



BUILDING  
CONTRACTOR  
PACKET

**Residential Documents needed - Three (3) copies of the following:**

- Completed applications (Building, Electrical, Plumbing, & Mechanical)
- Site plan (showing drainage arrows / grading, and elevations for all four walls)
- Floor plan
- Building & Foundation plans
- Energy code compliance document
- Electrical, plumbing, and mechanical plans

**Commercial Documents needed - Three (3) copies of the following:**

- Completed applications (Building, Electrical, Plumbing, & Mechanical)
- Structural Calculations
- Architectural, structural, electrical, plumbing, and mechanical plans
- Foundation plans
- Floor plans showing each room, proposed use, square footage of each area, and exits
- Wall section and elevations
- Roof framing plan
- Texas registered professional / engineer's seal and signature is required on structural pages
- Approved site plan
- Submit COM Check or other acceptable documentation to confirm the proposed building, lighting, and mechanical systems are in compliance with the 2006 International Energy Conservation Code
- Provide project number to confirm that the construction has been registered with the Texas Department of Licensing and Regulation for compliance with the Texas Accessibility Standards

**Remodel or Interior Finish-Out Permits - Three (3) sets of construction plans containing:**

- Completed applications (Building, Electrical, Plumbing, & Mechanical)
- Structural Calculations
- Plot plan showing off-street parking, existing building, and address key.
- Floor plan showing each room, proposed use, square footage of each area, and exits
- Typical detail of non-bearing walls to be constructed
- Electrical, plumbing, and mechanical plans
- Written confirmation that an asbestos inspection/survey has been conducted of the space to be renovated

**\*\* All requirements current as of December 4, 2015 \*\***

### Setback Requirements for Single Family Districts:

Required Yard	R-1	R-2	R-3	R-4	Commercial Districts
Front Yard	30'	25'	25'	25'	35'
Side Yard	10'	8'	6'	6'	20'*
Rear Yard	20'	20'	20'	20'	10'*
Maximum Height	35'	35'	35'	35'	45'
Masonry Req.	80%	80%	80%	80%	75%

\* May be a different setback due to property location, please check with City Staff for verification.

### Required Permits:

- Building Permit
- Electrical Permit
- Mechanical Permit
- Plumbing Permit
- Drive Approach Permit
- Fire Building Permit (Commercial Only)
- Fence Permit (if installing a fence)

The cost of the building permit is based on the valuation of the home and the valuation is calculated at \$90.00 per square foot for the TOTAL square footage of the structure which shall include the living area, the garage area, and any porch area.

The Building Contractor must pay for all permits and each sub-contractor must come to the Permit Department and register as the contractor for said project. Until this has been completed no sub-contractor inspections will be performed.

Contractors that must register with the City are building contractors, electrical contractors, plumbing contractors, mechanical contractors, sign contractors, general contractors, roofing contractors, and irrigation and backflow contractors. **Each registered contractor must provide City with proof of liability insurance.**

### The City of Forest Hill is currently under the following Technical Codes:

- 2015 International Building Code
- 2015 International Existing Building Code
- 2015 International Mechanical Code
- 2015 International Plumbing Code
- 2014 National Electrical Code



PERMIT FEE  
SCHEDULE

**Building Permit Valuation Calculation Fees:**

Valuation calculations shall be based at a minimum on the following:

New Residential Structures	\$90.00 per total square footage
New Commercial Structures	Currently adopted BVD value in the IBC
Wood Fencing	\$19.00 per linear footage
Wrought Iron Fencing	\$27.00 per linear footage
Cyclone Fencing	\$13.00 per linear footage
Storage Sheds	\$23.00 per square footage

**Valuation Table:**

<b>Valuation</b>	<b>Fee</b>
\$1.00 to \$500.00	\$40.00
\$501.00 to \$2,000.00	\$40.00 for the first \$500.00 plus \$4.00 for each additional \$100.00 or fraction thereof, up to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$80.00 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof, up to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$349.75 for the first \$25,000.00 plus \$10.00 for each additional \$1,000.00 or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$590.00 for the first \$50,000.00 plus \$7.25 for each additional \$1,000.00 or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,000.00 for the first \$100,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, up to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,000.00 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, up to and including \$1,000,000.00
\$1,000,001.00 & up	\$5500.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

Permit Type	Fee
New Residential Structure	Per Valuation Table
New Commercial Structure	Per Valuation Table
Investigation Fee for working w/o permits	Double the Permit Fee
Investigation Fee for working w/o permits - Fire	Double the Permit Fee
Permit Renewal Fee	75% of the Original Permit Fee
Plan Review Fee - Residential	25% of the Building Permit or \$50.00 whichever is greater
Plan Review Fee - Commercial	40% of the Building Permit or \$150.00 whichever is greater
Plan Review Fee - Fence	\$10.00
Reinspection Fee - 1 <sup>st</sup>	\$50.00
Reinspection Fee - Subsequent	\$75.00
Inspections Outside of regular business hours	\$65.00 /Hr. (Min. 2 hours)
Drive Approach Fee	\$65.00
Cement / Asphalt Work	Per Valuation Table
Certificate of Occupancy - Res.	\$40.00
Certificate of Occupancy - Comm.	\$100.00
Demolition Permit - Res.	\$75.00
Demolition Permit - Comm.	\$200.00
Alteration, Additions, & Repairs to existing structures	Per Valuation Table
Detached Garages	Per Valuation Table
Carports	Per Valuation Table
Portable Buildings	Per Valuation Table
Accessory Building	Per Valuation Table
Swimming Pool	Per Valuation Table
Signs	Per Valuation Table
Fences	Per Valuation Table
Mobile Home (Move in or out)	\$100.00
Home Owner Lights-On Inspection	\$30.00
Roofing	Per Valuation Table
Carnival Permits	\$300.00
Unauthorized Cover Up Fee	\$75.00
Contractor Registration	\$100.00

### Mechanical Permits:

Base Fee	\$65.00
New Residential Structures	\$150.00 per air handling unit
New Commercial Structures	\$200.00 per air handling unit
Remodels, Additions, Alterations - Res.	\$150.00 per air handling unit
Remodels, Additions, Alterations - Comm.	\$200.00 per air handling unit
Vent-a-Hoods	\$65.00
Duct Work	\$65.00

Contractor Registration \$100.00

**Business Permits:**

Garage Sale Permit \$10.00

Garage Sale Permit - Citywide Garage Sale \$5.00

Additional Garage Sale Signs \$5.00

Temporary Vendor Annual Permit \$100.00

Annual Business Permit

No. of Square Feet of Floor Area in Building/Business

Less than 5,000 \$65.00

5,001 - 10,000 \$75.00

10,001 - 25,000 \$85.00

25,001 - 50,000 \$95.00

50,001 - 75,000 \$105.00

75,001 - 100,000 \$115.00

Greater than 100,001 \$115.00 + \$20.00 for each additional 50,000 sq. ft or portion thereof

Annual Business Permit - Home Occupations \$20.00

**Electrical Permits:**

Base Fee \$65.00

New Residential Structures \$.07 / total sq. ft.

New Commercial Structures \$.09 / total sq. ft.

Remodels, Additions, Alterations - Res. \$.07 / total sq. ft.

Remodels, Additions, Alterations - Comm. \$.09 / total sq. ft.

Temp. Poles \$50.00

Upgrade Service \$100.00

Sign Electrical \$60.00

In-Ground Residential Swimming Pool \$100.00

In-Ground Commercial Swimming Pool \$150.00

Contractor Registration \$100.00

**Plumbing Permits:**

Base Fee \$65.00

New Residential Structures \$.07 / total sq. ft.

New Commercial Structures \$.09 / total sq. ft.

Remodels, Additions, Alterations - Res. \$.07 / total sq. ft.

Remodels, Additions, Alterations - Comm. \$.09 / total sq. ft.

Backflow Testing \$60.00

In-Ground Residential Swimming Pool \$100.00

In-Ground Commercial Swimming Pool \$150.00

Contractor Registration (Irrigators & Backflow) \$100.00

**Water Tap & Meter Fees:**

	No Street Cut	With Street Cut
3/4"	\$1,000.00	\$1,500.00
1"	\$1,100.00	\$1,600.00
1 1/2"	\$1,700.00	\$2,200.00
2" or larger	Actual Cost	Actual Cost

**Sewer Tap Fees:**

	No Street Cut	With Street Cut
4"	\$1,000.00	\$1,500.00
8" or larger	Actual Cost	Actual Cost

**\*\* Impact Fees are set by the City of Fort Worth and are subject to change \*\***

Meter Size	Sewer Impact Fee	Water Impact Fee
5/8"	\$452.00	\$469.00
3/4"	\$678.00	\$704.00
1"	\$1,129.00	\$1,173.00
1 1/2"	\$2,258.00	\$2,345.00
2"	\$3,612.00	\$3,752.00
3"	\$9,820.00	\$10,201.00
4"	\$16,932.00	\$17,588.00
6"	\$36,120.00	\$37,520.00
8"	\$63,210.00	\$65,660.00
10"	\$94,815.00	\$98,490.00





PERMIT  
APPLICATIONS

**BUILDING PERMIT APPLICATION**

3219 California Parkway, Forest Hill, TX 76119  
Phone: (817) 806-4561 Fax: (817) 984-8254



Form must be completed in ink or typed.

Date: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Job Address: \_\_\_\_\_

Owner/Builder: \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Contractor: \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Building Permit Requested:  New  Addition  Remodel  Repair  Move  Remove

Type of Building:  One Story  Two Story  Other \_\_\_\_\_

The premise is to be used for:  Residential  Commercial  Other \_\_\_\_\_

Use of Facility: \_\_\_\_\_

Valuation of Work: \$ \_\_\_\_\_ Total Square Footage of Project: \_\_\_\_\_

**Notice**

This permit shall become invalid if work or construction authorized is not commenced within 180 days or if work or construction is suspended or abandoned for a period of 180 days at anytime after work is commenced.

**ASBESTOS**

A copy of the asbestos survey for the area(s) to be renovated/demolished has been included with this permit application. This survey has been done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP).

This Permit is granted with the distinct and clearly understood agreement by the Applicant that the Rules, Regulations, and Ordinances of the City of Forest Hill, Texas, as provided for by the City Council and interpreted by the City Building Official, will be carried out, or adhered to in every part, manner, and respect.

**SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING AND AIR CONDITIONING**

**I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OR LAWS AND ORDINANCES COVERING THIS TYPE WORK WILL BE COMPLETED WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAWS REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.**

Applicant Signature & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Application Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only**

Plan Check Fee    \$\_\_\_\_\_

Permit Fee:        \$\_\_\_\_\_

Water Impact Fee: \$\_\_\_\_\_

Sewer Impact Fee: \$\_\_\_\_\_

Water Tap Fee:    \$\_\_\_\_\_

Sewer Tap Fee:    \$\_\_\_\_\_

Drive Approach    \$\_\_\_\_\_

**TOTAL FEE:**        \$\_\_\_\_\_

Plans Checked By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Issuance By:

\_\_\_\_\_ Date: \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MECHANICAL PERMIT**

3219 California Pkwy, Forest Hill, TX 76119  
Phone: (817) 806-4561 Fax: (817) 982-8254



Form must be completed in ink or typed.

Date: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Job Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

Owner/Builder: \_\_\_\_\_ Phone \_\_\_\_\_

Owner/Builder Address: \_\_\_\_\_

Type of Work:  New  Addition  Remodel  Repair  Move  Remove

The premise is to be used for:  Residential  Commercial  Other \_\_\_\_\_

<b>Mechanical Base Permit = \$65.00</b>		
<b>FEE TYPE</b>	<b>QTY</b>	<b>AMOUNT</b>
New Residential Structure = \$150.00 per air handling unit		
Res. Remodels, Additions, or Alterations = \$150.00 per air handling unit		
New Commercial Structures = \$200.00 per air handling unit		
Comm. Remodels, Additions, or Alterations - \$200.00 per air handling unit		
Vent -A-Hoods = 65.00		
Duct Work = 65.00		
Contractor Registration = \$100.00		
<b>TOTAL</b>		

Detail of Work to be performed: \_\_\_\_\_

**Notice**

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This Permit is granted with the distinct and clearly understood agreement by the Applicant that the Rules, Regulations, and Ordinances of the City of Forest Hill, Texas, as provided for by the City Council and interpreted by the City Plumbing Inspector, will be carried out, or adhered to in every part, manner, and respect.

**I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OR LAWS AND ORDINANCES COVERING THIS TYPE WORK WILL BE COMPLETED WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAWS REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.**

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_



**PLUMBING/IRRIGATION PERMIT**

3219 California Pkwy, Forest Hill, TX 76119  
Phone: (817) 806-4561 Fax: (817) 984-8254  
Form must be completed in ink or typed.



Date: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Sub-Division: \_\_\_\_\_

Job Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor License # \_\_\_\_\_

Owner/Builder Name: \_\_\_\_\_ Phone \_\_\_\_\_

Owner/Builder Address: \_\_\_\_\_

Description of Work:       New       Addition       Alteration       Repair

<b>PLUMBING PERMIT BASE FEE \$65.00</b>		
<b>FEE TYPE</b>	<b>Qty</b>	<b>AMOUNT</b>
Backflow Testing = \$60.00		
New Residential Structures = \$.07 per total square footage		
New Commercial Structures = \$.09 per total square footage		
Residential – Remodels, Additions, or Alterations = \$.07 per total square footage		
Commercial – Remodels, Additions, or Alterations = \$.09 per total square footage		
Residential Swimming Pool = \$100.00		
Commercial Swimming Pool = \$150.00		
Contractor Registration for Irrigators & Backflow = 100.00		
<b>TOTAL</b>		

Detail of Work to be performed: \_\_\_\_\_

**Notice**

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**I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OR LAWS AND ORDINANCES COVERING THIS TYPE WORK WILL BE COMPLETED WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAWS REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.**

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved By: \_\_\_\_\_ Date \_\_\_\_\_



**ELECTRICAL PERMIT APPLICATION**

3219 California Pkwy, Forest Hill, TX 76119  
Phone: (817) 806-4561 Fax: (817) 982-8254



Form must be completed in ink or typed.

Date: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Job Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

Owner/Builder: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner/Builder Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

The premise is to be used for:  Residential  Commercial  Other \_\_\_\_\_

**Note:** Ordinance #2015-12-002 – #14 wire and 15 Amp breakers shall not be allowed in the city limits of the City of Forest Hill, Texas

**BASE PERMIT FEE: \$65.00**

<b>Residential Structures</b>	
New Structures = \$.07 / total sq. ft.	Square Footage:
Remodels, Additions, Alterations = \$.07 / total sq. ft.	Square Footage:
Service Upgrade = \$100.00	
Temp Poles = \$50.00	Home Owner Lights On Permit = \$30.00
In-Ground Swimming Pool = \$100.00	

<b>Commercial Structures</b>	
New Structures = \$.09 / total sq. ft.	Square Footage:
Remodels, Additions, Alterations = \$.09 / total sq. ft.	Square Footage:
Service Upgrade = \$100.00	
Temp Poles = \$50.00	
In-Ground Swimming Pool = \$150.00	



<b>Miscellaneous Fees</b>	
Sign Electrical = \$60.00	
Contractor Registration = \$100.00	
<b>GRAND TOTAL:</b>	

Detail of Work to be performed: \_\_\_\_\_

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Applicant Signature & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_