



Clearfork Permitting and Inspections

The Shops at Clearfork

Average Duration for Retail and Food & Beverage Permitting Approval Process

= **30** days

Building permits and inspections

Welcome to the Shops of Clearfork. We have made special arrangements for Tenants to use Winston Services, Inc. who will handle municipal plan review, permit submittals and inspections on Tenant's behalf. Contact information is listed below. Tenants will also need to contract with Development Associates for TDLR review. If the space has already been used by a prior tenant, the Tenant will need to provide a copy of a survey from EFI Global, Inc. showing that the space has been checked for asbestos.

The actual review and permitting time could be substantially shorter with Winston Services, Inc. if you respond quickly to comments. They will also be able to assist you with code related questions.

Please note: Winston Services, Inc. and EFI Global, Inc. are required contractors.

Plan submittal requires the following:

- A complete set of coordinated architectural, structural and mechanical, electrical and plumbing plans must be submitted to Winston Services, Inc. All drawings must be signed and sealed prior to submittal.
- Plans require a key plan showing store and building location information including property address and size of store along with the architect's and engineer's information in the title blocks. Plans must include energy code calculations including mechanical, exterior and interior lighting and the building envelope using the COMcheck form required by the City. Please consult with Winston Services, Inc. for more information on the type of energy calculations and required format. They will also need an estimated cost of construction and approximate value of trades work for the application forms.
- The State of Texas requires registration with TDLR and a review by a licensed firm. This is a review that checks for elimination of architectural barriers. The Tenant's architect will need to contract with the Center's preferred RAS for that service. Please provide the TDLR registration number to Winston Services, Inc. as part of the permit submittal package.
- The submittal package will also require an asbestos survey report from EFI Global, Inc. If the space has not been used before, Winston has a copy of the form in hand. If it has been used by another tenant, then the new tenant will need to provide a new survey of any existing work.
- The general contractor does not need to be identified at time of submittal. However, they must be registered with the City of Fort Worth prior to issuance of the permit. It is the responsibility of the general contractor to make sure all their sub-contractors are also registered with the City. The GC will obtain the building permit from Winston Services, Inc. and the sub-contractors will pick up their trade permits from the City of Fort Worth.
- Sprinkler shop drawings and fire alarm shop drawings are a separate submittal to the fire department and must be submitted, approved and permitted prior to final inspections by the Landlord's approved fire sprinkler and alarm contractors. Please see the fire alarm and sprinkler bulletins for more information or contact the Mall Office for a list at 817-732-9552.

Business licenses for operating

Anyone planning on doing business in the City of Fort Worth is required to register with the State of Texas for sales tax reporting. Only certain types of adult-oriented businesses require a business license before they can open in the City of Fort Worth. If you have questions please contact the City of Fort Worth at (817) 392-2222. The hours of operation are Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. The address is: City of Fort Worth, 1000 Throckmorton Street, Fort Worth, TX76102

| Permit/License (and any additional requirements) | Comments | Address/Contact Information |
|--|--|---|
| Building Permit and Inspections | <p>All commercial building department reviews, permits will be handled by Winston Services, Inc. They will also coordinate and handle building inspections. This is a required contractor.</p> <p>Additional information on third party inspections attached.</p> | <p>Required Plan Review, Permitting and Inspections (no exceptions):</p> <p>Winston Services, Kathryn Jones 832 Sandy Lane Fort Worth, TX 76120 PH: (817) 496-9396 Fax: (817) 496-1921 EM: jones@winstonservices.com</p> |
| Commercial Prerequisite Checklist | <p>Must be attached to each set of plans. Incomplete plan submissions will not be accepted to expedite re-submissions.</p> | <p>The checklist is attached</p> |
| Asbestos Survey | <p>Tenant must provide asbestos survey with the Building Permit submittal. The survey is not required to show that the space is asbestos free, just that it has been surveyed.</p> | <p>For new space contact your Tenant Coordinator or Winston Services.</p> <p>Tenants renting space previously occupied will need to schedule a new survey through: EFI Global, Inc. Rick A. Anderson, P.E., CIEC 11000 Richmond Avenue, Suite 250 Houston, TX 77042 Phone:</p> |
| Registration with TDLR (Texas Department of Licensing and Regulation) | <p>Tenant's architect must register with TDLR online and then contact the required Registered Accessibility Specialist (RAS) for the Shops of Clearfork. The TDLR registration number will need to be provided to Winston Services as part of the plan submittal. Registration only takes a day.</p> | <p>Required RAS (no exceptions). Please reference the TDLR Bulletin for more information and contact the Property Management office at 1-817-732-9552 and ask for Angela Davis or Rick Jennings to obtain information on the preferred RAS.</p> |
| Contractor Registration | <p>All contractors must be licensed by the City of Fort Worth.</p> <p>All contractors must provide to Winston Services before the permit will be issued the attached "Contractor Registration List" form along with proof that they have registered with the City of Fort Worth themselves. Registration may be in person or online.</p> | <p>Registration information and forms http://fortworthtexas.gov/planninganddevelopment/permits/contractor-registration/</p> |
| MEP and Structural Permits | <p>Applied concurrently with the building permit. Once the Contractor picks up his building permit he will be responsible to alert his sub-contractors who will apply for trade permits from the City of Fort Worth.</p> <p>Additional information on third party inspections attached.</p> | <p>Registration information and forms can be found at http://fortworthtexas.gov/planninganddevelopment/permits/contractor-registration/</p> |

| | | |
|---|---|--|
| <p>Grease Trap /Interceptor Discharge Permit</p> | <p>Permits are required even if the Landlord has already provided the interceptor. The permit application form needs to include the grease trap engineering calculations and a form signed by a representative for the Tenant who has the title “manager”. A copy of their drivers license also needs to be included. These will be submitted to Winston Services who will fill in the rest of the form and submit to the Municipality as part of their services.</p> | <p>Information on food establishment grease traps are available through calling Winston Services, Inc. and by looking at the Fort Worth on line site at http://fortworthtexas.gov/water/wastewater/grease-traps/</p> <p>A link from the site for a grease trap/interceptor discharge permit application is as follows: http://fortworthtexas.gov/uploadedFiles/Water/Wastewater/Industrial_Pretreatment/2011%20Restaurant%20Permit%20Application%20and%20Instructions.pdf</p> <p>Attached is a worksheet provided by Winston Services, Inc. Please contact them if you have any questions.</p> |
| <p>Fire Alarm and Fire Sprinkler Permits</p> | <p>These submittals are completed by the Landlord’s required contractors at the Tenant’s expense. Permits are based on shop drawings. They must be submitted and picked up prior to the Tenant submitting for final inspections.</p> | <p>Required Contractors: Fire Sprinkler for all buildings: Please contact the Mall at 1- 817-732-9552</p> <p>Fire Alarm: Buildings A, C1, E, F1 and F2, H and J2 Abbott Alarm Company Kelly Gill Tel: +1-817-901-1400 kgill@abbotalarm.com</p> <p>Building D1 and D2 Christian Cable Group Jodi Snow Tel: +1-817-638-2501 Jsnow@christiancablegroup.com http://www.christiancablegroup.com/</p> |
| <p>Signage</p> | <p>A separate permit is required for exterior façade signs. Please make sure your façade sign shop drawings are approved by Tenant Coordination before you submit to the City. Sign permits are issued to licensed sign/electrical contractors and must be inspected at their warehouse or on the ground prior to installation. If the sign is non-illuminated it can be installed by a certified sign erector who is a licensed GC.</p> | <p>http://fortworthtexas.gov/planninganddevelopment/permits/signs/</p> <p>Tenants inside The Shops of Clearfork are on private roads and under different signage/zoning requirements than tenants facing Edwards Ranch or Chisolm Trail. Please obtain from Tenant Coordination a site plan to include with your signage submittal to the City.</p> |

| | | |
|---------------------------------|--|--|
| <p>Health Permit</p> | <p>Health department permits are required for restaurants and any special tenants such as salons, spas and pet stores. These will be handled by Winston Services, Inc and there is an additional fee for this submittal. Restaurants submittal also include grease trap applications. Tenants need to schedule a “courtesy” walkthrough ten days before construction is finished and again after the CO is issued. They also need to obtain an “Operator’s License” to open.</p> | <p>Landlord’s Required Expeditor (no exceptions):</p> <p>Winston Services, Inc. Kathryn Jones 832 Sandy Lane Fort Worth, TX 76120 PH: (817) 496-9396 Fax: (817) 496-1921 EM:</p> <p>The operator’s license requires food handlers training and manager training. Here is a link: http://fortworthtexas.gov/health/food-handler-training/</p> <p>Grease trap information is attached and needs to be submitted with plans by Winston Services, Inc.</p> |
| <p>Liquor Licenses</p> | <p>Please see the Landlord’s bulletin on liquor license applications. Signs needs to be posted 90 days prior to opening. Please note that you need permission in the lease to serve and sell alcohol.</p> | <p>You can apply directly on the City’s website at http://www.fortworthgov.org/planninganddevelopment/permits/</p> <p>We also have a bulletin with additional information and the name and contact information of someone who can assist you. You will also need information from this page: http://www.fortworthgov.org/planninganddevelopment/dev.aspx?id=22224</p> |
| <p>Business Licenses</p> | <p>Please note – Restaurants require Operators Licenses</p> | <p>Please contact the City direct for any business license requirements. (817) 392-2222</p> |

Helpful Hints

Please note – Winston Services is providing third-party reviews and inspections for Tenants at The Shops of Clearfork. They are a required contractor and can be an invaluable resource to you and your contractor. They can assist with code, inspections and opening questions quicker than the City while you are doing your space planning and drawings. Please call them at 817-496-9396 if you have any questions.

Permits

- Obtain address and store location from Tenant Coordination
- An application number from TDLR will be required prior to submitting the permit application forms to Winston Services, Inc. Contact Landlord’s required Registered Accessibility Specialist (RAS) Development Associates and arrange for a TDLR review. Please see the TDLR Bulletin for more information.

Plan Review, Permit Expediting and Inspections

- The Landlord’s designated 3rd party plan review and inspections provider is Winston Services, Inc.
- Contact Winston Services, Inc. and get information required for plan review submittal package
- Provide a copy of the asbestos survey and a TDLR number in advance of plan submittal. More information above.

- Please ensure all contractors and subcontractors are licensed with the City of Fort Worth prior to requesting the issuance of the permit.
- Winston Services, Inc. will manage health department submittals and grease trap applications
- Tenant contractor to pick the building permit from Winston Services, Inc. and the sub-contractors to pick up trade permits from the City of FortWorth; they can apply on line.

Inspections

- Winston Services, Inc. will perform building inspections in coordination with general contractors
- Temporary electric service, gas inspection, along with trade inspection procedures are in the attached “Procedures for Field Inspections” document
- Ensure fire alarm and fire sprinkler permits are applied for prior to final inspections
- Coordinate final fire and building inspections with GC and Winston Services, Inc.
- Request a TDLR final inspection form within 30 days after completion of construction.
- Ensure all exterior signs have permits and are inspected before installing the sign

Staffing, Training and Merchandising

- Prior to any staffing, training and merchandising, a temporary certificate of occupancy or a certificate of occupancy must be obtained by the General Contractor for the Tenant.
- No furniture or shelving should be moved in prior to TCO unless they are shown on the building permit plans and furniture is hardwired and fixtures considered non-movable.
- To be eligible for a TCO all life safety systems must be in place and all life safety related code items must be complete and approved. This includes items like emergency lighting, exit signs, clear path of egress, handrails, panic hardware, etc.
- A TCO application must be made in advance through Winston Services, Inc. The City charges \$300 for a TCO which must be paid before TCO inspections can be scheduled. Consult with Winston Services to make sure you are asking for the appropriate level of approval for your TCO and the amount of work you have done. TCO's to open can be available.
- TCO's are only good for up to sixty days.
- To pick up your CO, take the completed permit card with trade inspection sign offs and the final building inspection complete to the City. A clerk will print a final CO for you. Please do this within 60 days or you will need to apply for a CO again and undergo all inspections again. Please fax or email or hand deliver a copy of the CO to Tenant Coordination as soon as possible.
- Coordinate Health Department inspections with the Health Department after a Certificate of Occupancy is received
- Restaurants will be required to make application for and receive all liquor licenses if they are permitted by lease to serve alcohol
- Please make sure all Business License applications are applied for 30 days advance of opening

General Information

Property Name: The Shops of Clearfork

Location: Fort Worth, Texas

To obtain Tenant's Address for Permit Application:

Contact Angela Davis at 817-732-9552.

Building Data:

Please consult Landlord plans as this will vary according to building

| Building | Occupancy/Use | Construction Classification | Building Levels | Sprinkler System |
|----------------|---|---------------------------------------|-------------------|-----------------------------|
| Building A1 | M - Mercantile B - Business A2 - Assembly | Type II B | Four (4) Stories | Fully Sprinklered |
| Building C1 | M - Mercantile B - Business | Type IIB | Four (4) Stories | Fully Sprinklered |
| Building C2 | M - Mercantile | Type IIB | Two (2) Stories | Fully Sprinklered |
| Building D1/D2 | R2 Residential M - Mercantile S - Garage | Type IA – retail at podium and garage | Four (4) Stories | Fully Sprinklered in Retail |
| Building E1 | B - Business M - Mercantile A2 - Assembly S2 - Storage | Type IB | Six (6) Stories | Fully Sprinklered |
| Building F1/F2 | M – Mercantile A2 - Assembly | Type IIB | One (1) Stories | Fully Sprinklered |
| Building H1 | M - Mercantile A2 - Assembly S2 - Storage | Type IB | Five (5) Stories | Fully Sprinklered |
| Building J2 | M - Mercantile A2 - Assembly | Type IIB | One (1) Stories | Fully Sprinklered |

DISCLAIMER: The information provided is for informational purposes only and is only as accurate as the information available at the time of the last update. Tenants, Tenant's Design Team, and General Contractor are responsible for verifying all information as required for permitting and opening of the Tenant's business.

Last Modified: 12/4/2017



winston services, inc.

Getting a permit for commercial finish out and remodel construction in Fort Worth – ELECTRONIC OPTION

FIRST REVIEW:

- One half size set of the plans (paper copy) for Winston Services' review.
- COMCheck or other energy documents
- Winston Services Project information form completed
- Application for Use of Third Party signed and dated

ALL OF THE FOLLOWING DOCUMENTS SHOULD BE PROVIDED ELECTRONICALLY.

Our email system will only take 5MB, so please send a link if the plans are larger than that.

- Winston Services project information sheet.** Please ensure that the stated total cost of construction on this application matches the total cost of construction on the TDLR registration.
- A copy of the **TDLR registration confirmation page** if the project valuation exceeds \$50,000.
- Asbestos Certification and Representation Agreement**
- Project Application for use of Third Party** must be signed and dated
- Construction plans** to specific scale including with engineer and/or architect's seals.
CONSTRUCTION PLANS MUST BE PROVIDED TO WINSTON SERVICES IN ONE COMBINED SET THAT INCLUDES ALL DRAWINGS. The front sheet of the construction plans should contain a code summary, which includes:
 - ✓ information about the square footage of the building by floor
 - ✓ type of construction
 - ✓ whether or not the building is sprinklered
 - ✓ occupancy classification
 - ✓ The 2009/2015 energy code as adopted by the city of Fort Worth contains requirements for the plans so that energy code compliance may be confirmed. Although this doesn't need to be on the front page, please include the following in your submission:
 - Insulation materials and their *R*-values;
 - Fenestration *U*-factors and SHGCs;
 - Mechanical system design criteria;
 - Mechanical and service water heating system and equipment types, sizes and efficiencies;
 - Economizer description;
 - Lighting fixture schedule with wattage and control narrative;
 - Day lighting plans showing compliant switching
- Proof of compliance with the **International Energy Conservation Code** as adopted by the City of Fort Worth. This usually takes the form of a COMCheck report.

If the proposed project is a change of use:

The city requires that a change of use/remodel or finish out application be made using the old fashioned paper process. Please let us know if you suspect that your project will include a change of use and we will send you the appropriate information.

If the proposed use includes food service:

- Please ensure that the construction documents include **kitchen plans** showing equipment to be installed. A schedule of equipment should be on the plans
- Provide a **proposed menu** for the food service establishment
- Original of the grease trap permit application form for the water pretreatment division. This will need to be paper.



832 Sandy Lane
 Fort Worth, TX 76120
 817-496-9396 FAX 817-496-1921

winston services, inc.

date:

PROJECT INFORMATION

| | | | |
|--|-------|------------------------------|--------|
| Project name: | | | |
| project address: | | | |
| description of work: | | | |
| what will the building be used for after completion? | | | |
| square footage: | | Is the building sprinklered? | |
| UFC # | DOE # | grading permit # | TDLR # |

COST OF CONSTRUCTION CONNECTIONS TO CITY WATER/SAN SEWER LINES

| | |
|-----------|------------------|
| BUILDING: | DOMESTIC METER |
| MEP: | IRRIGATION METER |
| TOTAL: | FIRE LINE |
| | SEWER LINE |

OWNER/CONTRACTOR/ARCHITECT/ENGINEER

| | |
|----------------------|--------|
| owner: | |
| address: | |
| phone: | email: |
| architect/engineer: | |
| address: | |
| phone: | email: |
| contractor name: | RB # |
| mailing address: | |
| phone: | email: |
| superintendent name: | |
| phone: | email: |

CONTACT INFORMATION

who should Winston contact with questions?

| | |
|--------|--------|
| name: | |
| phone: | email: |

where should we send the bill?

| | |
|------------------|--------|
| name: | |
| company name: | |
| mailing address: | |
| phone: | email: |



winston services, inc.

Application for Use of Third Party Organization

The city of Fort Worth requires that for any commercial project a "Project Application for Use of Third Party Organization" must be executed by the project owner [defined as a tenant, owner or contractor] prior to issuance of a building permit. When the project valuation exceeds \$250,000 the form will be submitted to the city with the permit application. For projects with a valuation less than \$250,000, a document signed by the person or corporation employing the third-party organization with the following language must be maintained in the files of the Third Party Company:

"I have read and understand the City of Fort Worth's Third-Party Organization's Policies and Procedures and the code provisions relating to third party plan review and inspections.

The undersigned hereby indemnifies, holds harmless and defends the City of Fort Worth, its officers, and employees, from and against any and all damages to property or injuries to, or death of, any person(s), including without limitation property and employees of the City, and against any and all liabilities, suits, actions, proceedings, or judgments, resulting from the acts or omissions of the undersigned or of the undersigned's employees or subcontractors, including without limitation the acts of the third party organization retained to perform plan review and/or inspections."

Tenant, owner, or contractor

Date

By: _____

Print Name: _____



winston services, inc.

Asbestos Certification and Representation Agreement

In 2001 the Texas State Legislature enacted Senate Bill 509 which requires that a city get certification that an asbestos survey has been performed prior to the renovation or demolition of a building. The City of Fort Worth has chosen to comply with this law through the incorporation of a statement (paragraph #1 below) on the permit application certifying compliance with SB509. Because Winston Services Inc. will be applying for a permit for you, and because we will be required to sign this statement for you it is necessary that we obtain this certification from you prior to application for permit.

Date: _____

Project Address: _____

1. Under the Penalty of Law and Pursuant to Senate Bill 509 of the 77th Legislature of the State of Texas, I hereby certify that a survey has been performed on the above referenced building in compliance with all aspects of the National Emissions Standards for Hazardous Air Pollutants and the Texas Asbestos Health Protection Act.

2. Authority is hereby granted to Winston Services, Inc. to sign the City of Fort Worth building permit application on my behalf relative to the project and premises referenced above, certifying compliance with Senate Bill 509 of the 77th Legislature of the State of Texas.

Name: _____

Signature: _____

Address: _____

Telephone: _____

Section 13 was added to the Texas Asbestos Health Protection Act as follows.

Sec. 13. Survey Required. (a) In this section, "permit" means a license, certificate, approval, registration, consent, permit, or other form of authorization that a person is required by law, rule, regulation, order, or ordinance to obtain to perform an action or to initiate, continue, or complete a project, for which the authorization is sought.

(b) A municipality that requires a person to obtain a permit before renovating or demolishing a public or commercial building may not issue the permit unless the applicant provides:

(1) evidence acceptable to the municipality that an asbestos survey, as required by this Act, of all parts of the building affected by the planned renovation or demolition has been completed by a person licensed under this Act to perform a survey; or

(2) a certification from a licensed engineer or architect, stating that::

(A) the engineer or architect has reviewed the material safety data sheets for the materials used in the original construction, the subsequent renovations or alterations of all parts of the building affected by the planned renovation or demolition, and any asbestos surveys of the building previously conducted in accordance with this Act; and

(B) in the engineer's or architect's professional opinion, all parts of the building affected by the planned renovation or demolition do not contain asbestos.



**City of Fort Worth
Planning & Development Department
Contractor Registration Application**

Submit this application along with copies of the required insurance, and contractor license if applicable. Please include a copy of your driver license. Applications may be mailed, faxed, or emailed.

Mail: City of Fort Worth/Planning & Development Department-1000 Throckmorton St
Fort Worth, Texas 76102

Email: www.fortworthtexas.gov/planninganddevelopment/devcustomerservice

Customer Service: 817-392-2222

Fax: 817-392-8116

Date: _____

____ Initial Registration Fee \$120.00

____ Renewal Registration Fee \$120.00

____ Change of Registered Official/Master \$60.00

| |
|----------------------------|
| <i>For Office Use only</i> |
| Registration #: _____ |
| Docs Verified by: _____ |
| D L #: _____ |
| State License: _____ |
| State Exp. Date: _____ |

Contractor Type: (Select one only)

____ Building (____ Comm) (____ Res)
(Check one or both if applicable)

____ Pool/Spa

____ Electrical

____ Mechanical

____ Plumbing

____ Sign Erector

____ Insulation

____ Fence

____ Wrecking Contractor

____ Moving Contractor

____ Roofing

____ Concrete

____ Masonry

____ Steel

____ Fence

Please Print

Licensee/registered Official: _____

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: Business Phone: _____

____ Email: _____

Mailing Address (if different from above) _____

City: _____ State: _____ Zip: State or Local

Contractor License # _____ Expires: _____

Signature: _____

Credit Card Information: (Please circle one)

MC VISA DISCOVER AMERICAN EXPRESS

Card number: _____

Card Holder's Name: _____

Expiration Date: _____ **CVS Code** _____

Signature: _____



winston services, inc.

Third Party procedures in Fort Worth

Inspections for COMMERCIAL FINISH OUT AND REMODEL

CONSTRUCTION

The building permit

Winston Services obtains the building permit only. We are not able to take out trade permits because of state and municipal licensing and registration requirements for trade contractors.

Trade permits

The appropriate subcontractor must take out any trade permits associated with the job. Winston Services will help by checking for trade permits on the job, but it is primarily the responsibility of the contractor to ensure that all appropriate trade permits are obtained.

This includes permits for backflow devices, refrigeration, vent-a-hoods, gas, grease traps, site utilities, drive approaches, pools and any other individually permitted item that the city requires. Please insure that your subcontractor references the building permit number and indicates that the work to be covered by the permits will be inspected by a third-party company. This information is requested on the city's permit application for electrical, mechanical and plumbing permits.

The city will check to ensure that appropriate trade permits have been obtained when they do the finals. That is a very bad time to discover that your subcontractor needs to take out another permit.

Stake out inspections

Stake out inspections are no longer required in Fort Worth.

Utility releases

The city will release utilities on commercial jobs; therefore, after Winston inspects for compliance on T-poles, temporary power, and permanent power or gas releases, we will notify the city to schedule their inspection on the following day.

Temporary electric service

Any time you need electricity to the building before the Certificate of Occupancy is issued, it is considered temporary. A temporary electric service letter must be completed by the contractor and sent to the city. We are told that you are to fax the completed form directly to the city and they will issue a permit for temporary service. Make sure that you mark the permit to indicate that Winston Services will be doing the third-party inspections. The inspection should be scheduled through Winston Services.

When a permanent Certificate of Occupancy is finally issued on a project, action must be taken to ensure that the power is put into “permanent” status with the power company.

Note: Instructions on the above two items seem to vary from day to day, so be prepared to be flexible on these. We will try to help you get these scheduled.

Gas service

Gas Service, if needed must be included on the plumbing permit for the project. When the gas is complete, a gas inspection must be scheduled for Winston Services. Make sure that you leave the gas gauge on the line until the City of Fort Worth inspector goes out the next day to do the gas final.

Inspections on private property

Winston will perform all other inspections on private property. Permit numbers for trade permits are different than the building permit number on all jobs. Please have the appropriate permit number available when you call Winston for an inspection.

Inspections required

The codes adopted by the City of Fort Worth outline the inspections that are required for successful completion of your project. This list is not complete, but will outline the basics of what inspections are required when. Check the green card for specific categories of inspections required.

| | |
|-----------------|--|
| BUILDING | <p>Footing, pier and foundation inspection. Footing, pier and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.</p> <p>Termite protection and drainage slope. In conjunction with the inspection of IBC Section 110.3.1, the foundation height shall be evaluated to insure compliance with the provisions of IBC Sections 2304.11.6, 1804.3 and Figure 1804.3. If the foundation height is not sufficient to provide compliance with the required edge exposure, or high enough to allow the proper of finish grade to meet the drainage provisions, it shall be turned down.</p> <p>Concrete slab or under-floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.</p> <p>Lowest floor elevation. In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in IBC Section 1612.5 shall be submitted to the building official.</p> <p>Frame inspection. Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and</p> |
|-----------------|--|

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| | <p>ducts are <i>approved</i>.</p> <p>Emergency escape and window sill height/fall protection. The framing inspection shall include confirming compliance with the window sill height and fall protection provisions of Sections 1029 and 1405.13.2.</p> <p>Fire- and smoke-resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and <i>approved</i>.</p> <p>Energy efficiency inspections. Inspections shall be made to determine compliance with IBC Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation <i>R</i>- and <i>U</i>-values, fenestration <i>U</i>-value, duct system <i>R</i>-value, and HVAC and water-heating equipment efficiency.</p> <p>Other inspections. In addition to the inspections specified above, the <i>building official</i> is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department.</p> <p>Final inspection. The final inspection shall be made after all work required by the building <i>permit</i> is completed.</p> |
| MECHANICAL | <p>Underground inspection shall be made after trenches or ditches are excavated and bedded, piping installed, and before any backfill is put in place. When excavated soil contains rocks, broken concrete, frozen chunks and other rubble that would damage or break the piping or cause corrosive action, clean backfill shall be on the jobsite.</p> <p>Rough-in inspection shall be made after the roof, framing, fire blocking, fire stopping, draft stopping and bracing are in place and all ducting and other components to be concealed are complete, and prior to the installation of wall or ceiling membranes.</p> <p>Final inspection shall be made after the building is complete and the structure is ready for occupancy.</p> |
| PLUMBING | <p>Underground inspection shall be made after trenches or ditches are excavated and bedded, piping installed, and before any backfill is put in place. When excavated soil contains rocks, broken concrete, frozen chunks and other rubble that would damage or break the piping or cause corrosive action, clean backfill shall be on the jobsite.</p> <p>Rough-in inspection shall be made after the roof, framing, fire blocking, fire stopping, draft stopping and bracing is in place and all sanitary, storm and water distribution piping is roughed-in, and prior to the installation of wall or ceiling membranes.</p> <p>Final inspection shall be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.</p> <p>Medical gasses and vacuum systems shall be subject to final inspection.</p> |
| ELECTRICAL | <p>Underground inspection shall be made after trenches or ditches are excavated and bedded, piping installed, and before any backfill is put in place. When excavated soil</p> |

| | |
|--|---|
| | <p>contains rocks, broken concrete, frozen chunks and other rubble that would damage or break the piping or cause corrosive action, clean backfill shall be on the job site.</p> <p>Rough-in inspection shall be made after the roof, framing, fire blocking, fire stopping, draft stopping and bracing are in place and all ducting and other components to be concealed are complete, and prior to the installation of wall or ceiling membranes.</p> <p>Final inspection shall be made after the building is complete, all electrical systems are in place and properly connected, and the structure is ready for occupancy.</p> |
|--|---|

Other inspections. In addition to the inspections specified above, the code official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws which are enforced.

Inspection requests. It shall be the duty of the holder of the permit or their duly authorized agent to notify the code official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code. The person doing the work authorized by the permit shall make sure that the work will stand tests prescribed elsewhere in this code, before giving the abovenotification.

When the work is within a residence where access is dependent upon the occupant being home, it shall be the duty of the person doing the work to make arrangements for inspections. Failure to make arrangements within a timely manner or the inability for the inspector to do the inspections at the arranged times will result in re-inspection fees being assessed to the person doing the work.

Approval required. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the code official. The code official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her agent wherein the same fails to comply with this code. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the code official. There shall be a final inspection and approval of all buildings and structures when completed and ready for occupancy and use.

Covered Work. Any work covered or concealed without inspection shall be considered to constitute an unsafe structure and subject to the corrective provisions of Section 108.7. Such consideration as an unsafe structure shall exist every day until the work is inspected and approved as being in compliance with this code. Inspections will not be performed until a valid active permit is obtained in accordance with this code.

Ordinance permits/inspections

You will not get a final building inspection unless all four trades have signed that orange card. If there is a trade that you are not doing any work in, an “ordinance permit” and inspection will be required. When an ordinance permit is obtained, the city inspector will visit the site and check to make sure that you aren’t doing any work in that trade. He will sign the orange card. Please let us know if you need an ordinance permit or permits for your project. We will obtain the ordinance permit and schedule the inspection by the city.

Energy Code

Winston Services scope of service includes performing the energy inspections for your project. Most energy Code inspections can be done during the rough, top out or final inspections. Winston's building inspector must be called for an insulation inspection prior to covering the walls. This will be in addition to the normal foundation, frame and final inspections usually called for the building inspector. Please insure that any certifications or manufacturer's information for materials to be installed are retained for the inspector to review to ensure compliance with the energycode.

Follow-up inspections

The City of Fort Worth has included a quality control component in the third-party inspection program. The city inspectors will inspect between 5% and 10% of the locations that Winston Services is scheduled to visit on any given day. Do not be surprised if a city inspector shows up at your job site. If it is a scheduled follow up inspection and they find something that they think is wrong, we are required to re- inspect it before the city inspector comesback.

Final Inspections and Certificate of Occupancy

Winston inspectors will make final inspections. However, since the City of Fort Worth Development Department (Building Inspection) issues the CO, the city will make the final inspections too. When the Winston inspector approves a final, we will automatically request a final from the city on the following day, unless we are instructed differently by the contractor.

Fire Department inspections

The Fire Department will do all inspections on automatic fire protection systems, alarm systems, hazardous material storage, standpipes, smoke control systems, underground fire lines and connections. These systems must be approved before final building inspection by the city.

Electronic Locks

The City of Fort Worth requires a written approval of your plans for electronic locks by the Fire Marshall prior to issuance of CO in the form of an access control permit. In order to have electronic locks, the building must be equipped with a fire sprinkler system, a fire alarm system or an approved smoke detection system.

This is a separate process that must be completed prior to your final building inspection. It does not automatically happen as part of the permitting process. Please allow a minimum of two weeks to obtain this additional approval. Information about this process can be obtained on the internet at www.fwfd.net/bureauframe.htm

Fire Department CO approval

The following information was provided to us by the Fort Worth Building Official. "Before CO's are issued, the Building Inspector will look for approval tags on existing alarm and sprinkler systems. If those tags are older than one year or cannot be located, the owner or contractor will be informed that their alarm and sprinkler contractors need to be called to update the inspection tags. The inspection need not be performed by the Fire Department.

"This procedure will remain in effect until the Fire Department has time to evaluate the procedure."

Backflow

A separate permit is required for the backflow device. The backflow device **must** be tested by a 3rd party backflow inspector BEFORE the City of Fort Worth is scheduled for the final inspection. More information can be found on the City web site (http://fortworthtexas.gov/water/info/default.aspx?id=23912&ekmense1=c1987b5b_1306_372_0_23912_6) or by calling the Water Department directly at 817-392-8305 before 2pm. Please note that all backflow devices on site must be green tagged before any structure on the site will be finalized.

Trade finals

If the project is a finish out in a new shell building, all permits attached to that shell building must be finalized before the finals on the finish out can be approved. This includes final approval of all backflow devices.

Call Winston Services to schedule trade finals first. After the Winston inspector approves a final, Winston will notify the city that a final in that trade should be made the following day. If there are additional backflow devices that have been installed as part of the finish out/remodel project, those must be finally approved prior to a plumbing final on the finish out/remodel project.

Please note that if the city inspector turns down a final inspection, we are required to re-inspect to ensure that the deficiencies have been corrected before the city inspector will go out to perform his re-inspection.

If no work is done in one or more trades, an ordinance permit must be obtained from the city. If Winston Services is made aware of this, we will get that ordinance permit for you. An ordinance inspection will then be made by the city inspector for the appropriate trade on the following day. This gives the city inspector an opportunity to verify that there is indeed no work being done in that trade and to sign the orange card.

Final building inspection

When all trade finals are approved, the Winston building inspector may be called to perform the final building inspection. All permits related to a specific trade must be finalized in order for that trade to be considered finalized. For instance, if there is a sanitary sewer permit, grease trap permit, and a gas permit issued for a job, they must all be finalized for plumbing to be considered as final. We will monitor the city's permit system to help you to ensure that this happens.

He may not approve this final until the following are completed and approved:

- All trade finals
- Fire inspections by city of Fort Worth fire department (this will include approval of any electronic locking through an access control permit)

After the Winston Services building inspector approves the final, Winston will contact the city for a final building inspection and issuance of the Certificate of Occupancy

If the city inspector fails to show for a final inspection, please let Winston Services know so we can take action to get him out there. We don't know whether or not the city shows up unless you tell us.

Installation of furniture

Do not move furniture in to the building prior to final inspections unless it is systems furniture that is hard wired and shown on the approved permit set of plans. Racking is allowed to be installed prior to final inspection if it is on the plans. If it is movable, don't put it in the building until the CO is issued.

Temporary Certificate of Occupancy

The City of Fort Worth will consider issuance of temporary CO's. These will not be issued until the fire department has approved all life safety systems. Temporary CO's are usually issued for a maximum of thirty days. A certificate of occupancy will not be issued for a finish out if a CO has not been issued for the shell building. Winston Services will work with the client to schedule temporary CO inspections and to assist the client in expeditiously obtaining service from the city. The city now charges \$300.00 for a TCO. This fee must be paid before the city building inspector can be scheduled for the TCO inspection.

Certificate of Occupancy

City inspectors from all trades must sign off on their line for final on the permit card prior to issuance of a Certificate of Occupancy. When the city building inspector makes the final building inspection and approves the project, you are almost done. In order to get the nice looking, printed CO from the city, you need to take the fully signed permit card to the building inspection offices and a clerk will print out a CO for you. Please make sure that you do this within 60 days. If you don't, you will have to apply for a CO and get your inspections all over again.

Questions

Call us at 817 496-9396. We are a lot easier to get on the phone than the city.

Disclaimer

These are the procedures for third party inspections in Fort Worth, as we understand them as of the date of this document. They are subject to change by the city at any time without notice.

Grease Interceptor Sizing Worksheet

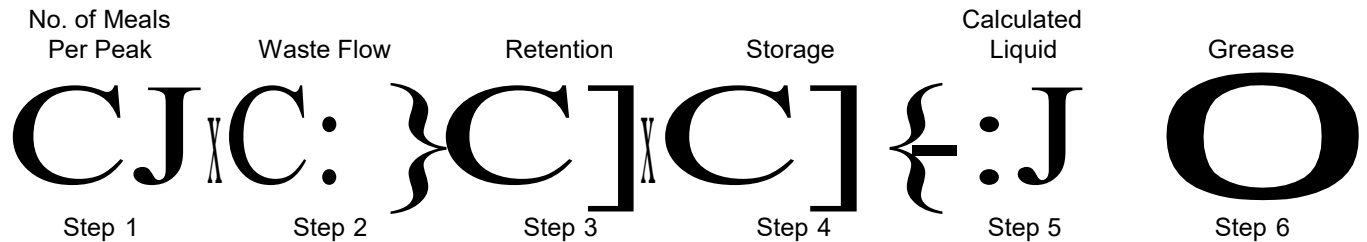
Business Name: _____

Date: _____

Address: _____

Calculated By: _____

Follow these six simple steps to determine grease interceptor size (enter calculations below): -c



| | | | | | | | | | | | | | | | | |
|--|---|--|----------------------------|--|-----------|-------------------------------|--|------------------------|--|----------|--|----------|------|-------------------|------|--------|
| 1 | <p>Number of Meals Per Peak Hour (Recommended Formula):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Seating Capacity</td> <td style="text-align: center;"> X </td> <td style="text-align: center;">Meal Factor</td> <td style="text-align: center;">=</td> <td style="text-align: center;">Meals Per Peak Hour</td> </tr> <tr> <td style="text-align: center;"><input style="width: 100px;" type="text"/></td> <td></td> <td style="text-align: center;"><input style="width: 100px;" type="text"/></td> <td></td> <td style="text-align: center;"><input style="width: 100px;" type="text"/></td> </tr> </table> <p>Establishment Type: Fast Food (45 min.) All Other Restaurant (60 min.),</p> <p style="text-align: right;">Meal Factor: 1.33 1.00</p> | Seating Capacity | X | Meal Factor | = | Meals Per Peak Hour | <input style="width: 100px;" type="text"/> | | <input style="width: 100px;" type="text"/> | | <input style="width: 100px;" type="text"/> | Notes: | | | | |
| Seating Capacity | X | Meal Factor | = | Meals Per Peak Hour | | | | | | | | | | | | |
| <input style="width: 100px;" type="text"/> | | <input style="width: 100px;" type="text"/> | | <input style="width: 100px;" type="text"/> | | | | | | | | | | | | |
| 2 | <p>Waste Flow Rate:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Condition</td> <td style="text-align: center;">Flow Rate:</td> </tr> <tr> <td>With a Dishwashing Machine</td> <td style="text-align: center;">6 gallons</td> </tr> <tr> <td>Without a Dishwashing Machine</td> <td style="text-align: center;">5 gallons</td> </tr> <tr> <td>Single Service Kitchen</td> <td style="text-align: center;">2 gallons</td> </tr> </table> | Condition | Flow Rate: | With a Dishwashing Machine | 6 gallons | Without a Dishwashing Machine | 5 gallons | Single Service Kitchen | 2 gallons | Notes: | | | | | | |
| Condition | Flow Rate: | | | | | | | | | | | | | | | |
| With a Dishwashing Machine | 6 gallons | | | | | | | | | | | | | | | |
| Without a Dishwashing Machine | 5 gallons | | | | | | | | | | | | | | | |
| Single Service Kitchen | 2 gallons | | | | | | | | | | | | | | | |
| 3 | <p>Retention Time:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Commercial Kitchen</td> <td style="text-align: center;">2.5 hours</td> </tr> <tr> <td style="text-align: center;">Single Service Kitchen</td> <td style="text-align: center;">1.5 hours</td> </tr> </table> | Commercial Kitchen | 2.5 hours | Single Service Kitchen | 1.5 hours | Notes: | | | | | | | | | | |
| Commercial Kitchen | 2.5 hours | | | | | | | | | | | | | | | |
| Single Service Kitchen | 1.5 hours | | | | | | | | | | | | | | | |
| 4 | <p>Storage Factor:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Kitchen Type</td> <td style="text-align: center;">Storage Factor:</td> </tr> <tr> <td>1. Fully Equipped Commercial Hours of Operation</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">8 hours</td> <td style="text-align: center;">1.00</td> </tr> <tr> <td style="padding-left: 20px;">12 hours</td> <td style="text-align: center;">1.50</td> </tr> <tr> <td style="padding-left: 20px;">16 hours</td> <td style="text-align: center;">2.00</td> </tr> <tr> <td style="padding-left: 20px;">24 hours</td> <td style="text-align: center;">3.00</td> </tr> <tr> <td>2. Single Service</td> <td style="text-align: center;">1.50</td> </tr> </table> | Kitchen Type | Storage Factor: | 1. Fully Equipped Commercial Hours of Operation | | 8 hours | 1.00 | 12 hours | 1.50 | 16 hours | 2.00 | 24 hours | 3.00 | 2. Single Service | 1.50 | Notes: |
| Kitchen Type | Storage Factor: | | | | | | | | | | | | | | | |
| 1. Fully Equipped Commercial Hours of Operation | | | | | | | | | | | | | | | | |
| 8 hours | 1.00 | | | | | | | | | | | | | | | |
| 12 hours | 1.50 | | | | | | | | | | | | | | | |
| 16 hours | 2.00 | | | | | | | | | | | | | | | |
| 24 hours | 3.00 | | | | | | | | | | | | | | | |
| 2. Single Service | 1.50 | | | | | | | | | | | | | | | |
| 5 | <p>Calculated Liquid Capacity: Multiply the values obtained from steps 1, 2, 3 and 4. The result is the approximate grease interceptor size for this business.</p> | Notes: | | | | | | | | | | | | | | |
| 6 | <p>Select Grease Interceptor: Using the approximate required liquid capacity from step 5, select appropriate size grease interceptor.</p> | Notes: | | | | | | | | | | | | | | |

**THIS WORKSHEET IS INTENDED FOR ESTIMATING THE SIZE OF A GREASE INTERCEPTOR ONLY!
THE FINAL DETERMINATION FOR THE SIZE OF THE GREASE INTERCEPTOR WILL BE MADE BY THE
APPROPRIATE PERSONNEL.**