



RESIDENTIAL BUILDER'S PACKET ADDITIONS, REMODELS, DETACHED ACCESSORY STRUCTURES

Town of Fairview Building Inspections Department

372 Town Place

Fairview, Texas 75069

Phone: 972-886-4209

Fax: 972-548-0268

Inspection Line: 972-886-4250

permits@fairviewtexas.org

Revised March 2023



The Town of Fairview has adopted the following codes:

- a. 2017 National Electrical Code
- b. 2018 International Building Code
- c. 2018 International Plumbing Code
- d. 2018 International Mechanical Code
- e. 2018 International Energy Conservation Code
- f. 2018 International Residential Code
- g. 2018 International Fuel / Gas Code
- h. 2018 International Fire Code
- i. 2018 International Swimming & Spa Code

Building in the Town of Fairview is regulated by Chapter 154 of the Code of Ordinances, “Zoning”, as well as other applicable local ordinances.



RESIDENTIAL PLAN SUBMITTAL

CURRENT CODES: 2018 IRC AND 2017 NEC

1. Site Plan
 - a. Complete address
 - b. North arrow
 - c. Footprint of building
 - d. Setbacks to all property lines
 - e. All easements
 - f. Location of fence
2. Construction Plans
 - a. Engineered shear wall plans
 - b. Engineered foundation plans with letter-*See Note Below*
 - c. Floor plans
 - d. Elevation plans
 - e. Electrical and plumbing plans
 - f. Grading & Drainage plans required if renovations are greater than 30% of existing footprint
3. Square footage breakdown
4. 2018 Energy Code
 - a. Builder's name
 - b. Plan number
 - c. Site address
5. Value of construction (*Not required per H.B. No. 852, however suggested for record keeping purposes only*)
6. Impervious Surface form
7. **Required Thumb/Flash Drive or You can email permit and plans at permits@fairviewtexas.org**

****The time frame for a residential plan review can be up to 7-10 business days, however, if there is any information missing the review process can be extended past the given time frame. The Town of Fairview requires all of our general contractors and their sub-contractors to be registered with the town. During the review process, please contact all of your sub-contractors to inform them of the registration procedures. If any general or sub-contractors are not registered, the permit will not be released. All fees will need to be paid, before the release of a permit. ****

Note: The Engineered foundation on residential homes must now confirm that groundwater effects were considered and incorporated into the design.

Outdoor Lighting must meet "Dark Sky Ordinance."

All residential foundation designs need to have the following groundwater note verbatim on the engineered plans:

I, _____, do hereby affirm that existing subsurface groundwater conditions and soils were examined and that the foundation design submitted has accounted for these conditions.

Updated: March 2023

SOLID WASTE SERVICES CONTRACT

This Solid Waste, Construction and Demolition Debris, and Recyclable Materials Collection, Transportation, Disposal, and Processing Contract ("Contract"), is entered as of the Effective Date by and between the Town of Fairview, Texas, a Texas home rule municipality (hereinafter called "Town"), and Allied Waste Systems Inc. D/B/A Republic Services of Plano, hereinafter called "Contractor", acting by and through their duly qualified representatives (Town and Contractor collectively referred to herein as "Parties" and individually as "Party".)

WHEREAS the Town, therefore, desires to grant to Contractor the right to operate as the sole provider for Town-provided services of collection, transportation, and disposal of residential, commercial, and industrial (both permanent and temporary) Garbage and Trash, Construction and Demolition Debris, and Recycling, subject to the terms of this Contract; and

WHEREAS Contractor desires to operate and maintain the services of collection, transportation, and disposal of residential, commercial, and industrial (both permanent and temporary) Garbage and Trash, Construction and Demolition Debris, and Recycling, subject to the terms of this Contract.

(D) No commercial container, Dumpster, or Roll-Off Container should be overloaded to the point where the lid or covers, will not close, or the tarp will not properly cover the load. The Contractor may decline to empty an overloaded container until the Customer unloads the Dumpster or Roll-Off Container to the point where the lid(s) will close, or where the load may be safely tarped before transport.

SECTION 8 - ROLL-OFF CONTAINER COLLECTION FOR CONSTRUCTION AND DEMOLITION DEBRIS, REMODELING & CONSTRUCTION

To the extent allowed by law, this Contract will provide exclusive rights to Contractor for the collection of Construction and Demolition Debris, and Waste Materials, such as carpeting, roofing, drywall, etc., resulting from remodeling and construction activities, which are generated in quantities requiring a Roll-Off Container for on-site storage, collection, and transport.

Questions, Complaints and Concerns

Additional questions, service requests and concerns, should be directed to the Republic Services at 972-422-2341 or via their website at RepublicServices.com/Customer-Support.



TOWN OF FAIRVIEW RESIDENTIAL ADDITION/ALTERATION/REMODEL, DETACHED ACCESSORY STRUCTURE PERMIT REQUIREMENTS

PLANS SUBMITTAL:

Plans must be submitted along with a completed application form and the required plan review fee.

1. Site plan, including complete address and dimensions and location of the structure relative to all property lines, building lines, and easements.
2. Construction plans to include engineered foundation with P.E. certification letter, framing, plumbing & electric plans with square footage breakdown, builders name & plan number, site address, and energy code certification number.
3. Fire suppression plans for any residential structure of 5,000 square feet or greater (includes covered porches & attached garages)
4. Registration of general contractor, as well as, subcontractor's registration
5. Any work that has a value of \$10,000 worth of work or more requires a listed trash hauler. The Town of Fairview has a contract with Republic services. Please contact Republic services at 972-422-2341
6. Thumb/Flash Drive of all plans or you can email permit/plans to permits@fairviewtexas.org

FEES:

1. Plan review fee: \$75.00
2. Permit fee:

<u>Residential Addition/Alteration/Remodel</u>	<u>Detached Accessory Structure</u>
\$100 min fee, 150' and over +\$0.65/sq. ft.	\$100 min fee, 250' over +\$0.25/sq. ft.
With new concrete pad: +\$25.00	With new concrete pad: +\$25.00
With electric trade: +\$25.00	With electric trade: +\$25.00
With plumbing trade: +\$25.00	With plumbing trade: +\$25.00
With mechanical trade: +\$25.00	With mechanical trade: +\$25.00

3. Fire Fees (if applicable)

Minimum fee	\$150.00
1-100,000 SF	\$0.035/SF
100,001-300,000 SF	\$3,500 plus 0.017/SF over 100,000
>300,000 SF	\$6,900.00 + \$0.01/SF over 300,000 SF

***Red Tag Fees (if applicable) \$50.00 for the first inspection & increasing in \$25.00 increments for each reinspection of the same items thereafter (i.e. \$50.00, \$75.00, \$100.00)**



TOWN OF FAIRVIEW
COMMERCIAL & RESIDENTIAL CONSTRUCTION ONLY

Project Address _____ Subdivision/Lot/Block _____

Scope of Work _____

Property Owner (Name, Address, Phone, & Email) _____

General Contractor: _____ Phone: _____ Email _____

Electrical Contractor: _____ Phone: _____ Email _____

Plumbing Contractor: _____ Phone: _____ Email _____

Mechanical Contractor: _____ Phone: _____ Email _____

Fire Suppression Contractor: _____ Phone: _____ Email _____

Fire Alarm Contractor: _____ Phone: _____ Email _____

Trash Hauler Contractor: _____ Anything over \$10,000 requires a listed trash hauler on your permit
WHEREAS the Town, therefore, desires to grant to Republic Services the right to operate as the sole provider for Town-provided services of collection, transportation, and disposal of residential, commercial, and industrial (both permanent and temporary) Garbage and Trash, Construction and Demolition Debris, and Recycling, subject to the terms of this Contract. Additional questions, service requests and concerns, should be directed to the Republic Services at 972-422-2341 or via their website at RepublicServices.com/Customer-Support

RESIDENTIAL WORK BEING DONE: TYPE:
[] New Residential Construction [] Addition/Alteration/Remodel [] SFR(Detached) [] Townhome/Duplex (Attached)
[] Detached Accessory Structure [] Residential Demo (Demo intended for New Residential Home? _____) If so, please notify Utilitybilling@fairviewtexas.org to have water meter and trash bins removed from account.

Valuation of work \$: _____ (not required for NEW RESIDENTIAL CONSTRUCTION ONLY, however suggested for record keeping purposes)

Square Footage _____ in/ft (Total under roof)

Sewer _____ Septic _____

Subject property is _____ or is not _____ within the flood hazard area. Required lowest floor elevation is _____.

COMMERCIAL WORK BEING DONE:
[] New Construction (Shell) [] New Construction/Finish Out [] Addition/Remodel [] Commercial Demo

Business/Tenant Name: _____ Valuation of work \$: _____ Square Footage _____ in/ft

Electric Provider: _____ Gas Provider: _____ Note: Please allow 7-10 business days for processing

Table with 2 columns: Fee Name and Amount. Rows include PLAN REVIEW FEES, PERMIT FEES, FIRE FEES, C/O, PLUMBING TRADE FEE, MECHANICAL TRADE FEE, ELECTRICAL TRADE FEE, PRO RATA FEE (IF APPLICABLE), WATER IMPACT FEE, ROAD IMPACT FEE, SEWER IMPACT FEE, and GRAND TOTAL.

NOTICE TO APPLICANT: This permit is issued based on information furnished in this application and on any submitted plans and is subject to the provisions and requirements of the Town of Fairview Code of Ordinances and any other applicable ordinance. This permit is used only for the purpose of allowing construction of a building or structure conforming to the codes and ordinances of the Town, regardless of information and/or plans submitted. SCOPE OF PERMIT: For new buildings and for additions to existing buildings, this permit authorizes all structural, plumbing, electrical, mechanical, work to be performed in the construction of the building or structure at this address, if done at the same time of initial construction. No separate subcontractor permits are needed for those trades. However, the permit holder is required to use only subcontractors registered with the Town of Fairview, where such a requirement is applicable. If this permit is obtained for work other than new buildings and additions, separate permits must be obtained by all subcontractors.

APPLICANT SIGNATURE _____ DATE _____
TOWN APPROVED _____ PLAN REVIEW DATE _____
PICKUP SIGNATURE _____ DATE _____



The Fairview Code of Ordinances, sections 14.02.204 (c) 8, 14.02.254 (c) 8 14.02.304 (c) 8, and 14.02.354 (c) 8 limit the maximum lot coverage of all impervious surfaces to 35% in the RE-1 district, 30% in the RE-1.5 district, and 25% in the RE-2 and RE-3 districts.

Violations may result in citation and removal of structures exceeding total allowed impervious surface area. In order to comply with the ordinance, please complete the following form and have it notarized.

Address _____

House Pad	_____	sq ft.
Driveway	_____	sq ft.
Sidewalk	_____	sq ft.
Swimming Pool	_____	sq ft.
Swimming Pool Deck	_____	sq ft.
All current accessory buildings	_____	sq ft.
Other impervious surface	_____	sq ft.
Proposed new use (s)	_____	sq ft.
	_____	sq ft.
	_____	sq ft.
	_____	sq ft.
Total square footage	_____	
Total Impervious Surface (sq ft)	_____	(a)
Lot size (sq ft)	_____	(b)
Impervious Surface to Lot Ratio	_____	

I hereby attest under penalty of law, that the above information is true and correct:

_____ Signature of Surveyor, Architect, or Engineer	_____ Print Name	_____ Date
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_____ Applicant Signature	_____ Print Name	_____ Date
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State of Texas
County of _____

This instrument was acknowledged before me on _____
by _____.

Signature of Notary: _____
Printed Name: _____
My commission expires: _____



RELEASE FROM ELECTRIC AND GAS SERVICE

PERMIT NO: _____

ADDRESS: _____

BUILDER: _____

ELECTRIC PROVIDER: _____

GAS PROVIDER: _____

I hereby agree to release the Town of Fairview from any liability that may result from the granting of electrical and gas service to the above-referenced building project. I further agree that, if in the opinion of the electrical or gas inspector, unsafe electrical or gas conditions are found, that electrical or gas service will be terminated upon the request of the Town of Fairview to the provider of such service.

I further agree that I am responsible for the occupancy of the premises, and that if the building is occupied in any manner, including the storage of goods, the assignment of personnel to the premises, or the operation of a business or residence at the address listed above before Certificate of Occupancy is issued, the service, upon the request of the Town, will be discontinued without notice, and citations will be issued for each day the building is occupied without a Certificate of Occupancy.

State of Texas

County of Collin

I, _____, being duly sworn, do depose and say that the information contained in the above application is true and correct to the best of my knowledge and belief.

Signature of Owner or Owner's Agent

Date

Violations of move-ins without a C.O. will result in loss of any early meter sets. If you have any questions, please contact the inspector.



The General Contractor is responsible for requesting inspections for each trade (except Fire). The Town will schedule all requested inspections as soon as practical. A request properly received by 4 PM will usually be on the next day's inspection list, unless work load or the inspectors' absence prohibits. In the case of extended absences, an alternate inspector will be employed.

ALL INSPECTION REQUESTS MUST BE CALLED IN TO THE PERMIT INSPECTION LINE AT (972-886-4250). PLEASE LEAVE A MESSAGE.

**FIRE INSPECTIONS CAN BE CALLED REQUESTED BY EMAIL TO
TGREEN@FAIRVIEWTEXAS.ORG**

GENERAL:

1. Fairview's currently adopted applicable codes are the 2018 International Residential & Fire Codes (with amendments), the 2017 National Electrical Code.
2. Portable toilet, 911 address, trash bins, debris, fence, & form board survey **MUST** be in place at time of first inspection. Concrete drive or rock entry of 3" rock (minimum) 6" thick x 20' wide x 12' deep must also be in place to prevent mud & debris on public streets.
3. SWPPP documents on-site and erosion control measures in place once dirt work is commenced.
4. Builders' identification sign with current contact information must be prominently displayed on site at all times.
5. Working hours are 7 AM to 7 PM (restricted by ordinance), Monday through Saturday. **NO WORK OF ANY KIND TO TAKE PLACE OUTSIDE OF PERMITTED HOURS OR ON SUNDAYS OR HOLIDAYS (please refer to the holiday schedule online)**

Violations may result in suspension of permit (stop work order), and prosecution in municipal court citation. A holiday schedule is available upon request.

We recommend that builders post signs stating permitting hours in English & Spanish; otherwise the builder will be cited for any violations. If signs are properly posted, the individual violators will be cited instead.

6. Permit packet with all previous inspection records, and a complete set of plans must be on site for all inspections, at a location determined by building inspector.



Contractor Registration Application

Contractor Type:

General Contractor

Swimming Pool

Fence

Irrigation

Sign

Cost for these contractors:

\$50.00 New

\$25.00 Renewal

Expiration: 1yr from date of registration

Contractor Type:

Plumbing

Fire Alarm

Fire Sprinkler (Suppression)

Mechanical

Backflow/Septic

Electrical

There is no charge for these Contractor Types

Expiration: Based on License/Certificate expiration date

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____ @ _____

Master/CEO Responsible for Supervision: _____

License/Certificate # _____ **Driver's License #** _____ **Expiration Date:** _____

I understand and agree that the above named shall be responsible for continuous supervision of all installation of all installations and repairs performed in the Town of Fairview under the above-named contractor and should such Master Licensee no longer be employed, no further work shall be performed until registration has been provided to the Building Inspections Department naming a new Master License holder.

I will request all necessary inspections by the Town of Fairview to assure compliance with all city regulations applicable for the proposed work.

Contractor's Signature: _____ **Date:** _____

*****Please include a copy of your master's license or certificate for processing*****

Email information to permits@fairviewtexas.org



OUTDOOR LIGHTING CONFORMANCE CERTIFICATION

(This form covers all outdoor lighting excluding street lights and parking lot lights)

Town of Fairview Lighting Regulations

- Article 3.14 of the Town of Fairview Code of Ordinances
- Article 5 of the Commercial Plan Development District (CPDD) Standards and Guidelines (Adopted by Ordinance 2014-9-11B, as amended)

Please check if residential or commercial:

Residential Commercial

Fairview Address:

Please check the correct lighting district (Map located on page 3):

District 1 District 2

If in District 1, Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines requires the following (check the following if compliant):

- All exterior lighting fixture details have been submitted to the Town of Fairview for review and have been approved Article
- Lighting glare from any lighting source will not be directly visible from public view or from a residential unit and a maximum average of 1-foot candle at residential property lines has not been exceeded
- All fixtures are full cutoff. Any proposed fixtures not meeting the full cutoff requirement must be approved by minor warrant. All outdoor lighting fixtures approved by minor warrant shall not exceed 20,000 lumens per developed acre
- Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines
- Lighting elements do not include flood, cobra head (unless LED), HID – mercury vapor and sodium vapor, high pressure sodium and fluorescent lights (except fluorescent bulbs that screw into standard socket fixtures)
- All other applicable provisions of Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines have been met on this site

If in District 2, Article 3.14 of the Town of Fairview Code of Ordinances requires the following (check the following if compliant):

- All exterior lighting fixture details have been submitted to the Town of Fairview for review and have been approved
- All outdoor lighting fixtures have been designed, located, installed, aimed downward or towards structures, retro fitted if necessary, and maintained in order to prevent glare, light trespass, and light pollution
- Light trespass at property lines does not exceed the maximum of 0.20-foot candles
- Light fixtures conform with shielding requirements applicable to fully shielded, partially shielded, and unshielded
- Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances
- All lamp types for new security lights are LED, metal halide, high-pressure sodium or low-pressure sodium. Security lights intended to illuminate a perimeter (such as a fence line) shall include motion sensors and be designed to be off unless triggered by an intruder located within five feet of the perimeter. The zone of activation sensors must be within the property boundaries of the property wishing to be illuminated.
- A maximum limit of 50,000 lumens per developed acre for all lighting irrespective of shielding conditions has not been exceeded. Unshielded and partially shielded lighting are limited to a maximum of 10,000 lumens per developed acre
- All floodlighting, that is not motion activated, is full cutoff or permanently directed downward
- Upward lighting is used in the form of one narrow cone spotlight for flags, statues, public art or other objects of interest that cannot be illuminated with down-lighting
- All other applicable provisions of Article 3.14 of the Town of Fairview Code of Ordinances have been met on this site

I, _____, do hereby certify that the exterior lighting
 printed name

meets or exceeds the outdoor lighting standards of the Fairview Code of Ordinances.

Signature: _____ Date: _____

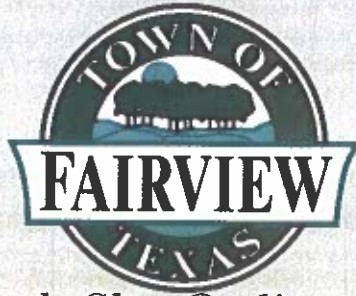
STATE OF TEXAS §

COUNTY OF _____ §

This instrument was acknowledged before me on the _____ day of _____,

20_____, by _____

 Notary Public State of Texas



Dark Sky Ordinance

Fairview is dedicated to preserving the idyllic natural setting of this region. In 2006, we adopted a series of restrictions and guidelines designed to limit glare, reduce unnecessary light and control other light pollution. Our Dark Sky Ordinance helps to ensure adequate lighting only where it is needed in order to reduce spillover light between properties, increase safety for travelers and increase aesthetic value for our town. Our residents are able to take full advantage of a starry sky surrounded by plenty of nature, an experience unique to other cities in the DFW area.

Purpose and Intent: To regulate the installation and use of outdoor lighting fixtures in the town. This will improve night-time public safety, utility and security by restricting the night-time emission of light rays. These emissions are sources of light that trespass and cause unnecessary glare which are detrimental to the safety and security of persons, property and vehicular traffic.

Below is a compressed checklist for District 1 to act as an aid in compliance and not to replace or severe any of the requirements of Chapter 3 Building Regulations, Article 5 of the Commercial Plan Development District (CPDD) Standards and Guidelines, hereon referred to as the CPDD Security and Guidelines:

- Lighting glare from any lighting source will not be directly visible from public view or from a residential unit and a maximum average of 1-foot candle at residential property lines has not been exceeded
- All fixtures are full cutoff. Any proposed fixtures not meeting the full cutoff requirement must be approved by minor warrant. All outdoor lighting fixtures approved by minor warrant shall not exceed 20,000 lumens per developed acre
- Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances and Article 5 of the CPDD Standards and Guidelines
- Lighting elements do not include flood, cobra head (unless LED), HID - mercury vapor and sodium vapor, high pressure sodium and fluorescent lights (except fluorescent bulbs that screw into standard socket fixtures)

Below is a compressed checklist for District 2 to act as an aid in compliance and not to replace or severe any of the requirements of Chapter 3 Building Regulations, Article 3.14 of the Town of Fairview Code of Ordinances:

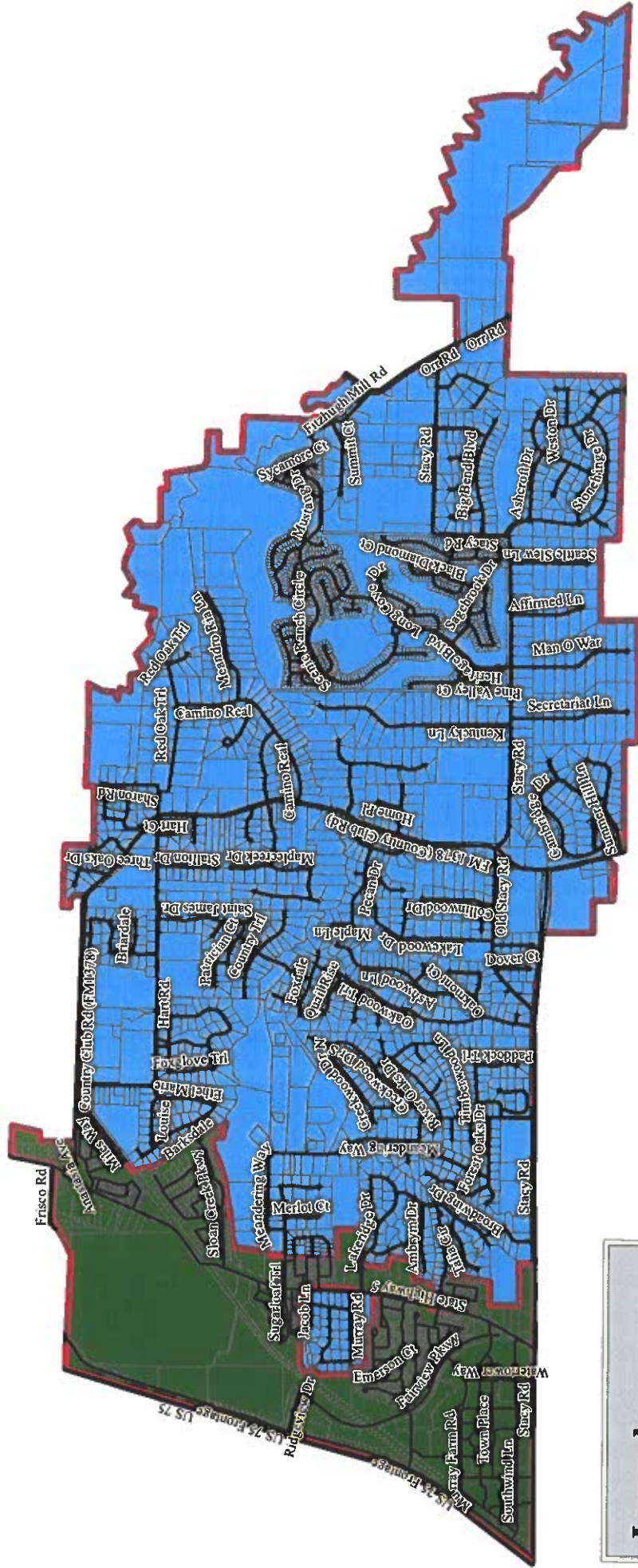
- All outdoor lighting fixtures have been designed, located, installed, aimed downward or towards structures, retro fitted if necessary, and maintained in order to prevent glare, light trespass, and light pollution
- Light trespass at property lines does not exceed the maximum of 0.20-foot candles
- Light fixtures conform with shielding requirements applicable to fully shielded, partially shielded, and unshielded
- Lighting levels conform with standards established in Article 3.14 of the Town of Fairview Code of Ordinances
- All lamp types for new security lights are LED, metal halide, high-pressure sodium or low-pressure sodium. Security lights intended to illuminate a perimeter (such as a fence line) shall include motion sensors and be designed to be off unless triggered by an intruder located within five feet of the perimeter. The zone of activation sensors must be within the property boundaries of the property wishing to be illuminated.
- A maximum limit of 50,000 lumens per developed acre for all lighting irrespective of shielding conditions has not been exceeded. Unshielded and partially shielded lighting are limited to a maximum of 10,000 lumens per developed acre
- All floodlighting, that is not motion activated, is full cutoff or permanently directed downward
- Upward lighting is used in the form of one narrow cone spotlight for flags, statues, public art or other objects of interest that cannot be illuminated with down-lighting
- Accent lighting may shine upward if the light is contained by the structure and the lamps are low intensity

OUTDOOR LIGHTING STANDARDS ARE DIFFERENT FOR DISTRICT 1 AND 2, BE SURE AND CHECK WHICH STANDARDS APPLY TO YOUR DEVELOPMENT.

Thank you for helping Fairview maintain its beauty at night as well as the daytime country living that we have all come to enjoy.



Town of Fairview Lighting Districts



Legend

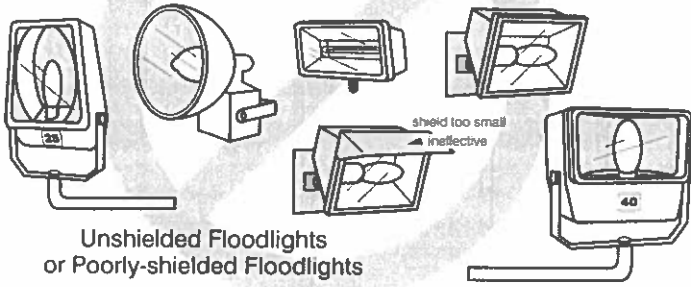
- Streets
- Fairview Parcels
- District 1
- District 2



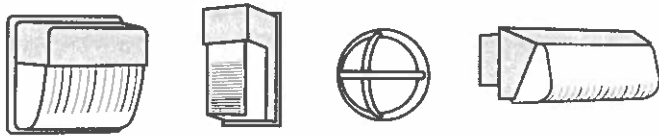
Examples of Acceptable / Unacceptable Lighting Fixtures

Unacceptable / Discouraged

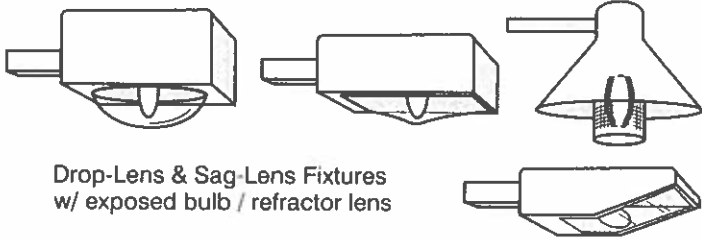
Fixtures that produce glare and light trespass



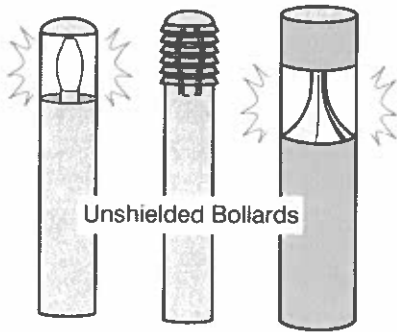
Unshielded Floodlights or Poorly-shielded Floodlights



Unshielded Wallpacks & Unshielded or Poorly-shielded Wall Mount Fixtures

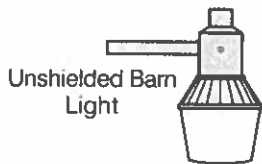


Drop-Lens & Sag-Lens Fixtures w/ exposed bulb / refractor lens

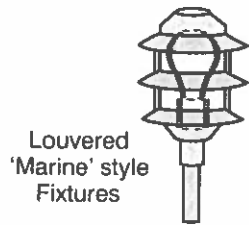


Unshielded Bollards

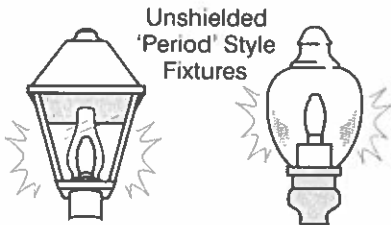
Unshielded Streetlight



Unshielded Barn Light



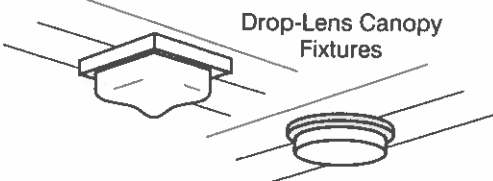
Louvered 'Marine' style Fixtures



Unshielded 'Period' Style Fixtures



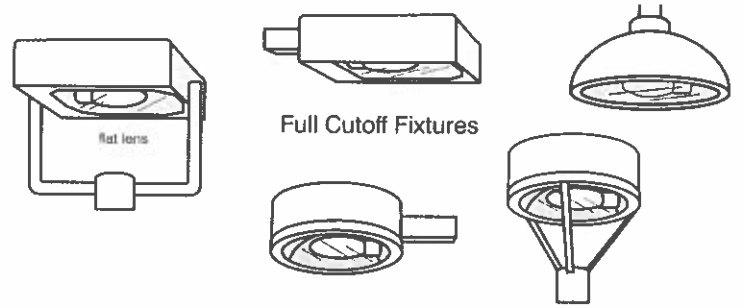
Unshielded PAR Floodlights



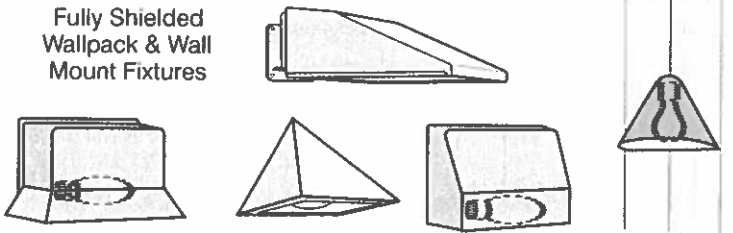
Drop-Lens Canopy Fixtures

Acceptable

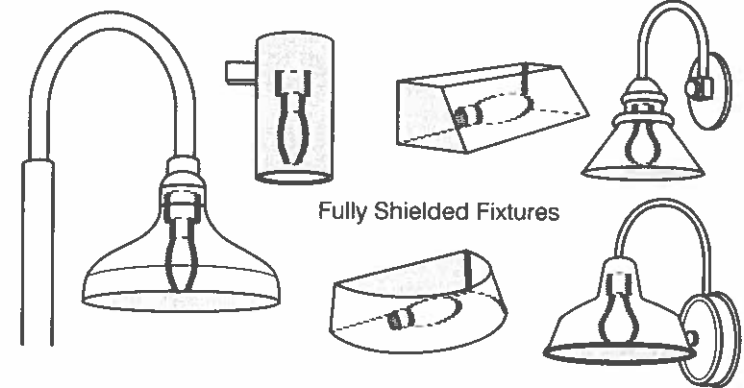
Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



Full Cutoff Fixtures



Fully Shielded Wallpack & Wall Mount Fixtures



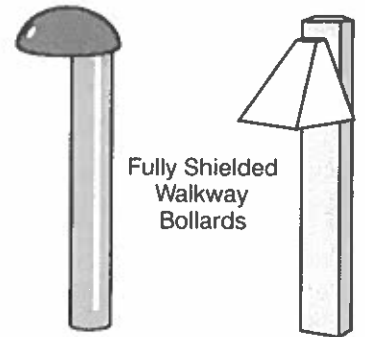
Fully Shielded Fixtures



Full Cutoff Streetlight



Fully Shielded Barn Light



Fully Shielded Walkway Bollards



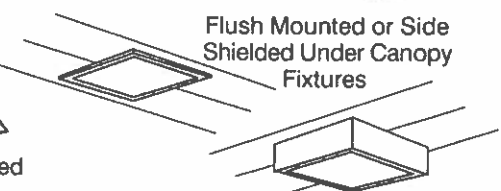
Fully Shielded Decorative Fixtures



Fully Shielded 'Period' Style Fixtures



Shielded / Properly-aimed PAR Floodlights



Flush Mounted or Side Shielded Under Canopy Fixtures