



# Residential Project Guidelines

1500 Solana Boulevard, Building 7, Suite 7200  
Westlake, Texas 76262

Inspection Line (817) 490-5718 | [building@westlaketx.gov](mailto:building@westlaketx.gov)  
Water Meters (817) 490-5732 | [publicworks@westlaketx.gov](mailto:publicworks@westlaketx.gov)

## Staff Contacts

Pat Cooke	Chief Building Official	(817) 490-5726	<a href="mailto:pcooke@westlaketx.gov">pcooke@westlaketx.gov</a>
Ron Ruthven	Planning & Development Director	(817) 490-5739	<a href="mailto:rruthven@westlaketx.gov">rruthven@westlaketx.gov</a>
Nick Ford	Development Manager	(817) 490-5742	<a href="mailto:nford@westlaketx.gov">nford@westlaketx.gov</a>
Dottie Samaniego	Development Coordinator	(817) 490-5745	<a href="mailto:dsamaniego@westlaketx.gov">dsamaniego@westlaketx.gov</a>
Kyle Flanagan	Deputy Director of Public Works	(817) 490-5733	<a href="mailto:kflanagan@westlaketx.gov">kflanagan@westlaketx.gov</a>
Paul Andreason	Public Works Field Operations Coordinator	(817) 490-5731	<a href="mailto:pandreason@westlaketx.gov">pandreason@westlaketx.gov</a>
Dianna Orender	Utility and Facility Coordinator	(817) 490-5732	<a href="mailto:dorender@westlaketx.gov">dorender@westlaketx.gov</a>
John Ard	Fire Chief	(817) 490-5786	<a href="mailto:jard@westlaketx.gov">jard@westlaketx.gov</a>

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

[Digital copies of the guidelines may be accessed by using the QR Code below.](#)





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## PLAN REVIEW AND PERMITS REQUIRED

All new residential projects must be reviewed for compliance with International Codes, State Laws, Town Ordinances, and Zoning requirements. Contractors must pull permits online through the Town of Westlake's online permitting system, [MyGov](#).

### PLAN REVIEW

Plan reviews are generally completed within ten (10) to fifteen (15) working days, excluding the day of submittal. Plan reviews do not start until all necessary items are submitted. **Incomplete submittals will not be reviewed.** Residential review is limited to the primary residential structure, fences, and retaining walls less than 48 inches included on submitted plans. Accessory structures, swimming pools, irrigation systems, and retaining walls greater than 48 inches require separate review and permitting.

### UTILITY CONSTRUCTION

Utility Construction in easements and Rights-of-Way is not authorized via Building Permits. Such work is only authorized by the Public Works Department. ROW Contractors must pull permits online through the Town of Westlake's online permitting system, [MyGov](#).

### WATER METERS

Water meters are acquired through the Public Works department and are separate from building permit applications and fees. Builders may go to the Town's Public Works webpage to find the online form and fees for setting up a water meter account. Contact Dianna Orender, Utility Billing and Facility Coordinator, at 817-490-5732 for more information.

### WORK WITHOUT A PERMIT

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



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## PERMIT SUBMITTAL REQUIREMENTS

Project plan sets must be submitted online via [MyGov](#) and include the documents listed below. Additional documents and/or architectural details may be required depending on the zoning district. **Revisions must be submitted via MyGov as well.**

### ❖ Completed Permit Application

### ❖ Plan Review Fee

### ❖ Site Plan to scale and of legible size showing:

1. All building setbacks
2. Street address
3. Lot, Block, and Subdivision
4. Scale of drawing (appropriate for sheet size)
5. Percentage of lot coverage by building footprint
6. North arrow
7. Dimensioned location of the house

### ❖ Building Plan Set, bound, 24" x 36" maximum, including:

1. Floor Plans
2. Mechanical Plans
3. Electrical Plans
4. Plumbing Plans
5. Door and window schedule
6. Framing detail
7. Elevations

### ❖ Drainage / Grading Plans

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



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## ❖ Wall Bracing Plans

Structural framing plans must be provided for all structures.

## ❖ Engineered Foundation Plan

An engineered foundation and piers plan along with a letter from the Professional Engineer must be provided for all structures.

## ❖ DRC / ACC Approval Letter

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

## ❖ Tree Conservation / Mitigation Plans

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

## ❖ Energy Compliance Report

## ❖ Landscape Plans

Show all landscaping including trees, ornamental trees, shrubs, bushes, grasses, etc... With each include the quantity, heights, and inches of each.



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## AUTOMATIC FIRE SPRINKLER SYSTEM REQUIREMENT

Per Town ordinance, all buildings must be equipped with an automatic fire sprinkler system. No permit or registration needs to be submitted to the Town, however fire sprinkler and alarm plans must be submitted by the project's licensed Fire Protection Contractor. Please select from one of the following **third-party** review firms.

### REED FIRE PROTECTION

Amberton Tower

4144 N. Central Expressway, Suite 510

Dallas, TX 75204

(214) 638-7599

### GREEN TAG ENGINEERING

2681 MacArthur Blvd., Suite 303

Lewisville, TX 75067682-214-4824

**Email address for submitting electronic plans:**  
[review@getagreement.com](mailto:review@getagreement.com)

The project applicant is responsible for review fees charged by the third-party review service. **No additional permitting is required when an existing permit is already open on the project.**

## CONTRACTOR REGISTRATION REQUIREMENT AND PERMIT FEES

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

Plan review fees are assessed at the time of permit submittal. The permit will not go into review until such a fee is furnished. Permit fees and inspection fees are assessed at the time of permit issuance. When applicable, parkland dedication fees, ductbank fees, fire inspection fees, grading fees, and other development fees will be included in the fee total. See [Westlake Fee and Use Schedule](#) for more information.

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

### RESIDENTIAL PERMIT FEES

- ❖ General Permit Fee (Building Square Footage x \$1.80)
- ❖ *Plan Review Fee (Building Square Footage x \$0.63) – required at permit submittal*
- ❖ Inspection Fee (Building Square Footage x \$0.63)
- ❖ Fire Review/Inspection Fee (\$400)



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- ❖ Public Works Inspection Fee (\$400)
- ❖ Drainage / Grading / Excavation Fee (\$600)
- ❖ Erosion Control Fee (\$1,500)
- ❖ Ductbank Fee (\$3,100)
- ❖ MEP Fees
  - 0 to 5,000 s.f. (\$300)
  - 5,001 to 10,000 s.f. (\$500)
  - 10,001 to 25,000 s.f. (\$800)
  - 25,001 to 50,000 s.f. (\$1,000)

Example calculations can be found [here](#) or you can estimate your fees [here](#).

## CONTRACTOR REGISTRATION FEES

Contractor registrations are valid for one year with the Town of Westlake and must be renewed upon expiration.

- ❖ General Contractor (\$125)
- ❖ Mechanical Contractor (no fee)
- ❖ Electrical Contractor (no fee)
- ❖ Plumbing Contractor (no fee)
- ❖ Irrigation Contractor (\$125)
- ❖ Backflow Contractor (\$125) – Backflow contractors must register with [SCTrackingSolutions](#)



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## APPLICABLE INTERNATIONAL BUILDING CODES

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

- ❖ 2018 International Building Code
- ❖ 2018 International Residential Code
- ❖ 2018 International Fire Code
- ❖ 2018 International Energy Conservation Code
- ❖ 2018 International Fuel Gas Code
- ❖ 2018 International Plumbing Code
- ❖ 2018 International Mechanical Code
- ❖ 2018 International Swimming Pool and Spa Code
- ❖ 2018 International Existing Building Code
- ❖ 2018 International Property Maintenance Code
- ❖ 2017 National Electric Code
- ❖ Code amendments can be found in the [Code of Ordinances](#).



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## GENERAL INSPECTION / JOB SITE POLICIES

- ❖ Inspection Requests are accepted at [building@westlake-tx.org](mailto:building@westlake-tx.org) or (817) 490-5718.
- ❖ Inspections must be requested Monday-Friday by 3:45 PM for the next business day inspection.
- ❖ Inspection may also be requested online via [MyGov](#).

## INSPECTIONS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION:

- ❖ Permit ID# (e.g., #23-000121);
- ❖ Address of the project/inspection;
- ❖ Type of inspection being requested and location of inspection;
- ❖ Date the inspection is desired;
- ❖ Your name and contact number

## GENERAL INSPECTION AND JOB SITE POLICIES INCLUDE:

- ❖ The General Contractor is responsible for all inspection requests;
- ❖ The Town approved, stamped set of plans must be on the job site for all inspections (the Town approved set are the plan uploaded into MyGov);
- ❖ Inspections must be requested prior to 3:45 P.M. for next-day inspection;
- ❖ No inspections will be performed until all re-inspection fees have been paid;
- ❖ Addresses must be always posted at each building site and visible from the street;
- ❖ A portable restroom facility must be on site until an indoor facility is available;
- ❖ Adequate erosion control must be installed prior to construction and must be maintained throughout the project;
- ❖ The type of inspection, job address, contact phone number, and permit number must be included with all inspection requests





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## AN INSPECTION MAY BE CANCELED AND/OR A RE-INSPECTION FEE MAY BE CHARGED WHEN:

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

## FIRE INSPECTIONS

All fire-type inspections, including but not limited to **sprinklers, alarms, hydro, and underground lines** are scheduled directly with the Town Fire Marshal. Contact Deputy Fire Chief / Fire Marshal, John Ard, at (817) 490-5786 or [jard@westlake-tx.org](mailto:jard@westlake-tx.org) to schedule an inspection.

## HOLIDAYS, AFTER-HOURS, & EMERGENCY INSPECTIONS

All holiday, after-hours, & emergency inspections must be coordinated with the Chief Building Official. After-hours or holiday inspections must be coordinated at least three (3) days in advance.

For emergency inspections please email and call the following: [building@westlake-tx.org](mailto:building@westlake-tx.org), [pcooke@westlake-tx.org](mailto:pcooke@westlake-tx.org); 817-490-5726 and 817-490-5718

## Typical Town Holidays

Inspections are not scheduled on Town Holidays unless coordinated with the Chief Building Official in advance as noted above. Inspections requested the business day before the holiday will be scheduled for the next business day after the holiday. Inspections requested during on a holiday or over the weekend will be pushed to the day after the next open business day.

- ❖ New Year's Day
- ❖ MLK Day
- ❖ President's Day
- ❖ Good Friday
- ❖ Memorial Day
- ❖ Juneteenth
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day
- ❖ Day After Thanksgiving
- ❖ Christmas Eve
- ❖ Christmas Day



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## REQUIRED INSPECTIONS

### INTERNATIONAL CODE COMPLIANCE

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

- ❖ Initial Lot Grading / Tree Protection / Erosion Control<sup>1</sup>
- ❖ Temporary Electrical Pole
- ❖ Plumbing Rough
- ❖ Foundation<sup>2</sup>
- ❖ Framing & Seconds
  - Framing<sup>3</sup>
  - Fire Sprinkler Rough\*
  - Electrical Rough
  - Mechanical Rough
  - Plumbing Top Out
- ❖ Gas Final / Meter Release
- ❖ Electrical Meter Final / Release
- ❖ Fire Final\*
- ❖ Building Final<sup>4</sup>

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

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

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

<sup>4</sup> See the *Westlake Building Final Inspection Requirements* handout (attached) for Building Final requirements and inspections.

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

### ARCHITECTURAL / ZONING COMPLIANCE

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



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## WASTE MATERIAL & HOURS OF OPERATION

### WASTE MATERIAL

- ❖ A trash container of appropriate size must be always present on the job site.
- ❖ Sites must be kept clear of construction and related waste at all times. Inspections may be canceled and/or fines assessed where debris is allowed to accumulate or is not properly contained.
- ❖ The primary waste collection service in the Town of Westlake is with [Republic Services](#) for both residential and commercial. However, alternative trash services are eligible and available under circumstances such as Construction Waste by obtaining a license from the Town in accordance with [Ordinance 851](#) / [Chapter 74](#) of the code of ordinances. More information can be found on [this webpage](#).

### HOURS OF OPERATION

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

### WEBSITE LINKS

- Permit Links
  - Backflow: <https://www.sctrackingsolutions.com/city/system/login.asp>
  - Fee Schedule: <https://westlake-tx.org/DocumentCenter/View/4011>
  - MyGov: [https://public.mygov.us/westlake\\_tx](https://public.mygov.us/westlake_tx)
  - Residential Guidelines: <https://www.westlake-tx.org/documentcenter/view/1206>
- Waste Collection Links
  - <https://www.westlake-tx.org/631/Construction-Waste-Licensing>
- Utility Links
  - <https://westlake-tx.org/DocumentCenter/View/4737/Water-Sewer-Fees-2023?bidId=>



# New Single Family Residential Checklist

Planning and Development

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

## INITIAL SUBMITTAL REQUIREMENTS

- One (1) digital (.pdf format) of all documents and plans
- Completed Permit Application
- Plan Review Fees
- Energy Check Report
- DRC/ACC Approval Letter
- Foundation Design Letter

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## RESIDENTIAL PLAN CONTENTS

- Site Plan
- Approved & Filed Plat
- Drainage / Grading Plans
- Tree Conservation / Mitigation Plans
- Building Plan Set Including:
  - Floor Plans
  - Mechanical Plans
  - Electrical Plans
  - Plumbing Plans
  - Door & Window Schedule
  - Framing detail
  - Elevations
- Wall Bracing Plans
- Engineered Foundation Plans
- Landscape Plans
- Outdoor Lighting Plan



# Building Final Inspection Requirements

## BUILDING FINAL

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

## International Code Requirements

All homes must comply with adopted building, residential, electrical, mechanical, and plumbing codes prior to Building Final Approval. The Town of Westlake follows 2018 edition codes with NCTCOG regional amendments. Homes permitted prior to September 1, 2019 are subject to 2015 edition codes.

## Customer Service Inspection

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

## Fire Marshal Sign-Off

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

## Westlake Specific Requirements

### Wet Utilities / Ductbank / Smarthouse Requirements

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



# Building Final Inspection Requirements

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

<sup>1</sup> Builder will be responsible for cost and fees for any damages to meter boxes, meters and meter registers.

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

## Zoning & Cleanup

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

## Supporting Documentation / Third Party Reports

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

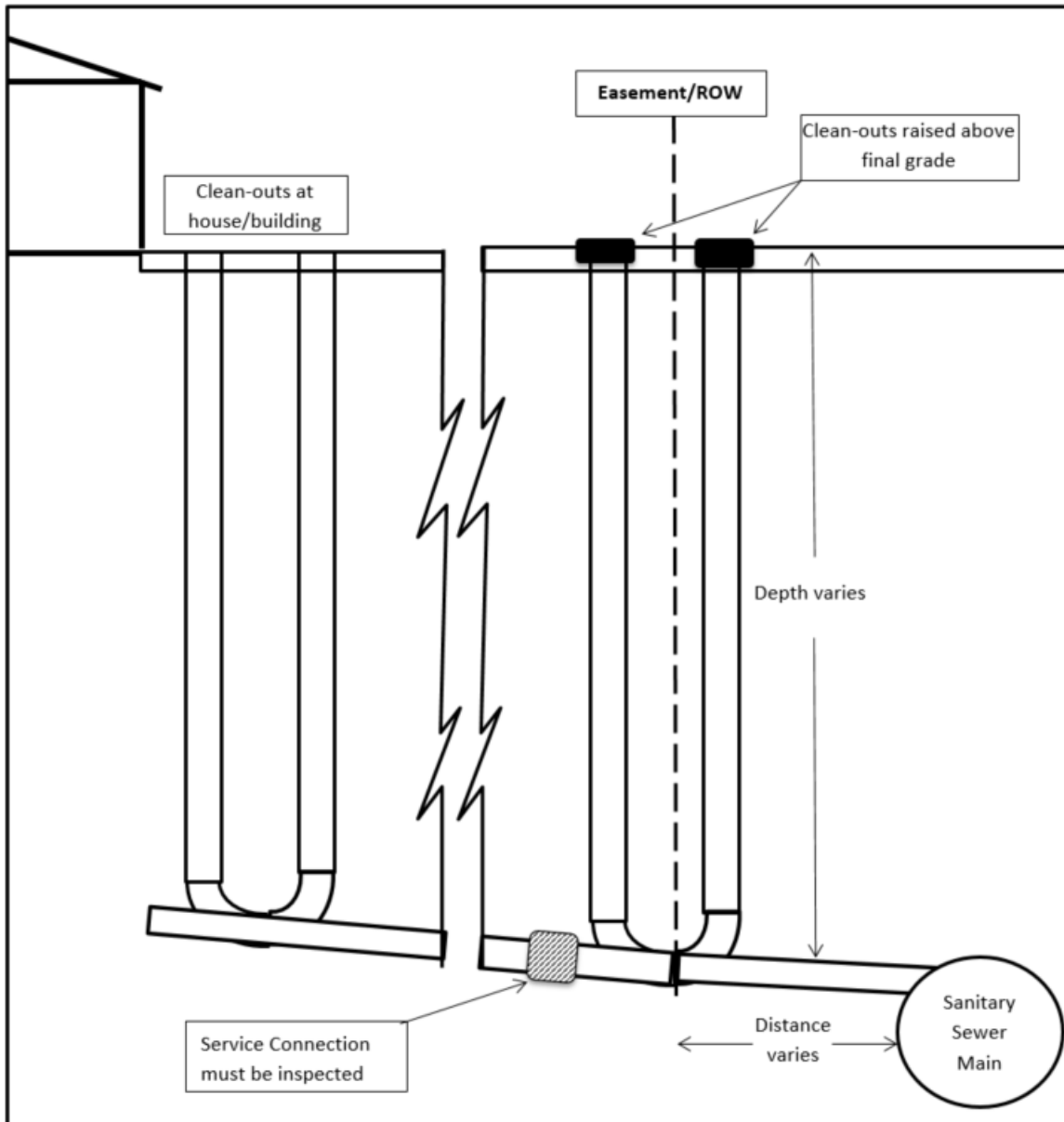
- ❖ Energy Compliance Inspection Report
- ❖ Drainage / Grade Certificate prepared by a Professional Engineer or Registered Land Surveyor
- ❖ Backflow prevention test reports for each device installed as part of overall property improvements (fire line, irrigation, pool, water well, etc.)



THE TOWN OF  
WESTLAKE

# Building Final Inspection Requirements

## Sanitary Sewer Connection Standard



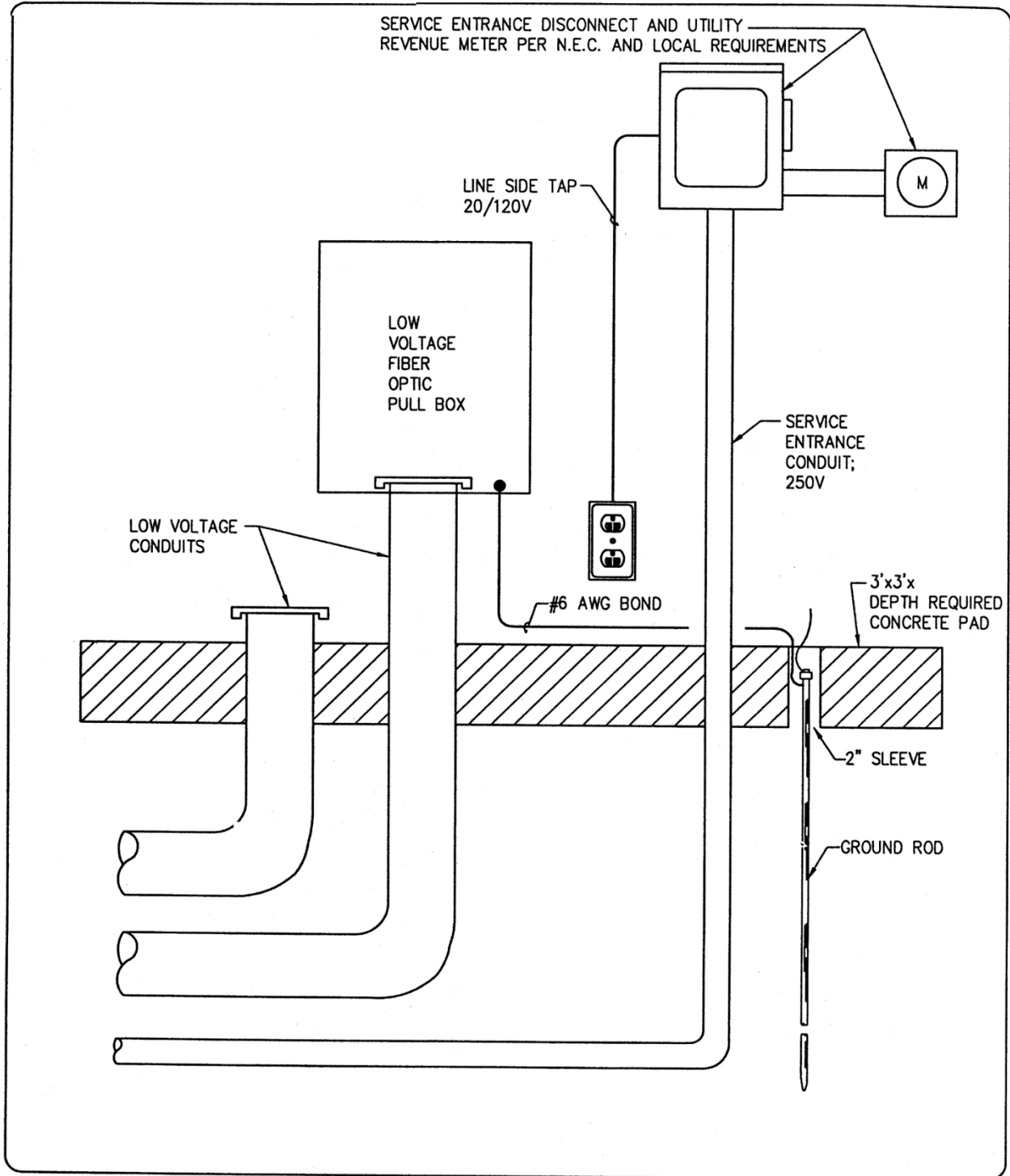


THE TOWN OF  
WESTLAKE

# Building Final Inspection Requirements

## Smart House Connection Standard

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



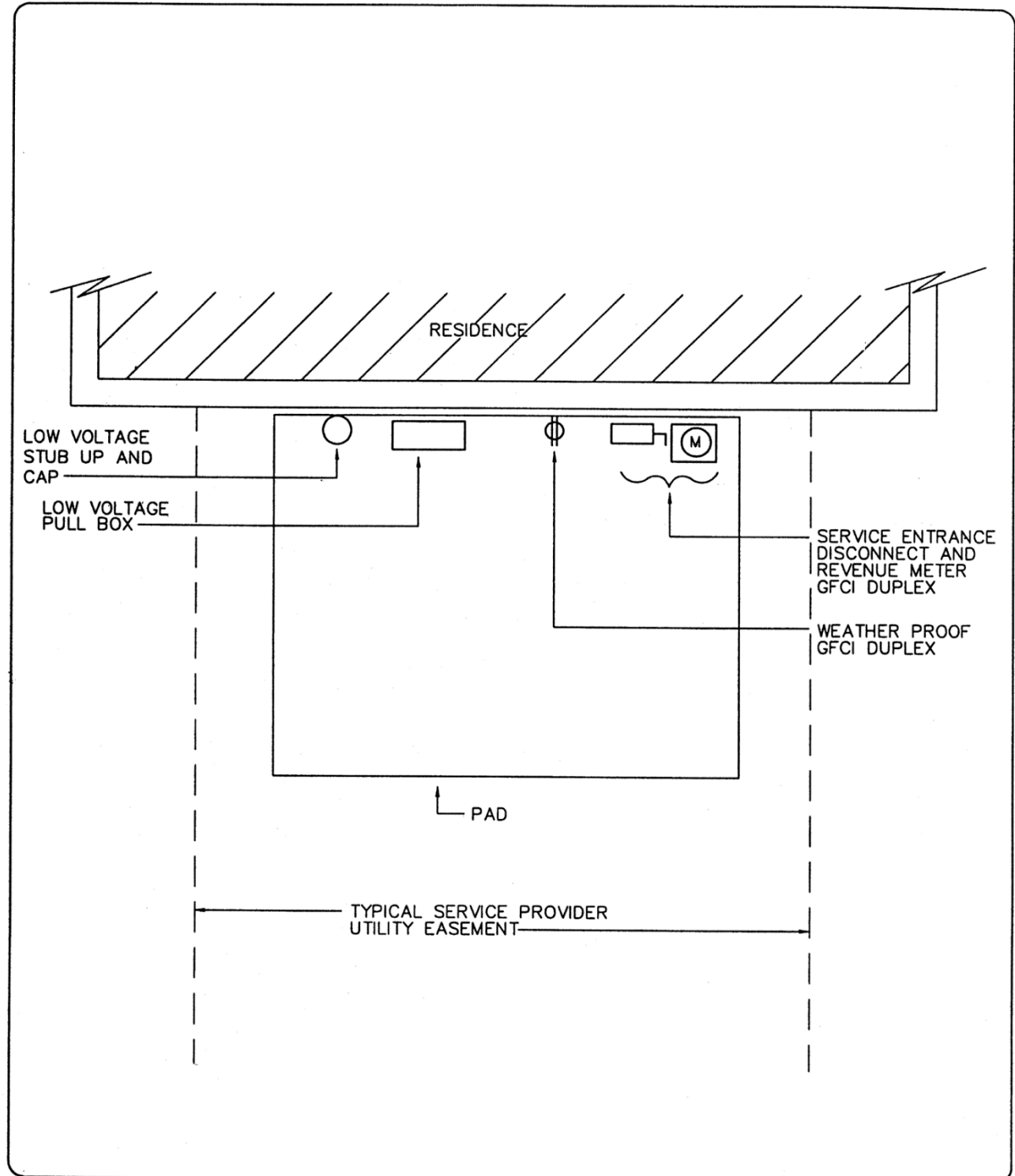




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# Building Final Inspection Requirements

## Smart House Connection Standard (Cont.)





# Residential Project Closeout Checklist

All Documents Must Show Compliance / Pass

## **BUILDING FINAL INSPECTION REPORT INCLUDING:**

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