



## Residential New Building Permit Plan Review Comments

**Application:** PB25-13060

**Date Submitted:** 09/17/2025

**Status:** Issued

**Date Issued:** 12/02/2025

**Address:** 3844 HILLTOP RD

**Parcel:** 188036

**Zoning:** A-5

**Subdivision:** FERRELL-WELLS ADDITION

**Lot/Block:** 2/1

**Description of Work:** new residential build

**ADA TDLR:**

**Energy Code Compliant:**

**Applicant:** TOMMY SKOOG

**Owner:** HATFIELD, HAROLD E

4308 SARITA DR

3844 HILLTOP RD

FORT WORTH, TX 76109

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8176819709

**Building Classification:**

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	5538		living space
U	VB	1333		ga/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

### **Parkway**

**Reviewer:** Jeffrey Wolff

**Email:** Jeffrey.Wolff@fortworthtexas.gov

**Phone:**

1. Plans still show 9' approach width. Minimum is 11'
2. Drive approach width minimum is 11', plans show 9'. FYI- When it comes time for a parkway permit please include an approved sidewalk waiver form with submitted documents.
3. Drive approach width needs to be 11' minimum.

### **Approval Table:**

Task Name	Task Status	Completed Date	Task Rev Name
Application Submittal	Routed for Electronic Review	09/17/2025	Shanice Reed
Water Development Review	Approved	11/24/2025	Maria Lopez
Transportation Impact Review	Not Required	09/19/2025	Lamonica Smith
Urban Forestry Review	Approved	09/18/2025	Rosalee Rivera
Zoning Review	Approved	09/18/2025	Rosalee Rivera
PARD Review	Approved	09/17/2025	Germaine Joseph
Building Plan Review	Approved	11/19/2025	Jesus Olmos
Issue Permit	Issued	12/02/2025	Lexi Martinez
Inspections			
Mechanical Plan Review	Approved	09/24/2025	Jesus Olmos
Plumbing Plan Review	Approved	11/19/2025	Jesus Olmos
Electrical Plan Review	Approved	09/24/2025	Jesus Olmos
Plan Distribution	Routed for Electronic Review	12/01/2025	Minden Ritz
Plans Coordination	Approved	12/01/2025	Jesus Olmos
Parkway Review	Approved	12/01/2025	Jeffrey Wolff

### **General Comments and Additional Permit Information:**

**Reviewer:** Jesus Olmos

**Email:** Jesus.Olmos@fortworthtexas.gov

**Phone:**

\*\*\*\*\* Residential Code Review Comments \*\*\*\*\*

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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

1 City Plans Examiner: Jesus Olmos Jr.  
Phone # (817) 392- 7858  
[Jesus.olmos@fortworthtexas.gov](mailto:Jesus.olmos@fortworthtexas.gov)  
Date 09/24/2025  
Development Services  
Residential Review Notes  
IRC 2021 / CFW ORD. # 25383

Permit #: PB25-13060 – 3844 Hilltop Rd

Construction type: VB  
Project Area: Lot size 10380sf  
Occupancy & Use: R-3 – 5838; U - 1333

Scope of Work: Two-Story Residence

Professional engineer certified foundation plans: Alan Golightly PE#81471  
Professional engineer who certified structural plans: Bibek Shakya PE#135656  
Braced wall plans: Bibek Shakya PE#135656

### 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 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.

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## Residential New Building Permit Plan Review Comments

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"

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.



## Residential New Building Permit Plan Review Comments

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

2 Zoning Plan Review Performed On: 09/18/2025

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

Zoning Review Notes: All reviews are pending stakeout inspection

Permit #: PB25-13060

\*Related: PV25-00328 & 00327 / Demo of residence and garage

Physical Address: 3844 Hilltop Rd

Legal Description: FERRELL-WELLS ADDITION (Block 1 Lot 2)

Overlays: TCU

Plat: Ferrel-wells additon

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: 10,380'

Building Square Footage: 4342 sf.

Maximum Height 35': Provided:

Lot Width: 50' minimum / Provided: 60'

Lot Coverage: 50% maximum; Provided: 42%

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## Residential New Building Permit Plan Review Comments

Front yard driveway coverage: 50% maximum; Provided: 56% Max allowable for circle drives 65%

### 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

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: 40'+

Front: 40' minimum – Provided: 40'

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

Rear: 5' minimum – Provided: 34'

No. of bedrooms: 5

Parking spaces required: 4

Parking spaces provided: 4

### 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.

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## Residential New Building Permit Plan Review Comments

(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 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 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 appeal 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, 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\*\*\*\*\*