February 2024

New Dwelling Guidelines

Building Inspections Staff			
Greg Goodrich	Building Official	817-503-1057	ggoodrich@colleyville.com
Kelly Minor	Plans Examiner	817-503-1034	kminor@colleyville.com
Les Folse	Building Inspector	817-503-1053	lfolse@colleyville.com
Richard Clark	Building Inspector	817-503-1037	rclark@colleyville.com
Keyan Ostad	Permit Technician	817-503-1030	kostad@colleyville.com
Development-Related Staff			
Ben Bryner	CD Director	817-503-1052	bbryner@colleyville.com
Jackie Reyff	Principal Planner	817-503-1056	jreyff@colleyville.com
Kristofer Potts	Urban Forester	817-503-1055	kpotts@colleyville.com
Chris Pham	Planner	817-503-1051	cpham@colleyville.com
Rob McKeown	Fire Marshal	817-503-1411	rmckeown@colleyville.com
Larry Wright	City Engineer	817-503-1106	lwright@colleyville.com

BUILDING INSPECTIONS
100 Main Street, Colleyville, TX 76034 www.colleyville.com

Web page - https://www.colleyville.com/government/departments-a-l/building-inspections

CSS Portal for Permitting and Inspection Scheduling -
https://selfservice.colleyville.com/energov_prod/selfservice#/home

APPLICATION All permit submittals are applied for online through the CSS portal. All documents are required to be PDF. Over-the-counter submittals are not accepted.

CONTRACTOR REGISTRATION Contractors must be currently registered in order to create an online permit in CSS. Registration is completely electronic by downloading an application from the website and uploading the document in PDF format through the CSS portal. Detailed instructions for contractor registration are online on the Building Inspections city webpage. All fees for registration and the permit fee are paid after the plan review is approved. Registration of the electrical contractor and plumbing contractor (for fuel gas installations) must be completed for permit issuance. MEP contractors who fail to register will delay issuance of the permit.

SITE PREPARATION *Work* shall not commence until a building permit or grading permit is obtained. *Work* includes setting of forms or batter boards, lot grading, soil removal, soil dumping, brush clearing, tree removal or demolition. Work without a permit is subject to an investigation fee.

PLAN REVIEW The established goal is to complete plan reviews within seven (7) working days, excluding day of submittal. The seven day period begins when all required document submittals requirements are on file. Once the permit is processed and released, the contractor will be notified of all applicable fees and can make payment online or by check.

PLAN REVIEW SCOPE Plan review for new dwelling projects shall be limited to the home and zoning requirements. Other components shown on site plans such as fences, pools, accessory structures, or other components shall not be reviewed for accuracy and require a separate permit.

CONSTRUCTION DOCUMENT SUBMITTALS (all online electronic – no paper)
All projects require online electronic submittal of construction documents through the CSS portal. Incomplete plans, submittals, and/or applications can create delays.

A. Permit Application Form. All information fields must be completed or application will be classified as incomplete and denied. Any applicable electric, plumbing, or mechanical sub-contractors must be listed and registered with the City in advance of permit issuance.

B. Plot Plan
   - Existing survey
   - Building setbacks from all property lines
   - Identify all flatwork (driveway, sidewalk, uncovered patio, or other impervious surfaces
   - Identify existing accessory buildings on site
   - Underground utilities for electrical, plumbing, or gas that serve the new structure

C. Building Plans
   - Floor plan
   - Elevations (all sides))
   - MEP Plans
   - (NEW) Plumbing Plans, Full Calculation sheets – Gas: material, length, size, and appliance. Water: pressure, elevation change, size, and fixture count.
   - Framing plan - identify beams, joists, rafters with spans dimensioned
   - Door and window schedules
   - Foundation plan (engineered) which includes FF and FP
   - Foundation design letter from engineer
   - Roof plan (as seen from above)
   - Floor truss layout (for two story structures)

- Wall bracing plan (engineered) demonstrating compliance with 2018 IRC Section 602.10 or solid structural sheathing

D. Drainage Plan
   - Submit a copy of the designed engineered grading plan for the subdivision which identifies the lot as highlighted and the building footprint is transposed with the finished floor and finished pad elevations identified
   - Submit an engineered grading/drainage plan for the lot sealed by your engineer of record
   - City Engineer reserves the right to mandate lot grading/drainage design by professional engineer under any circumstances

E. Impervious Coverage Calculations
   - Impervious coverage is determined by adding the area of all surfaces related to any roof, patio, driveways, sidewalk, or any other condition which sheds rainwater and dividing by the total lot area
   - Impervious coverage must comply with percentages established by the Land Development Code
   - See *Schedule of District Regulations* at the back of this document for maximums permitted

F. Energy Code Compliance (for new conditioned area) Acceptable programs by the Texas Energy Systems Lab:

   - REScheck - available from the US Department of Energy at energycodes.gov
   - ICC E-CALC certification - available from Texas Energy Systems Lab at iccc.tamu.edu
   - Energy Star Certification – available from U.S. EPA at energystar.gov
   - Prescriptive Method - Table 402.1.2 from the 2018 IECC

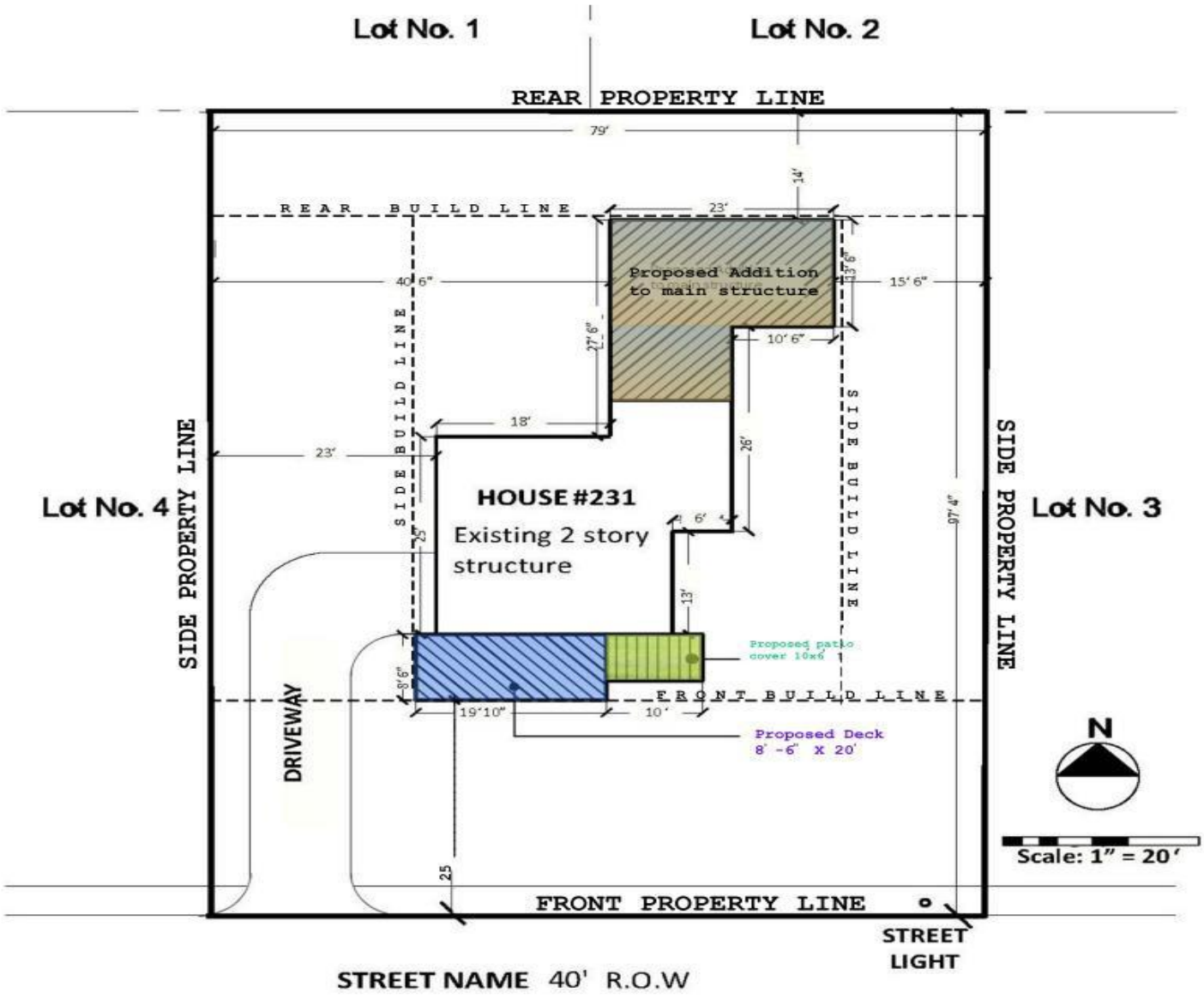
G. Tree Protection Plan Provide documentation that includes the following:

   a) Title block with street address, legal description, date, north arrow, graphic scale, and name of person who prepared exhibit

   b) Location of proposed new structure and/or existing structure(s), improvements, and site uses including pavement and landscaping, setbacks, easements, service locations, and setbacks dimensioned to property lines

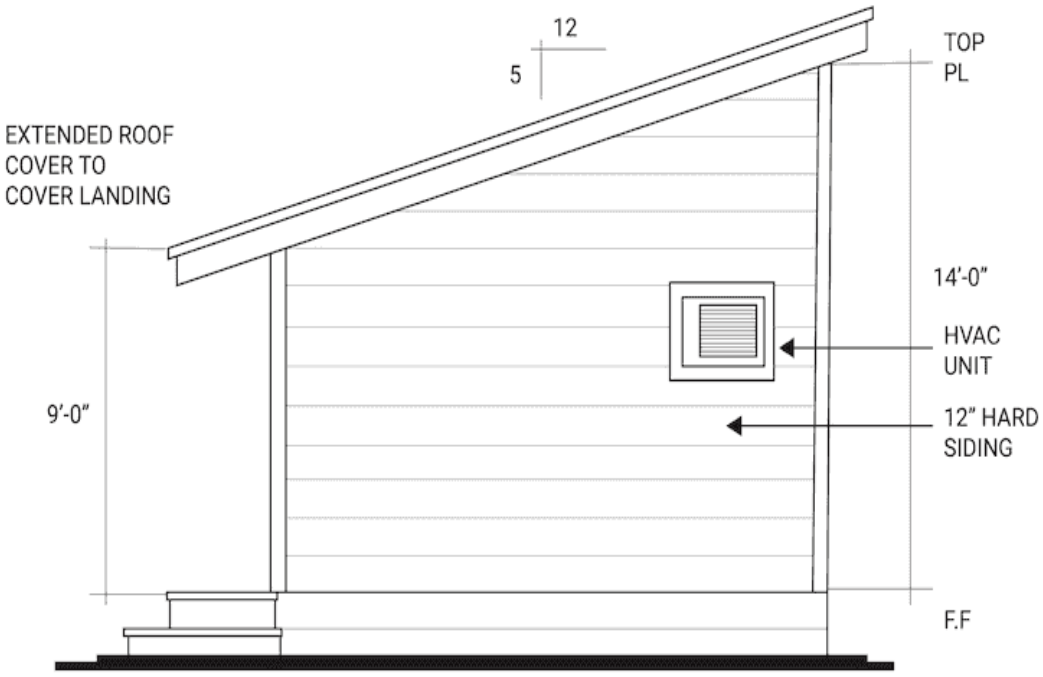
   c) Existing and proposed site elevations, grades, and major contours. Also include construction details of permanent grade changes around trees

Locations of trunks, canopies, and species of all existing protected trees. Detail trees that are to remain and trees to be removed. Tree removal requires a separate tree removal permit. A plus (+) character shall indicate trunk location and a concentric circle shall indicate the size and canopy configuration. All protected trees shall be assigned a unique number classification.



SAMPLE PLOT PLAN

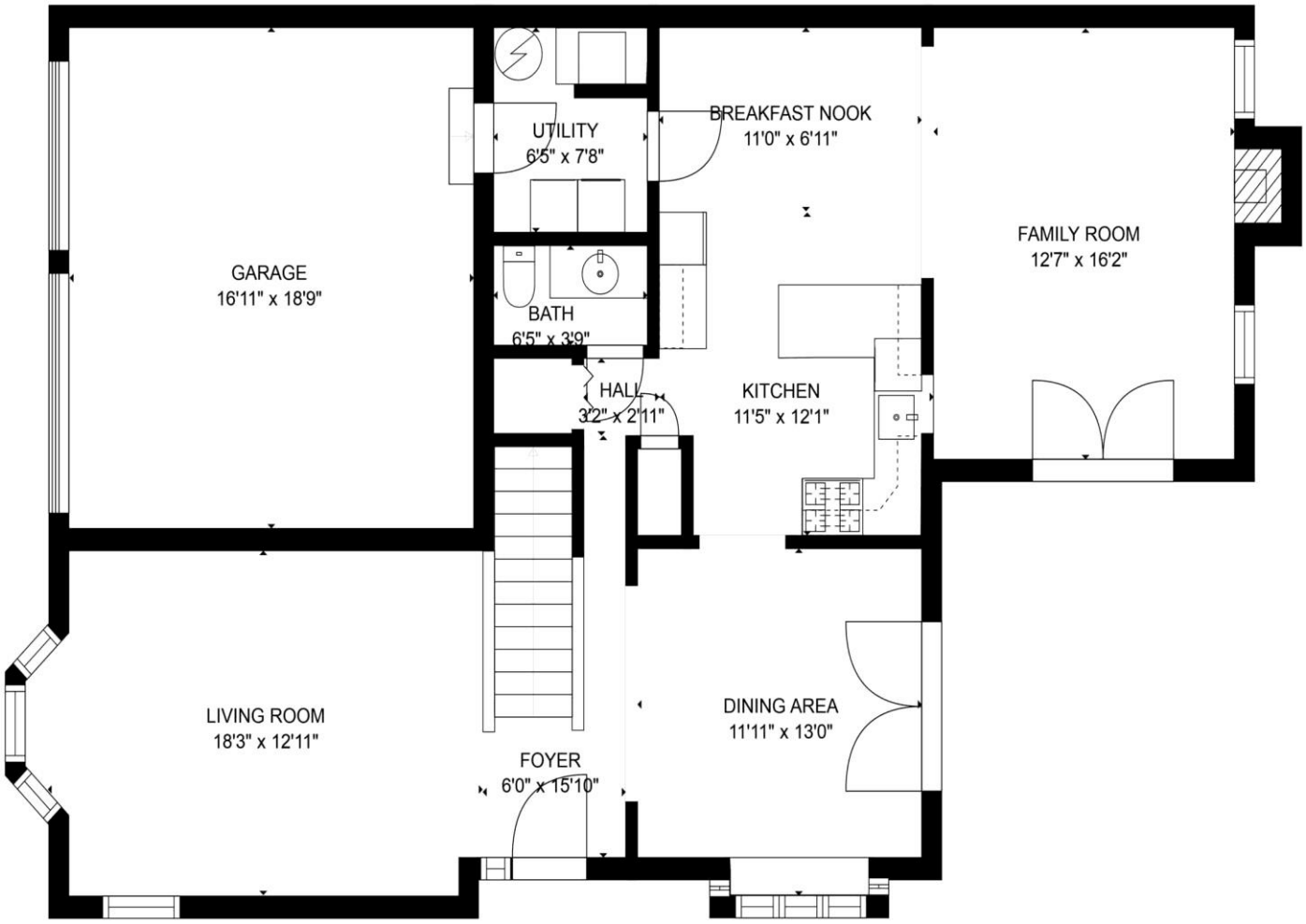
PROPERTY OF
JOHN AND JANE DOE
1234 MAIN STREET COLLEYVILLE, TX 76034
LOT 1, BLOCK 4
DATE 01-01-2023



ELEVATION
1/4" = 1'-0"

SAMPLE ELEVATION PLAN

PROPERTY OF
JOHN AND JANE DOE
1234 MAIN STREET COLLEYVILLE, TX 76034
LOT 1, BLOCK 4
DATE 01-01-2023



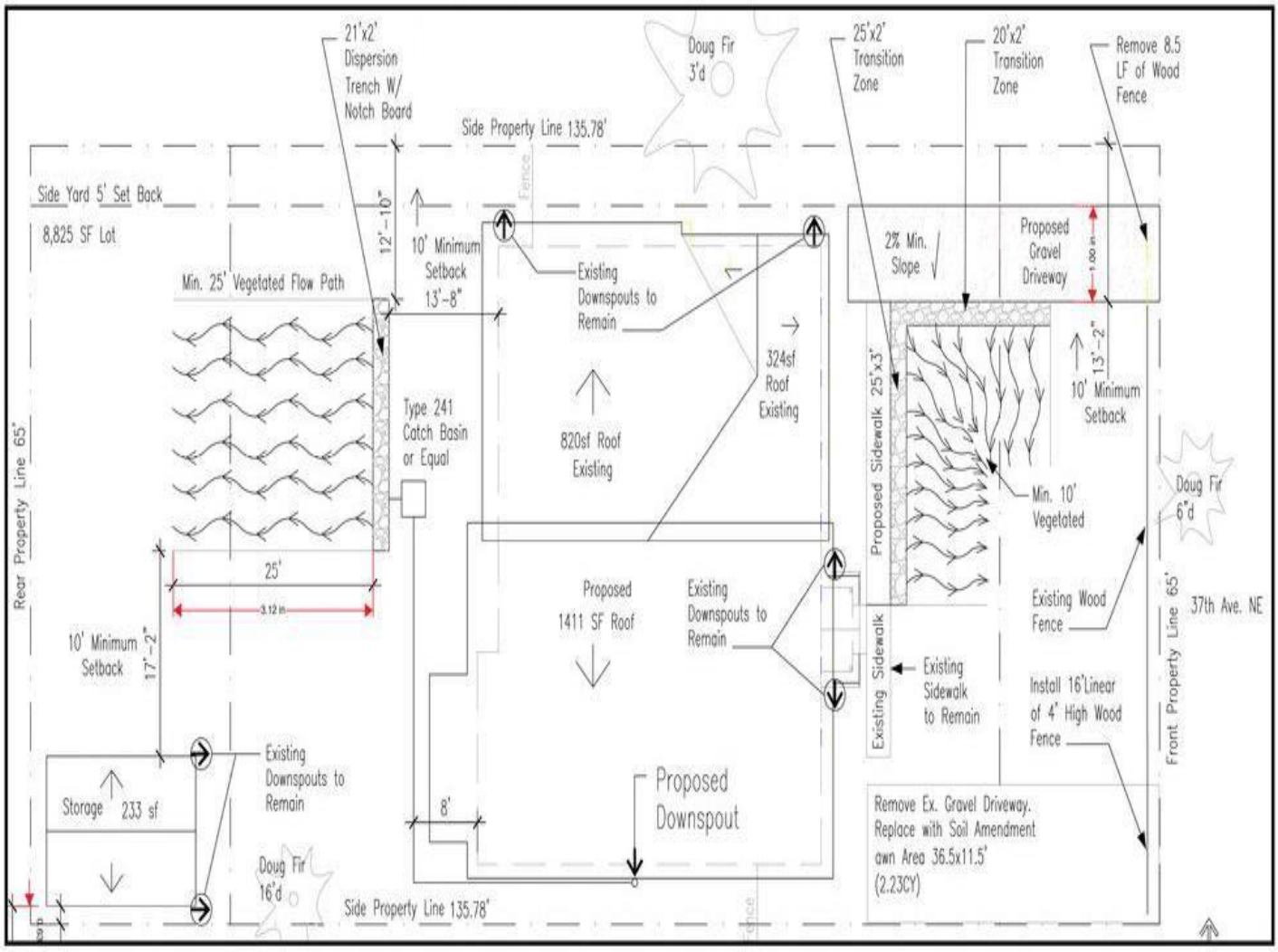
GROSS INTERNAL AREA
FLOOR 1: 1021 sq. ft, FLOOR 2: 1036 sq. ft
EXCLUDED AREAS: , GARAGE: 318 sq. ft
TOTAL: 2057 sq. ft
SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY.

SAMPLE FLOOR PLAN

PROPERTY OF
JOHN AND JANE DOE
1234 MAIN STREET COLLEYVILLE, TX 76034
LOT 1, BLOCK 4
DATE 01-01-2023

SAMPLE SECOND FLOOR PLAN

PROPERTY OF
JOHN AND JANE DOE
1234 MAIN STREET COLLEYVILLE, TX 76034
LOT 1, BLOCK 4
DATE 01-01-2023



SAMPLE RESIDENTIAL DRAINAGE PLAN

PROPERTY OF
JOHN AND JANE DOE
1234 MAIN STREET COLLEYVILLE, TX 76034
LOT 1, BLOCK 4
DATE 01-01-2023

AUTOMATIC FIRE SPRINKLER SYSTEMS As of June 6, 2023, an automatic fire sprinkler system is no longer required in any residential scenario. However, it is advisable to review the benefits of an automatic fire sprinkler system and decide if one would be appropriate. Previously, an automatic fire sprinkler system was required in existing dwellings or new dwellings when the existing conditioned space plus the proposed conditioned space equals 6,000 square feet or more OR when the existing total area under roof plus the proposed area under roof exceeds 7,500 square feet total under roof (living area plus garages and any other spaces covered spaces including porches or patios).

FORM SURVEY **Approved form Surveys are required on file a minimum of 24 hours before requesting the foundation inspection**. The survey shall verify the location of the building on the lot and elevations identifying finished floor and finished pad. Form surveys shall be uploaded on to the online CSS portal.

PERMIT FEES See fee adoption schedule on department web page www.colleyville.com

CODE ADOPTION

The following model codes and local amendments have been adopted by ordinance:

- 2018 International Residential Code
- 2020 National Electrical Code
- 2018 International Fire Code
- 2018 International Energy Conservation Code

STAFF OFFICE HOURS:

Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.

PLANS EXAMINER is generally available for emails and phone calls daily. Email inquiries are encouraged in lieu of phone calls due to high volumes of permit activity and small staff.

INSPECTORS are generally available for phone calls from 7:00 a.m. to 8:00 a.m. daily or may be contacted on their cell phones during the work day. At other times, emails are encouraged for inquiries in lieu of phone calls. Messages may be left on voice mail and calls will be returned as soon as time is available.

INSPECTION PLANS are stored electronically in the CSS portal and can be viewed by the general contractor and the inspector at all times. Rolled plans are NOT required on the job site for the inspector as they will use laptops or tablets to access construction documents.

INSPECTION REQUESTS: Inspection requests are entirely online via CSS. Inspections cannot be scheduled using IVR system (phone dial-up). Inspections must be scheduled **by 6:00a.m.** for same day inspection.

- AM/PM requests are not an option. Early/late requests are not an option.
- The General Contractor is responsible for scheduling all inspections
- **The work must be ready for inspection at the time of the request**
- Re-inspection fees must be paid before any other inspections will be performed
- All inspections held back because of cold weather or rain must be re-scheduled
- No concrete or plumbing rough inspections will be performed if the inspector determines it is too wet

SAME DAY INSPECTIONS Reasonable efforts are made to complete inspections on the same day requested (when requests are received by the 6 a.m. cut-off time). Circumstances sometimes require some inspections to be moved forward to the next day. Check CSS to review if your inspection has been rescheduled

INSPECTION RESULTS Can be reviewed online via CSS only as inspection tags are NOT left on site.

INSPECTION CANCELLATIONS Shall be requested via email sent to buildinginspections@colleyville.com.

RE-INSPECTION FEE
$75.00 RE-INSPECTION FEE may be charged when:

- The inspection called for is not ready when the inspector arrives.
- No building address is clearly posted.
- The building is locked or work is otherwise not available for inspection when called.
- A correction tag is issued twice for the same item.
- Violations exist on the property including erosion control, trash control or tree protection.

$125.00 RE-INSPECTION FEE may be assessed for second and subsequent violations of the above.

CONSTRUCTION HOURS
The Colleyville code regulates noise construction that is considered a nuisance. By ordinance, construction is allowed from **7:00a.m. - 6:00p.m**., Monday through Saturday, including holidays. Construction work is prohibited on Sundays. Variances to this ordinance are authorized by the City Council at a public hearing which requires 60-90 days advance notice.

LITTER
- Provide a litter container of sufficient size on the job site at all times.
- Verify each day that all lightweight materials, including food wrappers and drink containers are contained within the trash enclosure on the job site.
- If a commercial container (dumpster) is used, the City of Colleyville franchise agreement mandates Community Waste Disposal must be contracted for that service. Contact 972-392-9300.

CONSTRUCTION ACCESS/STAGING - The use of an adjacent lot for construction access or storage of materials is prohibited unless the owner's permission has been obtained and erosion control is in place

EROSION CONTROL
- Erosion control must be maintained at all times throughout the project
- All inspections may be cancelled and re-inspection fees assessed at any time erosion control is not properly maintained
- All activity on a site shall comply with City, State, and Federal statutes for storm water pollution control

CONSTRUCTION INSPECTIONS The following list represents most of the required inspections for residential new dwellings. Each project is unique so determine which are applicable to your scope of work. Consult your assigned Building Inspector for determining which are necessary. The Permit Tech cannot assist with this function.

1. **PLUMBING ROUGH**
   - Pipe shall be bedded in sand
   - Hot water lines must have minimum ½" insulation
   - Pipes passing through concrete shall allow for movement utilizing material with a minimum wall thickness of 0.025 inches
   - Pipes passing under a footing or through a foundation wall shall be sleeved with material that is at least two pipe sizes larger than the pipe passing through the wall

2. **ELECTRICAL UNDERGROUND –** Inspection of conduit pipe or direct burial conductors installed in a trench of sufficient burial depth.

3. **GAS LINE –** Gas piping shall be tested on diaphragm gauge. Minimum burial depth of 18 inches for underground piping as measured from the top of the pipe to existing grade.

4. **ELECTRICAL INSTALLATION IN FOUNDATION** System grounding materials and methods must comply with the adopted National Electric Code. This inspection may be performed concurrently with the foundation inspection provided the installation is visible for the inspector.

5. **FOUNDATION** ***The form survey, where required, must be uploaded to the CSS portal and approved by the Plans Examiner at least 24 hours before the day of the inspection request.***

- All foundations must comply with Chapter 4 of the 2018 IRC. Foundation plates or sill shall be treated per IRC section R318.
- Foundation plates or sills must be bolted to the foundation or foundation wall with no less than ½" nominal diameter steel bolts embedded at least 7" into the concrete or masonry and spaced no more than 6' apart.
- A minimum of one bolt shall be located within 12" of each end of each section of sill plate. A properly sized nut and washer must be tightened on each bolt to the plate

6. **SHEATHING** Solid structural sheathing is inspected to verify materials and fastener spacing before applying any moisture barrier or taping of seams. Thermo-Ply may be inspected with framing

SECONDS Request for seconds includes framing, electric, plumbing, and mechanical trades which are inspected simultaneously. It is the general contractor's responsibility to call for the inspection when all trades are ready. The house shall be enclosed, roof covering installed, temporary doors set, and all windows installed with fenestration stickers attached. The house shall be free of scrap building materials and swept clean before an inspection.

7. FRAMING

- Floor framing for upper story construction shall be inspected before cover up of insulation and decking.
- Engineered wall bracing systems shall require the design engineer's letter of compliance.
- Factory-built metal fireplaces and chimneys shall be installed at the time of framing inspection and shall comply with the manufacturer's installation requirements and/or Chapter 10 of the 2018 IRC (whichever is more restrictive). Installation manual shall be provided at each unit.
- Stairways serving living space or attic space shall have treads not less than 10", risers not greater than 7.5 inches, and a maximum of 3/8" variance for either component within the flight
- Hurricane clips shall be installed every other rafter with approved fasteners
- Sleeping rooms shall include at least one operable window with minimum dimensions of 24" tall x 20" wide and not less than 5 s.f. when located on the ground floor or 5.7 s.f. for above grade.
- All framing shall conform to the maximum allowed for cutting, notching, and boring.
- Shear wall compliance report shall be on file through CSS.

8. ELECTRIC ROUGH

- Electrical conduit piping installations that are to be concealed within masonry shall be inspected before cover up.
- All splicing of conductors shall be complete at boxes.

9. PLUMBING TOP-OUT

- Notching, boring, and cutting of framing shall comply with Section R602 Hot water lines must have minimum ½ inch insulation.
- All vents must extend through the roof with flashings installed.
- Air Admittance Valves are permitted for limited use for islands and bar sinks only. Building Official approval is required in advance for any other locations proposed.

10. GAS SYSTEM ROUGH

- Gas system must be complete.
- Low pressure systems shall be tested with a three (3) lb. air test utilizing a (6) six lb. diaphragm gauge.
- All log lighter valves must have the key installed for testing past the valve.
- Test gauges should be located within the structure when possible
- Gas pipe in contact with any masonry must be galvanized or wrapped
- CSST systems shall be bonded to the electrical service grounding electrode system at the point where the gas service enters the building. Exception: piping not required to be bonded CSST systems shall have a shut-off valve for each outlet at the manifold.

11. MECHANICAL ROUGH (for new additions)

- Supply and return ducts in attics shall be insulated to a minimum of R-8. All other ducts shall be insulated to a minimum R-6. Exception: Ducts located completely within the building thermal envelope (spray-foamed attics) OR duct requirements as part of an approved performance plan.
- Ducts shall be sealed with approved tapes or mastics; duct tape not permitted.
- A/C condenser lines require piping insulation of ¾ inch minimum or R-3.
- Flexible ducts must be supported and turns must be made in such a way that the air flow is not restricted. See duct manufacturer's specifications.

12. MASONRY FIREPLACE AND CHIMNEY

- Inspection required when firebox, damper, and first flue tile are in place. Do not lay face brick before inspection.
- Minimum 2" gap must be maintained between masonry fireplace walls and wood studs or any other combustible material. This includes ISOKERN and FIREROCK fireplace systems

13. ENERGY CONSERVATION COMPLIANCE

Note: All inspections performed by approved third party inspector hired by the owner or GC

- Insulation inspection
- Leakage testing
- Inspections at rough staged and/or finals
- Third party report shall be uploaded to the CSS portal

14. ANCHORED VENEER (stone or brick) Brick ties may be requested concurrently with 2NDS or may be called separately afterwards but not in advance. For brick veneer provide one tie per 3 ¼ square feet (for 16" O.C. framing - one every 24" high or for 24" O.C. framing - one every 16" high) unless structural engineer or architect specifies more. Moisture barrier must be applied before inspection.

15. STUCCO and EIFS INSPECTIONS

- **Lath Inspection** – lath and lath fasteners shall be corrosive resistant. Staples shall be spaced a maximum of 6 inches or as otherwise approved. Weep screeds shall be installed a minimum of 4 inches above grade or 2 inches above an impervious surface. Verify two layers of Kraft grade D building paper per Section R703.6 or other approved material. Upper layer shall overlap lower layer a minimum of 2 inches. Horizontal joints shall overlap minimum 6 inches. Window frames shall be properly sealed and flashed.
- **EIFS Inspection –** ICC ES report shall be on file

16. TUB ENCLOSURE - Pump motor electrical bonding (where required), wiring, and tub seal inspection is required for any whirlpool or garden tub. Access shall be provided to circulation pumps in accordance with the fixture or pump manufacturer's installation instructions. Where the manufacturer's instructions

do not specify the location and minimum size of field-fabricated access openings, a 12-inch by 12-inch minimum size opening shall be installed for access to the circulation pump. Where pumps are located more than 2 feet from the access opening, an 18-inch by 18-inch minimum size opening shall be installed. A door or panel shall be permitted to close the opening. In all cases, the access opening shall be unobstructed and be of the size necessary to permit the removal and replacement of the circulation pump.

17. **ATTIC STAIRS** – Rated for 300 lbs. (minimum) that serve equipment shall be installed and properly secured with lag bolts supplied by the manufacturer.

18. **UTILITIES INSPECTION** – Permanent electric and gas meters must be installed before requesting building final. Attic stairs rated for 300 lbs. minimum shall be installed for inspections.

ELECTRIC METER RELEASE

- Electrical system must be complete with all switches and receptacle outlets installed.
- Electrical fixtures or equipment not installed shall require conductors be capped off with wire nuts and blank cover plates shall be placed over the outlet boxes. Cover plates are not required on outlets over 8 feet high.
- Overcurrent protection devices shall not be installed for equipment that is not installed. Blank covers shall be installed at such openings at electric panel.
- All circuits shall be specifically labeled at the electric panel with permanent marker.
- Service grounding electrode conductor(s) shall be accessible for inspection of connection to grounding electrode.
- Receptacles and switches shall be secured within approved boxes with cover plates attached. Extension of devices from walls for tile work, cabinetry, etc. is prohibited.
- HVAC equipment shall be identified by number at each unit as well as electric panel. Overcurrent protection sizing shall be in accordance with manufacturer's nameplate rating.
- Smoke and carbon monoxide detectors shall be installed at the time of inspection.

GAS METER RELEASE

- All gas appliances shall be installed. *EXCEPTION*: Kitchen range/oven/cooktop.
- All gas appliance vents shall be installed with proper clearance from combustibles.
- Gas system must be complete.
- Sediment traps shall be installed where required.
- Gas valves shall be installed on all gas outlets. Systems utilizing CSST shall have valves installed for each outlet at the manifold. Each outlet shall be identified using permanent marker.
- Three (3) lb. air test on gas system using a six (6) lb. diaphragm gauge.
- Gas outlets installed for future use shall have valves installed with a threaded plug.
- Log lighters shall be capped with key installed for testing past valve.

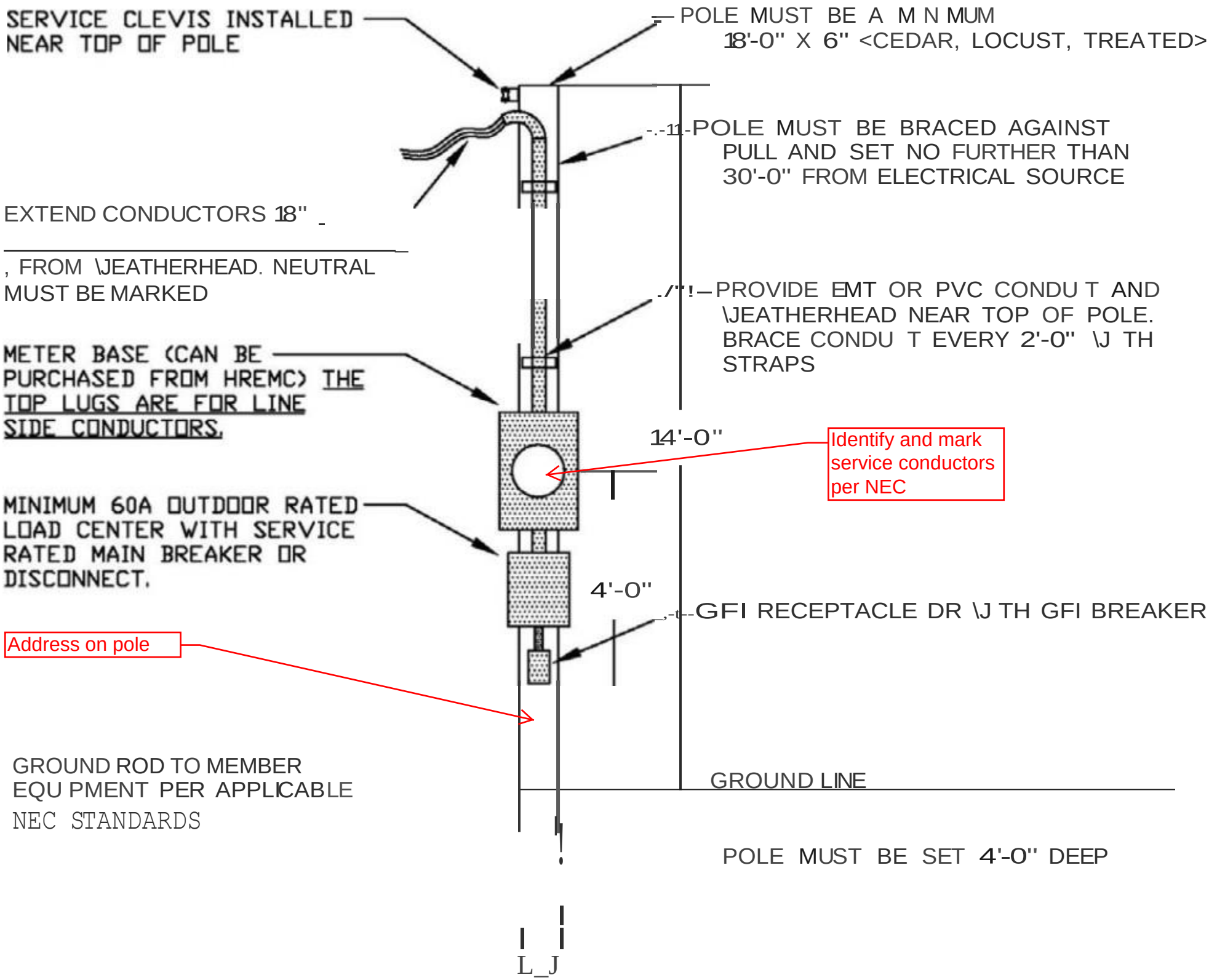
19. **BUILDING FINAL**

- Includes inspections for finals of Electrical, Plumbing, and Mechanical systems
- A permanent address must be installed with numbers of contrasting color to background and visible from the street.
- Address may be posted on the building or on the mailbox if located on the same lot
- Energy compliance report shall be on file through the CSS portal
- Lot grading compliance report shall be on file through CSS
- Online lot drainage survey completed and uploaded to CSS
- Backflow device testing reports shall be on file with VEPO (www.vepollc.com)
- Irrigation permit shall be on file
- Fence permit shall be on file

20. <u>FINAL LOT GRADING INSPECTION (concurrent with building final)</u>

- Permanent vegetation (sod or hydro-mulch) shall be established on at least 70% of the site with even distribution throughout.

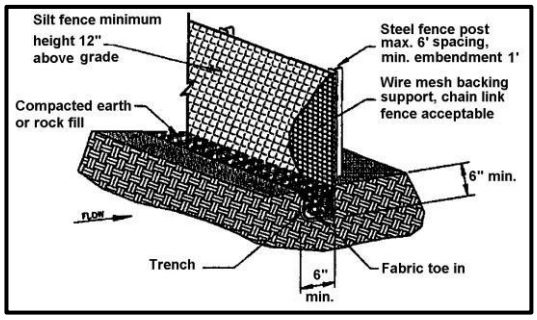
Fig 2.1 - NOT TO SCALE



EROSION CONTROL MEASURES

The City of Colleyville Land Development Code requires all residential construction sites to provide erosion control measures until the site is vegetated. The erosion control measures require the installation of silt screening to prevent soil erosion at construction sites from becoming a public nuisance.

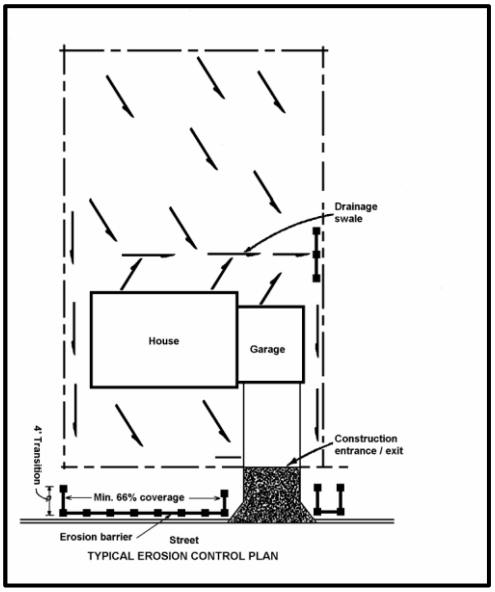
Applicants seeking a building permit, to construct a new building or to make an addition to an existing building, are required to submit an "Erosion Control Plan" with their building permit application. The building inspector will review the Erosion Control Plan for conformance with the regulations prior to approving the building permit application. A SWPPP shall be required for sites that disturb at least one acre OR are individual sites less than five acres that are part of larger common plan of development.



The silt screening shall be installed and maintained by the contractor in accordance with these requirements prior to approval of any inspection.

An Erosion Control Plan shall at a minimum contain the following items:

1. A site plan drawn to scale of the property where earthwork is proposed showing the property boundary, any street right-of-way and any drainage easement.
2. The existing drainage flow by using arrows to indicate the direction of slope.
3. The location of any existing or proposed building footprint, if applicable.
4. The location and type of erosion control method proposed.
5. The location where access is gained to the property.



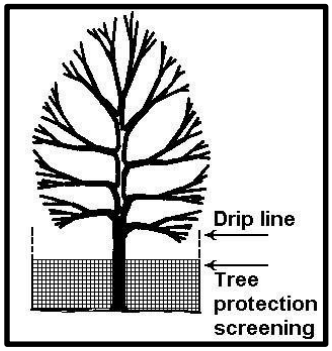
The following is an excerpt from Ordinance Number O-99-1174, which describes the minimum criteria for an erosion control screen.

"Where required by these regulations, there shall be an erosion control barrier constructed according to these standards. The erosion control barrier shall be installed to a minimum height of twelve inches (12”) with the base buried to protect from washout. Said erosion control barrier shall be placed behind any curb and extend across a minimum of 66% of the street frontage of the lot. Additional erosion control barriers may be required to provide erosion control for the entire width of the lot where required by the City Inspector, except at the access point. There shall be a four foot (4') transition section at each end of the barrier. The erosion control barrier shall provide for a minimum of one point of access, which shall be a minimum width of ten feet (10') and a maximum width of twenty feet (20'). The access point shall have a minimum of four inch (4") thick gravel base and extend a minimum of ten feet (10') from the curb. In the absence of any curb, the City Inspector shall determine the proper location of the erosion control barrier.

TREE PROTECTION REQUIREMENTS

The City of Colleyville Land Development Code requires all residential construction sites to provide tree protection for trees located on the lot, but outside the building pad site. Trees within the buildable area of a lot may be removed as a part of the normal construction process. All other trees on the lot having a trunk diameter of 3" or more must remain on the lot and be protected from construction activities**.**

The following regulations are applicable to tree protection during residential construction activities:



1. Protective Fencing – All trees shall have protective fencing located at the tree's drip line. The protective fencing may be comprised of snow fencing, orange vinyl construction fencing, chain link fence or other similar fencing with a fourfoot (4') approximate height. The protective fencing may be located within the drip line of the specimen tree for approved construction only. The fencing shall follow the delineation of the approved construction.

2. Bark Protection – In situations where a tree remains in the immediate area of intended construction, the tree shall be protected by enclosing the entire circumference of the tree's trunk with lumber encircled with wire or other means that does not damage the tree.

3. Construction Pruning – In a case where a low hanging limb may be broken during the course of construction, the obtrusive limb may be cut. The limb shall be cut either flush to the trunk on or at the next joint of the limb. The wound shall then be sealed with pruning paint. In no instance shall pruning involve a portion of the trunk or thirty percent (30%) of the entire canopy without the prior approval of the building inspector.

4. Improvements within the Critical Root Zone of a Tree – Design constraints often dictate that trees slated for preservation have some encroachment on their critical root zone. The following is the minimum design criteria that are allowed within the critical root zone of a tree. Development exceeding the criteria would put the tree at risk and therefore no longer be considered a preserved tree. In such a case replacement trees shall also be required.

    a. *Grade Changes* – In the event that grade changes must be made around a tree or group of trees, the following should be implemented in order to maintain oxygen and water exchange within the tree's critical root zone.

        i. A minimum of seventy-five percent (75%) of the critical root zone must be preserved at natural grade with natural ground cover or landscaping for the tree to be considered a preserved tree.

        ii. No cut or fill greater than two inches (2") shall be located closer to the tree trunk than one half (1/2) of the radius of the critical root zone radius distance.

        iii. Increase Grade: Provide an aeration system just outside the tree's drip line. A dry well located a minimum of one-half (1/2) of the radius of the critical root zone.

        iv. Decrease Grade: Provide retaining walls outside the drip line to mitigate cuts.

5. Prohibited Activities – The following activities shall be prohibited with the limits of the drip line of any tree that is subject to the requirements of this Chapter.

    a. Material Storage – No materials intended for use in construction or waste materials accumulated due to excavation or demolition shall be placed within the limits of the drip line of any tree.

    b. Equipment Cleaning / Liquid Disposal – No equipment may be cleaned or other liquids deposited within the limits of the drip line of a tree. This would include but not be limited to, paint, oil, solvents, asphalt, concrete, mortar or other materials.

    c. Tree Attachments – No signs, wires or other attachments, other than those of a protective nature shall be attached to any tree.

d. Vehicular Traffic – No vehicular and construction equipment traffic or parking is allowed within the limits of the drip line of trees.

DRIVEWAYS AND SIDEWALKS

CONCRETE DRIVEWAYS (from Public Works Construction Standards)
All concrete driveways shall have a minimum thickness of five inches (5") for residential driveways and six inches (6") for commercial driveways or shall match existing driveway thickness, whichever is greater. Driveways shall be composed of concrete having a minimum cement content of 5 sacks per cubic yard of concrete, 5% entrained air (± 1.5%) and a minimum compressive strength at 28 days of 3,000 pounds per square inch. The unit bid price shall also include #4 bars on eighteen inch (18") centers both ways, with #4 smooth dowels into existing concrete paving (if applicable). All concrete shall be vibrated and an approved curing compound shall be applied to the surface. All steel shall be DOMESTIC (as per C.O.C. Item B1.13, *Standard Specification for Construction of Highway, Streets, and Bridges TxDot 1993 Item 440)*.

Land Development Code Chapter 14-135

Driveway Approach Depth – The driveway shall begin at the street curb and extend to the property line or to a point nine and one-half (9.5') feet from the back of the curb, whichever is greater. The drive approach shall be constructed such that the height of the drive approach at the property ROW, with a typical nine and one-half (9.5') foot parkway, shall be two and one-half (2-1/2") inches higher than the top of the curb. The tangency point of a driveway curb shall be a minimum of ten (10') feet from a storm water inlet.

Driveway Approach Widths and Spacing – The criteria contained in the table below shall be the minimum and/or maximum standards to be applied in spacing and designing driveways on public streets. For the purpose of this regulation, driveway width shall be measured at the property line. The Director of Public Works may modify these standards based on anticipated traffic flow and in accordance with sound traffic engineering practices. To implement the standards contained in the following table, subdivision plats for new commercial developments shall be required to provide cross-access easements.

Driveway Spacing and Design Criteria

Description	Street Classification	Residential Driveway		Commercial Driveway	
		Min.	Max.	Min.	Max.
Driveway Throat Width	Local	12'	25'	25'	35'
	Minor Coll.	12'	25'	25'	35'
	Major Coll.	16'	25'	25'	35'
	Arterial	20'	25'	25'	35'
Driveway Curb Radius	Local	5'	10'	10'	20'
	Minor Coll.	5'	10'	10'	20'
	Major Coll.	10'	10'	10'	20'
	Arterial	15'	15'	20'	30'
Driveway Spacing (centerline)	Local	22'	n/a	100'	n/a
	Minor Coll.	32'	n/a	100'	n/a
	Major Coll.	80'	n/a	150'	n/a
	Arterial	100'	n/a	250'	n/a
Minimum Distance from Driveway to Intersection *(pi to pi)*	Local	30'	n/a	75'	n/a
	Minor Coll.	50'	n/a	100'	n/a
	Major Coll.	100'	n/a	150'	n/a
	Arterial	100'	n/a	180'	n/a

Driveways Crossing Bar Ditches

Culvert Size – The minimum culvert pipe size shall be 18" diameter. However, an engineered design that provides for a larger culvert pipe size may be required by the developer where the Director of Public Works determines that additional drainage capacity may be required. The ends of all culvert pipes shall be cut at a 6:1 slope.

Radius – Driveways shall be constructed with the return curbs joining the edge of pavement at the street with a minimum ten-foot (10') radius.

Slope – The maximum slope from the edge of driveway to the top of the culvert pipe shall be 6:1. The sloped area around the end of the culvert pipe shall be sodded or hydro-mulched to resist erosion.

Cross Slope – The minimum cross slope on the drive shall be 1/8 inch per foot. The minimum longitudinal slope between the edge of pavement at the street and the valley over the culvert pipe shall be 1/4 inch per foot.

Maintenance – Future maintenance of the drive approach and culvert pipe is the responsibility of the property owner.

Grading – During the drive approach installation, all ditch grading upstream and downstream of the proposed driveway culvert is the responsibility of the property owner.

Driveway Approaches at Pedestrian Crossings – Driveway approaches shall not be located in street intersections or at established pedestrian crossings.
Driveway Approaches at Obstructions – Driveways shall be kept at a minimum of five (5') feet away from obstructions such as street light posts, fire hydrants, traffic signals, etc.

Accumulative Width of Approaches – Driveway approaches shall not occupy more than forty (40%) percent of the frontage of a lot or tract.

CONCRETE SIDEWALKS

Minimum Sidewalk or Pathway Width – All sidewalks shall be a minimum of four (4') feet in width, except a sidewalk located within or abutting a collector street, or larger, as shown on the Master Thoroughfare Plan, which shall not be less than five (5) feet in width. All sidewalks and pathways shall be constructed in the area between the curb or grade line of the public street and the abutting property line unless the pathway is situated within a dedicated pathway easement or right-of-way. The edge of the sidewalk or pathway shall generally be parallel with the curb line and be situated no more than one (1') foot from the abutting property line. The Director of Public Works may approve a plan to alter the location of a sidewalk to preserve a tree or for aesthetic purposes. One additional foot of width shall be added to a sidewalk that abuts a street curb. The widths of all sidewalks and pathways shall be in accordance with the following table, which are further referenced *in Chapter 15 – Public Works Construction Details.*

Sidewalk & Pathway Widths	
Classification	**Minimum Width**
Type "A"	4.0 ft.
Type "B"	5.0 ft.
Type "C"	8.0 ft.
Type "D"	10.0 ft.
Type "E"	12.5 ft.

E. Construction Materials – Sidewalks shall be constructed of Portland cement concrete (minimum thickness four (4") inches). Pathway system sidewalks shall be a minimum thickness of five (5") inches. Concrete for sidewalks and pathways shall be Class "A" and consist of five (5) sacks (minimum) of Portland cement for each cubic yard of concrete mix and have a seven (7) day flexural strength of 500 pounds per square inch (500 p.s.i.) and twenty-eight (28) day compressive strength of 3,000 pounds per square inch (3,000 p.s.i.).

Reinforcement shall be in accordance with the construction detail contained in *Chapter 15 – Public Works Construction Details*. In such cases, reinforcements shall be #3 DOMESTIC STEEL deformed reinforcing bars on eighteen (18”) centers.

F. Architectural Barriers Act – All sidewalk/street intersections shall be constructed so as to provide a ramp that complies with the Architectural Barriers Act. Barrier free ramps shall be provided for access to the street. The following specifications shall apply:
   1. Ramp to be minimum four (4') feet in width.
   2. Ramp to be constructed with Class "A" concrete.
   3. Ramp concrete thickness shall be the same as the street (six (6") inch normal residential).
   4. #3 bars shall be used for reinforcement (twenty-four (24") inch on centers).
   5. Curb return shall match existing curb height of the street and taper to the connecting walk with a 1-foot radius.
   6. Street shall be blocked out (max. twelve (12") inches) and dowels installed.
   7. Saw joints shall be made one and a half (1 1/2") inch minimum depth and sealed with silicone joint sealant material.
   8. Subgrade shall be prepared to a minimum depth of six (6") inches.
   9. At no time shall the walk running parallel to the street be altered.
   10. Surface of walk shall be coarse and ribbed to provide extra traction (see detail P-8).

   Where the above specifications do not apply or have jurisdiction, refer to the specifications from the American Disabilities Act.

NEW SF RESIDENTIAL APPLICATION

(Please print clearly)

Address & Owner Information	Applicant/Contractor Information	
Project Address	General Contractor (Co. Name)	
Lot Block Subdivision	Applicant Name	
Name of property owner	Applicant Email	
Address of property owner	Applicant Phone	
City / State / Zip	Field contact person (if different than above)	Cell phone:

Permit Areas

1st floor living area	_____ s.f.		
2nd floor living area	_____ s.f.	_____	
Total living area	_____ s.f.	_____	
Garage area	_____ s.f.	_____	
Porches & Patios	_____ s.f.	_____	
Unfinished Attic Area	_____ s.f.		
Total Area Under Roof	_____ s.f.		
Estimated value $	_____	Aerobic	Septic

Utilities - (check which apply)

- Oncor Electric ☐
- Tri-County Electric ☐
- Atmos Gas ☐

Water Meter Size & Type

- 3/4 inch simple ☐
- 1 inch simple ☐
- Other _____

Subcontractor Information	
Electric	Mechanical
Plumbing	3rd Party Energy

Applicant Signature

Printed Name	Signature

The owners signature below is an acknoledgement that a contract exists between the owner and the general contractor. The city is not a party to the contract and only reviews and inspects the project for compliance with adopted codes. Any disputes between the parties does not involve the city or its staff. The permit belongs to the applicant and no other permits will be issued for the same scope of work until the existing permit is finaled, canceled, expired, or transfered by the applicant.

Owner Information	
Printed Name	Phone
Signature	

Building Inspections
100 Main Street
Colleyville, TX 76034

817-503-1030 (office)
817-503-1039 (fax)

www.colleyville.com

SECTION 3.24.G – SCHEDULE OF DISTRICT REGULATIONS

MAXIMUM RESIDENTIAL DENSITY; MINIMUM LOT SIZE REQUIREMENTS; MINIMUM YARD REQUIREMENTS; MAXIMUM BUILDING HEIGHT; MAXIMUM LOT COVERAGE; OUTDOOR STORAGE; SCREENING; AND, HOURS OF OPERATION

(See District Regulations Notes following Section 3.24.F for explanation of letters in charts)

Zoning Districts		Minimum Lot Size Requirements				Max. Lot Size	Minimum Yard Requirements			Max. Building Height		Max. Lot Coverage	Max. Impervious Coverage
		Area (sq. ft.)		Min. Width in feet	Min. Depth in feet		Front (feet)	Each Side (feet)	Rear (feet)	Stories	Feet	Percent	Percent
Classification		Per Family	Total										
AG	Agricultural	130,680	130,680	200	300	n.a.	40'	25'	40'	2.5	35'	20%	50%
RE	S.F. "Estate" Residential	80,000	80,000	200	300	n.a.	40'	25'	40'	2.5	35'	20%	50%
R-40	Single Family Residential	40,000	40,000	150'	150'	n.a.	40'	15'	25'	2.5	35'	20%	50%
R-30	Single Family Residential	30,000	30,000	125'	125'	n.a.	35'	10'	25'	2 5	35'	25%	55%
R-20	Single Family Residential	20,000	20,000	100'	125'	n.a.	30'	10'	25'	2.5	35'	30%	60%
R-15	Single Family Residential	15,000	15,000	100'	125'	n.a.	30'	10'	25'	2.5	35'	30%	60%
R-D	Two Family Residential	4,000	8,000	70'	115'	n.a.	25'	10'	25'	2.5	30'	50%	60%
R-MF	Mufti-Family Residential (zoned after June 16, 1961)	2,700	18,000	70'	115'	n.a.	25'	10'	25'	2.0	30'	50%	80%
R-MF	Mufti-Family Residential (zoned before June 16, 1961)	1,500	10,000	70'	115'	n.a.	25'	10'	25'	3.0	30'	75%	80%
MH	Mobile Home (Minimum size of mobile home park - 40 spaces)	20,000	20,000	100'	125'	n.a.	30'	10'	25'	2.5	30'	30%	40%
C-PO	Professional Office Commercial	n.a.	7,200	100'	120'	1 acre	40'	15' (B/C)	10' (C/D)	2.0	35'	40%	80%
CN	Neighborhood Commercial	n.a.	10,000	100'	120'	1 acre	40'	15' (B/C)	10' (C/D)	2.0	35'	40%	80%
CC1	Village Retail	n.a.	15,000	150'	120'	5 acres	40' (A)	15' (B/C)	10' (C/D)	2.0	35'	50%	80%
CC2	Shopping Center	n.a.	20,000	150'	120'	none	40' (A)	15' (B/C)	10' (C/D)	2.0	35'	60%	80%
CC3	Highway Commercial	n.a.	10,000	150'	120'	none	40'	15' (B/C)	10' (C/D)	2.0	35'	70%	80%
ML	Light Manufacturing	n.a.	10,000	100'	120'	none	40'	15' (B/C)	10' (C/D)	2.0	35'	60%	80%

City of Colleyville
Impervious Coverage Worksheet

	Building Square Foot		Paved + Pool/Spa Square Foot			
Existing	Dwelling + Garage		Driveway			
	Covered Porch		Sidewalk			
	Covered Patio		Uncovered Patio			
	Accessory Structures		Uncovered Deck			
	Other roofed areas		Pool/Spa (Surface area)			
			Pool/Spa Deck (surface area)			
New	Dwelling + Garage		Driveway			
	Covered Porch		Sidewalk			
	Covered Patio		Uncovered Patio			
	Accessory Structures		Uncovered Deck			
	Other roofed areas		Pool/Spa (Surface area)			
			Pool/Spa Deck (surface area)			
	Total (Under Roof)		Total Uncovered		Total Impervious (Under roof + Uncovered)	
	Total Under Roof/Lot Size	%			Total Impervious/ Lot Size	%
	Lot Size (sq. feet)	SF				