



RESIDENTIAL PROJECT GUIDELINES

1500 SOLANA BOULEVARD, BUILDING 7, SUITE 7200
WESTLAKE, TEXAS 76262

Inspection Line (817) 490-5718 | building@westlake-tx.org
Water Meters (817) 490-5732 | publicworks@westlake-tx.org

Staff Contacts

Pat Cooke	Building Official	(817) 490-5726	pcooke@westlake-tx.org
Ron Ruthven	Planning Director	(817) 490-5739	rruthven@westlake-tx.org
Nick Ford	Development Coordinator	(817) 490-5742	nford@westlake-tx.org
Dottie Samaniego	Permit Technician	(817) 490-5745	dsamaniego@westlake-tx.org
Troy Meyer	Facilities/Parks & Rec/ Public Works Director	(817) 490-5735	tmeyer@westlake-tx.org
Kory Kittrell	Public Works Superintendent	(817) 490-5733	kkittrell@westlake-tx.org
Paul Andreason	Public Works Technician	(817) 490-5731	pandreason@westlake-tx.org
Dianna Orender	Public Works Assistant	(817) 490-5732	dorender@westlake-tx.org
John Ard	Fire Marshal	(817) 490-5786	jard@westlake-tx.org

DISCLAIMER: The following guidelines are for informational purposes only. The contractor is obligated to comply with all adopted codes and ordinances. Residential project sites must be zoned for the intended residential use and be a platted lot of record. Once plans are released for construction, any revisions must be submitted for review.

Plan Review and Permits Required

All new residential projects must be reviewed for compliance with International Codes, State Law, Town Ordinances, and Zoning requirements. Permit applications packets through the Town's online permitting system, MyGov, or submitted for review at Town Hall Offices between 8:00 A.M. and 5:00 P.M., Monday through Friday.

Plan Review

Plan reviews are generally completed within ten (10) working days, excluding the day of submittal. Plan reviews do not start until all necessary items are submitted. **Incomplete submittals will not be reviewed.** Residential review is limited to the primary residential structure, fences, and retaining walls



less than 48 inches included on submitted plans. Accessory structures, swimming pools, irrigation systems, and retaining walls greater than 48 inches require separate review and permitting.

Utility Construction

Utility Construction in easements and Rights-of-Way is not authorized via Building Permits. Such work is only authorized by the Public Works Department. Contact Jarrod Greenwood, Director of Public Works, at (817) 490-5717 for submittal requirements and fees.

Work without a Permit

Absolutely no work is to commence until a Building or Grading Permit has been issued for the subject property. Work without a permit is subject to fines and/or legal injunction, pursuant to the Westlake Code of Ordinances.

Permit Submittal Requirements

Project plan sets must be submitted in hard copy (2 sets) and digital format (1 set), and include the documents listed below. Additional documents and/or architectural details may be required depending on the zoning district. **Revisions must be submitted in hard copy and digital format.**

- **Completed Permit Application**
- **Site Plan** to scale and of legible size showing:
 1. All building setbacks
 2. Street address
 3. Lot, Block, and Subdivision
 4. Scale of drawing (appropriate for sheet size)
 5. Percentage of lot coverage by building footprint
 6. North arrow
 7. Dimensioned location of house
- **Building Plan Set**, bound, 24" x 36" maximum, including:
 1. Floor Plans
 2. Mechanical Plans
 3. Electrical Plans
 4. Plumbing Plans
 5. Door and window schedule
 6. Framing detail
 7. Elevations



8. Detail showing compliance with Smarthouse requirements (Westlake Code of Ordinances Section 36-225)

- **Drainage / Grading Plans**

Site Plan with arrows showing directional flow of surface water. The submittal must comport with the subdivision's grading plan. For single lot sites (a site not platted as part of a subdivision), an engineered drainage study and plan must be submitted. Unless draining directly to right-of-way or to a storm drainage system, show easements crossing adjacent properties.

- **Wall Bracing Plans**

- **Engineered Foundation Plans**

- **DRC / ACC Approval Letter**

Where applicable, an approval letter from the respective HOA review body is required before a permit application is accepted.

- **Tree Conservation / Mitigation Plans**

Site Plan overlaid with footprint of the house, driveway, pools, decks and utilities. Clearly indicate all existing trees to be saved and to be removed. The plan must include a schedule that specifies all tree sizes (trunk diameter) and species.

- **Energy Compliance Report**

- **Landscape Plans**

Automatic Fire Sprinkler System Requirement

Per Town ordinance, all buildings must be equipped with an automatic fire sprinkler system. Fire sprinkler plans must be submitted by the project's licensed Fire Protection Contractor to:

Reed Fire Protection

Amberton Tower
4144 N. Central Expressway, Suite 510
Dallas, TX 75204
(214) 638-7599

The project applicant is responsible for review fees charged by the third party review service. Approved plans are forwarded to the Fire Marshal's office.



Contractor Registration Requirement and Permit Fees

The project General Contractor and MEP subcontractors must be listed on the permit application and actively registered with the Town prior to the issuance of a building permit.

Permit, plan review, and inspection fees are assessed at the time of permit issuance. When applicable, parkland dedication fees, ductbank fees, fire inspection fees, grading fees, and other development fees will be included in the fee total. See Westlake Fee and Use Schedule for more information.

Water and sewer impact fees, meter charges, and water account deposits are not included in residential building permit fee totals.

Residential Permit Fees

- General Permit Fee (Building Square Footage x \$180 x 1%)
- Plan Review Fee (Building Square Footage x \$180 x .25%) – required at permit submittal
- Inspection Fee (Building Square Footage x \$18 x .25%)
- Fire Review/Inspection Fee (\$375)
- Grading Fee (\$600)
- Erosion Control Fee (\$1,500)
- Ductbank Fee (\$3,100)
- MEP Fees
 - 0 to 5,000 s.f. (\$250)
 - 5,001 to 10,000 s.f. (\$500)
 - 10,001+ s.f. (\$750)

Contractor Registration Fees

- General Contractor (\$250)
- Mechanical Contractor (\$250)
- Electrical Contractor (no fee)
- Plumbing Contractor (no fee)
- Irrigation Contractor (\$250)
- Backflow Contractor (\$250) – Backflow contractors must register with [SCTrackingSolutions](#)



Applicable International Building Codes

The following Codes with recommended NCTCOG amendments have been adopted by Ordinance:

- 2015 International Residential Code
- 2014 National Electric Code
- 2015 International Fire Code
- 2015 International Energy Conservation Code
- 2015 International Fuel Gas Code
- 2015 International Plumbing Code
- 2015 International Mechanical Code
- Code amendments can be found in the [Code of Ordinances](#).



General Inspection / Job Site Policies

Inspection Requests are accepted 24 hours daily at building@westlake-tx.org or (817) 490-5718. Inspection may also be requested online via [MyGov](#).

Inspections must include, at a minimum, the following information:

- Your name and contact number
- Type of inspection being requested
- Address of the inspection
- Permit ID# (e.g. BLDSF-#18-0034)

General inspection and job site policies include:

- The General Contractor is responsible for all inspection requests
- The Town approved, stamped set of plans must be on the jobsite for all inspections
- Inspections must be requested **prior to 4:00 P.M.** for next day inspection
- No inspections will be performed until all re-inspection fees have been paid
- Addresses must be posted at each building site at all times and visible from the street
- A portable restroom facility must be on site until an indoor facility is available
- Adequate erosion control must be installed prior to construction and must be maintained throughout the project
- The type of inspection, job address, contact phone number, and permit number must be included with all inspection requests

An inspection may be cancelled and/or a re-inspection fee may be charged when:

- The requested inspection is not ready when the inspector arrives
- The building site does not have an address clearly posted
- Town approved plans are not on site
- The building is locked or otherwise not available for inspection
- The job site is red-tagged twice for the same item
- The original red tag has been removed from the job site
- A restroom facility is not provided
- Ordinance violations exist on the property including, but not limited to, inadequate erosion control, trash control or tree protection

Fire sprinkler and alarm inspections are scheduled directly with the Town Fire Marshal. Contact Fire Marshal John Ard at (817) 490-5786 or jard@westlake-tx.org to schedule an inspection.



Required Inspections

International Code Compliance

No work should be covered until it is inspected for International Code compliance. Photographs will not be accepted in lieu of on-site inspections. At a minimum, code inspections must be performed at the following stages of construction:

- Initial Lot Grading / Tree Protection / Erosion Control¹
- Temporary Electrical Pole
- Plumbing Rough
- Foundation²
- Framing & Seconds
 - Framing³
 - Fire Sprinkler Rough*
 - Electrical Rough
 - Mechanical Rough
 - Plumbing Top Out
- Gas Final / Meter Release
- Electrical Meter Final / Release
- Fire Final*
- Building Final⁴

¹ Initial Grading / Tree Protection / Erosion Control inspection must be approved prior to Plumbing Rough.

² Form Board Survey approval required at Plumbing Rough inspection. One copy of the survey must be on site and one copy sent to and received by the Town.

³ Framing may include veneer / wall tie, fireplace and/or lathe.

⁴ See *Westlake Building Final Inspection Requirements* handout (attached) for Building Final requirements and inspections.

* Scheduled directly with the Westlake Fire Marshal (817) 490-5786.

Architectural / Zoning Compliance

Depending on the subject property's zoning district, architectural and/or zoning compliance inspections may be required at Framing & Seconds, Building Finals, or on an ongoing basis.



Waste Material & Hours of Operation

Waste Material

- A trash container of appropriate size must be present on the job site at all times
- Sites must be kept clear of construction and related waste at all times. Inspections may be cancelled and/or fines assessed where debris is allowed to accumulate or is not properly contained.
- Per Section 74 of the Westlake Code of Ordinances, all residential and commercial construction sites must utilize refuse containers from the Town's franchised waste hauler, Allied Waste / Republic Services (1-800-333-7301). Contractors are not allowed to use a non-franchised waste hauler.

Hours of Operation

The Town strictly regulates noise – between the hours of 7:00 PM and 7:00 AM, only work that does not create noise audible at the property line is permitted. In addition, contractors are advised to check with the respective Homeowner's Association regarding work hour limitations.



NEW SINGLE FAMILY RESIDENTIAL CHECKLIST

1 Full Size Paper Set / 1 Digital Set

*Additional documents and/or architectural details may be required depending on the zoning district

- Completed Permit Application
- Plan Review Fee
- Energy Compliance Report
- DRC/ACC Approval Letter
- Site Plan
- Approved & Filed Plat
- Drainage / Grading Plans
- Tree Conservation / Mitigation Plans
- Building Plan Set Including:
 - Floor Plans
 - Mechanical Plans
 - Electrical Plans
 - Plumbing Plans
 - Door & Window Schedule
 - Framing detail
 - Elevations
- Wall Bracing Plans
- Engineered Foundation Plans
- Landscape Plans
- Outdoor Lighting Plan



BUILDING FINAL INSPECTION REQUIREMENTS

A Building Final inspection is required prior to home occupation. General Contractors may request the inspection via [MyGov](#), email (building@westlake-tx.org) or phone (817-490-5718). All required supporting documentation must be received prior to Building Final approval. The Building Final has several components, outlined below, and may take several hours to complete, depending on the project. Note that this document is intended as a guideline. If you have any questions regarding the Building Final inspection and closeout process, please contact the Westlake Building Official at pcooke@westlake-tx.org or 817-490-5726.

International Code Requirements

All homes must comply with adopted building, residential, electrical, mechanical, and plumbing codes prior to Building Final Approval. The Town of Westlake follows 2015 edition codes. Homes permitted prior to January 23, 2017 are subject to 2012 edition codes.

Customer Service Inspection

The project property must pass a TCEQ mandated cross-connection, contaminant hazard, and lead materials inspection as part of the Building Final inspection. All potential and/or actual cross-connections on the property must be eliminated via approved backflow prevention devices and test reports submitted prior to the Building Final inspection.

Fire Marshal Sign-Off

A Fire Final Inspection must be passed prior to Building Final approval. Please contact Fire Marshal John Ard directly at (817) 490-5786 or via [MyGov](#) to schedule an inspection. *****Note that the Fire Final may be scheduled prior to Building Final inspection**.***

Westlake Specific Requirements

Wet Utilities / Ductbank / Smarthouse Requirements

1. The General Contractor must be on-site during the Building Final inspection(s).
2. All meter boxes must be free of damage.
3. All meter boxes shall conform to the Town of Westlake's meter box standards.
4. Meter boxes must be exposed, accessible, and cleared of all mud, dirt, and debris. Any damage or grade adjustments or repairs will be the builder's responsibility.
5. Builder is required to camera the sanitary sewer service (from the house to sewer main) with the Builder's plumber and Town Building Official or designated Town employee present.
6. Fire hydrants and water valves must be exposed and accessible. Any damage or grade adjustments or repairs will be the builder's responsibility.
7. Sanitary Sewer Service cleanouts must be accessible, and cleared of all mud, dirt, and debris. Any damage or grade adjustments or repairs will be the builder's responsibility.



8. Sanitary sewer manholes and end of line clean-outs must be exposed and accessible. Any damage or grade adjustments will be the builder's responsibility.
9. The builder is required to have all water accounts paid in full before Building Final approval.
10. All new homes must comply with Smarthouse requirements specified in Town Ordinance 36-225 (diagram attached).
11. Ductbank manholes and/or handholes must be exposed, accessible, and cleared of all mud, dirt, and debris. Any damage or grade adjustments or repairs will be the builder's responsibility.

¹ *Builder will be responsible for cost and fees for any damages to meter boxes, meters and meter registers.*

² *Meter boxes shall not be installed in driveways – in such cases the builder will be required to relocate the meter box.*

Zoning & Cleanup

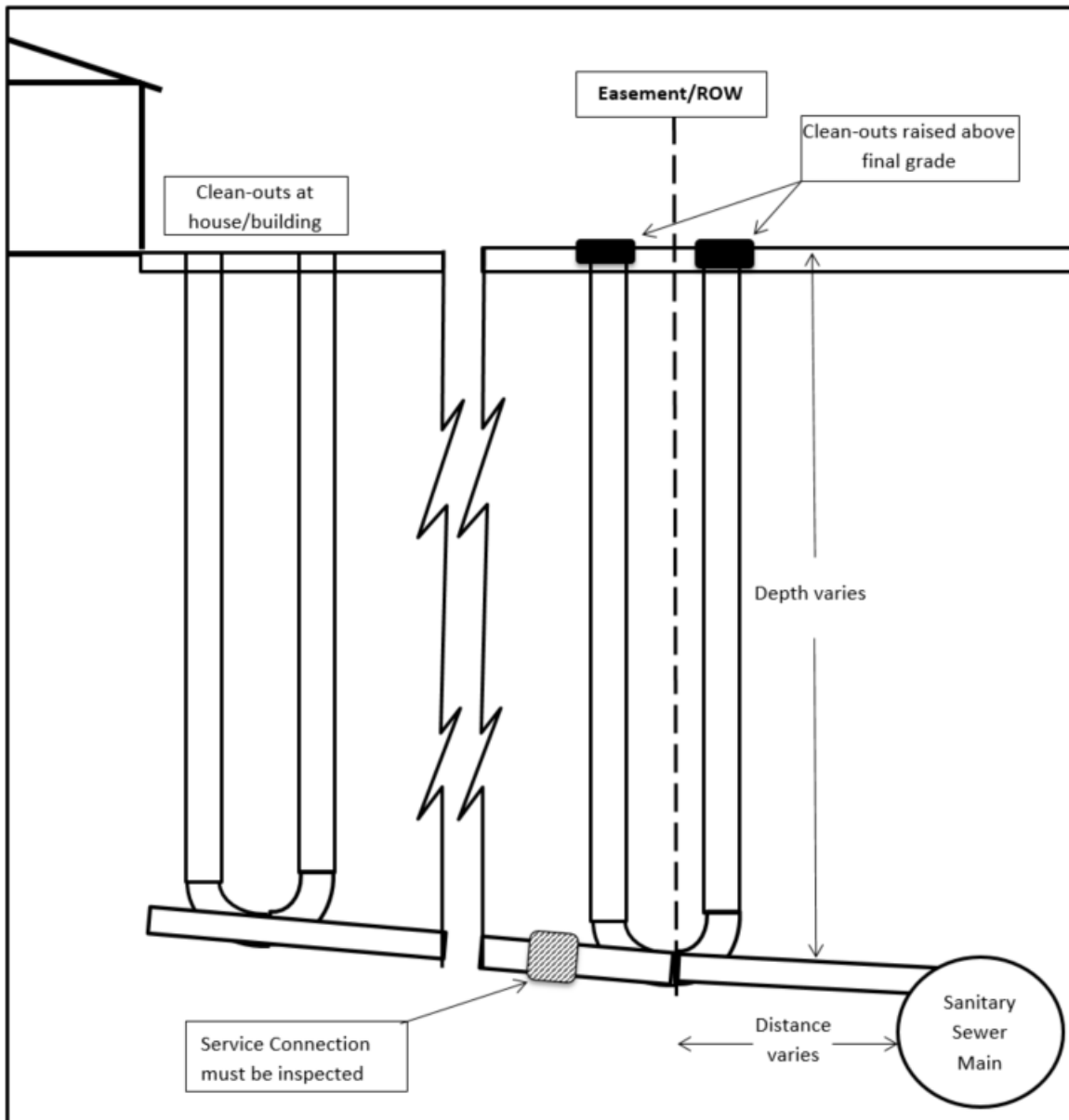
1. The home and/or project property must comply with all architectural, lighting, and landscaping standards specified in applicable zoning regulations.
2. All landscaping must be completed prior to Building Final approval.
3. The project property must be free of trash and debris.
4. Exterior lighting must be installed and comply with zoning requirements and Town ordinances.

Supporting Documentation / Third Party Reports

The following supporting documentation and reports must be received by the Town prior to Building Final approval:

- Energy Compliance Inspection Report
- Drainage / Grade Certificate prepared by a Professional Engineer or Registered Land Surveyor
- Backflow prevention test reports for each device installed as part of overall property improvements (fire line, irrigation, pool, water well, etc.)

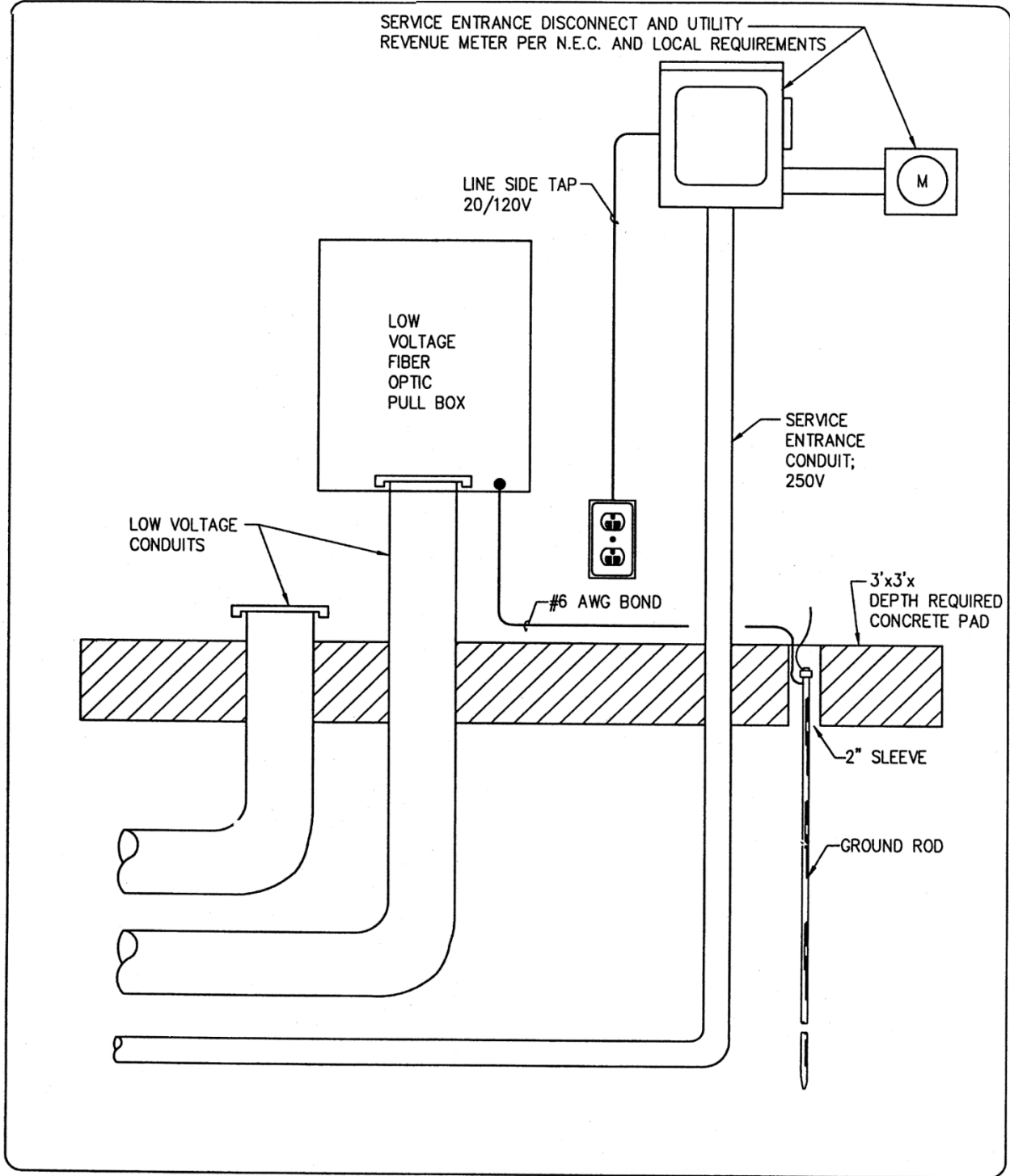
Sanitary Sewer Connection Standard



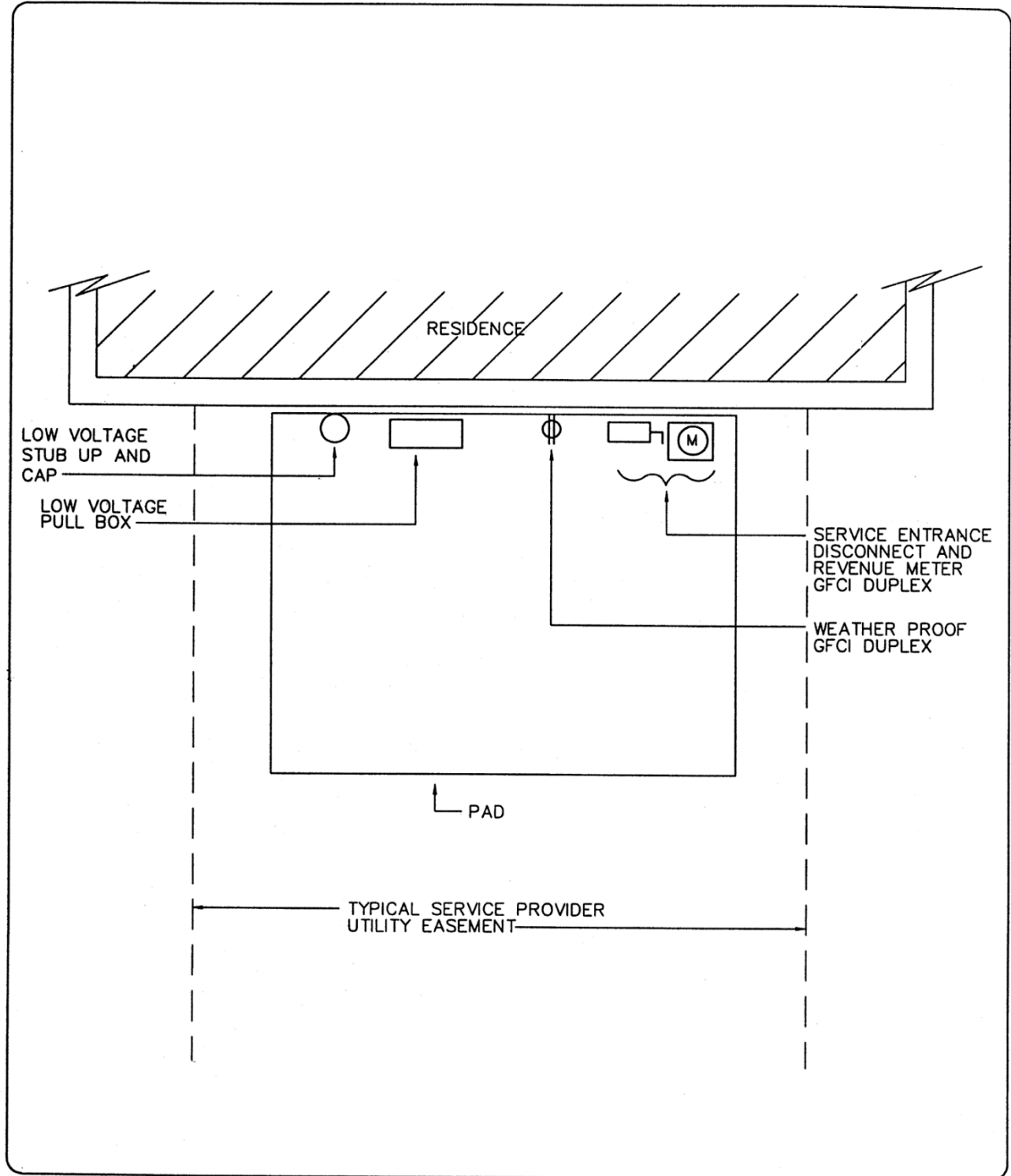


Smart House Connection Standard

**** Two 2-inch conduits may be used in lieu of one 4-inch conduit****



Smart House Connection Standard (Cont.)





RESIDENTIAL PROJECT CLOSEOUT CHECKLIST

All Documents Must Show Compliance / Pass

Building Final Inspection Report including:

- Building & MEP Code Finals
- Wet Utilities / Ductbank / Smarthouse Requirements
- Zoning Requirements
- Fire Marshal Final Inspection Report
- Customer Service Inspection (CSI) Report
- Energy Compliance Inspection Report
- Drainage / Grade Certificate
- Backflow prevention test reports for each installed device