



PROCEDURE FOR NEW COMMERCIAL PROJECTS

1. New Project Submittal

- a. Fill out information form and email to sortega@metrocode.com for a proposal.
(See pages 4-5 for information form.)
 - i. If needing additional services such as TAS or Energy, please note that in email.
 - ii. If project has more than 1 building, please include the separate square footage and cost of construction for each building in email.
- b. Email full plan set thru a file share program to sortega@metrocode.com .
(See page 6 for submittal requirements.)
 - i. If an early plan review is needed on a plan set that is not 100%, please note that in email, so the project will automatically be put into our plan review que and not be held up due to payment.

2. Proposal & Payment

- a. Proposal will be created based on specs given on information form and emailed to the appropriate parties.
- b. Proposal will need to be signed and emailed back in order to get an invoice created for the project. Invoices will be sent thru email and include a link to pay online if needed.
 - i. Once deposit payments are made and all submittal requirements are received, project will go into MCA's plan review que.

3. TAS Review / Inspections

- a. An email will be sent to our RAS, CarieAnn Wall, with project information and plans. She will reach out to the contact provided to acknowledge receipt of project and get any additional information needed to proceed.
(See pages 7-8 for example of TAS plan review report and letter.)
 - i. Contact Info for CarieAnn Wall: cwall@metrocode.com / 817-538-3317.

4. BMEP & Energy Plan Review

- a. Turn around time for review is generally 3 – 5 business days. This can vary by 1 to 2 days depending on how many and the type of projects ahead of yours.
- b. Any issues that come up during plan review will be emailed to you or discussed by phone. Revisions are to be emailed to sortega@metrocode.com.
- c. Once the plan review is approved and notes are written up, the project can be submitted to the City for permit.
 - i. If project requires a City approved and recorded plat, but it's not available at this time, a decision will need to be made to either: (1) Wait for plat to get recorded to submit for permit or (2) Submit for City Early Plan Review and pay the City's fee of \$1,000 per building permit.

5. Building Permit / City Review

- a. All permit submittals are done electronically. Once the City receives and reviews the application, they will route it to all required departments for that project. Depending on the scope of the project, the City is taking between 5 – 10 business days to review and enter comments.
- b. Permits are checked daily. If any holds are entered by the City, a City Status Sheet will be emailed to appropriate parties to allow them to address those.
(See pages 9-10 for example.)
 - i. All revised plan sheets need to be emailed to sortega@metrocode.com.
A full revised plan set can be submitted to the City once all required departments have reviewed and entered comments.
 - ii. If fees are due to the City for PARD, Water and/or Transportation Impact, please make payment on the City's permitting site.
<https://aaapps.fortworthtexas.gov/CITIZENACCESS/Default.aspx>
- c. City turn around time for revision reviews is 3 – 5 business days. If all holds are cleared, then City will approve permit. If the City re-enters a hold, we will need to begin the revision process again.



- d. Once the permit is approved, any balance due to Metro Code will need to be paid before we can get the permit released and issued. A copy of the City approved plans/documents will be sent in a Dropbox link to all appropriate parties.

6. Inspections

- a. Scheduling: GC will need to request inspections for project the day before or by 9am same day to get on schedule. Requests can be made by calling Metro Code and asking to speak with Sarah Ortega or by email to inspections@metrocode.com . If requesting by email, the following must always be included - Project address, type of inspection, date needed and GC contact info.
- b. After-Hours and Weekend Inspections: If you need an after-hours or weekend inspection, please call our office and speak with Sarah Ortega. We will do everything in our power to work with your specific needs. Fee is \$150 per trade, per building being requested. Full payment will need to be made to Metro Code during business hours before inspection can be scheduled.
- c. Subcontractor Permits: All trades must pull their permits thru the City of Fort Worth and select 'Yes' for 3rd Party Inspections and 'Metro Code' as the 3rd Party Company. If permit is not marked for Metro Code, we will not have access to schedule and result inspections.
- d. Power and Gas Release: Your licensed trade is responsible for submitting a Temporary Power or Temporary Gas permit request to the City and marking the application for 3rd Party Inspections – Metro Code. After the permit is issued, the GC will need to request Metro Code to go out for an inspection. If approved, Metro Code will request the City out the next business day to sign off and release meter.
- e. Drive Approach Inspections: Your concrete contractor will need to obtain all drive approach and sidewalk permits thru the City of Fort Worth. All inspections will be made by the City of Fort Worth and are required prior to building final.
- f. Additional City Inspections: All backflow, irrigation, fire sprinkler and fire alarm inspections are done by the City. Applicants of these permits are responsible for scheduling the City.



- g. Final Inspections for CO: The City will follow up on all final inspections prior to issuance of CO. If the City turns down an inspection, Metro Code will need to re-inspect before requesting them to go back out. The City of Fort Worth does allow for TCO's and LCO's. Please call our office and speak with Sarah Ortega with questions on how to obtain a TCO or LCO for furniture move-in or occupancy,



NEW COMMERCIAL PROJECT INFORMATION FORM			
Project Name / Description:			MCA # (for office use only)
Legal Description:		Blk:	Lot:
Project Street Address:		Total Value:	
City:	State:	Zip:	SQ.FT.
TDLR/TABS:		Fire Sprinkled: Y / N	
OWNER INFORMATION			
Company Name:		Contact Person:	
Street Address:		City/State:	Zip:
Office Number:	Mobile Number:	Email:	
CONTRACTOR INFORMATION			
Company Name / Contractor Registration #		Contact Person:	
Street Address:		City/State:	Zip:
Office Number:	Mobile Number:	Email:	
ARCHITECT INFORMATION			
Company Name:		Contact Person:	
Street Address:		City/State:	Zip:
Office Number:	Mobile Number:	Email:	
BILLING INFORMATION			
Company Name:		Contact Person:	
Street Address:		City/State:	Zip:
Office Number:	Mobile Number:	Email:	

Commercial New Construction

1. Final Plat

a. Current Status: (please select one)

- i. _____ Approved & Recorded
- ii. _____ In City Review

b. Plat#: _____

2. Service Lines Needed

- Water: N / Y Size:
- Sewer: N / Y Size:
- Irrigation: N / Y Size:
- Fire Line: N / Y Size:

• **Install by: (please select one)**

- _____ CFA Project# CFA#
- _____ Misc. (City Engineer)

NOTE: Any Fire Line, hydrant, extension, or line 3" or larger must go thru Misc., if not thru CFA. Please submit Utility Site Plan to Water Dept. BEFORE building permit submittal. No fee applied for submittal.

3. Final Grading Permit

a. Permit#: CG _____

NOTE: Required for land disturbance of 1 acre or more. \$50 City Permit Fee. Requires iSWM report and checklists. Please submit to City BEFORE building permit submittal.

4. Urban Forestry Permit

a. Permit#: UFC _____



NOTE: \$250 City Permit Fee. Please submit to City BEFORE building permit submittal.

Commercial Permit Submittal Requirements

1. New Construction & Additions

- a. Full plan set with engineer and/or architect seals (Civils, Architectural, Structural, MEPs, Energy Report). Be sure the following is included in plan set:
 - i. Recorded Plat
 - ii. Site Plan
 - iii. Dimensional Control Plan
 - iv. Utility Plan
 - v. Urban Forestry Plan w/City approved stamp (if required)
 - vi. PD Site Plan (if required)
 - vii. URD or MFD Site Plan (if required)
 - viii. Encroachment Agreements (if required)
 - ix. Exterior Elevations
 - x. TDLR/TABS # for projects over \$50,000
 - xi. Use Verification Letter (if required)
 1. Letterhead document that states the business use, business hours/days and # of employees.

2. Change of Use w/Remodel

- a. Plan set that includes:
 - i. Site Plan – Must show the following:
 1. Existing structures with exact dimensions
 - a. If multi-tenant, the square footage and type of business must be provided for each space.
 2. Lot and building line dimensions to property line
 3. Driveway locations; Fire lanes and location of fire hydrants.
 4. Sidewalks, open spaces, parkways, etc.
 5. Exact number of existing parking spaces (9' x 18') and accessible parking spaces.
 6. Bike rack location(s)
 7. Street names and street address/addresses
 8. All existing easements
 - ii. Floor Plans – Existing and Proposed
 - iii. MEPs (if applicable)
 - iv. Energy Report (if applicable)
 - v. Use Verification Letter (Letterhead document stating the business use, business hours/days and # of employees).

3. Remodel

- a. Plan set that includes:
 - i. Floor Plans – Existing and Proposed
 - ii. MEPs (if applicable)
 - iii. Energy Report (if applicable)

***** EXAMPLE: TAS Plan Review Report *****

Plan Review

Report

PLAN REVIEW REPORT

The following report identifies deficiencies with the Texas Accessibility Standards (TAS). No response is required to this review, however, all items noted as “Unacceptable” should be addressed prior to inspection.

EABPRJB8809006

Review Date:
RAS Name : CarieAnn Wall
RAS #: 1374

Project Information

Project:
Facility:
Address: City: Zip:
Architect:
Project Description

Owner/Agent Information

Name:
Address:
City: State: Zip:

Review Status: Complete

206.2.1 Site Arrival Points. At least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve.

X - UNACCEPTABLE

**NOTE: Could not verify accessible route, accessible parking

307.2 Protrusion Limits. Objects with leading edges more than 27 inches (685 mm) and not more than 80 inches (2030 mm) above the finish floor or ground shall protrude 4 inches (100 mm) maximum horizontally into the circulation path

X – UNACCEPTABLE

**NOTE: Baby Changing appears to be a protruding object and reception retail wall

***** EXAMPLE: TAS Plan Review – Completed Letter *****

Plan Review Completed

Transmittal Letter

Review Date: October 21, 2019

RAS Name : CarieAnn Wall

RAS #: 1374

PLAN REVIEW - COMPLETED

Contact:

Project:

Dear:

Enclosed are the results of the plan review completed on the referenced facility. Identified on the report are areas of nonconformance with accessibility standards adopted by the Texas Department of Licensing and Regulation for purposes of ensuring compliance with Texas Government Code, Chapter 469.

Although deficiencies may have been noted, the referenced project may be eligible for inspection approval if constructed in accordance with the Texas Accessibility Standards. Items which are the responsibility of the owner should be referred to the appropriate person for action.

The building or facility owner must request an inspection from the Department, (or a Department authorized provider of inspection services) no later than thirty (30) days after the completion of construction. If the completion date provided on the Project Registration Form is no longer correct, notify this office (in writing) of the revised completion date as soon as possible.



This determination does not address applicability of the Americans with Disabilities Act (ADA), (P.L. 101-336), or any other local, state, or federal requirement. For information on the ADA, call the ADA Hotline, (800) 949-4232 or the United States Department of Justice at (202) 514-0301.

Please reference the Department assigned project number in all future correspondence pertaining to this project.

***** EXAMPLE: City Status Sheet *****

Address

PB20-xxxxx

Zoning:

- **Approved**

Plan Review:

- **Approved**

Water:

- **HOLD**- 2" Dom, 2" Irr & 6" FL by Misc Proj. WA and SS lines to prop installed by CP 102119. Existing 8" SS stubout. Sent to Eng. WDev RT.

Water Development Storm Water:

- **Approved**

Water Backflow:

- **HOLD**- Please revise water plan C3.0 to show at minimum of a Double Check Valve Assembly (DCVA) minimum protection required. Assembly shall be installed at point of delivery of the water supply before any branch in the line, and on private property located just inside the boundary of the City's right-of-way.

Water Grease Trap:

- **Approved**

TPW Storm Water:

- **HOLD**- Commercial Grading Permit is required. Not submitted as of 1/30/2020.

TPW Parkway:

- Approved

Fire:

- Approved

Urban Forestry Review:

- **HOLD**- Please provide the approved UFC Site Plan.

Transporation Impact Review:

- Approved – **FEES DUE**

Health:

- *Not Required*

PACS Review:

- *Not Required*

Addressing Review:

- Approved