



TENANT FINISHOUT – COMMERCIAL SUBMITTAL INFORMATION

- Our goal is to complete plan reviews within ten (10) business days, excluding day of submittal.
- Plan reviews will not begin until all application requirements are met.
- After plans have been approved, any changes must also be submitted for approval and a \$50.00 per hour fee will be charged for the additional plan review.
- Fire Sprinkler and Fire Alarm plans will need to be submitted separately for review and permit by a licensed fire contractor.
- Sign permits will need to be submitted separately by a license sign contractor for review and approval.
- Drawings containing a label or stamp such as “not for construction” or “for bid only” will not be accepted for permit review.
- Each drawing and document shall be sealed, signed, dated, and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.
- If the establishment requires a Tarrant County Health Department Permit, a set of plans must be submitted to the Tarrant County Health Department for review. Contact information: William R. Blankenship, 1101 S. Main Street, Rm #2300, Fort Worth, Texas 76104, 817-321-4960, fax-817-321-4961, [email-wblankenship@tarrantcounty.com](mailto:wblankenship@tarrantcounty.com).

The following items must be included with the application form. Incomplete plans and/or applications **will not** be accepted and may create delays.

- **PERMIT APPLICATION** – Application must be filled out in its entirety and signed in all appropriate places.
- **3 COMPLETE SETS OF STAPLED AND ROLLED BUILDING PLANS AND ONE SET ON CD IN AN AUTOCAD 2000 COMPATIBLE FORM** – Plans must be drawn to a scale of $\frac{1}{4}'' = 1''$. Minimum sheet size shall be 11" x 17"; maximum sheet size shall be 30" x 42". Plans must contain the following sheets:
- **COVERSHEET** – Coversheet must include the following information: City of Lake Worth Code information, project address, legal description, tenant name, property owner name, building design data, including electrical, plumbing, HVAC, gas, structural design loads, seating capacity (if applicable), seismic, frost depth, building construction type, occupancy classification and occupant load, and TDLR registration number.
- **SITE PLAN** – This must be a copy of the site plan that has been approved by the Planning/Zoning Department.
- **FLOOR PLANS** - Must be drawn to a scale of $\frac{1}{4}'' = 1'$.
- **ROOF PLAN** - Must be drawn to a scale of $\frac{1}{4}'' = 1'$.

- **EXTERIOR ELEVATION PLANS** – Must be drawn to a scale of 1/4" = 1'.
- **FOUNDATION PLANS** – Must be drawn to a scale of 1/4" = 1' and must be sealed by a State of Texas licensed Engineer. Foundation Plans must show all dimensions, location and spacing of beams, location of postensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tension cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.
- **STRUCTURAL PLANS** – Where required, must be drawn to a scale of 1/4" = 1'. Structural plans must show all floor(s) framing, ceiling framing, roof framing, headers and beams, wall sections and details.
- **DOOR SCHEDULES, WINDOW SCHEDULES, AND HARDWARE SCHEDULES**
- **CONSTRUCTION DETAILS** – Must be drawn to a scale of 1/4" = 1. Needs to include interior elevations and hardware schedules.
- **MEP SITE PLANS AND SCHEDULES** – Must be drawn to a scale of 1/4" = 1.
- **MECHANICAL PLANS** - Must be drawn to a scale of 1/4" = 1.
- **ELECTRICAL PLANS** – Electrical Plans must be drawn to a scale of 1/4" = 1'. Plans must include riser diagram.
- **PLUMBING PLANS** - Plumbing Plans must be drawn to a scale of 1/4" = 1'. Plans must include riser diagram. Appropriate backflow prevention assemblies will be required where applicable.
- **ENERGY COMPLIANCE REPORT** - (COMCheck). This must be a certified copy. Three copies are required, one for each set of plans. The 2003 IECC will apply.
- **TDLR REGISTRATION FORM** – Projects valued at over \$50,000, must be registered with the Texas Department of Licensing and Regulation Architectural Barriers. Need a copy of signed registration form. This number must also be on the plan coversheet.

CODE INFORMATION

The City of Lake Worth is under the following codes. For a complete list of building construction requirements, refer to the following code books and the adopting ordinances, including amendments to the approved codes. *Note: NTCOG refers to the North Texas Council of Governments.*

- 2003 International Building Code – with NTCOG Amendments
- 2002 National Electrical Code – with NTCOG Amendments
- 2003 International Plumbing Code – with NTCOG Amendments
- 2003 International Mechanical Code – with NTCOG Amendments
- 2003 International Fire Code – with local amendments
- 2003 International Building Code – with NTCOG amendments

- 2003 International Fuel Gas Code - with NTCOG amendments
- 2003 International Energy Conservation Code - with NTCOG amendments

CONTRACTOR REGISTRATION / VALIDATION

- General Contractor will submit contractor information on permit application form. Once contractor information has been provided, any changes to contractor information must be made in writing to the Permit Department, before information will be updated.
- All contractors (General, Mechanical, Electrical, and Plumbing) must be currently registered with the City of Lake Worth and be in good standing before permit will be issued. Annual registration fee is **\$100.00** for initial registration and **\$50.00** for renewal registration (only if completed in required time frame).

PERMIT FEES / PLAN REVIEW FEES

- Building permit fees are calculated based on the construction value of the building. Permit fees are then calculated using Table 1 – Building Permit Fee Schedule based on the construction value.
- Plan review fees are calculated at sixty-five percent (65%) of the building permit fee. This amount is in addition to the building permit fee.
- Mechanical, Electrical, and Plumbing trades are covered under the building permit fee, and are not charged any additional permit fees.

PERMIT INFORMATION

- Permit application packets may be dropped off for review and permit picked up between the hours of 8:00 am and 6:00 pm daily, excluding holidays.
- All fees must be paid in full prior to permit being released. Fees will be provided by Permit Clerk. Payment will be accepted in the form of cash, check, or money order. Fees will include permit fee, plan review fee.
- Certificate of Occupancy application will need to be filed and paid for prior to calling in certificate of occupancy inspections.
- Utility Construction in easements or right-of-ways is not authorized by the building permit. Such work is only authorized by the Director of Public Works. Please inquire as to requirements for right-of-way permits.

POST PERMIT

- The building permit must be displayed in an obvious place that can be seen by the public. Approved locations are on a ground stake near the front curb, temporary utility pole, and the front window. Permit must be posted to receive inspection(s).

PLANS ON SITE

- City approved building plans must be available on the job site at all times. If plans are lost, an additional set must be submitted to the City to be stamped. After the first re-stamp, a fee of \$50.00 per set will be charged for additional plan review time.

CONSTRUCTION BEFORE PERMIT IS APPROVED

- No grading or other construction may begin until a permit has been issued and a permit card is clearly posted as stated above.

POST ADDRESS NUMBERS

- **Building addresses must be posted at each building site at all time. Inspections will not be performed if address is not visibly displayed.**
- During construction address numbers must be a minimum of eight inches (8”) in height.
- At final inspection address numbers must be posted on the building and meet the following:
 - o Be clearly visible from the street near the main entrance (numbers may need to be larger due to distance.)
 - o If the numbers at the front door cannot be seen from the street, additional sets of numbers shall be posted at or near the driveway entrance.

STAFF INFORMATION

- **Office Hours:** Office Hours are 8:00 am to 6:00 pm, Monday through Friday, excluding holidays.
- **Plan Examiners:** These individuals will be available to see clients or take phone calls between the hours of 8:00 am to 9:00 am and from 4:00 pm to 5:00 pm daily, or by appointment.
- **Inspectors:** Inspectors will be available to see clients or take phone calls between the hours of 8:00 am to 9:00 am and from 4:30 pm to 5:00 pm daily, or by appointment.
- **All Other Times:** At all other times messages may be left on voice mails and calls will be returned as soon as time is available. You may also send an email to the appropriate party.

STAFF CONTACT INFORMATION

Title	Contact Name	Phone Number	Email Address
Permit Clerk	Kim Davis	817-237-1211 x 112	kdavis@lakeworthtx.org
Building Official	Barry Barber	817-237-1211 x 114	bbarber@lakeworthtx.org
Building Inspector	Joe Dickens	817-237-1211 x 115	jdickens@lakeworthtx.org
Planning & Zoning	Suzanne Meason	817-237-1211 x 111	smeason@lakeworthtx.org
Fire Marshall	Mike Voorhies	817-237-7461	mvoorhies@lakeworthtx.org

INSPECTION REQUESTS

- All inspection requests (no exceptions) must be requested via the inspection line at **817-237-1211 x 113**.
- Inspection requests must be made prior to 8:00 am to receive inspection on that business day, any inspection received after 8:00 am will be performed the following business day.
- If inspections are called in on a holiday, inspection will be performed on the next business day.
- Requestor must provide permit number, job address, type of inspection, and contact name and number.

RE-INSPECTION FEES

- A **\$50.00** re-inspection fee will be charged when:
 - The inspection called for is not ready when the inspector arrives;
 - The building permit is not posted clearly visible to the public;
 - The building address is not properly displayed;
 - The City approved plans are not on the job site;
 - The building is locked or work otherwise is not available for inspection when called;
 - The job site is red-tagged twice for the same item;
 - The original red tag has been removed from the job site (it is a misdemeanor to remove tag)
 - Violations exist on the property including: trash/debris, erosion control, high grass/weeds, etc.
 - Re-inspection fees must be paid in full prior to calling for a re-inspection.

REQUIRED INSPECTIONS

Each of the following inspections must be performed and must be performed in the proper order. Concrete or plumbing rough inspections will be denied if it is too wet. Concrete inspections will be denied if the temperature is thirty-eight (38) degrees or below and falling.

- All inspections held back because of rain or cold weather must be recalled into the inspection line. **Plans must be on job site when all inspections are conducted.**
 - **Plumbing Rough** – Must comply with 2003 IPC & NTCOG amendments. A 5' head of water on last stack in house or air test (5 lb. on drainage / 60 lb. on water). Hot water lines must have minimum ½" insulation. Sprinkled structures shall have a minimum of 1 ½" uninterrupted water service from tap to fire line riser. Valves are prohibited within service line to fire line riser.
 - **Electric Conduit in Slab** – Materials and installation shall be per the 2002 NEC.
 - **Foundation Leave Out** – #3 rebar on eighteen (18) inch centers, must have vapor barrier six (6) mil.
 - **Fire Sprinkler System (where applicable)** – Sprinkled Structures shall have Fire Sprinkler System installed, inspected and approved by Fire Marshal's Office prior to second inspection.

- o **Seconds** – All trades must be ready and general contractor is responsible to call for the inspection. The house shall be enclosed, roof on, window and doors set for inspection. Temporary windows or door may be used to keep out the weather if the permanent ones are not available. Call extra inspection when installed to verify window labels for Energy Code compliance. Original plans and energy check list must be on the job for this inspection.
- a. **Plumbing Top-Out** shall comply with 2003 IPC & NTCOG amendments. All vents must extend through the roof with flashing installed at the roof.

SIZE OF TRAP (inches)	SLOPE (inch per foot)	DISTANCE FROM TRAP (feet)
1 ¼	¼	5
1 ½	¼	6
2	¼	8
3	¼	12
4	1/8	16

- No vents may be less than 45 degrees from the horizontal until they are at least 42” in height.
 - Air Admittance Valves may be permitted in limited use and only when show on the plans.
 - All copper lines must be braced.
 - Hot water lines must have ½” insulation.
 - Pop-off and pan drain lines must run separately to the outside and cannot be installed in the slab.
 - All water heaters must have a drip pan with drain. Two pans can be combines to a single drain. Removable, self-draining, frost-proof hose bibs must be installed.
 - Screw-on vacuum breakers on hose bibs are prohibited; they must be the built-in type.
 - Combustion air inlets and grills must be installed at water heater closets.
- b. **Gas Line:**
- A pressure test must be performed. See test pressure measurement under temporary utilities.
 - All gas lines, regardless of their location, must be properly secured and protested.
 - Air gauges must be located inside the structure.
 - Gas pipe in contact with any masonry must be galvanized.
- c. **Electrical Rough:** shall comply with the 2002 NEC & NTCOG amendments.
- Ground clamps used on ground rods and pool belly steel must be listed for direct burial.
 - Ground and neutral conductors will be made up in all indoor panels at rough-in stage. Bonding screws (when required) must also be installed at this time.
 - A ground must be connected to the cold water piping and a supplemental grounding rod must also be provided.
 - Armored cable is prohibited without a full-size grounding conductor.

d. Mechanical Rough: shall comply with the 2003 IMC and NTCOG amendments.

- Flexible ducts only allowed within five feet (5') of drops.
- Ducts shall be sealed with approved tapes or mastics, not duct tape. Duct insulation is inspected with the final inspection.

e. Framing: shall comply with the 2003 IBC and NTCOG amendments.

- Fur downs, chimneys, ceilings of different heights, and vertical wall spaces over 10' must be fire blocked.
- Roof drains that are concealed within the construction must comply with the Plumbing Code piping (i.e. PVC or cast iron).
- All studs must conform to the maximum allowed for cutting, notching, and boring.
- All brick shall bear on foundation unless specifically permitted.
- Wall bracing shall be installed as designed and specified.
- All framing, walls and ceiling shall be on 16 inch centers.
- All brick ties and brick lintels shall be installed.

- o **Insulation**– Shall comply with the 2003 IBC and energy compliance. An insulation inspection is required before walls and ceilings are covered up.
- o **Drywall**– Shall comply with the 2003 IBC and NTCOG amendments, walls must be installed vertical on 16 inch center studs. Drywall installed must be 5/8 type X.
- o **Temporary Utilities** – The contractor may request temporary utility service prior to certificate of occupancy under strict conditions. Temporary release of utilities for construction purposed does not authorize occupancy of the building. The following are inspected prior to release of the utilities.

Electrical Release:

- A cover has been installed on the main electrical panel.
- All applicable breakers for equipment to be tested must be installed.
- No additional breakers are permitted to be installed.
- All wiring had been capped in an approved method, including receptacles, switches, and fixtures.

Gas Release:

- The gas piping and heating system is fully installed.
- A pressure test is required. **Test pressure measurement.** Test pressure shall be measured with a monometer or with a pressure-measuring device designed and calibrated to read, record, or indicate a pressure loss caused by leakage during the pressure test period. The source of pressure shall be isolated before the pressure tests are made. For tests requiring a pressure of 3 psig, mechanical gauges shall utilize a dial with a minimum diameter of three and one half inches (3 ½”), a set hand, 1/10 pound incrementation and a pressure range not to exceed 6 psi for testes requiring a pressure of 3 psig. For tests requiring a pressure of 10 psig, mechanical gauges shall utilize a dial with a minimum diameter of three and one-half inches (3 ½”), a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi.

- Gas valves shall have been installed on all gas outlets.
 - Access is required for the inspection of furnace units in attic by means of an approved ladder.
- o **Building Final** – All inspections must be completed before requesting a building final. The builder must be present at the time of final inspection. Failure to be present will result in the issuance of a red tag.
 - Final grading must be completed.
 - Electric panel must be specifically and clearly labeled.
 - The permanent address must be posted on the house or mailbox.
 - The water cut-off valve at the house must be operable with a valve lid set 2” above the grade.
 - A permanent electrical outlet and lighting fixture controlled by a switch located at the required attic opening must be provided at or near any mechanical equipment.
 - A permanent ladder must be installed to access an attic water heater. An access opening is required to all attic areas.
 - Permanent gas meter must be set for final inspection.
 - All light fixtures and switch receptacles must be installed.
 - All plumbing fixtures must be installed.
 - Street, alley, and all flatwork must be clean and clear of mud and debris.
 - All utilities must be connected and in service at time of final inspections.
 - Guards, aka guardrails, are required at floors, landings, or stairs where the drop-off is 30” or more. The minimum guardrail height is 36”. Intermediate spaces shall be such that a 4” diameter ball cannot pass through. A 4 3/8” ball may be used for openings on the sides of stair treads.
 - If an irrigation system is installed, a separate permit must be issued and the final backflow prevention test report must be submitted.
 - Structures equipped with an automatic sprinkler system shall be provided with a water flow alarm location on the building front exterior. Alarm shall be tested and approved prior to final certificate of occupancy.
 - Sprinkled structures shall be inspected and approved by the Fire Marshal’s office prior to final certificate of occupancy.
 - All MEP’s must be complete.
- o **Temporary Building Finals** – The City of Lake Worth maintains a philosophy that temporary or conditional building finals are not generally issued. No temporary or conditional building finals will be issued except in the most extreme exigent circumstances and then only on the recommendation of the inspector for the site and the written approval of the Chief Building Official. Absolutely no temporary or conditional building finals will be issued when life safety or hazardous conditions exist.

MISCELLANEOUS JOB SITE REQUIREMENTS

- o **Litter** – All of the following pertain to litter on the job site.
 - Provide a litter container of sufficient size on the job site at all times.
 - Require all sub-contractors to place trash in container each day before leaving the job site.

- See that all paper and boxes from building materials are not allowed to blow about the job site and area.
- All inspections will be canceled if trash is blowing or loose on the job site. No inspections will be made until all trash has been contained.
- o **Job Toilets** – All of the following pertain to toilets on the job site.
 - Provide a portable restroom facility on all job sites until an info toilet is available.
 - No inspections will be made if a restroom facility is not provided.
 - Adjacent sites may share grouped facilities with approval from each general contractor.
- o **Construction Office** – All of the following pertain to construction offices on the job site.
 - If a portable office building is placed on the job site then a separate building permit is required for the building. Electrical and/or plumbing installations must be inspected.



TENANT FINISHOUT PERMIT APPLICATION

Date:		Permit #:	
Permit Address:			
Current Legal Description:	Block/Abstract:	Lot/Tract:	Addition/Survey:

TENANT/LEASEE INFORMATION

Company Name:		Contact:	
Mailing Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

PROPERTY OWNER INFORMATION

First Name:	Middle:	Last Name:	
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

PERMIT INFORMATION

Property Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	Construction Value:
I have the owner's consent to perform this work? <input type="checkbox"/> YES <input type="checkbox"/> NO	Briefly describe work to be done:
What is building used for?	Will there be a change in the use of the property? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe:
Square footage of lease space (total gross floor area)?	Number of parking spaces?

PERMIT REQUIREMENTS

<p>The following guidelines apply for this permit:</p> <p>1) Work must be designed and performed in accordance with current codes and all Lake Worth Ordinances.</p> <p>2) Permit and inspection fee(s) are based on construction value of project. (reinspection fees may be assessed as necessary)</p>

This permit, once issued, expires by limitation 180 days form the date of issuance unless construction is commenced and inspection approval is obtained within 180 days of issuance. The authority having jurisdiction shall be permitted to grant an extension of the permit time period for an additional 180 days upon written documentation by the permittee of a satisfactory reason for failure to start or complete the work or activity authorized by the permit. **Only one extension will be allowed. I understand that all permits require a final inspection.**

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 of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction of the performance of construction.

Applicant Signature:	Date:
Printed Name:	Application Received By:

OFFICE USE ONLY

SUBMITTAL DATE INFORMATION

1st submittal date:	2nd submittal date:
3rd submittal date:	submittal date:

REQUIRED APPROVAL SIGNATURES

Permit application and plans have been reviewed and are released for construction.		
DEPARTMENT	SIGNATURE	APPROVAL DATE
BUILDING DEPARTMENT		
ZONING DEPARTMENT		
FIRE DEPARTMENT		

PAYMENT INFORMATION

Permit Fee:		Date Paid:		Receipt #:	
Plan Review Fee:					
Property Zoning:	Ownership Verified: <input type="checkbox"/> YES <input type="checkbox"/> NO	Taxes Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO	Liens Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Property Platted: <input type="checkbox"/> YES <input type="checkbox"/> NO	Site Plan Submitted: <input type="checkbox"/> YES <input type="checkbox"/> NO	Permit Expiration Date:	Completion Date:		

VARIANCE INFORMATION
(Only to be completed if variance required)

Variance Case #:	Meeting Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
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Comments/Notes:

CONTRACTOR INFORMATION

(All contractors must be registered with the City and validate on permit prior to permit being released)

GENERAL CONTRACTOR INFORMATION

First Name:	Middle:	Last Name:	
Company Name:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	Mobile:

MECHANICAL CONTRACTOR INFORMATION

First Name:	Middle:	Last Name:	
Company Name:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	Mobile:

ELECTRICAL CONTRACTOR INFORMATION

First Name:	Middle:	Last Name:	
Company Name:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	Mobile:

PLUMBING CONTRACTOR INFORMATION

First Name:	Middle:	Last Name:	
Company Name:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	Mobile: