self-closing and self-latching device)
11. Driveway approach (es) shall meet City of Fort Worth standard drawings and separate permit from T&PW construction division required. Regardless of whether the approach and/or sidewalks will be new or not T&PW will still need to be contacted for a site inspection.
12. Smoke detector locations required per 2021 IRC. SEC.R314.3.
13. Smoke detectors required hard-wired w/battery backup per 2021 IRC. SEC.R314.6.
14. Carbon monoxide detector locations required per 2021 IRC SEC R315.3
15. Chimney veneer shall extend completely to the foundation. It may not be wood but supported per 2021 IRC. SEC.R1001.
16. The lowest portion of window openings located greater than 72" above the outside grade must be a minimum 24" above the finished floor level. 2021 IRC R312.2.1.
17. Lots shall be graded to drain away from foundations at a min. 6" in the first 10'. (Slope must be 1:20) 2021 IRC SEC R401.3.
18. Termite control: foundations must be exposed a minimum 6" for siding and 4" for brick veneer with brick ledge.

### ELECTRICAL

1. Emergency disconnects required per 2023 NEC Article 230.85.
2. Surge protection devices required for all services supplying dwelling units per 2023 NEC Article 230.67.
3. All receptacles installed in bathrooms, garages, outdoors, crawl spaces, basements, kitchen countertops, within 6' of a sink, within 6' of a bathtub or shower stall, laundry areas and indoor damp and wet locations. Exterior outlets to be GFCI & weather protected 2023 NEC, Article 210.8 (A).
4. Hydro massage bathtub, spa and hot tub locations must be GFCI protected 2023 NEC, Article 680.43 (A).
5. Service outlets required within 25 feet of mechanical equipment in the attic per 2023 NEC, Article 210.63.
6. Electrical panels labeled and marked for use per 2023 NEC, Article 408.58.
7. Branch circuits to AC condensing units shall be minimum of 10 AWG copper conductors. 2023 NEC, Article 440.6 see FWEC Ordinance No. 18358-11-2008.

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8. Receptacles shall be properly spaced per 2023 NEC, Article 210.50.
9. Tamper resistance rec. req. per 2023 NEC 406.12.
10. At least one receptacle outlet shall be installed in each vehicle bay and not more than 5.5' above floor per 2023 NEC 210.52 (G) (1).

#### MECHANICAL

1. Mechanical equipment in the garage area must be 18" above the finished floor. 2021 IRC.SEC.2408.2.
2. A level service space not less than 30" deep by 30" wide shall be placed on the service side of the mechanical units placed in attics. 2021 IRC. SEC.M1305.1.
3. A 125-volt receptacle shall be located within 25' of mechanical equipment in the attic for service and maintenance. 2021 IRC. SEC.E3901.12.
4. Attics containing appliances require one of three access entrances 1) permanent stairs, 2)300 lb. pull down stair, 3) access door from an upper floor level. 2021 IRC SEC M1305.1.3amendments.

#### PLUMBING

1. Water heaters in the garage required 18" above the finish floor. 2021 IRC.SEC.G2408.2 (305.2)
2. Water heaters are not allowed in attic-single family, duplex, or multi-family. 2021 IRC.SEC. M1305.1.3 (EXCEPTION: Tankless water heaters)
3. Vacuum breakers are required on all hose bibs. 2021 IRC.SEC.P2903.8.5.
4. When water pressure exceeds 80 psi, pressure reducing valve is required. 2021 IRC SEC.P2903.3.2.
5. Water main shutoff valve required near the entrance of the building. 2021 IRC SECP2903.9