

APPLICATION

COMMERCIAL BUILDING PERMIT

Requirements

Your application **will not be accepted** if any of the below items are missing or incomplete. Incomplete applications will be returned and any paid fees are nonrefundable. Applications are processed within fourteen business days. To check the status of a permit, please email permits@cityofkennedale.com and include the property address and permit type.

- Contractors registered with Kennedale – Check registration status by emailing permits@cityofkennedale.com
- Completed, signed, **legible** application form
- Four sets of **labeled** copies of any required plans:

Requirements	New Build	Addition	Remodel
Site Plan	✓	✓	
Floor Plan	✓	✓	✓
Four Elevations	✓	✓	
Utility Plans: Electrical, Plumbing, Mechanical, and Backflow	✓	If work is performed	If work is performed
Engineered Foundation Plan	✓	If addition is enclosed	
Engineered Building Plan	✓	If addition is enclosed	
ADA Plan/TAS #	✓	If addition is enclosed	✓
Irrigation Plan	✓		
Landscape Plan	✓	✓	
Fire Alarm and Sprinkler System Plan	✓	If addition is enclosed	
Asbestos Plan	✓	If addition is enclosed	
Safety Plan	✓	✓	✓
Grading Permit	If any grading is planned	If any grading is planned	If any grading is planned

Please submit to permits@cityofkennedale.com with supporting documents if applicable.

Project Information

Property Address: _____

Property Legal Description: _____

Building/Suite/Unit Numbers: _____ HVAC Units: _____

Scope of work: _____

Square footage: _____ Construction Value: _____

Type of construction: New construction Addition Remodel

Applicant Information

Applicant Name: _____

Applicant Title: _____

Applicant Address: _____

Applicant Phone: _____ Applicant Email: _____

Contractor/Builder Information

Contractor Name: _____

Contractor Address: _____

Contractor Phone: _____ Contractor Email: _____

Mechanical Contractor Information

Name: _____

Address: _____

Phone: _____ Email: _____

Electrical Contractor Information

Name: _____

Address: _____

Phone: _____ Email: _____

Plumbing Contractor Information

Name: _____

Address: _____

Phone: _____ Email: _____

Please answer the following questions:

Will a construction trailer be placed on site? If yes, where? _____

Has a staging area been identified? If yes, where? _____

Will a batch plant be utilized for this project? _____

Has a safety plan been prepared? _____

All adjacent properties shall be protected and if impacted, restored to their original condition.

Traffic control plan submitted? _____

Site shall be cleaned and restored to satisfactory condition.

Applicant Agreement

By signing below, I acknowledge that I have read and completed all applicable requirements. I understand that if I have submitted an incomplete or false application, my application may be rejected and that the fee is nonrefundable.

Signature of Applicant: _____ Date: _____

For Office Use Only		
Completeness Check		
Application form completely filled and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached plans?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contractors registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign _____	Date _____	
Planning and Zoning Review		
Property zoning: _____		
Is the property platted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all required plans included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Construction meets dimensional standards per zoning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will property meet allowable lot coverage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is proposed structure in any easements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is proposed structure in a floodzone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notes:		
Sign _____	Date _____	



APPLICATION

WATER SERVICE

Project Information

Property Address: _____

Residential or Commercial?: _____

Water Meter Size: ¾" 1" 1½" 2" 3"

Contact Information

Account Name: _____

Mailing Address: _____

Builder Representative: _____

Driver's License Number: _____ Billing Contact: _____

Phone: _____ Email: _____

For Office Use Only: Utility Billing	
Service Available: _____	Date: _____
Water Deposit: _____	Sewer Deposit: _____
Comments: _____	
____-inch Water Impact Fee: _____	Sewer Impact Fee: _____
____-inch Fort Worth Water Impact Fee: _____	Street Impact Fee: _____
____ Water Tap Fee: _____	Sewer Tap Fee: _____
____ Meter Cost Fee: _____	____ Meter Installation Fee: _____
Total Utility Fees: _____	Mail Date: _____

Please submit to permits@cityofkennedale.com with supporting documents if applicable.



METER SET GUIDELINES

BUILDERS MUST CALL THE UTILITY BILLING ADMINISTRATOR AT 817-985-2122 TO REQUEST A METER SET.

Meters **WILL NOT** be set unless the standards below are met. A fee will be imposed if Public Works must visit the location more than once because the conditions outlined are not met. The final inspection **WILL NOT PASS** unless the meter is set and the builder has met all of the following conditions. You will need to reschedule your final inspection if a meter is not set before your scheduled time.

DURING CONSTRUCTION, SERVICE LINES (THE FUTURE LOCATION OF THE METER SET) MUST BE FLAGGED TO PREVENT DAMAGES (SEE PHOTO AT RIGHT). **DAMAGED BOXES, METERS, AND SERVICE LINES ARE THE RESPONSIBILITY OF THE BUILDER AND WILL BE BILLED ACCORDINGLY.**



*****For water/sewer line locates for new or existing services contact Stan Rountree at 817-682-1510.*****

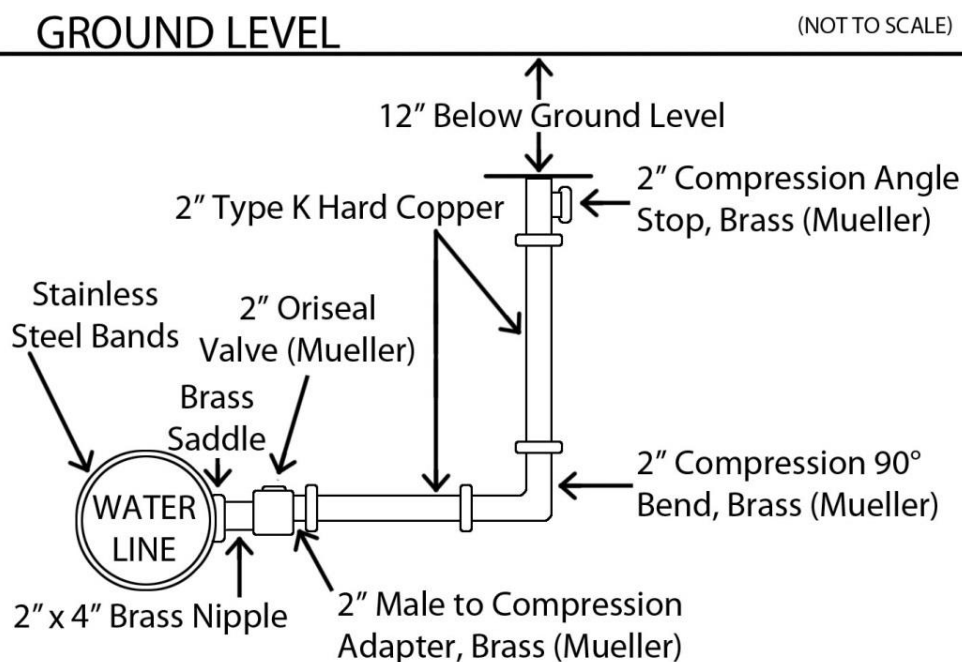
NOTICE TO ALL BUILDING CONTRACTORS

1. BEFORE A WATER METER CAN BE INSTALLED, ALL OF THE FOLLOWING MUST BE COMPLETED:
 - Structure must be properly identified by house numbers that are:
 - At least 3" in height;
 - Visible from the street; and
 - A contrasting color to their background.
 - Water meter box must:
 - Be set to grade, with water lines inside at 8" to 10" below grade;
 - Be uncovered, free of debris, and undamaged (including meter lid); and
 - Allow room for the city angle stop/curb stop, meter, and a customer-side meter swivel.
 - Customer cut-off valves must be:
 - Located outside of city meter boxes;
 - A plastic ball valve; and
 - Located within 2-4' of city water meter, on customer's yard line.
 - Service lines must:
 - Be at least a 1" tap and a 1" by 3/4" angle stop; and
 - Be composed of lead-free parts/components, unless otherwise noted by development plans or authorized City of Kennedale representatives.
2. Allow at least five working days for water meter installation.
3. No sprinkler system is to be installed/activated or swimming pool filled before meter installation.
4. No water deposits will be accepted from new occupants until the final inspection is approved.
5. Yard lines can be air tested.

(CONTINUED on next page)

6. Neither water meters nor sewer cleanouts are allowed in drive approaches, driveways, or sidewalks.
7. Sewer tie-ins must be physically located by the double cleanout from the property to city easement.
8. Plumbers are not allowed to tie-in at the cleanout stack with sweep or otherwise.
9. Lateral cleanout in the easement right-of-way must be 1 of the following 3:
 - Bass & Hayes No. 404 cast iron boot and lid; or
 - Dallas Specialty #DS4SLCOWDI plastic cleanout with CI cleanout cover; or
 - DS4SLCI all cast iron lateral cleanout boot.
10. Cleanout boot must:
 - Have a 1' minimum concrete pad around it; and
 - Be located a maximum of 2' behind the sidewalk.
(If there is no sidewalk, it must be 4-6' behind the curb/edge of road.)

IT IS A VIOLATION OF THE UNIFORM BUILDING CODE TO OCCUPY A STRUCTURE BEFORE A FINAL INSPECTION HAS BEEN MADE. Should there be any questions regarding this process, please contact Public Works Supervisor Ron Schappaugh at 682-215-5570.



2" TAP SPECS

- Depending on pipe size (e.g., 6x2), tapping saddle
- must be brass saddle with stainless steel bands
- 2" x 4" Brass Nipple (Male)
- 2" Mueller Oriseal Valve (Female)
- 2" Male Compression Adapter, brass (Mueller)
- 2" Compression 90° bend, brass (Mueller)
- 2" Compression Angle Stop, brass (Mueller)
- 2" Hard Copper Type K
- Adjustable valve box and lid (Tyler)
- 2" DFW 65C Meter Box and Lid

- **All parts must be American made.** Compression fitting must be Mueller.
- Oriseal valve and valve box must be supported by bricks.
- Any valve deeper than 4' must have Oriseal valve extension bolted onto Oriseal valve.
- Valve extension must be within 2' of ground level.
- All angle stops should be set 12" below ground level to allow room for 2" meter, MTU, and meter lid.
- Must have irrigation plans and permit with water taps. **Detail should show tap and meter box location.**