



CITY OF HALTOM CITY, TEXAS
4801 Haltom Rd. PO Box 14246
Haltom City, TX 76117
Phone: 817-222-7730

BUILDING PERMIT APPLICATION & SCOPE OF WORK

PROPERTY ADDRESS: _____ **Current Zoning:** _____

Property Owner _____ Address _____ City/State/Zip _____ Telephone _____

Contractor _____ Address _____ City/State/Zip _____ Telephone _____

E-mail: _____ @ _____ Fax _____ Cell _____

Description of work: Three (3) complete sets of Engineer stamped drawings for construction framing/foundation plans and a property survey should be included. All work may include written quotes for electrical, mechanical and plumbing at the Building Official's discretion.

Property Type: () Commercial () Residential **Square footage** (total) of area involved: _____

Type of Work: () Accessory Building - temporary/portable or permanent
() Addition
() Carport
() Fence
() Garage - New Detached
() General Repair
() Patio/Porch
() Remodel - Commercial
() Remodel - Residential
() Other: _____

Scope of Work: _____

Building Official Comments: _____

Work Includes:
Electrical () Yes () No
Mechanical/HVAC () Yes () No
Plumbing () Yes () No

As of July 16 2025, permit applications shall be submitted and reviewed in accordance with the 2024 International Code Series and the 2023 National Electrical Code.

VALUATION OF WORK	
	Cost
Work Item (add further items if needed)	
Commercial Remodeling	
Residential Remodeling	
Bathroom(s) Remodeling	
Kitchen Remodeling	
Interior Walls (drywall/sheetrock, paint, etc.)	
Added Room(s)	
Added Garage	
Accessory Building	
Patio	
Porch	
Foundation	
Exterior (paint, siding, brick, etc.)	
Roof Repair/Replacement	
Flooring Upgrade (carpet, tile, etc.)	
Heating/Air Conditioning	
Plumbing Repair/Upgrade	
Electrical Repair/Upgrade	
Fence Repair/Replacement	
Other:	
Other:	
	TOTAL ESTIMATED COST:
	PERMIT FEE:
	(65% OF PERMIT FEE DUE AT SUBMITTAL) PLAN REVIEW FEE:
	CONTRACTOR REGISTRATION FEE:

The estimated cost should include all electrical, mechanical and plumbing contractor work as part of construction or general repair. The contract labor costs are considered part of the overall Scope of Work. Each licensed contractor will then be required to pull their individual permits relative to the work performed on site. Examples: Electrical pays for the count of plugs, switches and appliances. These fees cover the cost of city inspection following the on-site work.

SPECIAL INSTRUCTIONS

- Detailed Plans for:** Additions, new detached garage, carport, porch, patio, accessory building, and foundation to include engineer stamped drawings/plans of the following:
 *Foundation Plan *Floor Plan *Framing & Elevation Profiles
- Property Survey:** Must indicate location of new structure in relation to property lines, easements and existing structures. Survey must be current.
- Documents:** Engineered foundation plan - new or repairing of foundation may require engineered plan at the Building Official discretion. M/E/P Quotes as needed.

**** Additional Permits that MAY BE Required ****

Building Permit - General contractor to register with City and provide certificate of insurance with Haltom City as certificate holder

Electrical Permit - Master Electrician to obtain permit and register with City

Mechanical Permit - State licensed HVAC tech to obtain permit and register with City

Plumbing Permit - Master plumbing to obtain permit and register with City

Floodplain Development Permit - Confirm property location is/is not within the Floodplain or Floodway

Note: This permit becomes invalid unless the work authorized by such permit is commenced within one hundred eighty (180) days after its issuance, or, if the work authorized by such permit is suspended or abandoned for a period of one hundred eight (180) days after the time the work is commenced.

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 or the performance of construction.

Applicant's Signature

Date

Accepted by City Staff

Date

() Approved By: _____ Date: _____

() Denied By: _____ Date: _____

Reason:

RESIDENTIAL BUILDING PERMIT - DOCUMENT SUBMITTAL CHECKLIST

- ☐ Existing Conditions Survey or As Built Survey if any existing improvements are to remain.
- ☐ Copy of Recorded Plat or Proposed Plat.
- ☐ Plot Plan indicating property boundaries, existing trees to remain and/or be removed, building foot print, paving, fencing.
- ☐ Sidewalk details, residential driveway detail, pavement repair detail for street cuts, and fencing details as necessary.
- ☐ Construction Elevation Plans indicating the height of building and type of exterior construction materials.
- ☐ The type, location, height, and orientation of all external illumination facilities if proposed.
- ☐ Soil Analysis Report by design professional and Foundation plan sealed by a professional engineer.
- ☐ Structural Framing and Roof Plans sealed by a professional engineer.
- ☐ Floor Plans to scale, indicating the use of each room/area, and door/window schedule.
- ☐ Flood proofing plans if located within FEMA designated floodplain.
- ☐ Mechanical, Electrical, and Plumbing Plans.
- ☐ Rescheck or otherwise approved engineer calculations.
- ☐ Provide three (3) copies of all development material to Staff for review. Copies should be at least 11" x 17" for readability.
- ☐ Form board survey sealed by a professional surveyor is required prior to pouring foundation and pre-pour inspection and plumbing rough-in inspection.

RESIDENTIAL FENCE PERMIT - DOCUMENT SUBMITTAL CHECKLIST

- ☐ Existing Conditions Survey or As Built Survey if any existing improvements are to remain.
- ☐ Copy of Recorded Plat or Proposed Plat.
- ☐ Plot Plan indicating property boundaries, curbs, edges of pavement if no curb, sidewalks, setbacks, easements, visibility triangles, existing trees to remain and/or be removed, building foot prints, paving, pools, pool barriers, fencing, vehicular gates, person gates, and pool barrier details, such as self-latching/self-closing gates.
- ☐ Fencing Elevation Plan indicating fence height, fence materials, and fence details as necessary.
- ☐ The type, location, height, and orientation of all external illumination facilities if proposed on fence.
- ☐ Soil Analysis Report by design professional and Foundation plan sealed by a professional engineer for masonry walls.
- ☐ Floodplain Development Permit and associated details if located within FEMA designated floodplain.
- ☐ Provide three (3) copies of all development material to Staff for review. Copies should be at least 8.5" x 11" for readability.
- ☐ Form board survey sealed by a professional surveyor is required prior to pouring foundation and pre-pour inspection for masonry walls.

NONRESIDENTIAL BUILDING PERMIT - DOCUMENT SUBMITTAL CHECKLIST

- ☐ Existing Conditions Survey or As Built Survey if any existing improvements are to remain.
- ☐ Copy of Recorded Plat or Proposed Plat.
- ☐ Site Plan/Dimensional Control Plan with fire lanes and fire lane details as necessary.
- ☐ Drainage Plan consisting of Drainage Area Map, pre- & post-construction runoff calculations, curbs, gutter, inlet, storm pipes, etc.
- ☐ Storm Water Management Plan with permanent best management practices treating water before entering storm sewer.
- ☐ Storm Water Pollution Prevention Plan/Erosion Control Plan for sites greater than one (1) acre.
- ☐ Grading Plan.
- ☐ Paving Plans with pavement materials, thicknesses, and specifications.
- ☐ Sidewalk details, commercial driveway detail, pavement repair detail for street cuts, and TxDOT details as necessary.
- ☐ Traffic Control Plan if any temporary closure of a street lane is necessary for construction.
- ☐ A Water and Sanitary Sewer Plan indicating the location of nearest fire hydrants, utility connections, fire line connections, irrigation connections, etc.
- ☐ Parking Plan and Landscape Plan.
- ☐ The location of all outdoor facilities for waste disposal and required visual screening devices.
- ☐ Construction Elevation Plans indicating the height of building and type of exterior construction materials.
- ☐ The type, location, height, and orientation of all external illumination facilities if proposed.
- ☐ Soil Analysis Report by design professional and Foundation plan sealed by a professional engineer.
- ☐ Structural Framing and Roof Plans sealed by a professional engineer. (Pre-fab metal buildings may submit after permit issuance.)
- ☐ Floor Plans to scale, indicating the use of each room/area, and door/window schedule.
- ☐ Flood proofing plans if located within FEMA designated floodplain.
- ☐ Asbestos survey or certification by an engineer, architect or licensed TDH inspector, and an "abatement certificate" if necessary for a renovation, remodel, demolition, or addition.
- ☐ Mechanical, Electrical, and Plumbing Plans
- ☐ Comcheck or otherwise approved energy calculations.
- ☐ TDLR registration if project is \$50,000.00 or more.
- ☐ Provide three (3) copies of all development materials to Staff for review. Copies should be at least 11" x 17" for readability.
- ☐ Form board survey sealed by a professional surveyor is required prior to pouring foundation and pre-pour inspection and plumbing rough-in inspection.
- ☐ Automatic Fire Suppression System Plans (ie. Sprinkler Plans).
- ☐ Secondary containment Plans required for all flammable and combustible storage tanks, to include piping, above and below ground storage.
- ☐ Verification of submittal to Tarrant County Health Department as required for food establishment, etc.

NONRESIDENTIAL FENCE PERMIT - DOCUMENT SUBMITTAL CHECKLIST

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- ☐ Fencing Elevation Plan indicating fence height, fence materials, and fence details as necessary.
- ☐ The type, location, height, and orientation of all external illumination facilities if proposed on fence.
- ☐ Soil Analysis Report by design professional and Foundation plan sealed by a professional engineer for masonry walls.
- ☐ Floodplain Development Permit and associated details if located within FEMA designated floodplain.
- ☐ Provide three (3) copies of all development material to Staff for review. Copies should be at least 8.5" x 11" for readability.
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