



## Residential New Building Permit Plan Review Comments

**Application:** PB25-10256

**Date Submitted:** 07/17/2025

**Status:** Issued

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

**Address:** 911 GILLHAM RD

**Parcel:** 1515274

**Zoning:** B

**Subdivision:** LADD, R J ADDITION

**Lot/Block:** 1R/4

**Description of Work:** NEW DETACHED UNIT ON ZONED B LOT - SEPARATE UTILITIES - 3RD PTY PLAN REVIEW AND INSPECTIONS - ROSS INSPECTION SERVICES

**ADA TDLR:**

**Energy Code Compliant:**

**Applicant:** Diana Carter

**Owner:** LAURA OZMENT IRREVOCABLE TRUST

10401 Prairie Heights Ct  
Fort Worth, TX 76108  
6823092189

758 FERNWOOD

FORT WORTH,, TX 76114

**Building Classification:**

Occ Class	Const Type	Square Feet	Occ Load	Use Description
R-3	VB	484		

**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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### Approval Table:

Task Name	Task Status	Completed Date	Task Rev Name
Application Submittal	Routed for Electronic Review	07/18/2025	Andre Duncan
Water Development Review	Approved	11/26/2025	Maria Lopez
Transportation Impact Review	Not Required	07/24/2025	Lamonica Smith
Urban Forestry Review	Approved	08/15/2025	Minden Ritz
Zoning Review	Approved	08/15/2025	Minden Ritz
PARD Review	Approved	07/21/2025	Germaine Joseph
Building Plan Review	Approved	09/02/2025	Minden Ritz
Issue Permit	Issued	12/02/2025	Ziri Hernandez
Inspections			
Mechanical Plan Review	Approved	07/29/2025	3PTY ROSS INSPECTION SERVICES
Plumbing Plan Review	Approved	07/29/2025	3PTY ROSS INSPECTION SERVICES
Electrical Plan Review	Approved	07/29/2025	3PTY ROSS INSPECTION SERVICES
Plan Distribution	Routed for Electronic Review	11/26/2025	Maria Lopez
Plans Coordination	Approved	11/26/2025	Minden Ritz
TPW CFRA Review	Not Required	07/29/2025	Robin Stevens

### General Comments and Additional Permit Information:

**Reviewer: Minden Ritz**

**Email: Minden.Ritz@fortworthtexas.gov**

**Phone:**

1 Zoning Plans Exam

Residential Zoning Review Notes PB25-10256 – 911 Gillham Rd

Planning and Development Department PLAN #: Custom New Build

Zoning Review Notes: All reviews are pending stakeout inspection

CFW Zoning Ordinance # 13896-22519

Permit data confirmed on: 07/29/2025

By: Minden Ritz[817-392-2322]

Scope of project: New Single Family Home on B Zoning Lot

HOLD NOTES: All items labeled "HOLD" must be addressed

SUMMARY: Permit meets minimum standards Y

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## Residential New Building Permit Plan Review Comments

Holds: \_\_\_\_

Zoning district: "B" Type of layout: Single Family

Official Plat: Attached to plans Lot/block number verified Y (\_Sundown Park, Blk 4 Lt 1R\_  
FS-18-278 approved/filed 1/11/2024)

Building Square footage: R-3: 484 U: 0

Slab SF: 484

Lot Area: 16,631

Lot coverage: 50% maximum, including all structures (Provided 7%)

Height: 35' maximum (Provided \_15' 0"\_)

Lot Width: 50' minimum at building line (Provided 94.16')

Front yard driveway coverage: 50% maximum (Provided \_9.5%\_)

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 \_45'10"\_)

Houses on either side: \_\_ L - 30' / \_\_ R - 74'9" per 3rd party site plan (verify on aerial  
photo)

Sides: 5' minimum (Provided 5' & 24'9"

Rear: 5' minimum (Provided 122' )

Note: As applicable, any fence located within an easement will require permission of the  
easement holder(s) to encroach.

Parking spaces:

Parking spaces: (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. 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.

All parking spaces need to be provided behind the front wall of the house for each unit.  
The parking spaces are required to be a minimum of 9'X18'

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# Bedrooms: \_\_1\_\_ Parking spaces required \_\_2\_\_ provided \_\_2\_\_.

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 Y – 2 infill trees)

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.

### Additional Comments:

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)

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

**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.

A sidewalk is required for all frontages facing a street

<http://fortworthtexas.gov/planninganddevelopment/permits/streets/>.

### 4.707 TWO-FAMILY ("B") DISTRICT.

(a) Purpose and intent. It is the purpose of the two-family ("B") district to provide a specific zone for the development of a maximum of two dwelling units upon a single lot and such uses accessory thereto.

(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

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Standards, § 6.503, Zero Lot Line Dwellings).

(c) Property development standards. Unless the property development standards applicable in the "AR" district are used, the minimum dimension of lots and yards and the height of buildings in the two-family ("B") district, shall be as shown in the tables on the following pages.

(d) Other development standards. Development in the two-family ("B") district may be subject to a variety of general development standards in Chapter 6, and the following provisions.

(1) Signs. On-premises signs subject to the following:

- a. An unilluminated nameplate bearing the family name of the occupants residing in the residence not to exceed one square foot in area; and
- b. An unilluminated sign for those uses permitted that are not residential. The sign shall not exceed 30 square feet in area, shall be no higher than six feet above grade and shall be placed a minimum of ten feet behind the property line. Such sign shall not be placed within 20 feet of drives providing ingress and egress to the property.

(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.

(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.

(6) Reconstruction of nonconforming accessory buildings. A nonconforming accessory building that is damaged by fire, the elements or other cause beyond the control of the owner may be repaired or reconstructed in the same rear and side yard setbacks provided the construction is limited to the identical footprint (replacement of the foundation is allowed); the building is the same design, height and roof pitch (use of different material is allowed) and the owner or an agent obtains a building permit to repair the structure within six months after the damage date. The owner shall have the burden of proof to establish the damage date.

(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.

### "B" District, Two Attached Units on a Single Lot

Lot area 5,000 square feet minimum see Chapter 6, Development Standards, § 6.501, Lot Area not served by Sanitary Sewer and Chapter 7, Nonconformities, § 7.106, Nonconforming Lot of Record

Lot width 50 feet minimum at building line see Chapter 6, Development Standards, § 6.501, Lot Area not served by Sanitary Sewer and Chapter 7 Nonconformities, § 7.106, Nonconforming Lot of Record  
Lot coverage 50% maximum



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Front yard\* 20 feet minimum

Rear yard 5 feet minimum

Side yard\* 5 feet minimum

Interior lot 10 feet minimum adjacent to side street and

Corner lot\*\* 5 feet minimum for interior lot line

Height 35 feet maximum (refer to Development Standards, § 6.100 Height)

Notes:

\* See Chapter 6, Development Standards, § 6.101(d), Yards for front yard setback requirements.

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

Commentary.

(1) Carports/porte cochères, allowed in side, rear and front yard in certain circumstances, see Chapter 5, Supplemental Use Standards, § 5.301, Accessory Buildings on Residential Lots and Chapter 6, Development Standards, § 6.101 Yards.

(2) Fences, two feet high in public open space easement, eight feet high behind front yard, see Chapter 5, Supplemental Use Standards, § 5.305, Fences for fence requirements for fences allowed for residential dwellings.

**Reviewer: Elizabeth Armendariz**

**Email: WaterApps@FortWorthTexas.gov**

**Phone: 817-392-8250**

### 2 WATER APPLICATIONS

\*\*\* IMPORTANT\*\*\* PLEASE READ WATER AND SEWER SERVICE LOCATION REQUIREMENTS \*\*\*

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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 - Branched w/917 GillHam Rd - See water service requirements listed above

Sewer Tap - 36' South of North property line- See water service requirements listed above

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**Reviewer:** Diana Carter

**Email:** Diana.Carter@fortworthtexas.gov

**Phone:** (817) 713-8619

3 BUILDING - SHALL COMPLY WITH THE CITY'S CURRENT ADOPTION OF THE 2021  
IRC INCLUDING

BUT NOT LIMITED TO:

-Address shall be posted and visible at all times from street. SEC.R319

-Steel lintels or engineer's design required for low eyebrow arches, refer to City of Fort  
Worth lintel

schedule. SEC606.9

-New construction and additions greater than 500 square feet must have engineered  
foundation

plans

-5/8" gypsum board required for storage under stairs. SEC. R302.7

-Bedroom fire egress window/ door 5.7 SQFT minimum openable space (grade floor  
openings 5 sq

ft) SEC. R310

-A flight of stairs shall not have a vertical rise greater than 147 in. between floor levels or  
landings

SEC. R311.7.3

-All staircases need to meet the requirements set forth in SEC. R311

-Attic access required with minimum dimension of 22" by 30" SEC.R807.1

-Garage/Dwelling separation shall comply with Table R302.6

-Doors separating garage and dwelling must comply with R302.5.1. (equipped with a self -  
closing  
device)

-Driveway approach (es) shall meet City of Fort Worth standard drawings and separate  
permit from

T&PW construction division required. Regardless of whether the approach and/or  
sidewalks will be

new or not T&PW will still need to be contacted for a site inspection

-Window sills located greater than 72" above the outside grade must be a minimum 24"  
above the

finished floor level or have an approved child safety lock that comply with ASTM-F2090.  
R312.2.1.

-Lots shall be graded to drain away from foundations at a min. 6" in the first 10'. (slope  
must be

1:20) SEC R401.3

-Termite control: foundations must be exposed a minimum 6" for siding and 4" for brick  
veneer

with brick ledge

-Doors between the garage and residence shall be equipped with solid wood doors not  
less than

1-3/8 inches (35 mm) in thickness, solid or honeycomb core steel doors not less than 1-3/8  
inches

(35 mm) thick, or 20-minute fire-rated doors, equipped with a self-closing or automatic-  
closing

device per R302.5

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ELECTRICAL - SHALL COMPLY WITH THE CITY'S CURRENT ADOPTION OF THE 2023 NEC INCLUDING

BUT NOT LIMITED TO:

- Receptacles serving kitchen islands and peninsulas can not be mounted below the countertop work surface. Receptacles serving island and peninsulas countertops is optional, however if installed must be installed accordance to the rules in Section 210.52(C)(3)
  - Emergency disconnects required per 2023 NEC Article 230.85
  - Surge protection devices (SPD) required for all services supplying dwellings units per 2023 NEC Article 230.67. Minimum Type 1 or Type2
  - Requires GFCI protection to include all kitchen 120 volt & 240 volt receptacles and service receptacles in the attic NEC 210.8(E)
  - Requires GFCI protection including all appliances such as ranges, wall ovens, counter mounted cooktops and microwave ovens whether hardwired or cord and plug connected NEC 210.8(D)
  - Requires GFCI protection to all receptacles in the laundry rooms including 240 volt dryer receptacles NEC 210.8
  - Requires GFCI protection for all exterior outlets for 125 volt through 250 volt excluding AC condensers and hardwired lighting NEC 210.8(F)
  - All receptacles installed in bathrooms, garages, outdoors, crawl spaces, basements, kitchen countertops, within 6' of a sink, within 6' of a bathtub or shower stall, laundry areas and indoor damp and wet locations. Exterior receptacles to be GFCI & weather protected 2023 NEC, Article 210.8 (A)
  - Carbon monoxide detector locations required per SEC R315.3
  - Smoke detector locations required per SEC.R314.3. Smoke detectors required hard-wired w/battery backup per SEC.R314.6
  - Hydro massage bathtub, spa and hot tub locations must be GFCI protected 2023 NEC, Article 680.43(A)
  - Service outlets required within 25 feet of mechanical equipment in the attic per 2023 NEC, Article 210.63
  - Electrical panels labeled and marked for use per 2023 NEC, Article 408.58
  - Branch circuits to AC condensing units shall be minimum of 10 AWG copper conductors. 2023 NEC, Article 440.6 see FWEC Ordinance No. 18358-11-2008
  - Receptacles shall be properly spaced per 2023 NEC Article 201.50
  - Tamper resistance rec. req. per 2023 NEC 406.12
  - At least one receptacle outlet shall be installed in each vehicle bay and not more than 5.5' above floor per 2023 NEC 210.52 (G)(1)
- MECHANICAL: SHALL COMPLY WITH THE CITY'S CURRENT ADOPTION OF THE

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2021 IMC

INCLUDING BUT NOT LIMITED TO

-Attics containing appliances require one of three access entrances 1) permanent stair,  
2)300 lb pull

down stair, 3) access door from an upper floor level. SEC M1305.1.3 amendments. -  
Mechanical

equipment in garage area must be 18" above finished floor. SEC.2408.2

-A level service space not less than 30" deep by 30" wide shall be placed on the service  
side of the  
mechanical units placed in attics. SEC.M1305.1

-A 125-volt receptacle shall be located within 25' of mechanical equipment in the attic for  
service  
and maintenance. SEC.E3901.12

PLUMBING: SHALL COMPLY WITH THE CITY'S CURRENT ADOPTION OF THE 2021  
IPC INCLUDING

BUT NOT LIMITED TO

-Water heaters in garage required 18" above finish floor. SEC.G2408.2 (305.2)

-Water heater not allowed in attic-single family, duplex or multi-family. SEC. M1305.1.3  
(EXCEPTION: Tankless water heaters)

-Vacuum breaker required on all hose bibs. SEC.P2903.8.5

-When water pressure exceeds 80 psi, pressure reducing valve is required.

SEC.P2903.3.1

-Full-open shut-off valves to be installed at the home and a second water shut-off valve  
near the

water meter per 2021 IPC 606.1

ENERGY: SHALL COMPLY WITH THE CITY'S CURRENT ADOPTION OF THE 2015  
IECC INCLUDING BUT

NOT LIMITED TO:

-Energy shall comply with the compliance path as the proposed energy report submitted  
for the  
building permit

-A fresh air intake system shall be installed on homes equipped with gas furnaces and the  
fresh air  
intake system shall be filtered before air is entered the home through the supply duct  
plenum

-High efficiency furnaces (min 90%) shall be installed in sealed foamed attics and with the  
combustible air taken from the exterior of the home