

THE TOWN OF  
*Highland Park*  
TEXAS

4700 Drexel Drive, Highland Park, TX 75205  
214-521-4161 office 214-559-9335 fax

**Department of Building Inspection**

To Whom It May Concern:

Please review the following plan submittal requirements for permitting process. Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 521-4161, should you have any questions.

**LIST OF REQUIREMENTS FOR FENCE PERMIT**

- Two Sets of Plans
- Survey (With R.P.L.S. Stamp) or builder's site plan drawn to scale
- Fence Location shown on site plan with heights and gates identified
- Fence shall **not** be located in req'd front yard setback of house & **not** in easement
- Pool Fence: (48"Ht min) w/Self-Closing & Self-Latching Gates & w/Four (4) Inch max openings
- Permit Fee: (\$10.00 per \$1,000.00 of total construction cost... **\$50.00 min permit fee**)

**Required Inspections:**

- - Location Inspection with string-line at property pins
- - Final (to verify max height does not exceed 8' as measured above non-owner's side).

Sincerely,

***The Building Inspection Department***

**Hugh Pender**

Director of Development Services

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TOWN OF HIGHLAND PARK

# B \_\_\_\_\_

Receipt No. \_\_\_\_\_

Bldg. Permit No. \_\_\_\_\_

DEPARTMENT OF BUILDING INSPECTION

Date \_\_\_\_\_

Application for Building Permit

\$ \_\_\_\_\_  
Permit Fee

The undersigned hereby applies for a permit to build according to the submitted plans and specifications, a copy of which must be kept on the premises at all times during construction, and also agrees to complete this work in full conformity with the Ordinances of the Town of Highland Park and further applies for a Certificate of Occupancy and Compliance.

This permit becomes void unless the work is commenced within ninety (90) days from this date or if the work is abandoned or suspended, at any time after work is commenced, for a period of ninety (90) days.

OWNER: \_\_\_\_\_ Address: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ ADDITION: \_\_\_\_\_

JOB SITE: Number \_\_\_\_\_ Street: \_\_\_\_\_ District: \_\_\_\_\_

Building to be USED AND OCCUPIED as \_\_\_\_\_ for \_\_\_\_\_ UNITS.

Description of Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Sample wording: construct \_\_\_\_\_lf \_\_\_\_\_ tall wood fence adj to east side / west side / rear  
property lines w/minimum of one 3' wide gate access to alley as per plot plan attached to this  
application.)

-----To Be Completed by Building Department-----

Permit Type:

- |                                     |                                  |                                      |  |                                   |                                |   |                                 |                                |
|-------------------------------------|----------------------------------|--------------------------------------|--|-----------------------------------|--------------------------------|---|---------------------------------|--------------------------------|
| <input type="checkbox"/> Accy-Non-C | <input type="checkbox"/> Antenna | <input type="checkbox"/> Bpermit     | <input type="checkbox"/> Commercial    | <input type="checkbox"/> Concrete | <input type="checkbox"/> Drain | <input checked="" type="checkbox"/> Fence | <input type="checkbox"/> Fire   | <input type="checkbox"/> Irrig |
| <input type="checkbox"/> Mech       | <input type="checkbox"/> Move    | <input type="checkbox"/> New         | <input type="checkbox"/> Paint/Repairs | <input type="checkbox"/> Pool     | <input type="checkbox"/> Raze  | <input type="checkbox"/> Remodel          | <input type="checkbox"/> Reroof | <input type="checkbox"/> Sign  |
| <input type="checkbox"/> Tearout    | <input type="checkbox"/> Tent    | <input type="checkbox"/> OTHER _____ |  |                                   |                                |   |                                 |                                |

NOTE:

- No change in the plans and specifications herewith presented for the construction or location of this building shall be made without the consent of the Building Inspector.
- I, or we, hereby covenant to restore any and all damages to the Town sidewalks, streets, alleys, water mains, etc., which may result from this work..
- At the beginning of work under this permit the Owner or Contractor must place in a conspicuous place in front of the premises a sign that will be furnished by the Department of Building Inspection stating that a Building Permit has been issued for this work.
- No projection of any kind which may be beyond the street or alley or easement line is included or authorized in the permit under this application.
- The Town of Highland Park zoning ordinance prohibits the display of business signs in residentially zoned districts.
- Construction fences are not allowed in the required front yard.

ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_

\_\_\_\_\_  
Contractor's Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Building Inspector

## ORDINANCE No. 676 (ZONING ORDINANCE)

Section 7-201 SPECIAL DEFINITIONS – (13.) *Swimming Pool (Private)* A pool and related equipment located on a building site and which is an accessory use and designed and used only in relation to the occupancy of the premises. The edge of the pool's water surface shall be located a minimum of three (3) feet from the side or rear property line or easement line if no alley exists. Pool equipment may be located to the rear property line or easement line if no alley exists. All swimming pools shall be located behind the front building line. (Ord. No. 1008, § 1(1), 9-6-1983)

Section 15-101 FENCE REGULATIONS – Swimming pools shall be completely surrounded by a fence or wall not less than four (4) feet in height, which shall be so constructed as not to have openings, holes or gaps larger than four (4) inches in any dimension except for doors and gates. A dwelling house or accessory building may be used as part of such enclosure. All gates or doors opening through such enclosure shall be equipped with a self-closing and self-latching device for keeping the gates and doors securely closed at all times when not in actual use, ~~except that the door of any dwelling which forms a part of the enclosure need not be so equipped~~ (see IRC App. G). (Ord. No. 972, § 10, 5-4-1970; Ord. No. 847, § 1, 3-1-1976; Ord. No. 972, § 8, 12-28-1981; Ord. No. 1008, § 3, 9-6-1983)

## 2009 International Residential Code Appendix G

### SECTION AG105 BARRIER REQUIREMENTS

**AG105.1 Application.** The provisions of this chapter shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to swimming pools, spas and hot tubs.

**AG105.2 Outdoor swimming pool.** An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical

members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1<sup>3</sup>/<sub>4</sub> inches (44 mm) in width.

Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1<sup>3</sup>/<sub>4</sub> inches (44 mm) in width.

5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1<sup>3</sup>/<sub>4</sub> inches (44 mm) in width.

6. Maximum mesh size for chain link fences shall be a 2<sup>1</sup>/<sub>4</sub>-inch (57 mm) square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1<sup>3</sup>/<sub>4</sub> inches (44 mm).

7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1<sup>3</sup>/<sub>4</sub> inches (44 mm).

8. Access gates shall comply with the requirements of Section AG105.2, Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:

8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and

8.2. The gate and barrier shall have no opening larger than 1/2 inch (13 mm) within 18 inches (457 mm) of the release mechanism.

9. Where a wall of a dwelling serves as part of the barrier, one of the following conditions shall be met:

9.1. The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346; or

9.2. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed in accordance with UL 2017. The audible alarm shall activate within 7 seconds and sound continuously for a minimum of 30 seconds after the door and/or its screen, if present, are opened and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm system shall be equipped with a manual means, such as touch pad or switch, to temporarily deactivate the alarm for a single opening. Deactivation shall last for not more than 15 seconds. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or

9.3. Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable so long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described above.

10. Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:

10.1. The ladder or steps shall be capable of being secured, locked or removed to prevent access; or

10.2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Section AG105.2, Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.