



Bureau Veritas Contact Information (Fort Worth)

Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

Plan Review

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Fort Worth Plan Review Department for the status of your permit at (817) 335-8111 / toll free (877) 837-8775.

Inspection Requests

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be emailed to the Bureau Veritas office.

Email Inspection requests to: inspectionstx@us.bureauveritas.com

Inspection Request line: (817) 335-8111 OR Toll Free: (877) 837-8775

Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111 / toll free (877) 837-8775 for your inspector's name and number.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



New/Remodel Commercial Plan Review Checklist

Project Address: _____ Project Name: _____

**Permit Application with an original signature must be complete
and submitted with the following information:**

- _____ **(2) Site Plans to include:**
 - _____ Legal Description (lot, block, subdivision)
 - _____ Property lines and lot dimensions
 - _____ Proposed structure and all existing buildings
 - _____ All easements
 - _____ North arrow and scale
 - _____ Existing and proposed location of utility poles, pad mounted transformers

- _____ **(2) Parking lot layout plans**

- _____ **(2) Grading plans**

- _____ **(2) Commercial Energy Code Compliance**
To include Lighting Compliance, Mechanical Compliance and Building Envelope,
if applicable.

- _____ **(2) Sets of plans** to include floor plan, exterior elevations, roof design,
Foundation plan, MEP design, construction details, and window/door schedule.

- _____ **Fire lane location and construction plans and details, Fire suppression system plans
and documents, Fire alarm system plans.**

- _____ **Driveway approaches and drainage culverts** – Engineered plans
(Driveways accessing State Highways require TXDOT permit)

Plans shall be submitted electronically (PDF) and must be readable.



New Residential Plan Review Checklist

Project Address: _____ Date: _____

_____ **(2) Site Plans to include:**

Legal Description (lot, block, subdivision)

North arrow and scale

Property lines and lot dimensions

All easements

Proposed structure and all existing buildings

Driveways and sidewalk dimensions

Setbacks for front, rear and sides of house must be shown on site plan

_____ **(2) Residential Energy Code Compliance Report – Rescheck, IC3 report and Energy Star reports accepted.** www.energycodes.org

_____ **(2) Foundation Plans** – Conventional Rebar Slab Foundation, Regionally Accepted Practices, Foundation Detail (Reference IRC) or Engineered plans or Post Tension Foundation – Engineered Foundation plans and letter. Engineered plans must state that the foundation was designed for the soil conditions on that particular lot and that the foundation meets the design criteria of the IRC.

_____ **(2) Sets of house plans** to include: floor plan, exterior elevations, roof design, mechanical design, electrical design, plumbing design, construction details, window/door schedule, masonry on wood details, shear wall details (engineered if required by the city).

_____ **Driveway approaches and drainage culverts** – Engineered plans
(Driveways accessing State Highways require TXDOT permit)



Residential Remodel/Addition

What is an Addition – Any construction work done to the main building that results in the addition of square footage to the footprint of the house. Additions could be carports, covered patios, sunrooms, bedrooms or any other room enclosed or open that is attached to the main structure.

What is a Remodel – Any interior or exterior construction work to the main structure such as moving walls, replacing windows, any major electrical, plumbing, and/or mechanical work.

Permit Submittals

Residential Addition	Residential Remodel
Residential Permit Application	Residential Permit Application
(2) Simplified Prescriptive Approval. (International Energy Conservation Code)	(2) If installing new windows as part of the remodel, Simplified Prescriptive Approval. (International Energy Conservation Code)
(2) Sets of floor plans to include all Electrical, Mechanical and Plumbing. For additions, include floor plan of existing structure.	(2) Sets of plans to include all Electrical, Mechanical and Plumbing, if applicable.
(2) Site plan showing distance from addition to property lines and other structures and showing all easements and existing structures on property. Filed plat may be required.	N/A
(2) Foundation and Roofing plans	N/A

City of Snook

Project Address: _____

Project Name: _____ Permit Number: _____

Asbestos Survey Texas Department of Health

Asbestos Program Home Page -- <http://www.dshs.state.tx.us/asbestos/default.shtm>

Asbestos Regulatory Information -- (800) 572-5548 or (512) 834-6787

Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)? - Yes No*

Date of Survey _____ TDH Inspector License No. _____

* If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Snook.