

City of Fort Worth
Planning & Development Department
Change of Occupancy Requirements

Please Note: Applicants MUST submit (2) complete sets of each of the required plans listed below, along with an additional (5) copies of the site plan is required for circulation (*which one of those will be required to be reduced to a maximum size of 11 X 17, but a minimum size of 8 ½ X 11. Digital format is accepted in PDF format in lieu of the reduced size copy*). All plans below must be drawn to scale, have a labeled “North Arrow” and contain the Legal Description of the property i.e. Lot, Block, Addition/Subdivision name and correct street address.

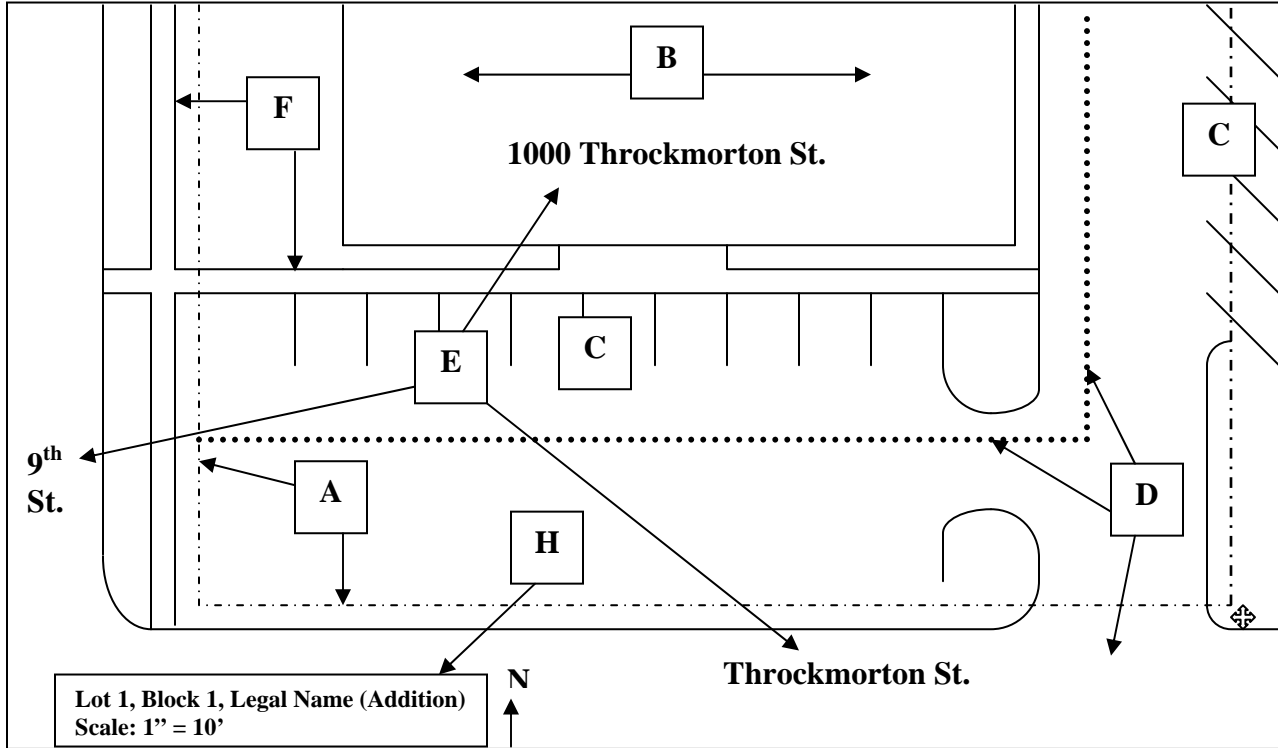
- A. **PLAT:** 1 Certified copy of the properties legally registered & recorded plat from the Tarrant County Court House located at 100 W. Weatherford St. on the Basement level. (*Maximum size of 11 X 17, but a Minimum size of 8 ½ X 11*) shall include the following: (See Example: Diagram 1)

- B. **SITE PLANS:** for Change of Occupancy shall include the following: (See Example: Diagram 1)
 - A. Lot and Building Line Dimensions & Dimensions to Property Line.
 - B. Existing Structures with Exact Dimensions.
 - C. Exact Number of Existing Parking Spaces (9’ x 18’) & Accessible Parking Spaces.
 - D. Driveway Locations; Fire Lanes, Locations of Fire Hydrants
 - E. Street Names & Street Address
 - F. Sidewalks, Open Space, Parkways Etc.

- C. **FLOOR PLANS:** for Change of Occupancy shall include the following: (See Example: Diagram 2)
 - 1. Complete Floor Plan to Scale Showing all Walls and Rooms.
 - 2. All Restrooms with all Plumbing Fixtures.
 - 3. All Exits, Doors, Halls and Windows.
 - 4. All Rooms and/or Areas, Named and Labeled as to use.
 - 5. If seating, as in Churches, restaurants, and bars, provide a seating layout.

- D. **ENERGY CODE CHECKSHEET:** Must submit a City of Fort Worth Energy Code Checksheet with your plans. Substitutions to the check sheet below may be accepted:
 - 1. Computer software generated Com Check Checksheet. Software may be downloaded off the World Wide Web at: www.energycodes.gov

**City of Fort Worth
 Planning & Development Department
 Site Plan Requirements – Example Diagram 1**



Floor Plan Requirements – Example Diagram 2

