Commercial Building Permits

Please make sure of the following:

- Project is appropriately zoned for the proposed use.
- Platting status of the subject property. (Is the property already platted?)
- Infrastructure to serve the subject property. (Is the property already served by streets, sewer, water, storm, etc.?)
- Construction plan design review. Process for the design plan review.
- Contacts for franchise utilities. (Oncor, AT&T, etc.)
- Fire protection. Does the property meet requirements for fire protection?
- Tree Preservation. A tree survey must be prepared for the subject property.
- Building permit. Requirements for obtaining building permit.
- Asbestos Certificate.
- PDF Version of Plans.
- Include a 3rd set of plans for the Fire Department.

Please be sure to include the following when obtaining a Building Permit:

- Building Permit Application.
- Sub-Contractor list.
- Building Plans:
  - Cover Sheet.
  - 4 Elevations.
  - Demolition Plan.
- Grading Plan.
- Erosion Plan.
- Drainage Plan – Area map and details.
- Engineered Foundation Plan/Piers.
- Engineered Building Plan.
- Utility Plans – Electrical, Plumbing, Mechanical, and Backflow for building (if required).
- Energy Plan. (ComCheck)
- Site Plan.
- Storm Water Pollution Prevention Plan (SWPPP)
- ADA Plan/TAS #.
- Irrigation Plan – Backflow.
- Landscaping Plan.
- Compaction Letter.
- Soil Analysis Plan.
- Fire Plans – Fire Lanes, Fire Flow Test, Hydrants, FDC, etc.
- Fire Alarm – Sprinkler System Plans.
- Flood Plain/ Floodway Plan.
- Asbestos Plan (remodel or addition).
- Paving Plan – Streets and Building.
- Trenching Plan.
- Traffic Control Plan.
- Safety Plan.

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Be prepared for the following:

- Will a construction trailer be placed onsite? ______
- Has a staging area been identified? ______
- 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 has been submitted?

*Note* Site shall be cleaned and restored to a satisfactory condition.
CITY OF KENNEDALE, TEXAS
COMMERCIAL BUILDING PERMIT APPLICATION

Date: __________________________

Project Information:
Address: ____________________________

Legal Description: Subdivision ____________________________ Lot __________ Block ________

Bldg./Suite/Unit Number(s): ____________________________ HVAC Unit(s): _________________

Description of Work: (Please be specific) ____________________________

Total Cost of Construction: $________________________ Square Footage: _________________

__________________________________________________________________________________

New Construction □ Addition □ Remodel □ Move □ Conversion □

Contractor Information:
Builder/Contractor Name: ____________________________

Address: ____________________________

Phone Number: ____________________________ E-Mail Address: ____________________________

Permit Applicant (engineer/architect/owner):
Name: ____________________________ Phone Number: ____________________________

Address: ____________________________________________________________

__________________________________________________________________________________

Applicant: ____________________________________________________________

Signature: ____________________________________________________________
Official Use Only:

Area sq. ft.  
Garage sq. ft.  
Zoning:  
Occupancy group:  
Residential:  
Commercial:  

Approved by:  
Remarks:  

| Building fee: | $ |
| Plan review fee: |
| Drive approach fee: |
| Electrical fee: |
| Plumbing fee: |
| Mechanical fee: |

Total permit fees (includes impact/utility fees):  

$  

UTILITIES

Service available  
Date  
Water deposit $  
Sewer deposit $  
Remarks:  

| 8-inch water impact fee: | sewer impact fee: |
| 8-inch Fort Worth water impact fee: | street impact fee: |
| water tap fee: | sewer tap fee: |
| meter cost fee: |
| meter installation fee: |

Total utility fees:  $  
Information Needed to Determine Estimate

Address: 

Legal Description: Will Determine in Office

Plat Date: Will Determine in Office

**Builder Must Select Choices Below**

**Meter Size:**
- 3/4"
- 1"
- 1 1/2"
- 2"
- 3"

**Service Line Size:**
- WATER
  - 1"
  - 2"
  - 3" or larger
- SEWER
  - 4"
  - 6"
  - 8" or larger

**Office Use Only Below**

**Existing Taps:**
- Yes
- No

**Sizes:**
- Water
- Sewer

**Street Cut Needed:**
- Yes
- No

**Explanation:**

**Additional Notes:**

Date Requested: 

Date Completed: 

Requested By: 

Completed By: 
NEW CONSTRUCTION WATER SERVICE APPLICATION

PROJECT INFORMATION

DATE: ____________________________ PROPERTY TYPE: □ RESIDENTIAL  □ COMMERCIAL*

SERVICE ADDRESS: ____________________________________________________________

IMPERVIOUS AREA*: [MANDATORY FOR COMMERCIAL PROPERTIES]

WATER METER SIZE  □ ¾” □ 1” □ 1½” □ 2” □ 3”

ACCOUNT INFORMATION

ACCOUNT NAME: ________________________________________________________________

MAILING ADDRESS: __________________________________________________________

CITY: ____________________________ STATE: ______ ZIP: __________

BUILDER REPRESENTATIVE: ____________________________________________________

DRIVER’S LICENCE #: _________________________________________________________

BILLING CONTACT: __________________________________________________________

PHONE: ________________________________

UTILITY BILLING USE ONLY

Mail Date: _________________________________________________________________

Employee Name: ____________________________________________________________

CITY OF KENNEDALE, TEXAS

YOU’RE HERE K YOUR HOME

UTILITY BILLING DEPARTMENT
405 MUNICIPAL DRIVE
KENNEDALE, TEXAS 76060

CITYOFKENNEDALE.COM/UB
CLERK 817-985-2142
FAX 817-483-4309
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 locate 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 ¾” 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.
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 Schappeugh at 682-215-5570.

**GROUND LEVEL**  
(NOT TO SCALE)

- 12” Below Ground Level
- 2” Type K Hard Copper
- 2” Criseal Valve (Mueller)
- Stainless Steel Bands
- 2” Male to Compression Angle Stop, Brass (Mueller)
- 2” Compression Angle Stop, Brass (Mueller)
- 2” Compression 90° Bend, Brass (Mueller)
- 2” x 4” Brass Nipple
- 2” Male to Compression Adapter, Brass (Mueller)
- 2” Mueller Oriseal Valve (Female)
- 2” Male Compression Adapter, brass (Mueller)
- 2” x 4” Brass Nipple (Male)
- 2” Compression 90° bend, brass (Mueller)
- 2” Hard Copper Type K
- Adjustable valve box and lid (Tyler)
- 2” DFW 65C Meter Box and Lid

**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.*