



## Residential New Building Permit Plan Review Comments

**Application:** PB25-15748

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

**Status:** Plan Review

**Date Issued:**

**Address:** 1329 MINDEN ST

**Parcel:** 191526

**Zoning:** B

**Subdivision:** WEISENBERGER SUNNY HILL GARDEN **Lot/Block:** 17/17

**Description of Work:** New building permint

**ADA TDLR:**

**Energy Code Compliant:**

**Applicant:** Rocio Perez

**Owner:** ALBARRAN, JESUS

2000 Hemphill Street

5608 ODESSA AVE

Fort Worth, TX 76110

FORT WORTH,, TX 76133

### **Building Classification:**

**Sprinkler Sys Req:** No

**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:** Janice Arnett

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

**Phone:**

1. 11/13/2025

MISSING DOCUMENTS AND NEZ APPLICATION

Planning Development Department



## Residential New Building Permit Plan Review Comments

### ***Building***

**Reviewer:** Jesus Olmos

**Email:** [Jesus.Olmos@fortworthtexas.gov](mailto:Jesus.Olmos@fortworthtexas.gov)

**Phone:**

#### 1. 12/9/2025 - CORRECTIONS REQUIRED - Floor Plan

Per City of Fort Worth all new building must provide a proposed floor plan. Please provide a floor plan with rooms labeled and dimensions of all rooms drawn to scale. This floor plan should include all window and door sizes or a window and door schedule provided.

Please upload a complete and corrected set of plans. Future holds may apply.

#### 2. 12/9/2025 - CORRECTIONS REQUIRED - Wind Bracing

No elevations provided. Please provide a front, rear, left, and right elevation of the home.

Please upload an updated and complete set of plans. Future holds may still apply.

#### 3. 12/9/2025 - CORRECTIONS REQUIRED - Wind Bracing

No wind bracing plan provided. Must show wall bracing plan and method used per 2021 IRC R602.10-See Table 602.10.2

Please upload an updated and complete set of plans. Future holds may still apply.

#### 4. 12/9/2025 – CORRECTIONS REQUIRED – Foundation Plan

No foundation plan provided with plans. Foundation plan must be sealed and stamped by an engineer licensed in the state of Texas

Please upload an updated and complete set of plans. Future holds may still apply.

#### 5. 12/9/2025 - CORRECTIONS REQUIRED - Missing Site Plan with Setbacks.

Site plan provided does not show setbacks on left, right, or rear of new building. Please provide a site plan with proposed new building dimensions and setbacks.

Please upload an updated and complete set of plans. Future holds may still apply.

#### 6. 12/9/2025 - CORECTIONS REQUIRED - Incomplete Submittal

Please review the "Submittal requirements for new residences and additions" application and upload all necessary documents. Contact customer service if help is needed with application at (817) 392-2222. Please upload all documents in pdf format for review. You can find the application at the link below.

<https://www.fortworthtexas.gov/files/assets/public/v8/development-services/documents/resources-applications-forms-videos/p/new-residential-and-additions-checklist-and-packet.pdf>

#### 7. 12/9/2025 - CORRECTIONS REQUIRED - Combine Plans

Please combine construction plans along with site plan as one pdf document for approval. Please combine all building/construction plans into one PDF document and upload to accela. Once all corrections have been made and plans are combined and reviewed as one document, the full set of plans can be stamped for approval. The full set of stamped plans along with approved permit will need to be present during construction and inspections.



## Residential New Building Permit Plan Review Comments

### 8. 12/9/2025 - CORRECTIONS REQUIRED - Energy Report

No energy report provided. Please provide an energy report per the checklist requirements. You may select from the list below:

Building Energy Codes Program: <https://www.energycodes.gov/>

Energy Gauge USA: <http://www.energygauge.com/energygauge-usa/>

IC3: <http://IC3.tamu.edu> used in conjunction with the Energy Star [www.energystar.gov](http://www.energystar.gov) program are acceptable.

Please upload a complete and corrected set of plans. Future holds may apply

### 9. 12/9/2025 - CORRECTIONS REQUIRED - Missing MEP's

No mechanical, electrical, or plumbing plans provided. Please include all plans that apply. All new buildings must provide a mechanical, electrical, and plumbing plan.

Please upload a complete and corrected set of plans. Future holds may apply.

### **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.

### **Parkway**

**Reviewer: Jefferson Owens**

**Email: [Jefferson.Owens@fortworthtexas.gov](mailto:Jefferson.Owens@fortworthtexas.gov)**

**Phone:**

1. Need plans showing approach and sidewalk.



## Residential New Building Permit Plan Review Comments

### ***Zoning***

**Reviewer: Rosalee Rivera**

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

**Phone: 817-392-2222**

### 1. 12/9/2025 – CORRECTIONS REQUIRED - WHAT DISTRICT BUILDING TO

Please revise the site plan to show the single-family district this project is being built too -  
Example: Zoned (B) – Building to (A-5) single family.

This lot is zoned (B) for two family district. If you are building a single-family home, please provide what zoning district the home is being built to.

There are other one family districts to review and see which applies to this project. Review the lot square footage and lot width of each district to decide which is best for this project.

[https://codelibrary.amlegal.com/codes/ftworth/latest/ftworth\\_tx/0-0-0-33287](https://codelibrary.amlegal.com/codes/ftworth/latest/ftworth_tx/0-0-0-33287) (Article 7: Residential Districts)

- 4.700 One-family ("A-2.5A") district
- 4.701 One-family ("A-43") district
- 4.702 One-family ("A-21") district
- 4.703 One-family ("A-10") district
- 4.704 One-family ("A-7.5") district
- 4.705 One-family ("A-5") district

-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



## Residential New Building Permit Plan Review Comments

### 2. 12/9/2025 – CORRECTIONS REQUIRED – UNABLE TO OPEN PLANS FOR REVIEW

Please combine and reupload the complete set of plans in .pdf file format. We cannot open .jpg files.

Per the "Electronic Document Review Handbook" submittal standards, "All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat 22 professional. Older versions of Acrobat may be used, but staff will provide corrections in Acrobat 22 format due to security restrictions."

Per the "Page Orientation – Naming",

The files named should be based on street address, the submittal, and the type of submittal. For initial submittals it would look like this:

SUB 1 - Complete Set

SUB 1 - Plat

SUB 1 - Energy Code Documents

SUB 1 - Forms

-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. 12/9/2025 – CORRECTIONS REQUIRED – MISSING NEZ FORMS

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 opt out 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), and a state issued identification for the individual who is able to complete the forms.

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	12/08/2025	Taryn Wilson
Water Development Review			
NEZ Certification Review			

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## Residential New Building Permit Plan Review Comments

Transportation Impact Review			
Urban Forestry Review	Corrections Required	12/09/2025	Rosalee Rivera
Zoning Review	Corrections Required	12/09/2025	Rosalee Rivera
PARD Review	Approved	12/09/2025	Germaine Joseph
Building Plan Review	Corrections Required	12/09/2025	Jesus Olmos
Mechanical Plan Review	Corrections Required	12/09/2025	Jesus Olmos
Plumbing Plan Review	Corrections Required	12/09/2025	Jesus Olmos
Electrical Plan Review	Corrections Required	12/09/2025	Jesus Olmos
TPW Floodplain Review			
NEZ Design Guidelines Review	Corrections Required	12/09/2025	Rosalee Rivera
Parkway Review	Corrections Required	12/10/2025	Jefferson Owens

### General Comments and Additional Permit Information:

**Reviewer: Rosalee Rivera**

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

**Phone: 817-392-2222**

1 Zoning Plan Review Performed On: 12/9/2025

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

Zoning Review Notes: All reviews are pending stakeout inspection

Permit #: PB25-15748

Physical Address: 1329 Minden St

Legal Description: WEISENBERGER SUNNY HILL GARDEN – Block 17 – Lot 17 & 18 //  
Verification of which lot

Plat: Missing

Zoning district: B – Must provide the district building to – Hold placed

Scope of project: Single Family Residence

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

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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

\*\*\*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: TBD

Building Square Footage: TBD

Maximum Height 35': Provided: TBD

Lot Width: 50' minimum / Provided: TBD

Lot Coverage: 50% maximum; Provided: TBD

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

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: TBD

Trees: TBD

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: TBD

Front: 20' minimum – Provided: TBD

Interior Side Yard: 5' minimum – Provided: TBD

Rear: 5' minimum – Provided: TBD

No. of bedrooms: TBD

Parking spaces required: TBD

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## Residential New Building Permit Plan Review Comments

Parking spaces provided: TBD

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.

### 6.101(d)(c) YARDS.

(d) Front yard setbacks.

- (1) The front yard setback in residential districts shall be the greatest of:
  - a. The platted building line;
  - b. The setback for the applicable zoning district; or

c. 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. This requirement is applicable only if homes have been constructed on at least 40% of the lots within the blockface.

\*\*\*This requirement does not apply to properties within a cul-de-sac.

(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

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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.

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

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