



## Residential New Building Permit Plan Review Comments

**Application:** PB25-10912

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

**Status:** Awaiting Client  
Reply

**Date Issued:**

**Address:** 4929 FITZHUGH AVE

**Parcel:** 158854

**Zoning:** A-5

**Subdivision:** DOUGLAS PARK ADDITION

**Lot/Block:** 24/1

**Description of Work:** Constructing a new single family residence.

**ADA TDLR:**

**Energy Code Compliant:**

**Applicant:** jered ragon

**Owner:** STEIN, MINNIE F

636 heathcliff dr

11905 235TH ST # VE

everman, TX 76140

CAMBRIA HTS,, NY 11411

### Building Classification:

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	760	4	Living
U	VB	48	1	Porch

**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:

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

### **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.

### **Water**

**Reviewer: Michelle Canright**

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

**Phone:**

1. 12/8/25 - CORRECTIONS REQUIRED - Please provide excavation pictures of the area to show the existing tap is no longer there to waterapps@fortworthtexas.gov.  
11/24/25 - CORRECTIONS REQUIRED - Please provide excavation pictures of the area to show the existing tap is no longer there to waterapps@fortworthtexas.gov.  
11/13/25 - CORRECTIONS REQUIRED - Please provide excavation pictures of the area to show the existing tap is no longer there to waterapps@fortworthtexas.gov.  
Site plan will need to have the preferred meter location marked to ensure the tap will be installed in a non paved area.  
  
10/27/25 - CORRECTIONS REQUIRED. Site plan.  
10/21/25 - CORRECTIONS REQUIRED. Site plan. Provide site plan showing all property lines, proposed structures, driveway and the location of the exiting meter in relation to the driveway. Current meter location is incorrect.  
  
8/11/25 - CORRECTIONS REQUIRED. Site plan. Provide an overall site plan that shows the existing water tap and its exact distance from any proposed drive approach.



## Residential New Building Permit Plan Review Comments

### **Zoning**

**Reviewer:** Cynthia1 Flores-Frausto1

**Email:** Cynthia.Flores-Frausto@fortworthtexas.gov

**Phone:**

1. 12/2/2025- Continued hold- missing approved variance for garage or revised plans with garage.

11/21/2025-Continued hold- Plans do not show garage or approved variance not provided.

11/11/2025-Continued hold- Plans do not show garage and/or approved variance not provided.

10/23/2025-continued hold.

9/22/2025 - Continued hold - updated plans do not show the garage and the letter included addressing the holds states "owner seeking recourse with city." You may contact BOA for the variance process at the following contact info. BoardOfAdjustment@fortworthtexas.gov or 817-392-2733

8/4/2025 – Corrections Required- Two-Car Garage

Per ordinance 4.408 STOP SIX ("SS") OVERLAY DISTRICT (E)(2)Garages A two-car garage is required.

The plans provided do not show a two-car garage for this home. Please be advised that each parking space needs to be 9'x18' and this home is required to have 2 off-street parking spaces. Please revise the house plans to include a two-car garage that includes two 9'x18' parking spaces in it.

### **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	12/08/2025	Michelle Canright
NEZ Certification Review	Opt-Out	08/01/2025	Janice Arnett
Transportation Impact Review	Not Required	08/01/2025	Lamonica Smith
Urban Forestry Review	Approved	09/22/2025	Cynthia1 Flores-Frausto1
Zoning Review	Corrections Required	12/03/2025	Cynthia Flores-Frausto
PARD Review	Approved	08/01/2025	Germaine Joseph
Building Plan Review	Approved Revision	11/13/2025	Scott Edwardson
Mechanical Plan Review	Approved	08/11/2025	Scott Edwardson
Plumbing Plan Review	Approved Revision	11/13/2025	Scott Edwardson
Electrical Plan Review	Approved	09/17/2025	Scott Edwardson
Plan Distribution	Routed for Electronic Review	12/03/2025	Scott Edwardson
Plans Coordination	Corrections Required	12/09/2025	Scott Edwardson

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

NEZ Strategic Guidelines Review	Not Required	08/04/2025	Cynthia1 Flores-Frausto1
NEZ Design Guidelines Review	Not Required	08/04/2025	Cynthia1 Flores-Frausto1

### 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 08/11/2025  
Development Services  
Residential Review Notes  
IRC 2021PB25-08578  
Permit: PB25-10912  
Address: 4929 Fitzhugh Ave  
Legal Desc: Douglass Park Addition Block 1 Lot 24  
Contact: Jared Ragon  
Construction type: VB  
Project Area: 792  
Occupancy & Use: R-3 – 760; U – 32  
Zoning A-5 SS  
Lot Size: 8116.33  
Lot Coverage: 9.75%  
Scope of Work: New SFR

Professional engineer  
Certified foundation plans: Matthew D Vinson P.E. 98392  
Professional engineer who certified structural plans: N/R  
Braced wall plans: Matthew D Vinson P.E. 98392

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

Planning Development Department



## Residential New Building Permit Plan Review Comments

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, 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

Planning Development Department



## Residential New Building Permit Plan Review Comments

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.



## 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 \*\*\***

---

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

---

Water Tap – located to the right of the existing curb cut out – See water service requirements listed above

Sewer tap – in the street 6.5ft south from the north property line with a depth of 4ft 5in – See wastewater service requirements listed above

**Reviewer:** Cynthia1 Flores-Frausto1  
**Email:** Cynthia.Flores-Frausto@fortworthtexas.gov  
**Phone:**

3 Zoning Plan Review Performed On: 11/21/2025  
By: Cynthia Flores-Frausto - cynthia.flores-frausto@fortworthtexas.gov – 817-392-7867

Permit #: PB25-10912  
Physical Address: 4929 Fitzhugh Ave  
Legal Description: Douglas Park Addition, Block 1, Lot 24  
Plat: Volume 388-A, Pg 88  
Scope of project: Single Family Residence

Planning Development Department



## Residential New Building Permit Plan Review Comments

\*\*\*Review pending stake out inspections

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

Zoning district: A-5/SS

Minimum Lot Size 5000 sq ft: Provided: 8,150 sq ft

Building Square Footage: 1,764.92 sq ft

Maximum Height 35': Provided; 14.06'

Lot Width: 50' minimum / Provided: 50'

Lot Coverage: 9.3%

Front yard driveway coverage: 50% maximum – Provided 24%

Monotony: Custom House

Trees: 2

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: 20' minimum – 30'

Interior Side Yard: 5' minimum – L) 19' R)11'

Rear: 5' minimum – Provided: 95'

Established Setbacks: 25'

No. of bedrooms: 2

Parking spaces required: 2

Parking spaces provided: ?

### § 4.408 STOP SIX ("SS") OVERLAY DISTRICT.

(e) Development standards. Development in the Stop Six Overlay District shall comply with the applicable development standards for the base zoning district except as herein provided:

(1) Building materials. At least 70% of all sides of a new residential structure shall be masonry: stone, brick, terra cotta, patterned pre-cast concrete, cement board siding, cast

Planning Development Department



## Residential New Building Permit Plan Review Comments

stone or prefabricated brick panels.

(2) Garages A two-car garage is required. Garages facing the street shall be located at or behind the front wall and shall not project in front of the front wall. All the required parking spaces above two shall be behind the front wall. HOLD

(3) Building design, architectural features.

- a. Homes shall have an entry feature such as a porch or stoop that faces the street.
- b. Open porches can extend up to ten feet into the minimum front yard to encourage larger porches. If a porch is provided, it shall be a minimum of six feet in depth.
- c. Homes shall have a minimum of one eight square foot window on all sides of the house. The front wall shall have a minimum total window area of 16 square feet.
- d. Front doors shall face the public street and shall be visible from the public street. Front door openings shall not be recessed more than six feet from the front wall of the home

(4) Landscaping. Landscaping shall be kept to allow visibility to and from street-facing doors and windows. A variety of landscape plants and materials in the front yard is highly encouraged.

### 6.507.2 (c) ONE-FAMILY DWELLING UNIT DESIGN STANDARDS.

Section 4.705.D.2 Single Family Home: Two (2) spaces located behind the front building wall for dwelling units with three (3) or fewer bedrooms, plus one (1) space located behind the front building wall for each bedroom above three (3). 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.

#### Additional Comments:

Any detached single-family residential dwelling constructed after the effective date of this ordinance April 26, 2007 shall be required to conform to the following architectural and tree planting requirements:

The same elevation shall not be permitted within a six lot pattern, on an adjacent lot or on a lot directly across the street as depicted in the diagram below.

An infill house shall be required to have a minimum 3" caliper front yard tree of choice, and one minimum 3" 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 Section 6.302.D.

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

Planning Development Department



## Residential New Building Permit Plan Review Comments

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.

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

If your construction project includes alley access or paving in public right of way please email or call WPD@fortworthtx.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\*\*\*\*\*

Zoning Plan Review Performed On: 8/4/2025

By: Cynthia Flores-Frausto - cynthia.flores-frausto@fortworthtx.gov – 817-392-7867

Permit #: PB25-10912

Physical Address: 4929 Fitzhugh Ave

Legal Description: Douglas Park Addition, Block 1, Lot 24

Plat: Volume 388-A, Pg 88

Scope of project: Single Family Residence

\*\*\*Review pending stake out inspections

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

Zoning district: A-5/SS

Minimum Lot Size 5000 sq ft: Provided: 8,150 sq ft

Building Square Footage: 1,764.92 sq ft

Maximum Height 35': Provided; Missing

Lot Width: 50' minimum / Provided: 50'

Lot Coverage: 21.66%

Front yard driveway coverage: 50% maximum – Provided MISSING

Monotony: Custom House

Planning Development Department



## Residential New Building Permit Plan Review Comments

Trees: MISSING?

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: 20' minimum – 39'

Interior Side Yard: 5' minimum – L) 19' R)11'

Rear: 5' minimum – Provided: Missing

Established Setbacks: 25'

No. of bedrooms: 2

Parking spaces required: 2

Parking spaces provided: ?

### § 4.408 STOP SIX ("SS") OVERLAY DISTRICT.

(e) Development standards. Development in the Stop Six Overlay District shall comply with the applicable development standards for the base zoning district except as herein provided:

(1) Building materials. At least 70% of all sides of a new residential structure shall be masonry: stone, brick, terra cotta, patterned pre-cast concrete, cement board siding, cast stone or prefabricated brick panels.

(2) Garages A two-car garage is required. Garages facing the street shall be located at or behind the front wall and shall not project in front of the front wall. All the required parking spaces above two shall be behind the front wall.

(3) Building design, architectural features.

- a. Homes shall have an entry feature such as a porch or stoop that faces the street.
- b. Open porches can extend up to ten feet into the minimum front yard to encourage larger porches. If a porch is provided, it shall be a minimum of six feet in depth.
- c. Homes shall have a minimum of one eight square foot window on all sides of the house. The front wall shall have a minimum total window area of 16 square feet.
- d. Front doors shall face the public street and shall be visible from the public street. Front

Planning Development Department



## Residential New Building Permit Plan Review Comments

door openings shall not be recessed more than six feet from the front wall of the home

(4) Landscaping. Landscaping shall be kept to allow visibility to and from street-facing doors and windows. A variety of landscape plants and materials in the front yard is highly encouraged.

### 6.507.2 (c) ONE-FAMILY DWELLING UNIT DESIGN STANDARDS.

Section 4.705.D.2 Single Family Home: Two (2) spaces located behind the front building wall for dwelling units with three (3) or fewer bedrooms, plus one (1) space located behind the front building wall for each bedroom above three (3). 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.

#### Additional Comments:

Any detached single-family residential dwelling constructed after the effective date of this ordinance April 26, 2007 shall be required to conform to the following architectural and tree planting requirements:

The same elevation shall not be permitted within a six lot pattern, on an adjacent lot or on a lot directly across the street as depicted in the diagram below.

An infill house shall be required to have a minimum 3" caliper front yard tree of choice, and one minimum 3" 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 Section 6.302.D.

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.

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

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.

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