



Residential New Building Permit Plan Review Comments

Application: PB25-13378

Date Submitted: 09/23/2025

Status: Awaiting Client
Reply

Date Issued:

Address: 1637 TERRELL AVE

Parcel: 122248

Zoning: A-5

Subdivision: ELMWOOD ADDITION

Lot/Block: 10/B2

Description of Work: Building a new residential home for 1637 E Terrell.

ADA TDLR:

Energy Code Compliant:

Applicant: ricardo Anaya

Owner: ANAYA, RICARDO

P.O.Box 12251

PO BOX 12251

fortworth, TX 76110

FORT WORTH,, TX 76110

Building Classification:

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	1855	9	Living
U	VB	128	1	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:

Customer Service

Reviewer: Janice Arnett

Email: Janice.Arnett@fortworthtexas.gov

Phone:

1. 09/24/2025

MISSING NEZ APPLICATION

Planning Development Department



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: Shundalyn Evans
Email:
Phone:

1. 11/10/25 --INCOMPLETE--

10/09/25 --CORRECTIONS REQUIRED-- Contact Water Applications at 817-392-8250 or WaterApps@fortworthtexas.gov to provide proposed water meter and sewer information. Tap size information in addition to meter size information is required.

Please provide proposed water meter and sewer information.

****IMPORTANT**** Please note that additional HOLD comments are possible based on revised submittals

2. 11/10/25 --INCOMPLETE-- According to revised plan meter is in new sidewalk. Meters must be in an unpaved area

10/09/25 --CORRECTIONS REQUIRED-- revise site plan to show the distance of the existing water meter to the driveway. According to our records the existing water service is approximately 18 feet West of the East property line. It is the responsibility of the builder to locate and verify the existing water meter location.

Please upload revised site plan for review.

****Note** meters must be in an unpaved area. It is the responsibility of the builder to locate and verify the existing water meter location.

****IMPORTANT**** Please note that additional HOLD comments are possible based on revised submittals



Residential New Building Permit Plan Review Comments

Zoning

Reviewer: Inkah Reviere

Email: Inkah.Reviere@fortworthtexas.gov

Phone: 817-392-6138

1. 11/11/2025 -- INCOMPLETE -- Comment updated: Planner from platting confirmed and Legal Lot of Record will be required. Please contact platting plating for legal lot of record at 817-392-8027 OR platbox2@fortworthtexas.gov. The deed will be required.

11/6/2025 -- INCOMPLETE -- Pending approval from platting.

10/3/2025 -- CORRECTIONS REQUIRED – Plat: Lot does not match plat. Please provide either the corrected plat or an approval from platting. Additional holds may apply after correct plat is provided. For assistance with platting please contact plating at 817-392-8027 OR platbox2@fortworthtexas.gov

2. 11/6/2025 -- INCOMPLETE - COA not provided. 1633 Terrell Avenue is located in Terrell heights and is held to the Historic Terrell Heights Design Guidelines. Your building permit will stay on hold until you submit an approved Certificate of Appropriateness (COA) and signed plan set. Please submit stamped approved plans in combined set for review. For more information please contact (817)-392-8000 or DesignReview@FortWorthTexas.gov

10/3/2025 -- CORRECTIONS REQUIRED -- Certificate of Appropriateness: 1637 Terrell Avenue is located in Terrell heights and is held to the Historic Terrell Heights Design Guidelines. Your building permit will stay on hold until you submit an approved Certificate of Appropriateness (COA) and signed plan set. Please submit stamped approved plans in combined set for review. For more information please contact (817)-392-8000 or DesignReview@FortWorthTexas.gov

3. 11/6/2025 -- INCOMPLETE -- adjacent property on lot 6 or 7 not provided from the left. Per Section 6.101. D.1.: The front yard setback in residential districts shall be the greatest of: the following prescribed setbacks:
 - 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

Please provide residence on the adjacent lot established setback for review. Revised site plan must be within combined set. If not combined permit will be placed back on hold.

10/3/2025 -- CORRECTIONS REQUIRED -- Established Front Yard Setback: Per Section 6.101. D.1.: The front yard setback in residential districts shall be the greatest of: the following prescribed setbacks:

- 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

Please provide residence on the adjacent lot established setback for review. Revised site plan must be within combined set. If not combined permit will be placed back on hold.



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4. 11/6/2025 -- INCOMPLETE -- Approval letter and plans not provided. Per Section 6.507.D: 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. Please provide approval from city forester for tree in parkway. Contact for City Forester Melanie Migura
Melanie.Migura@fortworthtexas.gov

10/3/2025 -- CORRECTIONS REQUIRED -- Infill Trees: Per Section 6.507.D: 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. Please provide approval from city forester for tree in parkway. Contact for City Forester Melanie Migura
Melanie.Migura@fortworthtexas.gov

Approval Table:

Task Name	Task Status	Completed Date	Task Rev Name
Application Submittal	Routed for Electronic Review	09/30/2025	Janice Arnett
Water Development Review	Corrections Required	11/10/2025	Shundalyn Evans
Historical Review	Corrections Required	11/06/2025	Inkah Reviere
NEZ Certification Review	Opt-Out	09/30/2025	Janice Arnett
Transportation Impact Review	Not Required	10/06/2025	Lamonica Smith
Urban Forestry Review	Corrections Required	11/06/2025	Inkah Reviere
Zoning Review	Corrections Required	11/06/2025	Inkah Reviere
PARD Review	Approved	10/01/2025	Germaine Joseph
Building Plan Review	Approved	10/02/2025	Scott Edwardson
Mechanical Plan Review	Approved	10/02/2025	Scott Edwardson
Plumbing Plan Review	Approved	10/02/2025	Scott Edwardson
Electrical Plan Review	Approved	10/02/2025	Scott Edwardson
Plan Distribution	Routed for Electronic Review	11/05/2025	Scott Edwardson
Plans Coordination	Corrections Required	11/11/2025	Don Guy
NEZ Design Guidelines Review	Not Required	10/03/2025	Inkah Reviere

General Comments and Additional Permit Information:

Reviewer: Scott Edwardson
Email: Scott.Edwardson@fortworthtexas.gov
Phone: (817) 392-6288

Planning Development Department



Residential New Building Permit Plan Review Comments

2 ***** Residential Code Review Comments *****

City Plans Examiner: Scott Edwardson

Phone # (817) 392-6288

Scott.Edwardson@fortworthtexas.gov

Date 10/02/2025

Development Services

Residential Review Notes

IRC 2021PB25-08578

Permit: PB25-13378

Address: 1637 E Terrell Ave..

Legal Desc: Elmwood Addition Block B2 Lot 10

Contact: Ricardo Anaya

Project Area: 1983

Occupancy & Use: R-3 – 1855; U – 128 E

Zoning A-5

Lot Size: 3133.86

Lot Coverage: 63.28%

Scope of Work: New SFR

Professional engineer

Certified foundation plans Scott Alan Atwood P.E. 70851

Professional engineer who certified structural plans: Scott Alan Atwood P.E. 70851

Braced wall plans: Scott Alan Atwood P.E. 70851

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

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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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.

11. WATER HEATERS: M2005.2 – Fuel fired water heaters shall not be installed in a

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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: Inkah Reviere
Email: Inkah.Reviere@fortworthtexas.gov
Phone: 817-392-6138

1 Zoning Plans Exam
Residential Zoning Review Notes

Planning and Development Department
Zoning Review Notes: All reviews are pending stakeout inspection
CFW Zoning Ordinance # 13896 / Historical Terrell Heights

Permit data confirmed on: October 3rd 2025
By: INKAH REVIERE [817-392-6138] Inkah.Reviere@fortworthtexas.gov

Scope of project: New Single-Family Home
HOLD NOTES: All items labeled "HOLD" must be addressed

SUMMARY: HOLDS PLACED
Zoning district: A-5 / HISTORICAL TERRELL HEIGHTS
Permit Number: PB25-13378
COA & HCLC: TBD
Address: 1637 TERRELL AVENUE
Official Plat: ELMWOOD ADDITION BLK B2 LOT 10
Total Lot Area Per Plat: 4500 square feet
Building Square footage: 1,855 (Slab: 1,855 SF) # bedrooms: 4
Lot coverage: 50% maximum (Provided 41%)
ELEVATION: CUSTOM HOME
Lot Width: 50' minimum at building line (50')
Driveway Width: 12' Max Provided: 11'
Front yard driveway coverage: 50% maximum (23%)
Height: 35' maximum (Provided 19.5')
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 (Provided: 20')

Sides: 5' minimum (10' minimum adjacent to a side street) (Provided 5' ON LEFT / 13' ON
RIGHT)

Rear: 5' minimum (Provided 10')

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Houses on either side: LOT TO LEFT: TBD LOT TO RIGHT: 11.5'

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.

UFC # _INFILL_ TREES MISSING

Parking spaces: 3 required PROVIDED 3 / TERRELL HEIGHTS DOES NOT PERMIT PARKING IN THE FRONT OF THE RESIDENCE.

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. # Parking spaces provided _3_ 3 IN DRIVE PAD BEHIND FRONT WALL

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: property is vested, infill, or has approved UFC permit letter or UFC # provided NOT COMPLIANT

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.

Single Family Design Standards:

The same elevation shall not be permitted within a six-lot pattern, on an adjacent lot or on a lot directly across the street. Provided and correct? IN COMPLIANCE

Exterior walls shall consist of a minimum of 50% masonry. Exposures to a minor arterial or wider street shall require 100% masonry construction except where such building face is obscured by a minimum six (6) foot masonry wall. "Masonry" shall include brick, stone, cementitious fiber concrete products or stucco. Similar products made from such materials and/or durable recycled material shall be allowed as approved by the Building Official.

Provided and correct? Y

Additional Comments:

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, and sanitation and cooking within a kitchen for the exclusive use of the occupants whose intent is to habitat the dwelling unit.

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)

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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.

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The City of Fort Worth * 100 Fort Worth Trail * Fort Worth, TX, 76102
817-392-2222 * Fax 817-392-8105