Westworth Village

Building Packet

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

If your permit package is not complete, your submittal will not be accepted. Work started prior to permit issuance is subject to penalties of $500 per day fine.

Building Packet Table of Contents:

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RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

1. Verification that all taxes and assessments have been paid
2. Legal registered plat from Tarrant County
3. RES Check
4. Two complete construction plans 11"x17" and one electronic set
    - Site plan with house, setbacks, and square footage shown
    - Floor plans
    - Foundation plans
    - Elevation plans
    - Drainage on site
    - Landscaping plans
5. Staging site plan showing:
    - Storage location for construction materials and equipment
    - Concrete washout

NOTE: A form board survey must be submitted prior to plumbing rough inspection.

COMMERCIAL PLAN SUBMITTAL REQUIREMENT

1. Verification that all taxes and assessments have been paid
2. TAS compliance certification
3. COM Check
4. Envelope compliance certification
5. Mechanical compliance certification
6. Lighting compliance certification
7. Two complete construction plans 24"x36" and one electronic set
    - Site plan (see site plan application for requirements)
    - Floor plans
    - Foundation plans
    - Elevation plans
    - Mechanical plans
    - Electrical plans
    - Plumbing plans
    - Legal registered plat from Tarrant County
8. Staging site plan showing:
    - Storage location for construction materials and equipment
    - Concrete washout

INSPECTION PROCEDURES

All inspections must be scheduled by the general contractor. To schedule a building inspection call 817-710-2506 or online at https://www.municipalonlinepayments.com/westworthvillagetx/ (You must register with this site to use it.)

Order of Inspections:

1. T-pole
2. Form Board Survey (Must be Submitted Prior to Plumbing Rough)
3. Plumbing Rough/ Water & Sewer Service
4. Slab Pre-Pour
5. Frame & Trades (Electrical, Mechanical, & Plumbing Top Outs)
6. Energy (Insulation)
7. Final

Alex Valadez
City of Westworth Village
311 Burton Hill Rd., Westworth Village, TX 76114
Phone: 817.710.2506 I Fax: 817.710.2501
avaladez@cityofwestworth.com
www.cityofwestworth.com

Form A

Westworth Village

Contractor Registration Form

City of Westworth Village – Permits Department:
817-710-2506 311 Burton Hill Rd., Westworth Village, TX 76114

Company Name: _____ Tax ID #: _____

Contractor's Name: _____

Master's License: _____ Type: _____ Expiration: _____

Driver's License #: _____ State: _____ Expiration: _____

Address: _____

Office Phone #: _____ Cell Phone #: _____

Email: _____ Fax #: _____

Associates to be allowed to pull permits under this Contractor's License:

Name	Certification
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Certificate of Liability is attached? ☐ Yes ☐ No

Attach Copy of Valid ID Here:

Attach Copy of Contractor's License Here:

Form
A

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Registration Received by: _____ Date: _____

☐ Payment Received by: _____ Date: _____

☐ License Verified by: _____ Date: _____

☐ Insurance Verified by: _____ Date: _____

☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____

B. RECORDS DEPARTMENT

Retention: PW5250-07 – Keep until expiration, cancellation, revocation, or denial of the license + 3 years.

Form B

Westworth Village

Building Permit Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Permit Application Type: ☐ **Residential** ☐ **Commercial** ☐ **ROW/ Utility**

(SEPARATE PERMITS REQUIRED FOR ALL TRADE WORK)

Job Address: _____

Property Owner: _____

Email: _____ Phone #: _____

Construction Type: ☐ New ☐ Addition ☐ Remodel/ Repair/ Alteration

☐ Please check here if you will not be using the preferred city standards of 100% masonry exterior construction

Proposed Use of Building/ Land: _____

Value of Construction: _____ Total SQ. FT.: _____

General Contractor Name: _____ Licensed Contractor #: _____

Address: _____

Email: _____ Phone #: _____

Electrical Contractor: _____ Phone #: _____

Mechanical Contractor: _____ Phone #: _____

Plumbing Contractor: _____ Phone #: _____

Detailed Description of Work:

_____

_____

_____

_____

_____

NOTICE:

THIS PERMIT IS ISSUED BASED UPON CURRENT APPROVED INTERNATIONAL BUILDING CODE AND THE CITY OF WESTWORTH VILLAGE CITY ORDINANCES. EVERY PERMIT ISSUED SHALL BECOME INVALID UNLESS THE WORK ON THE SITE AUTHORIZED BY SUCH PERMIT IS COMMENCED WITHIN 180 DAYS AFTER ITS ISSUANCE, OR IF THE WORK AUTHORIZED ON THE SITE BY SUCH PERMIT IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AFTER THE TIME THE WORK IS COMMENCED. THE BUILDING OFFICIAL IS AUTHORIZED TO GRANT, IN WRITING, ONE OR MORE EXTENSIONS OF TIME, FOR PERIODS NOT MORE THAN 180 DAYS EACH. THE EXTENSION SHALL BE REQUESTED IN WRITING AND JUSTIFIABLE CAUSE DEMONSTRATED.

I HEREBY CERTIFY THE FOREGOING TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE THE SAID WORK SHALL BE PERFORMED IN CONFORMATION WITH THE INFORMATION HEREIN SET FORTH AND ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED 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 LAW REGULATING THE PERFORMANCE OF WORK.

_____ _____

Signature *Date*

_____

Name (Print)

Form
B

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application & Plans Received by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

☐ Registration with City Verified by: _____ Date: _____

☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____

B. BUILDING DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

☐ Application Routed to Public Works Department by: _____ Date: _____

C. PUBLIC WORKS DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.

☐ Application Routed to Permits Dept. or City Secretary by: _____ Date: _____

D. COMMUNITY DEVELOPMENT DEPARTMENT

☐ Signature Required if for ROW/ Utility: _____ Date: _____

E. PERMITS DEPARTMENT

☐ Inspection Forms Received and Scanned by: _____ Date: _____

☐ Permit Created by: _____ Permit # Issued: _____ Date: _____

☐ Routed to Building Department by: _____ Date: _____

☐ Permit Mailed to Applicant by: _____ Date: _____

☐ Permit & Application Added to Property File by: _____ Date: _____

☐ Permit File Closed by: _____ Date: _____

F. CITY SECRETARY

☐ Denial Notice Mailed to Applicant & Coped to Application by: _____ Date: _____

G. RECORDS DEPARTMENT

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.

Form B

Westworth Village
The Hidden Jewel of the Metroplex.

Impervious Surface Questionnaire

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Impervious surface is anything on your property that restricts rainwater from hitting the dirt to be absorbed. Examples include: concrete, pavers, swimming pools, sheds, etc. City Zoning Ordinances set the maximum amount of impervious surface allowed on each lot. This information is required for all permits. Please completely fill out the form below, marking N/A for the impervious surface areas that do not apply to this property.

Total Square Footage of:

Lot: _____ sq. ft.

Building Foundation (incl. patio & garage): _____sq. ft.

Driveway & Sidewalks: _____ sq. ft.

Pool & Decking: _____ sq. ft.

Each Accessory Building:

Building #1: _____ sq. ft.

Building #2: _____ sq. ft.

Building #3: _____ sq. ft.

Other: _____ sq. ft.

_____ _____

Signature *Date*

_____

Name (Print)

Form
B

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Questionnaire Received by: _____ Date: _____

Total Lot: _____ Total Imp Surface: _____ Zone: _____

Max % Allowed: _____ Current Existing % : _____

☐ Pass ☐ Fail Reviewed by: _____ Date: _____

Form C

Westworth Village

Trade Building Permit Application for

Electrical/ Mechanical/ Plumbing/ Irrigation

City of Westworth Village – Permits Department: 817-710-2506 311
Burton Hill Rd., Westworth Village, TX 76114

ONLY individual contractors should complete this form. If your state license or COI (Certificate of Insurance) is expired, the permit you are associated with will be invalid and will not be issued or may be cancelled by the building official.

(ONE APPLICATION PER TRADE)

Class of Work: ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Irrigation

Type of Dwelling: ☐ Commercial ☐ Residential

Construction Type: ☐ New ☐ Addition ☐ Remodel/ Repair/ Alteration

Job Address: _____

Value of Construction: _____ SQ. FT.: _____

Property Owner: _____ Phone #: _____

Contractor Name: _____

Address: _____

Email: _____ Phone #: _____

License #: _____ Exp. Date: _____

Are you registered with the city? ☐ YES ☐ NO

Detailed Description of Work:

_____

_____

_____

_____

NOTICE:

THIS PERMIT IS ISSUED BASED UPON THE CURRENT INTERNATIONAL CODECOUNCIL BUILDING, ELECTRICAL, MECHANICAL, PLUMBING, AND RESIDENTIAL CODES; 2011 NATIONAL ELECTRICAL CODE; AND THE CITY OF WESTWORTH VILLAGE CITY ORDINANCES

I HEREBY CERTIFY THE FOREGOING TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE THE SAID WORK (ELECTRICAL, PLUMBING, MECHANCIAL, HVAC, OR IRRIGATION) SHALL BE PERFORMED BY ME AT THE ABOVE STATED ADDRESS IN CONFORMATION WITH THE INFORMATION HEREIN SET FORTH AND ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED 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 LAW REGULATING THE PERFORMANCE OF WORK.

_____ _____

Signature *Date*

_____

Name (Print)

Form
C

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application Received by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

☐ Registration with City Verified by: _____ Date: _____

☐ Entered into Incode Project Code: _____ Date: _____

☐ Routed to Inspection Department by: _____ Date: _____

B. BUILDING DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.

☐ Application Routed to Permits Dept. or City Secretary by: _____ Date: _____

C. PERMITS DEPARTMENT

☐ Permit Created by: _____ Date: _____

☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager

☐ Permit Mailed to Applicant by: _____ Date: _____

D. CITY SECRETARY

☐ Denial Notice Mailed to Applicant & Coped to Application by: _____ Date: _____

E. RECORDS DEPARTMENT

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.

Form D

Westworth Village

Demolition/ House Moving Permit Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Application must be submitted at least 14 business days in advance of demolition or house moving date.

Job Address: _____

Property Owner: _____

CONTRACTOR:

Name: _____ License #: _____

Address: _____

Email: _____ Phone #: _____

RESIDENTIAL PERMIT

Address(es):	**REQUIRED ITEMS:** Estimated Date of Demolition	Letter of Utility Disconnection	Certificate of Liability Insurance
1. _____	_____	☐	☐
2. _____	_____	☐	☐
3. _____	_____	☐	☐
4. _____	_____	☐	☐

COMMERCIAL, INDUSTRIAL, OR MULTI-FAMILY PERMIT

Address(es):	**REQUIRED ITEMS:** Estimated Date of Demolition	Letter of Utility Disconnection	Asbestos Abatement Plan	Certificate of Liability Insurance
1. _____	_____	☐	☐	☐
2. _____	_____	☐	☐	☐
3. _____	_____	☐	☐	☐

I hereby certify that the foregoing information is correct to the best of my knowledge and that said work will be done in conformance with the information set forth and in compliance with the City of Westworth Village Codes regulation demolition and clearing of land.

_____ _____

Contractor's Signature *Date*

_____

Contractor's Name (Print)

Form
D

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application Received by: _____ Date: _____

☐ Estimated Demo Date 14 Days Out Verified by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____

☐ Received Approval From (*Initial)*: Public Works: _____ Inspections: _____ Police: _____

☐ Routed to Public Works by: _____ Date: _____

B. PUBLIC WORKS DEPARTMENT

☐ Oncor Notified by: _____ Date: _____

☐ Meters Pulled by: _____ Date: _____

☐ Sewer Disconnected by: _____

☐ Application Routed to Permits by: _____ Date: _____

C. PERMITS DEPARTMENT

☐ Confirmed Move Date: _____

☐ Email issued to all PD with Move Date by: _____ Date: _____

☐ Permit Created by: _____ Date: _____

☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager

☐ Permit Mailed to Applicant by: _____ Date: _____

D. CODE INSPECTIONS DEPARTMENT

☐ Inspection Scheduled by: _____ Date: _____

☐ Inspection Completed by: _____ Date: _____

E. RECORDS DEPARTMENT

Retention: PW5250-09 – Keep for date of demolition + 3 years.

Form
E

Westworth Village

Tree Permit Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Permit Date:_____

Owner: _____ Phone #: _____

Contractor: _____ Phone #: _____

Project Address: _____

Project Description (*new construction or addition*)

_____

_____

_____

Two (2) sets of a detailed tree survey/ tree protection plan, landscape plan and an original application must be submitted.

Type (check all that are applicable):

- ☐ Tree Removal
- ☐ Tree Transplanting
- ☐ Installation of New Landscaping
- ☐ Tree Trimming
- ☐ Other (Describe) _____

_____

Work authorized by this permit shall begin within fifteen (15) days from date issued or the application must be resubmitted. Permit shall be valid for ninety (90) days after the issue date on the permit. Permits which are issued in conjunction with a building permit or a site plan approval shall be valid for the same time frame as such permits are valid.

Tree protection fencing shall be erected before commencement of any construction, grading, or filing.

Start Date: _____ Estimated Completion Date: _____

The following is to have an original signature of the property owner. A letter of authorization for access may be accepted in lieu of the following:

I hereby grant the City of Westworth Village or their designated agent access to the property to verify survey conditions, inspect work, verify "AS-BUILT" conditions and/or any other type of observation as may be required in conjunction with the construction of the project or work described in this permit.

_____ _____

Owner's Signature *Date*

_____

Owner's Name (Print)

Form
E

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application Received by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____

☐ Routed to Community Development Department by: _____ Date: _____

B. COMMUNITY DEVELOPMENT DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.

☐ Application Routed to Permits Dept. or City Secretary by: _____ Date: _____

C. PERMITS DEPARTMENT

☐ Permit Created by: _____ Date: _____

☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager

☐ Permit Mailed to Applicant by: _____ Date: _____

D. CITY SECRETARY

☐ Denial Notice Mailed to Applicant & Coped to Application by: _____ Date: _____

E. RECORDS DEPARTMENT

- PW5250-10a – Applications for which permit granted – Keep application for 5 years.
- PW5250-10b - Applications for which permit *not granted* – Keep application for 1 year.

Westworth Village

Site Plan Checklist

Form F/4

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Project Name: _____

Project #: _____ Date: _____

Whenever a site plan is required by the Comprehensive Zoning Ordinance (CZO), such site plan must conform to the requirements of SECTION 14.2.41 — SITE PLAN SUBMISSION REQUIREMENTS. Except as provided in said ordinance, all site plans must be approved by the City Council upon recommendation of the Planning & Zoning Commission. A site plan must be approved prior to issuance of a building permit. Changes to the site plan shall be processed in the same manner as the original approved site plan.

The site plan must comply with design standards, policies, and any design criteria deemed necessary to the safety, health and welfare of the City. The site plan shall contain the information listed below and any or all of the required features may be incorporated.

Site Plan Requirements	**Shown**	**N/A**	**Incomplete**
1. A title block within the lower right-hand corner of the site plan with the proposed name of the project/subdivision, the name and address of the owner/developer and the land planner, engineer, architect or surveyor responsible for the plan, the scale of the drawing (both written and graphic scale), the date the drawing was prepared, total site acreage, and the location of the property according to the abstract and survey records of Tarrant County, Texas.	☐	☐	☐
Comments: _____			
2. A vicinity or location map showing the location of the proposed development within the City, and in relationship to existing roadways.	☐	☐	☐
Comments: _____			
3. The boundary survey limits of the tract and each proposed lot/tract and scale distances with north clearly indicated	☐	☐	☐
Comments: _____			
4. The names of adjacent additions or subdivisions or the name of the owners of record and recording information for adjacent parcels of unplatted land, including parcels on the other sides of roads, creeks, etc.	☐	☐	☐
Comments: _____			
5. The existing zoning and existing/proposed uses on adjacent land	☐	☐	☐
Comments: _____			
6. The location, width and names of all existing or platted streets or other public ways within or adjacent to the tract	☐	☐	☐
Comments: _____			
7. Any existing easements, with recording information; existing buildings; railroad rights-of-way	☐	☐	☐
Comments: _____			
8. Topography (contours at two-foot intervals) with existing drainage channels or creeks, including the 100-year floodplain, if applicable	☐	☐	☐
Comments: _____			
9. Any other important natural features, such as rock outcroppings, caves, wildlife habitats, etc.; and all substantial natural vegetation	☐	☐	☐
Comments: _____			
10. Proposed strategies for tree preservation including showing individual trees or tree masses that will be preserved, and the techniques that will be used to protect them during construction	☐	☐	☐
Comments: _____			
11. The layout and width (right-of-way lines and curb lines) of existing and proposed thoroughfares, collector streets and/or intersections, and specific configuration of proposed streets, lot/tracts and blocks	☐	☐	☐
Comments: _____			

Form
F/4

12. Proposed driveways including driveway widths and distances between driveways	☐	☐	☐
Comments: _____			
13. Proposed median openings and left turn lanes on future divided roadways and existing and planned driveways on the opposite side of divided roadways	☐	☐	☐
Comments: _____			
14. Specific locations and footprints of buildings, including but not limited to proposed nonresidential and residential densities	☐	☐	☐
Comments: _____			
15. Building heights, square footages (for multi-tenant or multi-purpose buildings, show square footage for each intended use), massing, orientation, loading/service areas (including proposed screening), recycling containers, compactors and dumpster enclosures (including proposed screening), pedestrian walkways, and parking areas (including parking ratio calculations)	☐	☐	☐
Comments: _____			
16. Any proposed sites for parks, schools, public facilities, public or private open space	☐	☐	☐
Comments: _____			
17. Floodplains/drainageways	☐	☐	☐
Comments: _____			
18. All proposed and existing utilities and easements	☐	☐	☐
Comments: _____			
19. All proposed and existing drainage structures	☐	☐	☐
Comments: _____			
20. All proposed and existing retention/detention ponds with proposed aesthetic treatments	☐	☐	☐
Comments: _____			
21. All proposed and existing screening walls	☐	☐	☐
Comments: _____			
22. All proposed and existing fences	☐	☐	☐
Comments: _____			
23. All proposed and existing signage	☐	☐	☐
Comments: _____			
24. All proposed and existing fire lanes and fire hydrants	☐	☐	☐
Comments: _____			
25. All proposed and existing lighting	☐	☐	☐
Comments: _____			
26. All proposed and existing visibility easements	☐	☐	☐
Comments: _____			
27. Other pertinent development-related features	☐	☐	☐
Comments: _____			
28. A landscape plan showing turf areas, tree types and sizes, screening walls, ornamental plantings, planting schedule (including species, planted height, spacing, container/caliper size, numbers of each plant material, etc.) any existing wooded areas, trees to be planted, and irrigation plans, if required	☐	☐	☐
Comments: _____			
29. Color building facade (elevation) plans showing elevations with any attached (wall-mounted) signage to be used, as determined appropriate by the City Administrator or his/her designee	☐	☐	☐
Comments: _____			

Westworth Village

Site Plan and Land Use Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Form F/4

APPLICANT INFORMATION

Name: _____ Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

PROPERTY OWNER INFORMATION

Name: _____ Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

PROPERTY INFORMATION

Street Address of Property _____

Legal Description: Block/ Abstract: _____ Lot/ Tract: _____ Addition/ Survey Attached? ☐ YES ☐ NO

Zoning: _____ Land Use Requested: _____

Any Ordinance Waivers/ Variance Requests? (*provide letters of request(s)*) ☐ YES ☐ NO Easement Required? ☐ YES ☐ NO

I understand that I must provide three (3) 24" X 36" hard copies of the site/civil plans drawn to a known engineering scale prepared by a qualified civil engineer, a copy in electronic format (pdf, tiff, etc.), the site plan/ land use application, and the required fee. I hereby certify that the information provided in this application is true and factual to the best of my knowledge. I further understand that the public hearing for this project will not be scheduled until the application fee has been paid and the plans have been reviewed and accepted by City Staff.

_____ _____
Property Owner Signature *Date*

_____
Name (Print)

_____ _____
Engineer / Surveyor/ Architect Name *Firm Name*

_____
Address

_____ _____
Email *Phone #*

Form
F/4

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application Received by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

Ownership Verified: ☐ YES ☐ NO Taxes Paid: ☐ YES ☐ NO Liens Paid: ☐ YES ☐ NO Date: _____

☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____

☐ Routed to City Secretary by: _____ Date: _____

B. CITY SECRETARY

☐ Ordinance # Assigned: _____ Date: _____

☐ 200' Letters Mailed & Copied to File by: _____ Date: _____

☐ Item has been Placed on P & Z Agenda by: _____ Date: _____

P & Z Date: _____ ☐ Approved ☐ Denied Any Stipulations? (please attach description) ☐ YES ☐ NO

☐ Item has been Placed on City Council Agenda by: _____ Date: _____

Council Date: _____ ☐ Approved ☐ Denied Any Stipulations? (please attach description) ☐ YES ☐ NO

C. BUILDING DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

☐ Application Routed to Public Works Department by: _____ Date: _____

D. PUBLIC WORKS DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

☐ Application Routed to Community Development Dept. by: _____ Date: _____

E. COMMUNITY DEVELOPMENT

Have plans been approved by the City Engineer? ☐ Yes ☐ No ***Attach engineer's findings***

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

F. RECORDS DEPARTMENT

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.

Form G/5

Westworth Village

Site Development Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

If more than one, list all applicable addresses.

Job Address: _____

Legal Description: Lot #: _____ Block: _____ Subdivision: _____

Description of Work: _____

Property Owner Name: _____

Address: _____

Email: _____ Phone #: _____

Attach additional page for more contractors

1. Contractor: _____ License #: _____

Address: _____

Email: _____ Phone #: _____

2. Contractor: _____ License #: _____

Address: _____

Email: _____ Phone #: _____

3. Contractor: _____ License #: _____

Address: _____

Email: _____ Phone #: _____

Check all categories for which you are requesting a site development permit and inspection and list the valuation for each. Attach site development plans for each requested category.

☐ 1. Infrastructure/ Grading $_____
☐ 2. Paving $_____
☐ 3. Water $_____
☐ 4. Sewer $_____
☐ 5. Other Utilities: _____ $_____

Total Valuation: $_____

Concept Plan has been Approved ☐ Yes ☐ No
Demolition has been Completed ☐ Yes ☐ No
Contractor is Registered with City ☐ Yes ☐ No

See fee schedule (Sec. A7.001) to determine amount of fees due.

I HEREBY CERTIFY THE FOREGOING TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE THE SAID WORK SHALL BE PERFORMED IN CONFORMATION WITH THE INFORMATION HEREIN SET FORTH AND ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED 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 LAW REGULATING THE PERFORMANCE OF WORK.

_____ _____
Signature *Date*

_____
Name (Print)

Form
G/5

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application Received by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____

☐ Routed to Building Department by: _____ Date: _____

B. BUILDING DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

☐ Application Routed to Public Works Department by: _____ Date: _____

C. PUBLIC WORKS DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

☐ Application Routed to City Administrator by: _____ Date: _____

D. CITY ADMINISTRATOR (OR DESIGNEE)

Have plans been approved by the City Engineer? ☐ Yes ☐ No ***Attach engineer's findings***

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.

☐ Application Routed to Permits Dept. or City Secretary by: _____ Date: _____

E. PERMITS DEPARTMENT

☐ Electronic Plans on File in Permits Office Confirmed by: _____ Date: _____

☐ Permit Created by: _____ Date: _____

☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager

☐ Permit Mailed to Applicant by: _____ Date: _____

F. CITY SECRETARY

☐ Denial Notice Mailed to Applicant & Coped to Application by: _____ Date: _____

G. RECORDS DEPARTMENT

Retention:

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.

Form H/3

Westworth Village

Request for Specific Use Permit

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

I / We respectfully request a specific use permit from Westworth Village. The following is submitted in support of this proposal:

Requestor: _____ Date: _____

Address: _____

Phone #: _____ Email: _____

ATTACH A SEPARATE PROPOSAL INCLUDING:

1. The nature of this request (*the purpose of this proposal is to allow a Specific Use Permit*).
2. An explanation of why you believe this request should be approved.
3. An explanation of how the specific use would promote the Vision Plan of Westworth Village.
4. Approved concept plan/ site plan.

PROPERTY DESCRIPTION:

Physical Address: _____

Legal Description According to the County Deed Records: Volume: _____ Page: _____

It is Shown As: Tract: _____ of the _____ survey, Tarrant County Tax Record.

☐ A metes and bounds description and map locating the property are attached.

Total Land Area Contained Herein: _____ (Acres/ Sq. Ft.)

PROPERTY DEVELOPMENT INFORMATION:

Residential Zoning Districts			
SF-A	Large Lot Single-Family Residential	SF-R	Single-Family Redevelopment
SF-B	Single-Family Residential	MH	Manufactured Housing
SF-C	Custom Single-Family Residential	MF	Multi-Family Residential

Non- Residential Zoning Districts	
O	Office
C	Commercial
LI	Light Industrial

Present Use: Residential: _____ Non-Residential: ____ **Proposed Use:** Residential: _____ Non-Residential: ____

Status of Development Plans: ☐ Concept ☐ Site Plan ☐ Building Plan

DEVELOPER INFORMATION:

Developer: _____ Firm: _____

Address: _____

Phone #: _____ Email: _____

ACKNOWLEDGEMENT:

- I certify that the above information is correct and complete to the best of my knowledge and ability.
- I am fully prepared to present the above proposal at the Zoning Hearing.
- I understand that in the event the undersigned is not present at the Public Hearing the City Council may dismiss this proposal and such dismissal shall constitute denial.
- I reserve the right to withdraw this proposal at any time upon written request filed with the City Secretary. Such withdrawal shall immediately stop all proceedings. Withdrawal filed after the giving of notice of the Public Hearing shall constitute a denial by the City Council.
- I understand the filing fees are not refundable upon withdrawal or denial of proposal.

_____	_____	_____
Requestor's Signature	*Requestor's Name (Print)*	*Date*
_____	_____	_____
Agent's Signature	*Agent's Name (Print)*	*Date*

Form
H/3

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application Received by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____

☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager

☐ Routed to City Secretary by: _____ Date: _____

B. CITY SECRETARY

☐ Public Hearing Scheduled by: _____ Date: _____

☐ Public Hearing Ad Placed in Newspaper with Affidavit Requested Date: _____

☐ 200' Letters Mailed & Copied to File by: _____ Date: _____

☐ Item has Been Placed on P & Z Agenda by: _____ Date: _____

P & Z Date: _____ ☐ Approved ☐ Denied

☐ Item has Been Placed on City Council Agenda by: _____ Date: _____

Council Date: _____ ☐ Approved ☐ Denied

C. RECORDS DEPARTMENT

Retention:

- PW5250-04a – Applications for which permit granted – Keep application for 5 years; or, if property subject to issuance of certificate of occupancy, date of issuance of the certificate + 5 years.
- PW5250-04b - Applications for which permit *not granted* – Keep application for 1 year.

Form

Residential Energy Compliance Path

Energy Code Requirements of the 2015/2018 IRC

(IECC) City of Westworth Village – Permits Department: 817-710-2506

311 Burton Hill Rd., Westworth Village, TX 76114

Provide this form at building completion prior to final inspection

Project Address: _____

N1101.13 (R401.2) – Projects shall comply with one of the following:

☐ **Option #1a – Prescriptive: Sections N1101.14 (R401) through N1104 (R404):**

- N1102 (R402) Building Thermal Envelope. *{Using table N1102.1.2 (R402.1.2) INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT}*
- N1103 (R403) Systems.
- N1104 (R404) Electrical Power and Lighting Systems (Mandatory).
- Plus all mandatory provisions

☐ **Option #1b – Prescriptive-Using REScheck™ UA approach Only: Sections N1101.14 (R401) through N1104 (R404):**

- N1102 (R402) Building Thermal Envelope.
- N1103 (R403) Systems.
- N1104 (R404) Electrical Power and Lighting Systems (Mandatory).
- Plus all mandatory provisions

☐ **Option #2 – Section N1105 (R405) Performance Approach**

- Plus all mandatory provisions

☐ **Option #3 – ENERGY STAR Certified Homes®**

☐ **Option #4 – Section N1106 (R406) Energy Rating Index Compliance Alternative**

- Minimum envelope requirements ≥ Table 402.1.2 or 402.1.4 – 2009 IECC
- Plus all mandatory provisions

☐ **Option #5 – ESL 4ACH50 Tradeoff Code Equivalency Compliance [a]**

Envelope Component	Option #1	Option #2
R402.4 Air Leakage	≤ 4ACH^{50}	≤ 4ACH^{50}
Wall Insulation Value	R13 + R3[b]	R13 + R3[b]
Fenestration *U*-factor/SHGC	≤ 0.32/0.25	≤ 0.32/0.25
Ceiling *R*-value	≥ R49	≥ R49
Duct Insulation	R8	R6
Radiant Barrier Required	No	Yes

[a] Except for the values listed in the table, all other mandatory code provisions are applicable.

[b] First value is cavity insulation, second is continuous insulation or insulated siding.

NOTE: Attach appropriate compliance option "compliance report"

I certify that I have reviewed the construction documents including, but not necessarily limited to, insulation materials and R-values; fenestration U-factors and SHGC values; area-weighted average U-factor and SHGC calculations; mechanical system design criteria; mechanical and service water heating system and equipment types, sizes and efficiencies; equipment and system controls; duct sealing, duct and piping insulation and location; and air sealing details; and that the project as designed satisfies the minimum requirements for the compliance approach selected above.

_____ _____

Signature *Date*

_____

Name (Print)

If this template form is modified, the NCTCOG logo must be removed as it is no longer a NCTCOG approved template.

Prepared July 2016 ,updated February 2018 by the Energy and Green Advisory Board of the Regional Codes Coordinating Committee, a committee of the North Central Texas Council of Governments (NCTCOG). www.nctcog.org/envir/codes.

Form

Westworth Village

Residential Code Compliance Certificate

Energy Code Requirements of the 2015/2018 IRC

(IECC) City of Westworth Village – Permits Department: 817-710-2506

311 Burton Hill Rd., Westworth Village, TX 76114

North Central Texas Council of Governments

Provide this form at building completion prior to final inspection

Project Address: _____ Permit #: _____

DUCT LEAKAGE TESTING VERIFICATION

☐ Rough-In Test Option (R403.3.3) ☐ Post Construction Option (R403.3.3)

System #1 - _____CFM25 System #2- _____CFM25 System #3 - _____CFM25

System #4 - _____CFM25 System #5 - _____CFM25 System #6 - _____CFM25

I certify that I have conducted a **duct leakage test and it has passed the requirements of the 2015 or 2018 International Energy Conservation Code.** I further certify that I am certified to perform duct leakage testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, and have not installed the HVAC system; nor am I employed or have any financial interest in the company that constructs the structure.

Agency & Certification #: _____

Signature of Responsible Party: _____

Printed Name & Title of Responsible Party: _____

BUILDING THERMAL ENVELOPE LEAKAGE TESTING VERIFICATION

Building Thermal Envelope Leakage Testing (R402.4.1.2): _____ACH50

I certify that I have conducted an **air leakage test and it has passed the requirements of the 2015 or 2018 International Energy Conservation Code.** I further certify that I am certified to perform air infiltration testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, nor am I employed or have any financial interest in the company that constructs the structure.

Agency & Certification #: _____

Signature of Responsible Party: _____

Printed Name & Title of Responsible Party: _____

COMPLIANCE STATEMENT

We have concluded all inspections, testing and plan reviews of the above project and hereby declare it in compliance with the residential provisions of the 2015 IECC, as amended, for the selected compliance approach.

☐ Option 1(a) **Prescriptive**: *Sections N1101.14 (R401) through N1104 (R404)*

☐ Option 1(b) **Prescriptive**: ***RES*check™ *UA Approach Only:*** *Sections N1101.14 (R401)-N1104 (R404)* ***(attach report)***

☐ Option 2 **Performance**: *Section N1105 (R405) Performance Approach* ***(attach report)***

☐ Option 3 **ENERGY STAR** Certified Homes® ***(attach certificate)***

☐ Option 4 **Energy Rating Index Compliance Alternative (ERI)**: *Section N1106 (R406)* **ERI**: _____

☐ Option #5 **ESL 4ACH^{50} Tradeoff Code Equivalency Compliance**

Agency & Certification #: _____

Agency Contact Information: _____

Signature of Responsible Party: _____

Printed Name & Title of Responsible Party: _____

If this template form is modified, the NCTCOG logo must be removed as it is no longer a NCTCOG approved template.

Prepared July 2016,updated February 2018 by the Energy and Green Advisory Board of the Regional Codes Coordinating Committee, a committee of the North Central Texas Council of Governments (NCTCOG). www.nctcog.org/envir/codes.

Form

RECEIPT

FOR INTERNAL CITY USE ONLY

A. WATER DEPARTMENT

☐ Form Received by: _____ Date: _____

☐ Entered into Incode and Scanned into Tyler Content Manager by: _____ Date: _____

☐ Copy Emailed to Public Works and Building Departments by: _____ Date: _____

B. RECORDS DEPARMENT

Retention: PW5250-08 – Keep for 3 years.

Form J

Westworth Village

Swimming Pool Permit Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Please Submit 2 Sets of Construction Plans and 1 Electronic Set

Pool Information:

☐ Residential Pool ☐ Commercial Pool ☐ Heated Pool ☐ Unheated Pool
☐ Spa ☐ Water Feature

Valuation: $_____

Job Address: _____

Legal Description: Lot #: _____ Block: _____ Subdivision: _____

Property Owner: _____ Phone #: _____

Property Owner Address: _____

Contractor: _____ Phone #: _____

Contractor Address: _____

Electric Contractor: _____ Phone #: _____

Electric Contractor Address: _____

Plumbing Contractor: _____ Phone #: _____

Plumbing Contractor Address: _____

Prior to filling the pool, a minimum 4' tall fence with self-closing and self-latching gates shall be installed.

Is There an Existing Compliant Fence? : ☐ Yes ☐ No If not, you must complete a fence permit prior to construction.

NOTICE

ALL PERMITS REQUIRE A FINAL INSPECTION – Once issued, permits become null and void if work or construction is not commenced with 180 days, or if construction or work is suspended or abandoned for a period of 180 days.

I hereby certify that I have read and examined this application and know the same to be true and correct. The granting of this permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

_____ _____
Contractor or Authorized Agent Signature *Date*

_____
Contractor or Authorized Agent Name (Print)

Form
J

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application Received by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

☐ Registration with City Verified by: _____ Date: _____

☐ Entered into Incode Project Code: _____ Date: _____

☐ Routed to Inspection Department by: _____ Date: _____

B. BUILDING DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.

☐ Application Routed to Permits Dept. or City Secretary by: _____ Date: _____

C. PERMITS DEPARTMENT

☐ Permit Created by: _____ Date: _____

☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager

☐ Permit Mailed to Applicant by: _____ Date: _____

D. CITY SECRETARY

☐ Denial Notice Mailed to Applicant & Coped to Application by: _____ Date: _____

E. RECORDS DEPARTMENT

- PW5250-10a – Granted Permits – Keep 5 years.
- PW5250-10a – Denied Permits – Keep 1 year.

Form K

Westworth Village

Street/ Sidewalk Opening Permit Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Job Address: _____

Property Owner: _____

Email: _____ Phone #: _____

Excavator Name: _____

Address: _____

Email: _____ Phone #: _____

Trade Contractor Name: _____ Licensed Contractor #: _____

Address: _____

Email: _____ Phone #: _____

Trade Contractor Name: _____ Licensed Contractor #: _____

Address: _____

Email: _____ Phone #: _____

Detailed Description of Work (include proposed dates of work, excavation type, excavation size, and purpose of excavation):

_____

_____

_____

_____

Diagram of Work to be Done:

Acknowledgements:

- *A surety bond or cash deposit as described in Sec. 3.07.032 of the City ordinances must be filed prior to granting of permit.*
- *Restoration shall be completed under the direction of, and satisfactory to, the city engineer. The holder of a permit shall notify the city engineer twenty-four (24) hours prior to the time the backfill will be made and a city inspector shall be present at the time the work is done, but this will in no way relieve the permit holder from his responsibility for maintenance due to failure of the required cut.*

I HEREBY CERTIFY THE FOREGOING TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO AGREE THE SAID WORK SHALL BE PERFORMED IN CONFORMATION WITH THE INFORMATION HEREIN SET FORTH AND ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED 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 LAW REGULATING THE PERFORMANCE OF WORK.

_____ _____

Signature *Date*

_____

Name (Print)

Form
K

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application & Plans Received by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____

☐ Routed to Building Department by: _____ Date: _____

B. BUILDING DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

☐ Application Routed to Public Works Department by: _____ Date: _____

C. PUBLIC WORKS DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.

☐ Application Routed to Permits Dept. or City Secretary by: _____ Date: _____

D. PERMITS DEPARTMENT

☐ Inspection Forms Received and Scanned by: _____ Date: _____

☐ Permit Created by: _____ Date: _____

☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Content Manager

☐ Permit Mailed to Applicant by: _____ Date: _____

E. CITY SECRETARY

☐ Denial Notice Mailed to Applicant & Coped to Application by: _____ Date: _____

F. RECORDS DEPARTMENT

- PW5275-03a – Applications for which permit granted – Keep application for 5 years.
- PW5275-03b - Applications for which permit *not granted* – Keep application for 1 year.

Form L

Westworth Village

INSTRUCTIONS FOR COMPLETING FOOD ESTABLISHMENT'S GREASE TRAP/INTERCEPTOR DISCHARGE PERMIT APPLICATION

Contracted through City of Fort Worth - Water Department: 817-392-8305
920 Fournier St., Fort Worth, TX 76102

All questions must be answered. **DO NOT LEAVE BLANKS.** If a question is not applicable, indicate so on the form. Instructions for responding to some questions on the permit application are provided below.

SECTION A - INSTRUCTIONS (GENERAL INFORMATION)

1. Enter the facility's official or legal name. Do not use a colloquial name.
   a. Operator Name: Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this application. This may or may not be the same name as the facility.
   b. Indicate whether the entity which operates the facility also owns it by marking the appropriate box. If the response is "No", clearly indicate the operator's name and address and submit a copy of the contract and/or other documents indicating the operator's scope of responsibility for the facility.
   c. Type of Food Establishment - Mark what is applicable to your business.
   d. Indicate type of ownership in the designated box. Mark what is applicable to your business.
   e. List legal description in the appropriate sections. Mark what is applicable to your business.
   f. Provide Building Permit Number issued by the Permit Department.
   g. Provide Certificate of Occupancy (CO) Permit Number issued by the City of Westworth Village.
   h. Provide Authorized Occupancy Load (Listed in the Certificate of Occupancy (CO).
2. Provide the physical location of the facility that is applying for a Grease Trap/Interceptor Discharge Permit.
3. Provide the mailing address where correspondence from the City of Westworth Village may be sent.
4. Designated signatory authority of the facility: Provide the name, address, and driver's license of the designated authorized signatory who has the authority to sign all reports. The designated signatory is the principal officer or manager who has the authority to make changes to operation of the establishment and who has taken the legal responsibility of all actions within in the establishment. Example: Owner, Manager (If it is affiliated with a Corporation, a designation letter from the corporation must be submitted with the permit application).
5. Designated Facility Contact: Provide the name, address, and driver's license of the contact person who is familiar with the day to day operations of the establishment. [Please attach a copy of driver's license to permit application]

SECTION B - INSTRUCTIONS (AUTHORIZED SIGNATURES)

See instructions for question 4 in Section A, for a definition of an authorized representative.

SECTION C - FOOD ESTABLISHMENT (BUSINESS ACTIVITY)

1. Water Sources - Mark the water source applicable to your business.
2. Account Type - Mark the account type applicable to your business.
3. Water service account number (& 4)
4. Name on water account:
   Enter Customer Water Account information, if you are a tenant, you must obtain this information from property owner. (***Permit application submitted without account information will not be processed.***)
5. If your facility has any of the categories or business activities listed below (regardless of whether they generate wastewater, waste sludge, or hazardous wastes), provide applicable information for business activity (check all that apply). If you have any questions regarding how to categorize your business activity, contact Westworth Village for technical guidance.
   a. Fixture — any component or fixture of a food establishment or activity that generates or has the potential to generate waste or wastewater that enters or potentially may enter the wastewater collection system, e.g., ice machines, dishwashers, coffee makers, wash sinks, mop sinks, employee hand wash sinks, mixers, washing machines, floor drains, walk in coolers, any equipment cleaning and/or washing operations, or any other component or apparatus that generates wastewater.

b. Total Number — List total number of components or fixtures, e.g., floor drains — 9; dishwasher — 2; mop sinks — 2, etc.

6. Daily Average Flow is calculated by using the formula below:

$$Daily\ Average\ Flow = \frac{(Water\ Usage\ in\ \boldsymbol{CCF}\ per\ Month\ *)\ X\ 100\ X\ 7.48\ **}{(Number\ of\ Days\ of\ Actual\ Operation\ per\ Month)}$$

OR

$$Daily\ Average\ Flow = \frac{(Water\ Usage\ in\ \boldsymbol{Cubic\ Feet}\ per\ Month\ *)\ X\ 100\ X\ 7.48\ **}{(Number\ of\ Days\ of\ Actual\ Operation\ per\ Month)}$$

** Westworth Village Utilities Services bills are tabulated in hundred cubic feet (CCF)*
*** 7.48 is a conversion factor for changing cubic feet to gallons*

Example:

$$Daily\ Average\ Flow = \frac{(88.7\ CCF)\ X\ 100\ X\ 7.48**}{(Number\ of\ Days\ of\ Actual\ Operation\ per\ Month)}$$ 3,015 gallons per day

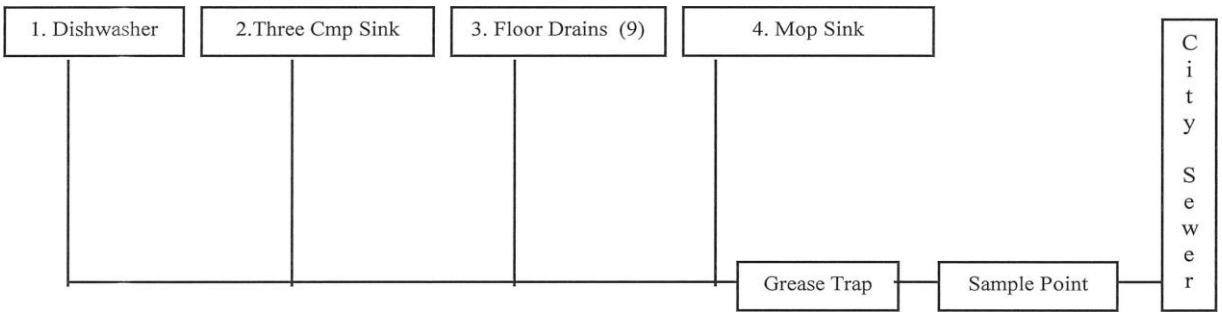
$$Daily\ Average\ Flow = \frac{(88.7\ cubic\ feet)\ X\ 100\ X\ 7.48\ **}{(Number\ of\ Days\ of\ Actual\ Operation\ per\ Month)}$$ 3,015 gallons per day

(If you provide a copy of the water bill, Pretreatment Services can assist you in calculating the total average flow in gallons/day)

7. Provide information regarding nature of operation.)
   a. Day of Week — List applicable data for each week day.
   b. Number of Meals Served — List approximate number of meals served during a routine business day.
   c. Hours of Operation — List hours the food establishment is opened for a typical business day.
   d. Hours of Discharge — Indicate number of hours the facility typically discharges for a typical business day.
   e. Total number of employees — List total number of employees that work at the establishment on a full-time or part time basis, include employees from all shifts if applicable.

SECTION D - FLOW SCHEMATIC

Schematic Flow Diagram - For each fixture activity in which wastewater is or will be generated, draw a diagram of the **wastewater flow** from the start of the activity to its completion. **Number each fixture** having wastewater discharges to the wastewater collection system. (See Example in Instructions).



SECTION E - OIL & GREASE / OTHER TREATMENT EQUIPMENT

1. Describe the size, pumping frequency, and location for each oil and grease interceptor. Plans must be sealed by a professional engineer and calculations shown to obtain recommended size.
2. This section is used to gather information for treatment other than traditional interceptor. Provide information if facility use an alternative method of treatment for removing grease. For Example, a mechanical grease trap.

3. This section is used to gather information if the establishment use biological treatment for removing grease:
   a. Type of treatment - Mark/describe what is applicable to your business.
   b. Please provide information regarding the company providing biological treatment services.
   c. List of devices with biological treatment application - Mark/describe what is applicable to your business.
   d. Frequency of application - Describe what is applicable to your business.
   e. Total amount of application - Describe what is applicable to your business.
4. Describe the location of the sample point to collect the wastewater discharge. (If sample point is not located at the establishment, make arrangements to install a sample point and provide Pretreatment Services with an expected installation date.)
5. For wastes not discharged to the Control Authority's sewer, indicate types of waste generated, quantity generated, the way in which the waste is disposed (e.g., hauled, etc.), and the location of disposal.

SECTION F - WASTE DISPOSAL

1. Please list all wastes generated that are disposed of off-site, including type, quantity per year, disposal method and location of disposal.
2. If an outside firm removes any of the above wastes, state the name(s) and address(es) of all waste haulers. (Attach additional page if needed.)
   a. Grease Trap Waste: Note that only transporters holding a valid permit issued by the City of Westworth Village Pretreatment Services Division may remove material from a grease or grit trap within the City of Westworth Village. You must provide company information and their permit number.
   b. Rendering Grease: A rendering grease transporter collects waste for which a permit is not normally required, e.g., cooking grease or yellow grease, discarded food material, or similar wastes. You must provide their company information.

For assistance or further information:
City of Westworth Village - Building and Inspections Department
311 Burton Hill Road, Westworth Village, TX 76114
Phone: 817.710.2506 I Fax: 817.710.2501
avaladez@cityofwestworth.com

Form L

Westworth Village

Food Establishment Grease Trap/ Interceptor Discharge Permit Application

Contracted through City of Fort Worth - Water Department: 817-392-8305
920 Fournier St., Fort Worth, TX 76102

Note: Please read all attached instructions prior to completing this application. The grease trap/ interceptor discharge permit fee of $136.00 (check or money order only) must be submitted and payable to the ***City of Westworth Village.***

SECTION A – GENERAL INFORMATION

1. Facility Name: _____

   a. Operator Name: _____

   b. Is the Operator identified in 1.a., the owner of the property and or building?

   ☐ Yes ☐ No If no, provide the name and address of the owner of the property and/ or building and submit a copy of the contract and/ or other documents indicating the owner's scope of responsibility of the facility.

   _____

   _____

   c. Type of Food Establishment:
   ☐ Restaurant ☐ Convenience Store ☐ Bakery ☐ Deli ☐ Other (Specify):_____

   d. Type of Ownership:
   ☐ Sole Proprietor ☐ Partnership ☐ General ☐ Limited Corporation DBA:_____

   e. Legal Property Description: Lot: _____ Block: _____ Addition: _____

   f. Building Permit Number (*issued by the Building and Inspection Department*): _____

   g. Certificate of Occupancy (CO) Permit Number (*issued by Building Dept.*): _____

   h. Authorized Occupancy Load (*maximum number of persons allowed at one time*): _____

2. Facility Address:

   Address: _____

   Telephone: _____ Fax:_____

3. Business Mailing Address:

   Address: _____

   Taxpayer ID (11 Digits): _____

Form

L

4. Designated Authorized Signatory or Facility (***attach information for each designated signatory***):

   Name: _____

   Title: _____

   Address: _____

   Telephone: _____ Email: _____

   Designated Signatory's Driver's License #: _____ State:_____
   (Must attach a copy of driver's license to back of permit application)

5. Designated Authorized Signatory or Facility (***attach information for each designated signatory***):

   Name: _____

   Title: _____

   Address: _____

   Telephone: _____ Email: _____

   Designated Facility Contact's Driver's License #: _____ State: _____
   (Must attach a copy of driver's license to back of permit application)

SECTION B - AUTHORIZED SIGNATURES

*Designated Authorized Signatory Statement:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (Print)	Title
Signature	Date

**The Designated Authorized Signatory is the principal officer or manager who has the authority to make changes to operation of the establishment and who has taken the legal responsibility of all actions within in the establishment*

Form L

SECTION C - FOOD ESTABLISHMENT (BUSINESS ACTIVITY)

1. Water Sources (*check as many as applicable*):
   ☐ Private Well ☐ Surface Water ☐ Municipal Water Utility (Specify City):_____

   ☐ Other (Specify): _____

2. Account Type: ☐ Individual ☐ Multi-Tenant

3. Water Service Account Number(s): _____

4. Name on Water Account: _____

5. If your facility has any of the categories or business activities listed below (regardless of whether they generate wastewater, waste sludge, or hazardous wastes), provide applicable information for business activity. (Check all that apply).

Fixture	Total Number	Fixture	Total Number
Example: Three Compartment Sink	*1*	*Example: Tilt Skillet*	*1*
One-compartment Hand Sink		Deep Fat Fryer— total number	
Two-compartment Sink		Deep Fat Fryer —total gallons	
Three-compartment Sink		Convection or Steam Oven	
Pre-rinse Station/Scraper		Chicken Rotisserie	
Food Grinder		Mop Sink	
Garbage Disposal Unit		Floor Sink	
Pre-rinse Quick Drain		Bar, Pub, Tavern	
Vent Hood		Floor Drain	
Commercial Dishwasher		Other	
Stove Top / Wok / Range		Other	
Soup/ Steam Kettles		Other	
Tilt Skillet / Grill		Other	

6. Daily Average Flow (gallons/day) _____ (***see instructions for calculations***)

7. Provide information below regarding the nature of the operation:

Day of Week	Number of Meals Served	Hours of Operation	Hours of Discharge	Number of Employees Total	Seating Capacity Total
Ex: Sunday	*1200 meals*	*11 am to lam*	*14 hours*	*20*	*100*
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Form

L

SECTION D - FLOW SCHEMATIC

Schematic Flow Diagram - For each fixture activity in which wastewater is or will be generated, draw a diagram of the **wastewater flow** from the start of the activity to its completion. **Number each fixture** having wastewater discharges to the wastewater collection system. (*See example in instructions*).

SECTION E - OIL & GREASE / OTHER TREATMENT EQUIPMENT

All food service establishments, existing or new, are required to install an oil & grease device or approved alternative treatment equipment to minimize oil, grease, and solids in the City's wastewater collection system, in an effort to decrease sanitary sewer overflows.

1. Is an oil and grease interceptor installed at permittee's facility?
   - ☐ Yes (*Please describe in the table below.)*
   - ☐ To Be Installed – Estimated Installation Date: _____
     (*This information, including size, location, and pumping frequency must be submitted to Pretreatment Services Division at time of permitting.)*
   - ☐ No (*Please proceed to item 2.*)

Oil & Grease Interceptors	**Size (Gallons)**	**Pumping Frequency**	**Location**
Example	*1000 gallons*	*Once every 90 days*	*Behind the Food Establishment on the West Side*
Interceptor 1			
Interceptor 2			

2. Does the facility use an alternative method of treatment for removing grease?

   ☐ Yes. Please provide a detailed description of the system: _____

   _____

   _____

   ☐ No. (*Please proceed to item 4.*)

3. Does facility use biological treatment for removing grease?

   ☐ Yes. Please provide a detailed description of the system:

   a. Type of Treatment: ☐ Bacteria ☐ Solvents ☐ Enzymes ☐ Emulsifiers ☐ Surfactants
      ☐ Other (Specify):_____

   b. Please provide information regarding the firm providing alternative treatment service:
      Company Name: _____
      Address: _____
      Telephone: _____ Fax:_____

   c. Please check the devices with biological treatment application:
      ☐ Grease Trap ☐ Sinks ☐ Floor Drains ☐ Other (Specify): _____

   d. Frequency of Treatment Application: _____

   e. Dosage Amount of Treatment Application: _____

   ☐ No. (*Please proceed to item 4.*)

4. Is a sample point to collect wastewater discharge present at permittee's facility?

   ☐ Yes. Please describe the location: _____

   ☐ To Be Installed – Estimated Installation Date:_____
   (*Installed sample point location description must be submitted to Pretreatment Services Division at time of permitting.)*

SECTION F- WASTE DISPOSAL

Please list all waste generated that is disposed of at an off-site location.

Type of Waste Generated	Quantity (per year)	Disposal Method	Disposal Location
Ex: Fryolator grease/ grease trap	*1000 pounds/ 100 gallons*	*Reclaim/ Treated*	*ABC Rendering/ XYZ Processing*

If an outside firm removes any of the above wastes, state the name(s) and addresses(es) of all waste haulers. (*Attach additional pages if needed.*)

1. Grease Trap Waste:

   Transporter Name: _____ Permit #: _____

   Address: _____

   Telephone: _____ Fax: _____

2. Rendering Grease Waste:

   Transporter Name: _____

   Address: _____

   Telephone: _____ Fax: _____

Please send application to:
City of Westworth Village - Building and Inspections Department
311 Burton Hill Road, Westworth Village, TX 76114
Phone: 817.710.2506 I Fax: 817.710.2501

Form M

Westworth Village

Residential Fencing Permit Application

City of Westworth Village – Permits Department: P: 817-710-2506 F: 817-710-2501
311 Burton Hill Rd., Westworth Village, TX 76114

Job Address: _____

Property Owner: _____

Contractor: _____ Phone #: _____

Contractor Address: _____

Type of Construction: ☐ New ☐ Addition SQ.FT.: _____ Valuation: $_____

****Attach lot survey, dimensions, and material to be used.**

FIELD APPROVAL CONTENGENT UPON MEETING THE ABOVE LISTED REQUIREMENTS.

This permit become Null and Void if authorized work or construction is not commenced within one hundred and eighty (180) days or if construction or work is suspended or abandoned for a period of one hundred and eighty days.at any time after work is commenced.

Any owner or authorized agent violating any of the statement in this building permit shall be deemed guilty of a misdemeanor punishable by a fine of no more that $200 or imprisonment for no more than 90 days, or by both such fine and imprisonment.

I hereby certify that I have read and examined this application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting pf a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction or the performance of construction.

_____ _____

Property Owner/ Contractor's Signature *Date*

_____

Property Owner/ Contractor's Name (Print)

Form
M

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application Received by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____

☐ Routed to Building Department by: _____ Date: _____

B. BUILDING DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.

☐ Application Routed to Permits Dept. or City Secretary by: _____ Date: _____

C. PERMITS DEPARTMENT

☐ Permit Created by: _____ Date: _____

☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager

☐ Permit Mailed to Applicant by: _____ Date: _____

D. CITY SECRETARY

☐ Denial Notice Mailed to Applicant & Coped to Application by: _____ Date: _____

E. RECORDS DEPARTMENT

- PW5250-10a – Applications for which permit granted – Keep application for 5 years.
- PW5250-10b - Applications for which permit *not granted* – Keep application for 1 year.

Form N

Westworth Village

Sign Permit Application

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Address of Sign Location: _____

Property Information:

Name: _____ Phone #: _____ Email: _____

Address: _____

Contractor Information:

Name: _____ Phone #: _____ Email: _____

Address:_____

Sign Information **Valuation of Project:** $_____

☐ **Temporary Sign:** ☐ Banner ☐ Balloon ☐ Inflatable Object

☐ **Wall Sign**:

Length of Building Where Sign is Located: _____ Sq. Footage of New Sign: _____

Sq. Footage of All New and Existing Sign Surfaces: Front: _____ Side: _____ Back: _____

☐ **Monument Sign:**

Setbacks: _____ ☐ Single Tenant ☐ Multi-Tenant Base: _____ Height: _____ Area: _____

☐ **Canopy Sign:**

Base: _____ Height: _____ Area: _____

Pole Sign, Freestanding: This type of signage is not allowed by City Ordinance.

Will new signage be lighted? ☐ Yes ☐ No

Electrical Contractor Information:

Name: _____ Phone #: _____ Email: _____

Address: _____

Other Sign Type:

_____

_____

_____

_____ _____

Applicant Signature *Date*

_____

Applicant Name (Print)

Form
N

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application Received by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

☐ Entered into Incode & Tyler Content Manager Project Code: _____ Date: _____

☐ Routed to Inspection Department by: _____ Date: _____

B. BUILDING DEPARTMENT

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

☐ For Temporary Signs Start Date: _____ End Date: _____ Approved by: _____

If approved for permit, route to Permits Department. If denied, route to City Secretary for issuance of denial notice.

☐ Application Routed to Permits Dept. or City Secretary by: _____ Date: _____

C. PERMITS DEPARTMENT

☐ Permit Created by: _____ Date: _____

☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager

☐ Permit Mailed to Applicant by: _____ Date: _____

D. CITY SECRETARY

☐ Denial Notice Mailed to Applicant & Copied to Application by: _____ Date: _____

E. RECORDS DEPARTMENT

- PW5250-10a – Granted Permits – Keep 5 years.
- PW5250-10a – Denied Permits – Keep 1 year.

Form O

Certificate of Occupancy Inspection Application

Westworth Village

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Date: _____

Permit Application Type:	☐ Residential	☐ Commercial
Building Information:	☐ Occupied	☐ Unoccupied
Is This a New Construction Based on a Site Plan?**	☐ Yes	☐ No

Inspection Address: _____

Legal Description: Lot #: _____ Block: _____ Subdivision: _____

Has a Backflow Inspection been Completed? ☐ Yes ☐ No ☐ N/A

COMMERCIAL

Name of Business: _____

Emergency Contact:

Owner of Building: _____

Phone #: _____ Email: _____

Maximum Occupant Load: _____ Zoned: _____

Premise Usage: _____

Have You Received Tarrant County Food Establishment Permit? ☐ Yes ☐ No ☐ N/A

RESIDENTIAL

Requestors Information: ☐ Owner ☐ Renter ☐ Agent

Name: _____

Current Mailing Address: _____

Phone #: _____ Email: _____

Owner information, if different from above information.

Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

Acknowledgements:

- *No change is to be made to any building(s) or structure(s) or in use of any building(s) or structure(s) or premises, which is inconsistent with the Certificate of Occupancy.*
- ***If this is a site plan project, no Certificate of Occupancy shall be issued until all construction and development conforms to the site plan and engineer/ construction plans, as approved by the City. (Sec. 14.2.39)*

_____ _____

Owner/ Tenant Signature *Date*

_____

Owner/ Tenant Name (Print)

Form O

Westworth Village

Certificate of Occupancy Inspection Results

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Date of Inspection: _____ ☐ PASS ☐ FAIL Signature: _____

Results:

_____

_____

_____

_____

_____

Re-Inspection: ☐ YES ☐ NO

Date of Inspection: _____ ☐ PASS ☐ FAIL Signature: _____

Results:

_____

_____

_____

_____

_____

If Failed, Applicant:

☐ Has 30 Days to Complete All Repairs

☐ Must Apply for Building Permit and Make Repairs Before Permit Expires

_____ _____

Inspector Signature *Date*

Form

O

RECEIPT

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

☐ Application Received by: _____ Date: _____

☐ Application Payment Received by: _____ Date: _____

☐ Entered into Incode Project Code: _____ Date: _____

☐ Routed to Inspections by: _____ Date: _____

B. INSPECTIONS DEPARTMENT

☐ Inspection Scheduled by: _____ Date: _____

☐ Inspection Completed by: _____ Date: _____

☐ Application Approved ☐ Application Denied Signature: _____ Date: _____

Reason for Denial: _____

☐ Application Routed to Permits by: _____ Date: _____

C. PERMITS DEPARTMENT

☐ Permit Created by: _____ Date: _____

☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager

☐ Permit Mailed to Applicant by: _____ Date: _____

D. RECORDS DEPARTMENT

Retention:

- PW5250-06a - Copies of issued building permits and certificates of occupancy if a Building Permit Log (PW5250-05b) or a Building Master Record (PW5250-03) is not maintained. – Keep permanently
- PW5250-06b - Copies of issued building permits and certificates of occupancy if a Building Permit Log (PW5250-05b) or a Building Master Record (PW5250-03) is maintained. – Keep as long as administratively valuable after entry of evidence of issuance in log or record.

Westworth Village

Certificate of Occupancy Checklist

Form O

City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Code of Ordinances Sec 3.05.001

The following is a list of the most common items that result in a denial on this type of inspection. There may be other items that will need to be done that are not on this list. If the items on this list are not compliant when we inspect, there will be an additional $50.00 fee paid for a re-inspection before the inspector will return.

1. Address must be posted on the front of the house and back alley fence. Numbers must be a minimum of 4 inches tall.
2. All sleeping rooms and the hallways leading to these types of rooms must have working smoke detectors installed.
3. HVAC equipment must be in operating condition.
4. Dead trees, limbs, brush, and any trash must be removed.
5. Exterior wood must be painted with no rot or holes.
6. There may be no roof leaks or missing or damaged roofing.
7. Burglar bars must be code approved.
8. Windows must not be broken.
9. All windows in bedrooms must open and be in good operating condition.
10. Dilapidated buildings/ storage structures must be removed.
11. Deadbolts must not be double-keyed.
12. Clothes dryers must be vented to the outside.
13. All gas-fired appliances must be correctly vented and operate with safe connections.
14. Washing machines must drain properly to the sewer.
15. Vacuum breakers must be on all outside hose connections.
16. Sewer line must not be stopped up or leaking.
17. Must have GFCI plugs on all outside, bathroom, and kitchen outlets.
18. There must be no exposed wiring, open outlets, or panels.
19. All plumbing fixtures must be operational. All sinks, tubs, and showers must have hot and cold water.

If you have any questions about these items please call.