



Residential New Building Permit Plan Review Comments

Application: PB25-16313

Date Submitted: 11/24/2025

Status: Awaiting Client
Reply

Date Issued:

Address: 320 W GAMBRELL ST

Parcel: 205318

Zoning: A-5

Subdivision: SOUTH SIDE ADDITION-FT WORTH

Lot/Block: 16/22

Description of Work: residential new construction duplex

ADA TDLR:

Energy Code Compliant:

Applicant:

Owner: CARRANZA, JOSE

3001 Holloran St

2512 POPLAR SPRING RD

Fort Worth, TX 76107

FORT WORTH,, TX 76123

Building Classification:

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. 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.

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Water

Reviewer: Michelle Canright

Email: Michelle.Canright@fortworthtexas.gov

Phone:

1. 12/8/25 CORRECTIONS REQUIRED - Need customer billing information:
 1. Customer Name (for the account)
 2. Customer's Mailing Address
 3. Customer's Tax ID Number
 4. Contact Name (if different from customer name)
 5. Customer's Phone number
 6. Customer's Email address

Please provide customer billing information to WaterApps@FortWorthTexas.Gov and be sure to add the permit number and address in the subject title.

2. 12/8/25 - CORRECTIONS REQUIRED - Revise site plan to confirm the number of services for water and sewer.

LOT 16

Water tap on West property line

Sewer tap location pending investigation 251208-001741

Zoning

Reviewer: Rosalee Rivera

Email: Rosalee.Rivera@fortworthtexas.gov

Phone: 817-392-2222

1. 12/3/2025 – CORRECTIONS REQUIRED – SIDE YARD SETBACK

Per the 4.707 (picture 4.18) "B" District, Attached Zero Lot Line Unit on a Single Lot side yard setback - 1 side 5 feet, the other parallel side 0 feet (see Chapter 6, Development Standards, § 6.503, Zero Lot Line Dwellings).

The site plan does not show the side yard setback for the second unit adjacent to the parking lot 17, does not provide the side yard setback.

Please revise the site plan to show the side yard set back for both units is at minimum of 5 feet.

-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 corrections submitted*****

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2. 12/3/2025 – CORRECTIONS REQUIRED – ADDRESS LETTER FOR SECOND UNIT

There will need to be a parcel created for the second unit to have its own address.

Please upload the addressing letter for the second unit directly to the permit. You will need to obtain a second permit for the second unit if it is shown that each unit is on its own lot.

You may contact addressing at (addressing@fortworthtexas.gov).

3. 12/3/2025 – CORRECTIONS REQUIRED – PARKING PAD

Per the 6.202(a)(d). PARKING LOT DESIGN STANDARDS, single row and isle space size and maneuverability are not met.

The current site plan does not clearly show the four required parking spaces and is not sufficient in the required maneuvering space distance of (42 feet).

Site plan shows 38.11 ½' in maneuvering space. Please correct the site plan to show 42 feet in distance for (Single Row & Isle) parking layout.

Please revise the site plan to show four parking spaces with the space size requirement per 6.202 parking layout diagram.

Per 6.202(a)(d). PARKING LOT DESIGN STANDARDS.

https://codelibrary.amlegal.com/codes/ftworth/latest/ftworth_tx/0-0-0-38264#JD_App.A6.202

(a) Space size. Minimum standard 9' x 18'

a. Please review the parking layout diagrams for space width, length, and maneuvering space between isles.

(d) Maneuvering space.

d. Please review the parking layout diagrams for parking space width, length, and maneuvering space between isles.

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4. 12/3/2025 – INFORMATIONAL – CURRENT REVIEW BASED OFF “B” District, Attached Zero Lot Line Unit on a Single Lot”

The current holds and comments entered by me are based off of the (“B” District, Attached Zero Lot Line Unit on a Single Lot”).

Pending resubmission of revised site plan to establish if this is the correct ordinance for the project.

This ordinance is for two attached units on their own singular lot.

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5. 12/3/2025 – CORRECTIONS REQUIRED – SHOW WHICH STRUCTURE IS BUILT ON WHICH LOT

Since these are two separately platted lots, the site plan must show the measurements, property line, setbacks, etc. for each individual lot.

Please revise the site plan to show the two separate lots with their own property lines, length and width of each individual lot, and the location of each structure to show which lot the units are positioned on.

Verification of location of structures is needed to ensure that the parking pad area is not going to be built on a separate lot with no primary structure.

-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.

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6. 12/3/2025 – CORRECTIONS REQUIRED – INCORRECT APPROVED ZONING DECISION LETTER UPLOADED

The zoning case approval letter uploaded is incorrect for this project. Upon research, I located a zoning case of (ZC-25-147) for "From: "A-5" One-Family Residential To: "B" Two-Family Residential"

Please upload the correct zoning approval letter directly to this permit.



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7. 12/3/2025 - CORRECTIONS REQUIRED – ADJACENT HOMES SETBACKS

Missing adjacent home setback on the site plan for the property located at (400 W Gambrell St – Lot 15). Since this is an established neighborhood, the front yard setback shall conform to the front yard setback of the current home(s) on the same block face.

The new home cannot be projected in front of the existing adjacent home(s) setbacks.

Please revise the site plan to show the front yard setback for the adjacent home. This home will set the front yard setback for this project.

Per 6.101(3)(d) (c) YARDS.

**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.

-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.

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8. 12/3/2025 – CORRECTIONS REQUIRED – WIDTH OF DRIVEWAY

6.202(c)(1) PARKING LOT DESIGN STANDARDS.

(c) Driveways.

(1) When driveways are less than 20 feet in width, marked separate entrances and exits shall be provided so that traffic shall flow in one direction only.

Please revise the site plan to show the width of the driveway is 20 feet in width or revise site plan to show two separate entrances and exits.

-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.

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9. 12/3/2025 – CORRECTIONS REQUIRED – BACK YARD AREA – WALKABILITY FROM LANDING PAD TO BACK ENTRY

Please revise the site plan to show the concrete walkway or walkability surface from the parking landing pad to the back entry. The back side of the yard is blank and does not provide whether this is all green space or if there is a concrete walkway provided.

Concrete coverage cannot exceed

-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 corrections submitted*****

Approval Table:

Task Name	Task Status	Completed Date	Task Rev Name
Application Submittal	Routed for Electronic Review	11/25/2025	Jasmine Lujan
Water Development Review	Corrections Required	12/08/2025	Michelle Canright
NEZ Certification Review	Opt-Out	11/25/2025	Jasmine Lujan
Transportation Impact Review	Approved	12/04/2025	Lamonica Smith
Urban Forestry Review	Approved	12/03/2025	Rosalee Rivera
Zoning Review	Corrections Required	12/03/2025	Rosalee Rivera
PARD Review	Approved	11/25/2025	Germaine Joseph
Building Plan Review	Approved	12/01/2025	Jesus Olmos
Mechanical Plan Review	Approved	12/01/2025	Jesus Olmos
Plumbing Plan Review	Approved	12/01/2025	Jesus Olmos
Electrical Plan Review	Approved	12/01/2025	Jesus Olmos
Plan Distribution			
Plans Coordination	Corrections Required	12/08/2025	Jesus Olmos
Parkway Review	Approved	12/03/2025	Jefferson Owens

General Comments and Additional Permit Information:

Reviewer: Jesus Olmos

Email: Jesus.Olmos@fortworthtexas.gov

Phone:

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3 ***** Residential Code Review Comments *****

City Plans Examiner: Jesus Olmos Jr.
Phone # (817) 392-7858
Jesus.olmos@fortworthtexas.gov
Date 12/01/2025
Development Services
Residential Review Notes
IRC 2021 / CFW ORD. # 25383

Permit #: PB25-16313

Construction type: VB
Project Area: slab 1596sf
Occupancy & Use: R-3 – 1502; U – 54 Per Unit

Scope of Work: New duplex Two-Story Residence

Professional engineer certified foundation plans: Igor I. Teplitskiy # 94973
Professional engineer who certified structural plans: Igor I. Teplitskiy # 94973
Braced wall plans: Igor I. Teplitskiy # 94973

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.

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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"

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

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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: Lamonica Smith

Email: Lamonica.Smith@fortworthtexas.gov

Phone:

1 ****Transportation Impact Fees****

2025 rate with 50% adequate facilities discount.

Reviewer: Rosalee Rivera

Email: Rosalee.Rivera@fortworthtexas.gov

Phone: 817-392-2222

2 Zoning Plan Review Performed On: 12/03/2025

By: Rosalee Rivera – 817-392-2429 – rosalee.rivera@fortworthtexas.gov

Review conducted off of the: “B” District, Attached Zero Lot Line Unit on a Single Lot

(4) Attached zero lot line unit on a single lot (subject to Chapter 6, Development Standards, § 6.503, Zero Lot Line Dwellings).

6.503 RESERVED. – No information – References (R1 & R2) districts (Ord 21672)

Permit #: PB25-16313

Physical Address: 320 W Gambrell St Lots 16 & 17 / Letter of sale for Lot 17 provided

Legal Description: SOUTH SIDE ADDITION-FT WORTH – Block 22 – Lot 16 & 17 – Will need to obtain an addressing letter for the second unit / Hold placed.

Official Plat: SOUTH SIDE ADDITION-FT WORTH

**Scope of project: New Duplex // Reviewed as (“B” District, Attached Zero Lot Line Unit on a Single Lot). Plans show attached duplex where one side may be on a separate lot (Lot 17).

Zoning District: “B” District, Attached Zero Lot Line Unit on a Single Lot

• 4.707(b)(4). (4) Attached zero lot line unit on a single lot (subject to Chapter 6, Development Standards

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

ZONING REVIEW COMMENTS:

Signs, Retaining Walls over 4', Fences and Dumpster Enclosures over 7' and any other structure will require separate permits. Any fence located within an easement will require permission of the easement holder(s) to encroach. Minimum landscaping in buffer yard will be provided.

(b) Uses. In the two-family ("B") district, no building or land shall be used and no building shall be hereafter erected, reconstructed, altered or enlarged, nor shall a certificate of occupancy be issued, except in accordance with the use tables in Chapter 4, Articles 6 and 8 and the supplemental use standards of Chapter 5. The following four housing types shall be permitted:

- (1) Two attached units on a single lot;
- (2) Two detached units on a single lot (subject to Chapter 6, Development Standards, § 6.502, Two Detached Dwelling Units on One Lot);
- (3) Detached zero lot line unit on a single lot (subject to Development Standards, § 6.503, Zero Lot Line Dwellings); and
- (4) Attached zero lot line unit on a single lot (subject to Chapter 6, Development Standards, § 6.503, Zero Lot Line Dwellings).

Minimum Lot Size: 2500 sq ft / Provided; Review of unit one lot 16 // Plat shows lot width for lot 16 as 40' X 125' = 5000 sf.

Building Square Footage: (Unit One) – (320) – 1142 sf.

Lot Width: 25' minimum at building line / Provided: 40' / Per Plat and GIS // Missing individual

Lot Coverage: 50% maximum – Provided: 23%

Driveway coverage: 50% maximum – Provided: TBD – Hold placed – Driveway will need to be widened

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 Setback: TBD – Hold placed for missing adjacent home setback

Front Yard: *20' minimum – Provided: Hold placed – Missing adjacent homes setback

*Unless there is a platted or established front yard of greater dimensions

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Rear: 5' minimum– Provided: 65.6' / Re-verify

Side Yard 5' minimum: Provided: Hold placed for missing side yard setback for unit 2 adjacent to parking pad.

- 1 side 5 feet, the other parallel side 0 feet (see Chapter 6, Development Standards, § 6.503, Zero Lot Line Dwellings)

Interior Side Yard: 5' – Provided: N/A – Does not abut to another zoning district
Interior Lot 10' minimum Adjacent to side street: N/A – No streets located on either side
Corner Lot ** minimum for interior lot line:

** May be subject to projected front yard (§ 6.101(f)).

Height: 35' maximum – Provided: 25'
• 35 feet maximum (see Chapter 6, Development Standards, § 6.100, Height)

Monotony: Custom home unique to the block / duplex
6.507 ONE-FAMILY DWELLING UNIT DESIGN STANDARDS.

Trees: Provided two tree location within front yard

6.302(1) URBAN FORESTRY.

1. One tree per residential lot is planted on all lots up to 5,000 square feet in area;

No. of bedrooms: 3 bedrooms per unit

Parking spaces required: 2 per unit

Parking spaces provided: TBD – Provided landing pad for the parking spaces but the width is not wide enough to accommodate both units

Additional Comments:

Per 4.707(4). TWO-FAMILY ("B") DISTRICT.

(4) Attached zero lot line unit on a single lot (subject to Chapter 6, Development Standards, § 6.503, Zero Lot Line Dwellings) – (6.503 References R1 & R2

Section 4.707(d)(2)- Parking. Two spaces per dwelling unit with up to three bedrooms, plus one space per bedroom over three bedrooms, all located behind the front building wall. For nonresidential uses see Chapter 6, Development Standards, Article 2, Off-Street Parking and Loading, § 6.200.

(3) Residential design standards. For design standards related to zero lot line units and two dwellings on a single lot see Chapter 6, Development Standards, § 6.507, Single-Family Residential Design Standards.

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(4) Landscaping and buffers. See Chapter 6, Development Standards, § 6.502, Two Detached Dwelling Units on One Lot. Nonresidential uses may require landscaping or buffers. See Chapter 6, Development Standards, Article 3 Landscaping, Buffers and Urban Forestry, § 6.300.

(5) Access through residential districts. See Chapter 6, Development Standards, § 6.500, Access through Residential 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.

(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.

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

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.

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

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