Residential Building Permits

All building permits require two (2) complete sets of plans. A complete set of plans include:

- Completed Building Permit Application
- Complete set of working plans and specifications that must include the following:
  - Engineered Building Plan
  - Engineered foundation plan accompanied by a detailed letter containing:
    - Detailed soil analysis
    - Seal and signature of engineer
    - Specific property identification (address, lot, block, and subdivision)
  - Floor plan
  - Four elevations
  - Engineers compaction certificate
  - Storm Water Pollution Prevention Plan (SWPPP)
  - Energy Code Compliance documents for new houses if alterations to the building envelope will be made
  - Electrical Plans for new or altered electrical systems
  - Plumbing Plans for new or altered plumbing systems
  - Mechanical Plans for new or altered heating, ventilation, or air conditioning systems
  - Tree Survey (may or may not be required)
  - Landscaping/Irrigation Plans - Backflow

- Copy of the plat (or site plan) on which the structure is to be located includes:
  - Any and all easements
  - Building line
  - Drainage information displayed by red arrows indicating direction of flow
  - Front, side, and rear setback distances
Any new construction or additions outside the existing footprint of the house will require a certified copy of the property's recorded plat.

When turning in the required permit application, please include the following:

- Builder must register as a General Contractor
- A list of sub-contractors (when applicable)
- The square footage of the project being built
- The construction value of the project being built

Each Sub-Contractor must be registered with the City of Kennedale. There is a $100 registration fee (excluding Plumbers and Electricians).

Once the application and plans have been reviewed and approved, the Permit Clerk will give the applicant a call with fees.

Once the fees have been assessed, the Permit Clerk will issue the permit. When ready for inspection, the applicant will contact the Permit Clerk. The Permit Clerk will schedule the inspection with the Building Official accordingly to applicant and Inspectors schedule.

Paperwork required for a Final Building inspection:
- Backflow certificate for irrigation system
- Res-check for energy
- Survey certificate showing existing elevation will drain as indicated on site/plot plan
CITY OF KENNEDALE, TEXAS
RESIDENTIAL BUILDING PERMIT APPLICATION

Project Information:
Address: ________________________________

Legal Description:
Addition/Subdivision: __________________ Block ______ Lot ______
Bldg./Suite/Units Number(s): _______________ HVAC Unit(s): ________________

Description of Work: (Please be specific) ________________________________

_________________________ Total Cost of Construction: $ ________________
Square Footage: ________________

*Most permits require 2 complete sets of construction plans. Each set should include 1 site plan and 1 floor plan.

(Please note: Apartments are permitted as commercial)

New Construction ☐ Addition ☐ Remodel ☐ Move ☐ Conversion ☐

Contractor Information:
Builder/Contractor: ___________________________ Name: ______
Address: ___________________________ Phone: ______
____________________________________ Phone Number: ______

E-Mail Address: ___________________________

Permit Applicant (engineer/architect/owner):
Name: ___________________________ Phone Number: __________________
E-Mail Address: ___________________________

Applicant: ___________________________
Signature: ___________________________ Date: __________________
Official Use Only:

<table>
<thead>
<tr>
<th>Area sq. ft.</th>
<th>Garage sq. ft.</th>
<th>Zoning:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Occupancy group: ____________________

Residential: ____________________    Commercial: ____________________

Approved by: ____________________

Remarks:

<table>
<thead>
<tr>
<th>Building fee:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan review fee:</td>
<td></td>
</tr>
<tr>
<td>Drive approach fee:</td>
<td></td>
</tr>
<tr>
<td>Electrical fee:</td>
<td></td>
</tr>
<tr>
<td>Plumbing fee:</td>
<td></td>
</tr>
<tr>
<td>Mechanical fee:</td>
<td></td>
</tr>
</tbody>
</table>

Total permit fees (includes impact/utility fees):

$ ____________________

UTILITIES

<table>
<thead>
<tr>
<th>Service available</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Water deposit $ ____________________    Sewer deposit $ ____________________

Remarks:

<table>
<thead>
<tr>
<th>_____-inch water impact fee:</th>
<th>sewer impact fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____-inch Fort Worth water impact fee:</td>
<td>street impact fee:</td>
</tr>
<tr>
<td>_____water tap fee:</td>
<td>sewer tap fee:</td>
</tr>
<tr>
<td>_____meter cost fee:</td>
<td></td>
</tr>
<tr>
<td>_____meter installation fee:</td>
<td></td>
</tr>
</tbody>
</table>

Total utility fees: $ ____________________
Building Permit Appendix A: Subcontractor Listing Form
All subcontractors must be registered with the City of Kennedale.

<table>
<thead>
<tr>
<th>Job Address</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>General Contractor</th>
<th>Address</th>
<th>Zip</th>
<th>Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Electrical Subcontractor</th>
<th>Address</th>
<th>Zip</th>
<th>Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State License No.:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mechanical Subcontractor</th>
<th>Address</th>
<th>Zip</th>
<th>Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State License No.:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Plumbing Subcontractor</th>
<th>Address</th>
<th>Zip</th>
<th>Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State License No.:</th>
</tr>
</thead>
</table>

For Office Use Only:

- Electrical contractor registered? Y N
- Mechanical contractor registered? Y N
- Plumbing contractor registered? Y N

Comments:
CITY OF KENNEDALE
WATER SERVICE APPLICATION
NEW CONSTRUCTION

Date ______________________

Service Address___________________________________________________

Property Type- _____ Residential _____ Commercial

Water Meter Size- ¾”  1”  1½”  2”  3”

Account Name________________________________________________________

Mailing Address_______________________________________________________

City________________________ State______________ Zip______________

Builder Representative _________________________________________________

Driver’s License # ______________________

Billing Contact:________________________ Phone__________________________

***************************************************************************
Utility Billing Use Only

Set meter once application is received

Mail Date:________________________
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 me: 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 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.

(continued on next page)

utility billing department
405 municipal drive
kennedale, texas 76060

CITYOFKENNEDALE.COM/UB
CLERK 817-985-2142
FAX 817-463-4309
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 Cl cleanout cover; or
   - DS4SLCl 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.

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**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.**