



## Residential New Building Permit Plan Review Comments

**Application:** PB25-13637

**Date Submitted:** 09/30/2025

**Status:** Awaiting Client  
Reply

**Date Issued:**

**Address:** 1215 STELLA ST

**Parcel:** 112768

**Zoning:** A-5

**Subdivision:** UNION DEPOT ADDITION

**Lot/Block:** 17/35

**Description of Work:** New Build a new residential construction 4 bedrooms and 2 baths

**ADA TDLR:**

**Energy Code Compliant:**

**Applicant:** Marco Mattia

**Owner:** LOPEZ, ALEJANDRO M

1215 Stella St.

10757 EMERALD PARK LN

Fort Worth, TX 76104

HASLET,, TX 76052

5614037624

**Building Classification:**

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	1551		Living Space
U	VB	157		

**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.

Planning Development Department



## Residential New Building Permit Plan Review Comments

### **Urban Forestry**

**Reviewer: Inkah Reviere**

**Email: [Inkah.Reviere@fortworthtexas.gov](mailto:Inkah.Reviere@fortworthtexas.gov)**

**Phone: 817-392-6138**

1. 10/16/2025 -- INCOMPLETE -- One tree is required in parkway. 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](mailto: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](mailto:Melanie.Migura@fortworthtexas.gov)

### **Water**

**Reviewer: Maria Lopez**

**Email: [WaterApps@FortWorthTexas.gov](mailto:WaterApps@FortWorthTexas.gov)**

**Phone: 817-392-8250**

1. 10/20/25 - INCOMPLETE - Please provide customer billing information.

10/07/25 - CORRECTIONS REQUIRED - Need customer billing information:

Customer Name (for the account)  
Customer's Mailing Address  
Customer's Tax ID Number  
Contact Name (if different from customer name)  
Customer's Phone number  
Customer's Email address

Please contact Water Applications at 817.392.8250 to provide customer billing information.

Please provided customer billing information to [waterapps@fortworthtexas.gov](mailto:waterapps@fortworthtexas.gov) and be sure to add the permit number and address in the subject title

Planning Development Department



## Residential New Building Permit Plan Review Comments

### **Zoning**

**Reviewer: Inkah Reviere**

**Email: [Inkah.Reviere@fortworthtexas.gov](mailto:Inkah.Reviere@fortworthtexas.gov)**

**Phone: 817-392-6138**

1. 10/16/2025 -- INCOMPLETE -- Plan is not in combined set. Please combine all plans for construction into one PDF as required.

10/3/2025 -- CORRECTIONS REQUIRED -- Elevations: Please provide complete elevations that include overall height. Please upload one combined set.

2. 10/16/2025 -- INCOMPLETE -- Stamped COA plans not provided. 1215 Stella Street 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](mailto:DesignReview@FortWorthTexas.gov)

10/3/2025 -- CORRECTIONS REQUIRED -- Certificate of Appropriateness: 1215 Stella Street 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](mailto:DesignReview@FortWorthTexas.gov)

### **Approval Table:**

Task Name	Task Status	Completed Date	Task Rev Name
Application Submittal	Routed for Electronic Review	09/30/2025	Karen Block
Water Development Review	Corrections Required	10/20/2025	Maria Lopez
Historical Review	Corrections Required	10/16/2025	Inkah Reviere
NEZ Certification Review	Non-Qualify	09/30/2025	Karen Block
Transportation Impact Review	Not Required	10/07/2025	Lamonica Smith
Urban Forestry Review	Corrections Required	10/16/2025	Inkah Reviere
Zoning Review	Corrections Required	10/16/2025	Inkah Reviere
PARD Review	Approved	10/01/2025	Germaine Joseph
Building Plan Review	Approved	10/15/2025	Jose Flores Lopez
Mechanical Plan Review	Approved	10/15/2025	Jose Flores Lopez
Plumbing Plan Review	Approved	10/15/2025	Jose Flores Lopez
Electrical Plan Review	Approved	10/15/2025	Jose Flores Lopez

Planning Development Department



## Residential New Building Permit Plan Review Comments

Plan Distribution	Routed for Electronic Review	10/15/2025	Jose Flores Lopez
Plans Coordination	Corrections Required	10/20/2025	Jose Flores Lopez
NEZ Design Guidelines Review	Not Required	10/03/2025	Inkah Reviere

### General Comments and Additional Permit Information:

**Reviewer: Jose Flores Lopez**  
**Email: Jose.FloresLopez@fortworthtexas.gov**  
**Phone: 817-392-8093**

#### 3 \*\*\*\*\* Residential Code Review Comments \*\*\*\*\*

City Plans Examiner: Jose Flores Lopez  
Phone # (817) 392- 8093  
Jose.Floreslopez@fortworthtexas.gov  
Date 10/03/2025  
Development Services  
Residential Review Notes  
IRC 2021 / CFW ORD. # 25383

Permit #: PB25-13637

Construction type: VB  
Project Area: 1708  
Occupancy & Use: R-3 – 1551; U - 157

Scope of Work: New Single One-Story Residence

Professional engineer certified foundation plans: Matthew D. Vinson PE#93928  
Professional engineer who certified structural plans: Matthew D. Vinson PE#93928  
Braced wall plans: Matthew D. Vinson PE#93928

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

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## 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 operable. 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.

Planning Development Department



## Residential New Building Permit Plan Review Comments

### 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 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.

Planning Development Department



## Residential New Building Permit Plan Review Comments

**Reviewer: Maria Lopez**  
**Email: [WaterApps@FortWorthTexas.gov](mailto:WaterApps@FortWorthTexas.gov)**  
**Phone: 817-392-8250**

### 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 prevent delays for a meter set, ensure the following criteria is met:

- Address must be clearly posted, i.e., visible and big enough to see
- No debris or material over the meter box
- Meter box must be in the ground to grade per city specification

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### EXISTING SERVICE LOCATIONS

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Water Tap – 7 feet West of Walk – See water service requirements listed above

Sewer Tap – 182 feet East of Upstream manhole or Center lot in rear. 4.5 feet deep – See water service requirements listed above

**Reviewer: Inkah Reviere**  
**Email: [Inkah.Reviere@fortworthtexas.gov](mailto:Inkah.Reviere@fortworthtexas.gov)**  
**Phone: 817-392-6138**

### 2 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](mailto:Inkah.Reviere@fortworthtexas.gov)

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

Planning Development Department



## Residential New Building Permit Plan Review Comments

SUMMARY: HOLDS PLACED

Zoning district: A-5 / HISTORICAL TERRELL HEIGHTS

COA & HCLC: TBD

Address: 1215 STELLA STREET

Official Plat: UNION DEPOT ADDITION BLK 35 LOT 17

Total Lot Area Per Plat: 5000 square feet

Building Square footage: 1,708 (Slab: 1,708 SF) # bedrooms: 4

Lot coverage: 50% maximum (Provided 35%)

ELEVATION: CUSTOM HOME

Lot Width: 50' minimum at building line (50')

Driveway Width: 12' Max Provided: 9'

Front yard driveway coverage: 50% maximum (18%)

Height: 35' maximum (Provided 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)

Front: 20' minimum (Provided: 20')

Sides: 5' minimum (10' minimum adjacent to a side street) (Provided 15' ON LEFT / 5' ON RIGHT)

Rear: 5' minimum (Provided 19.92')

Houses on either side: LOT TO LEFT: 20' LOT TO RIGHT: 20'

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 1 / 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 \_\_1\_\_ 1 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

Planning Development Department



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 inhabit 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)

**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.

**Reviewer: Karen Block**

**Email: Karen.Block@fortworthtexas.gov**

**Phone: 817-392-2366**

- 4 We had a hard time scanning these document on the plans I kept the hard copies if anything is missing check with me first before marking incomplete if this is assigned to you thanks Karen.

Planning Development Department