

## Building Permits FAQs

Frequently Asked Questions About Building Permits:

Q. Is a building permit required?

A. The City of Lake Worth is under the 2012 International Building Code and all but the following require a building permit to be pulled to do the work:

- One-story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet. (Building must be at least 5 feet from all structures and/ or property line/ fence lines.)
- Movable cases, counters and partitions, not over 5 feet, 9 inches high.
- Retaining walls that are not over 4 feet in height, footer included.
- Water tanks not over 5,000 gallons.
- Painting, papering, and similar finish work
- Window awning supported by an exterior wall of Group R, Division 3 and group U Occupancies when not projecting more than 54 inches.
- Prefabricated swimming pools that are less than 24" deep.

Q. What do I need to pull a building permit?

A. The applicant must fill out a building permit application, which may be emailed, downloaded off of the website, or picked up in person from our office. This application must be filled out legibly and in its complete entirety. Incomplete applications will not be accepted. Then the applicant must provide a drawing or sketch of the proposed work that is to be done. It is preferred that the drawing be on a copy of the plot plan or survey so that property lines are depicted properly, however if a copy of the plot plan or survey is not available you may legibly draw a drawing of the proposed work. You may also use our "blank site plans" which are located on this website. All dimensions, materials to be used and measurements need to be included on the drawing, please be detailed in your drawing. The application and drawing are then submitted to the building, zoning, and fire departments as necessary for review.

Q. What is the time frame I am looking at to get a permit?

A. Standard review time for a permit is 10 working days. All reviews do not take the 10-day review time, but it is in place in case it is necessary.

Q. What does a building permit cost?

A. Building permit fees are based upon a percentage of the construction valuation. The Building Permit Fee Schedules is taken from the 2012 International Building Code and is used to obtain this permit fee. The permit fee is due upon approval of the permit application. Fees may be paid with cash, check, money order, or credit card (3% convenience fee added). To make a credit card payment you can go to [www.lakeworthtxpmts.com](http://www.lakeworthtxpmts.com) or call nCourt at 1-800-701-8560.

Q. What is required for a permit to be approved?

A. For a permit to be approved, the proposed work must be in accordance with all mandated codes and City ordinances. Ownership of the property must be verified, all taxes must be current, no liens may exist against the property, and the property must be platted.

Q. I have obtained a permit, but how long do I have to complete the work?

A. An electrical, mechanical, plumbing ,or building permit is valid for 180 days. Extensions may be granted to the permit applicant to complete the work, if the request is made in writing and before the permit actually expires. Permits can be extended for an additional 180-days upon approval. Fees may or may not be assessed depending on the case.

Q. What codes is the City of Lake Worth under?

A. The City of Lake Worth is under the following codes:

2012 International Building Code (With NTCOG & Local Amendments)

2012 International Fire Code (With Local Amendments)

2012 International Mechanical Code (With NTCOG Amendments)

2012 International Plumbing Code (With NTCOG Amendments)

2012 International Residential Code (With NTCOG & Local Amendments)

2012 International Energy Conservation Code (With NTCOG Amendments)

2011 National Electrical Code (With NTCOG Amendments)

1997 Uniform Abatement of Dangerous Buildings (With Amendments)

Q. I want to build a carport. Are there any specifications that I have to meet to build one?

A. A permit is required to build a carport your property. Specific specifications must be met in order for the permit to be approved. Please see Ordinance No. 652 for details.

Q. I want to put up a fence on my property or I have a fence that needs repair. What is required to do this?

A. A permit must be pulled to put up a fence and is sometimes required to repair a fence. Please see Ordinance No. 550 for details.

Q. I am having a garage sale. Is a permit required?

A. A garage sale permit must be obtained in order to have a garage sale. You must bring in a driver's license or picture ID to obtain the permit. Permits are \$5.00 and it is required by City Ordinance No. 829, that they be obtained at least 24 hours in advance. You may have the sale for three consecutive days and twice a year. Signs are not allowed on utility poles, in easements or any City right of ways.

Q. What happens if it rains during my sale?

A. If you have the sale for at least one day out of the three original days listed on your permit, you will not be able to make up the day that was lost due to rain. If you are scheduled to have a sale and it rains or there is bad weather, and you called the garage sale off in its entirety, than you must come in the next business day to reschedule the garage sale for another weekend. The City will reschedule the garage sale one (1) time without any extra charge.

### **Liquor Licenses**

Q. My business wishes to sell alcoholic beverages. Do I have to have a City License to sell alcohol?

A. Any business that wishes to sell alcohol within the City limits must secure a City License per City Ordinance No. 460. License fees are one half of the state license. The applicant must submit the Liquor License Application and a copy of the State Liquor License to obtain a city license. Licenses are good for one year and will expire at the same time as your State license. Licenses must be posted in a conspicuous place.

## **Boat Permits**

Q. I have a boat that I would like to launch at Lake Worth. is a permit required through the City of Lake Worth?

A. The City of Lake Worth is not affiliated with Lake Worth, a permit through the City is not required. However a permit is required through the City of Fort Worth. You can obtain boat permits at:

Casino Beach Mart, 7601 Jacksboro Hwy, Fort Worth, Texas 76135, 817-237-5101 or

Navajo Burgers, 7028 Navajo Trail, Fort Worth, Texas 76135, 817-237-9992

Information concerning a boat permit is available on the internet and can be obtained by mail using the following web site.

<http://fortworthtexas.gov/water/lake-worth/boat-permit/>

## **Temporary and Portable Sign Application**

Q. I want to put up a temporary or portable sign, is this allowed within the City of Lake Worth?

A. Temporary and Portable signs are allowed, but they must be permitted and follow the specifications set out in the sign ordinance. Temporary signs are good for 30 days with at least 30 days between each permit and the permit cost is \$10.00. Complete rules and regulations may be found in the sign ordinance available at City Hall or online under the City Code link.

## **Water/Sewer Fees**

Q. I need water and/or sewer taps to my property. What is required and what kind of fees are involved?

A. These items will vary depending on whether you are a commercial business or a residence and what size service you are anticipating. See the Water/Sewer Fees schedule for pricing information.

Q. I am opening a business in the City of Lake Worth. Will I need a Certificate of Occupancy?

A. Building Code and City Ordinance requires that prior to a business opening its doors for business, a certificate of occupancy must be obtained. The CO Application needs to be filled out completely and turned into the permit department with the \$100.00 fee. Once the application has been obtained an inspection will be scheduled for the Fire Marshall and Building Inspector to come out and perform a walk through inspection of the structure. Once an inspection has been passed by both departments, a CO will be processed and mailed or delivered to the business. The CO must be posted in a conspicuous place at all times

Q. I have a business and I want to sell door to door within the City limits. What do I need to do so?

A. Itinerant Merchant/Solicitors may apply to sell door to door within the city limits. City Ordinance No.358 requires the Itinerant Merchant/ Solicitors Application to be filled out completely and accompanied with all the requested information. The initial license is \$50.00 and each license under that license is \$25.00. Approval is made by the City Manager. Applicant will be notified of the approval or denial after the application has been reviewed.

Q. I have a rental house in the City of Lake Worth, is anything required before a renter can move in?

A. City Ordinance No. 853 requires that all rental properties have a yearly inspection before a tenant can move in and establish utilities in their name. The owner of the property must complete a Rental Release Form and pay the \$25.00 inspection fee. Once this has been turned in an inspection will be scheduled for the inspector to come out. Once the inspection has been passed the renter may move in and have the utilities turned on under their name.