

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**

Dear Contractor/Architect,

Please review the following plan submittal requirements for permitting process. We use the 2021 IRC and 2021 I-Codes, along with the 2020 NEC, all with local amendments. The Town's Code of Ordinances available online through our website at [www.hptx.org](http://www.hptx.org). Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214) 559-9409 should you have any questions.

**PLAN REQUIREMENTS FOR NEW CONSTRUCTION (and REMODEL if applicable)**

- |  |  |
|--|--|
| <input type="checkbox"/> Upload PDF file of Plans  | <input type="checkbox"/> Roof Plan   |
| <input type="checkbox"/> Survey (With R.P.L.S. Stamp)  | <input type="checkbox"/> Plbg/Elec Fixtures On Plan  |
| <input type="checkbox"/> Site Plan (show: wm's, swr-tap, gas meter & elec svc.)  | <input type="checkbox"/> Floor Plan & Elevations   |
| <input type="checkbox"/> Foundation Plan (Engr'd)  | <input type="checkbox"/> Handrail/Guardrail Details & Tread/Riser Dimensions   |
| <input type="checkbox"/> A/C Compressor Location   | <input type="checkbox"/> Wall Section (show: Insulation Specs & Drainage Plane)  |
| <input type="checkbox"/> Floor Joist Plan (if open web &/or I-Joist then PE is req'd)  | <input type="checkbox"/> Window & Door Sizes w/SHGC & U-Factor<br>(SHGC < 0.25 max & U-Factor < 0.35 max)  |
| <input type="checkbox"/> Ceiling Joists Plan (show floored areas)<br>(Appropriate insulation R-Values shall correspond to Ceiling Joist sizes) | <input type="checkbox"/> Grade Elevations (existing and proposed topo) for Site Drainage   |
| <input type="checkbox"/> Rafter Plan (slate or tile roof by PE)  | <input type="checkbox"/> "Erosion Control Acknowledgment & Plan" (Silt/Mud Control & Prevention of Runoff onto Neighboring Property and onto Town Property).           |
| <input type="checkbox"/> Drainage Plan (show discharge to paved R.O.W.)  |  |
| <input type="checkbox"/> Fireplace Details (pefab specs, hearth ext, surround,mantle)  | <input type="checkbox"/> "Construction Site Conditions" Acknowledgement Signed and Submitted with plans. <small>(See Attached)</small> <b>[24 month time limit]</b>    |
| <input type="checkbox"/> ICC-Certified 3rd Party Energy Report &/or Letter for Energy Compliance w/Inspector's NAME and ICC#                   | <input type="checkbox"/> "Town of HP Fire Code Alarm Requirements" Acknowledgement Signed and Submitted with plans. <small>(See Attached)</small>                      |
| <input type="checkbox"/> Electric Load calculations  | <input type="checkbox"/> Fire Alarm/Sprinkler Application & Plans by registered Alarm/Sprinkler Installer, who adds sprinkler info & submits to Fire Marshal via MyGov |
| <input type="checkbox"/> Home Owner/Builder Preconstruction Meeting (Prior to Major Remodel/New Construction ≥ 6 months)                       | <input type="checkbox"/> Construction Schedule, Front Yard Staging Plan, Construction Parking Plan, and Contractor's Neighborhood Letter                               |
| <input type="checkbox"/> Provide Dumpster & Constr Toilet Vendor info  | <input type="checkbox"/> General Contr online registration completed (if not current)  |

**NOTE:** \* If **pre-engineered floor framing product** (i.e. *TJI*®, *LPI*®, *GPI*®, *Spacejoist*®, *Trimjoist*®) is used, then the layout shall be **approved by a Texas registered structural engineer**. The pre-engineered framing system plan shall be accompanied by an engineer sealed letter of review or stamp on the layout plan, laminate beam calculations sealed by engineer, a product specification sheet describing installation details and Building Code approval on the product. If an **open web truss system** (i.e. *Spacejoist*®, *Trimjoist*®, or custom truss) is used, then an engineer shall affix his/her **original seal** to the layout of the trusses. Also, each *open web* custom truss that is used shall accompany the layout plan with a profile drawing or shop drawing and bear an engineer's seal.

Sincerely,

*Building Inspection Department - (214) 559-9409*

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**

Dear General Contractor,

Please review the following list of required inspections for remodel/new construction. Our office hours are Monday through Friday 7:30 A.M. to 4:30 P.M. Our phone number is (214)559-9409 and the inspection cut-off time for same day inspection is 7:00 A.M. Please call should you have any questions.

***INSPECTIONS REQUIREMENTS for NEW CONSTRUCTION (and REMODEL if applicable)***  
***(Request inspection via MyGov login (Contractor Portal) - except for Erosion Control)***

- Erosion Control and Sedimentation devices installed per Town approved plan.  
(To request inspection call Town Engineer at 214-521-4161 or schedule inspection request on [www.hptx.org](http://www.hptx.org) - HP4U Resident Connection link on homepage – select **Erosion Control** topic within **Public Works** title)
- Foundation/Setbacks (Pier inspection separate from Beam inspection)
- Floor Framing (prior to decking, and after sub-floor M.E.P. rough-ins)
- HVAC Rough
- Electrical Rough (with wire in conduit & airtight fixtures roughed-in)
- Plumbing Rough & Top-out
- Exterior sheathing / flashing / moisture control prior to installation of building veneer
- Fireplace: Firebox/Chimney
- Alarm Wire Rough (Alarm Installer requests via MyGov, leave date/time blank. Fire Marshal calls to schedule.)
- Fire Sprinkler Hydro (Sprinkler Installer requests via MyGov, leave date/time blank. Fire Marshal calls to schedule.)
- Framing & Bldg Envelope
- ICC-Certified 3rd Party Energy/Insulation Inspection letter (on NCTCOG Form)
- Alarm/Sprinkler Joint Final (Alarm/Sprinkler Co.'s requests via MyGov, leave date/time blank. Fire Marshal calls to schedule.)
- HVAC, Plumbing, Electrical, and Building Finals

HVAC, Plumbing, and Electrical contractors are responsible for requesting their own inspections via MyGov. Fence, flatwork, curb/gutter, irrigation systems, drainage systems, utility connections, and pools/spas are not included in the permit for the remodel/new construction of a building... separate permits and inspections are required for each. ***Town approved plans and Energy Code Compliance Form must be on jobsite for inspections.***

Sincerely,

*Building Inspection Department - (214) 559-9409*

**TOWN OF HIGHLAND PARK**

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

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

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

\$ \_\_\_\_\_

**DEPARTMENT OF BUILDING INSPECTION**

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

Date \_\_\_\_\_

**Application for Building Permit and Certificate of Occupancy**

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:** \_\_\_\_\_ Zoning District: \_\_\_\_\_

Description of Work:

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

NOTE:

1. 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.
2. 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..
3. 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.
4. 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.
5. The Town of Highland Park zoning ordinance prohibits the display of business signs in residentially zoned districts.
6. Construction fences are not allowed in the required front yard.

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

**A/C SQUARE FOOTAGE OF CONSTRUCTION** \_\_\_\_\_

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

\_\_\_\_\_  
*Address*

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

\_\_\_\_\_  
*Zip*

\_\_\_\_\_  
**Signature of Applicant** & PRINTED NAME

\_\_\_\_\_  
**Phone**

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

Dumpster Co. Name \_\_\_\_\_

Construction Toilet Co. Name \_\_\_\_\_

# Town Objectives Acknowledgement Meeting

Construction site address: \_\_\_\_\_

- Prior to issuing a building permit for new single-family residences and/or major residential renovation projects, a pre-permit issuance meeting with the homeowner(s), contractor(s) and a member of Town staff is required to review the Town's objectives for these type of projects:
  - Building permits are valid for a period not to exceed 24 consecutive months commencing on the date the permit is issued.
  - Review the contractor's construction schedule identifying milestone benchmarks of construction and conformation of completion in not more than 24 months.
  - Review of the contractor's construction site staging plan for placement of: Dumpsters, Portable Toilets and Temporary Construction Offices. (*note: minimum side yard setbacks are the same as main structure per applicable zoning district*)
  - Review of the contractor's Construction Parking Management Plan.
  - Discuss potential municipal court citations for exceeding the allowable 24-month construction duration.
- A building permit **will not be issued** if the contractor and/or Town identifies that the proposed construction cannot be completed within 24 consecutive months.
- Beginning at 12 months into the construction and then again at 18 months, 21 months and finally at 22 ½ months, the Town staff will conduct a joint meeting with the contractor and the homeowner to verify conformance with the construction schedule. If staff is not assured that construction can be completed within the remaining duration of the 24-month construction time, the project will be issued a stop-work-order. A stop-work-order will only be lifted if an appropriate extension option can be reached by all parties.
- If it can be demonstrated to Town staff an extension is warranted following the 24 month construction time period, the staff may, provide an extension of not more than the time it takes for the construction to be completed or 90 days whichever is less, for a fee of twenty-five percent (25%) of the original building permit. There is no guarantee that any additional future extensions will be granted.
  - In reviewing administrative extensions, the Town staff will consider:
    - Reasons beyond the control of the homeowner and contractor to have completed the construction within the initial 24-month period
    - Complaints received regarding the project such as, on-street parking, trash and debris mitigation, noise, etc.
- In the event that no extension is granted (by the staff or the Administrative Committee), citations will be issued to the homeowner for failure to complete a construction project in the allotted time frame. Fines can be up to two thousand dollars (\$2,000.00) per day, until a final inspection and Certificate of Occupancy is approved by the Town.

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I do hereby acknowledge and understand the Town rules, conditions, and objectives. I also understand that it my (homeowner and contractor) responsibility to continuously monitor the construction site for conformance to the Town rules, conditions and objectives set forth above.

\_\_\_\_\_  
Homeowner's Printed Name

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Printed Name

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town staff's Printed Name

\_\_\_\_\_  
Town staff's Signature

\_\_\_\_\_  
Date

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**

**CONSTRUCTION SITE REQUIREMENTS**

Due to the large volume of construction in Highland Park, it has become necessary for the Building Inspection Department to take steps which will protect the property of residents near job sites. A special concern is placed on the accumulation of trash and rubbish on work sites and the inability of residents to use streets, sidewalks, and alleys due to rock, dirt, building materials, and excavations on public property. Therefore, we must actively enforce existing ordinances which will improve these conditions. The following is a summary of applicable requirements:

**PERMIT REQUIRED**

*Construction on private or public property shall not begin until all permits are issued and deposits made if needed. The contractor is responsible for contacting appropriate utilities to locate lines prior to excavation.*

**SIGNS**

*Only one real estate sign per street frontage; it may be either for the realtor or the property owner. The sign must be placed on private property only. No contractor, advertising, or other types of business signs are permitted in residentially zoned areas. (Zoning Ord. 14-101(2))*

**FENCES**

*Temporary chain link construction fencing of at least 6 feet in height with mesh screening placed on the lower portion beginning at 4 feet above grade descending to the ground below is required on all residential construction projects with a construction duration of six months and longer. Temporary construction fencing shall be provided around the entire perimeter of the construction site. (Code of Ord. Sec. 3.01.003 d)*

**BARRICADES**

*Barricades must be in place and functional at the beginning of any work involving public property, and must remain in place and functional until all public property is restored to a safe, clean, passable condition. Each barricade must have at least one flashing light during nighttime hours. The condition and location of barricades shall be checked daily. (Code of Ord. Sec.3.13.086)*

**SIDEWALKS**

*Public sidewalks and alleys adjacent to construction sites must be kept completely clear, clean, and usable by the public for the duration of construction activity except when being replaced. Sidewalks will be replaced immediately following the removal of the old sidewalk. During replacement, all sidewalks will be properly barricaded. (Code of Ord. Sec. 8.01.012)*

**ALLEYS AND STREET EXCAVATIONS**

*Contractor is responsible for excavation in streets and alleys to expose utility mains for new connections. After utility taps have been made, contractor is responsible for repairing excavation. Fill material cannot contain rocks and must be compacted. Concrete shall be sawn back an additional eighteen (18) inches minimum. Damage to public utilities will be the responsibility of the contractor.*

*Except in emergency conditions, utility taps will be made within two (2) working days following approval by the Building Inspector. Excavation must be repaired within five working days after the right-of-way becomes impassable. Weather conditions will be considered, however, the contractor is responsible for using a pump or other means to expedite closing the excavation as soon as possible. (Code of Ord. Sec. 3.13.090)*

**TRASH/DEBRIS**

*All construction sites will be kept free of trash or rubbish. Trash containers, if used shall be kept entirely on private property. Clean up will be performed on a daily basis. The contractor is responsible for removal of construction debris and any related materials resulting from the construction site (Code of Ord. Sec. 13.05.005). Contractor will be issued a citation after two warnings. If the jobsite becomes unsightly and trash becomes a nuisance again, then job will be shut down until the site is clean.*

**FIRES**

Open fires may not be used for burning trash nor to provide heat. (Code of Ord. Sec. 5.04.004)

**SANITARY FACILITIES**

Sanitary facilities are required on each job site. If at all possible, the temporary sanitation buildings should be placed in the rear of the private property where an alley exists, or near the front building line where no alley exists. (International Building Code)

**CUTTING OF MASONRY/STONE**

The Town prohibits using a “dry” saw to cut masonry or stone units which will produce dust. The use a “wet” saw is required when cutting masonry or stone units. (Code of Ord. Sec. 3.02.005)

**PLANTING, MAINTENANCE & REMOVAL OF TREES**

Trees/shrubs that are proposed for planting on, or removal from, public property or adjacent to any utility easement shall be approved by the Director of Parks for compliance with tree planting regulations. (Ord. 1250) Trees located on public property shall be protected during construction. (Resolution No.006-02)

**CONSTRUCTION HOURS & DAYS REGULATED**

Hours of construction are defined in the Town of Highland Park to be permitted between 7:00 A.M. and 6:00 P.M. Monday through Saturday, only. No construction shall occur on Sunday or on the following holidays: **New Years Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, or Christmas Day.** (Code of Ord. Sec. 8.01.005 b)

**24 MONTH TIME LIMIT ON PERMIT**

The permit is valid for 24 months from its issuance for new construction, remodels and additions. This time limit is effective on all residential permits issued after August 27<sup>th</sup>, 2007. An extension may be granted pursuant to Code of Ordinances. A violation of this ordinance is subject to a maximum fine of \$2,000.00 and each day constitutes a separate offense. (Code of Ord. Sec. 3.08.005)

**INSPECTIONS REQUIRED**

The following list of inspections are required for new construction, remodels(if applicable) and additions in the Town:  
1. piers w/setback stringline, 2. foundation beams w/setback stringline, 3.subfloor framing & M.E.P. inspection w/crawlspace drainage system prior to decking/insulating crawlspace, 4. M.E.P., Fire Sprinkler & Alarm roughs, 5. framing / fireplaces, 6.exterior sheathing & flashings prior to masonry/stucco application, 7. 3rd Party Energy/Insulation certification, 8. finals. The Plumber, Electrician Mechanical, Fire Sprinkler & Alarm contractors are responsible for calling in for their own inspections with their permit numbers.

Please give your immediate attention to any of the violations which may exist on your job site. Each violation carries a maximum fine of two thousand (\$2,000.00) dollars per offense, per day, and may result in the Building Inspection Department halting work progress. The Highland Park Department of Public Safety will take action on any of the violations that occur at night and on weekends.

We sincerely appreciate your cooperation in these matters. Feel free to contact the Town's Building Inspection Department at 214-521-4161, 7:30 A.M. to 4:30 P.M., Monday through Friday, should you have any questions.

**Hugh Pender**  
Director of  
Development Services  
[hpender@hptx.org](mailto:hpender@hptx.org)

**Serena Palomino**  
Permit Technician  
[spalomino@hptx.org](mailto:spalomino@hptx.org)

**Randy Meadows**  
Building Inspector  
[rmeadows@hptx.org](mailto:rmeadows@hptx.org)

**Jennifer Deaver**  
Building Inspector  
[jdeaver@hptx.org](mailto:jdeaver@hptx.org)

**Dexter Davis**  
Plans Examiner  
[ddavis@hptx.org](mailto:ddavis@hptx.org)

**Acknowledgment of Receipt**

I do hereby acknowledge that I have received a copy of the Construction Site Requirements two page document and understand its contents.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signed Name**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Date**



**CONSTRUCTION PARKING  
MANAGEMENT POLICY**

## **1.0 GENERAL**

### **1.1 INTRODUCTION**

The building or remodeling of a home is an exciting time for the homeowner. Conversely, this construction can become burdensome and disruptive to adjoining residents living each day with a project often lasting more than twenty-four months. Adding to these impacts is a paramount need for the Town of Highland Park to effectively manage the streets for safe passage by the public and emergency vehicles.

Through its nearly 100 years of existence, the Town has enjoyed the amicable and cooperative working relationship between existing and new residents alike. The Town of Highland Park works diligently to ensure that this community trait continues during the construction of any project.

### **1.2 PURPOSE**

The purpose of this Construction Parking Management Policy (the “Policy”) is to provide continuity under which certain physical aspects of construction parking management will be implemented.

These standards cannot anticipate all situations. They are intended to assist, but not to substitute for common sense practices by construction professionals. The Town of Highland Park does not intend to limit any innovative or creative efforts that could result in better quality, decreased disruption, or both.

If the project changes ownership, contracting services, or both, the Town’s Developmental Services Department must be notified, and the new ownership or contracting services must agree in writing to comply with an approved Construction Parking Management Plan (the “Plan”). Any departure from the Plan must be submitted in writing and approved by the Building Official.

### **1.3 APPLICABILITY**

This Policy shall govern the construction parking for both public and private construction projects within the Town of Highland Park. This policy shall apply to home remodeling projects at the discretion of the Building Official.

### **1.4 DEFINITIONS**

Construction Parking Management Policy – A Construction Parking Management Policy is a document to provide procedures under which certain physical aspects of construction parking management will be implemented.

Construction Parking Management Plan - A Construction Parking Management Plan is a combination of documents and specifications that clearly define the steps that will be taken to demonstrate how to minimize parking impacts to the community.

Disturbance Area – Any portion of a street, avenue, boulevard, drive, parkway, or roadway where construction vehicles are parked for purposes of construction (development).

## **2.0 CONSTRUCTION PARKING MANAGEMENT PLAN**

### **2.1 PARKING MANAGEMENT PLAN**

All construction projects of a scope or duration that will, at the discretion of the building official, adversely impact residential parking, must submit a Construction Parking Management Plan as part of the building permit application.

### **2.2 PARKING MANAGEMENT PLAN INFORMATION**

The Construction Parking Management Plan shall provide a detailed description of how parking will be addressed, including, but not limited to:

- Homeowner's name
- Project's address
- Contractor's information
  - contractor's name
  - contractor's business name
  - contractor's business phone number
  - 24-Hour emergency contact number
  - on-site foreman's name
  - on-site foreman's cell phone number
- Estimated beginning and ending of construction
- Number of available on-site parking spaces
- Days of week and time period(s) for on-street parking
- Average per-day on-street parking occupancy
- A detailed description (diagram or schematic if needed) of the total project disturbance area, where the contractor, sub-contractor(s), and all applicable vehicles related to the construction or remodeling will be parked.
- Any other traffic and/or pedestrian concern

## **2.3 PUBLIC NOTIFICATION**

The contractor is required to distribute a letter of construction notice to all residents within the disturbance area no later than ten (10) days prior to construction. The letter shall provide a brief description of the project and provide a contact list with associated phone numbers as stated in Section 2.2 of this Policy. Furthermore, the letter must advise the citizens that a copy of the parking plan is available for review at the construction site and at the Town's Building Inspections office (see attached sample letter).

The letter must be written on the contractor's business letterhead. A copy of the letter must be submitted as part of the building permit application.

## **2.4 COMPLAINTS**

All construction vehicle parking complaints directed to the contractor, or the Town will be given prompt and courteous attention. The general contractor, or its project site representative, shall be available during construction operations to see that all construction vehicle parking complaints are resolved immediately, and in accordance with the submitted parking plan.

## **3.0 PARKING REGULATIONS**

### **3.1 STOPPING, STANDING, OR PARKING PROHIBITED IN CERTAIN PLACES.**

(a) An operator may not stop, stand, or park a vehicle:

- (1) on the roadway side of a vehicle stopped or parked at the edge or curb of a street;
- (2) on a sidewalk;
- (3) in an intersection;
- (4) on a crosswalk;
- (5) between a safety zone and the adjacent curb or within 30 feet of a place on the curb immediately opposite the ends of a safety zone, unless the governing body of a municipality designates a different length by signs or markings;
- (6) alongside or opposite a street excavation or obstruction if stopping, standing, or parking the vehicle would obstruct traffic;
- (7) on a bridge or other elevated structure on a highway or in a highway tunnel;
- (8) on a railroad track; or
- (9) where an official sign prohibits stopping.

(b) An operator may not, except momentarily to pick up or discharge a passenger, stand or park an occupied or unoccupied vehicle:

- (1) in front of a public or private driveway;
- (2) within 15 feet of a fire hydrant;
- (3) within 20 feet of a crosswalk at an intersection;
- (4) within 30 feet on the approach to a flashing signal, stop sign, yield sign, or traffic-control signal located at the side of a roadway;
- (5) within 20 feet of the driveway entrance to a fire station and on the side of a street opposite the entrance to a fire station within 75 feet of the entrance, if the entrance is properly marked with a sign; or
- (6) where an official sign prohibits standing.

(c) An operator may not, except temporarily to load or unload merchandise or passengers, park an occupied or unoccupied vehicle:

- (1) within 50 feet of the nearest rail of a railroad crossing; or
- (2) where an official sign prohibits parking.

(Sec. 545.302, Texas Transportation Code)

### **3.2 ON-SITE CONSTRUCTION STREET PARKING**

Vehicles associated with the construction site shall be parked on the construction site where possible. Otherwise, they shall be legally parked on the public street in accordance with Town's codes and ordinances. Construction vehicles shall be legally parked adjacent to the construction site and/or as directed by the Town of Highland Park's Department of Public Safety.

### **3.3 PARKING CONFLICTS**

Should there be a parking conflict between two or more contractors working within the same area, all parking plans submitted within the affected area will be reviewed. A revision of one or more plans may be required. Parking plans cannot anticipate all situations. They are intended to assist, but not to substitute for common sense practices by construction professionals. The Town of Highland Park does not intend to limit any innovative or creative efforts that could result in better quality, decreased disruption, or both.

### **3.4 PARKING CONSOLIDATION**

The general contractor should make hourly assessments of the on-street parking to consolidate construction vehicles as close to the construction site as space permits. This may assist in reducing the parking disturbance area throughout the day. It is the responsibility of the general contractor to manage its construction parking in such a manner to avoid unnecessary inconvenience, and/or, annoyance to the public and to neighboring properties.

**3.5 ONE WAY AND TWO WAY PARKING REGULATIONS.**

(a) An operator who stops or parks on a two-way roadway shall do so with the right-hand wheels of the vehicle parallel to and within 18 inches of the right-hand curb or edge of the roadway.

(b) An operator who stops or parks on a one-way roadway shall stop or park the vehicle parallel to the curb or edge of the roadway in the direction of authorized traffic movement with the right-hand wheels within 18 inches of the right-hand curb or edge of the roadway or the left-hand wheels within 18 inches of the left-hand curb or edge of the roadway. This subsection does not apply where a local ordinance otherwise regulates stopping or parking on the one-way roadway.

(c) A local authority by ordinance may permit angle parking on a roadway. This subsection does not apply to a federal-aid or state highway unless the director of the Texas Department of Transportation determines that the roadway is wide enough to permit angle parking without interfering with the free movement of traffic. (Sec. 545.303, Texas Transportation Code)

**3.6 TEN FEET OF ROADWAY TO BE LEFT AVAILABE FOR TRAFFIC**

No person shall stop, stand, or park any vehicle upon a street in such a manner or under such conditions as to leave available less than ten (10) feet of the width of the roadway for free movement of vehicular traffic. (Sec. 12.07.002, Highland Park Code Ordinances)(1971 Code, sec. 15-138)

**3.7 PARKING BETWEEN LINES**

Whenever parking spaces are marked by lines on the pavement, whether for parallel or angle parking, a vehicle must be parked entirely within the lines of the parking space. (Sec. 12.07.003, Highland Park Code of Ordinances)(1971 Code, sec. 15-139(b))

**3.8 PARKING IN ALLEYS**

No person shall park a vehicle within an alley in such a manner or under such conditions as to leave available less than ten (10) feet of the width of the roadway for the free movement of vehicular traffic, and no person shall park a vehicle within an alley in such position as to block the driveway entrance to any abutting property. (Sec. 12.07.004, Highland Park Code of Ordinances)(1971 Code, sec. 15-140)

**3.9 FIRE LANES**

Fire lanes shall be designated as such by continuous painted lines of red traffic paint placed upon the curb adjacent to the fire lane and red stripes six (6) inches in width with the words “No Parking–Fire Lane” painted white four (4) inches in width at 25-foot intervals painted on the pavement around the periphery of the fire lane, and/or by upright signs with the words “Fire Lane.” It shall be the duty of the Fire Marshal of the Town to determine the combination, location, and number of these fire lane markings. It shall be unlawful for any person to park a vehicle in a fire lane. It shall also be unlawful to place any objects, materials, or equipment in a fire lane. (Sec. 12.07.005, Highland Park Code of Ordinances)(1971 Code, sec. 15-141)

**3.10 PARKING ON STREETS UNDER REPAIR**

In any case where any street in the Town is being torn up, repaired, or paved, or where any work is being done under the same, making necessary the regulation of traffic thereon, the Chief of Police is hereby authorized to prevent parking, either altogether or to any extent deemed necessary by him, for any certain period of time that may be necessary, or to close the street to traffic altogether for such period of time, by erecting thereon official signs with the parking restrictions clearly stated on such signs. (Sec. 12.07.006)(1971 Code, sec. 15-142)

**3.11 PARKING FOR MORE THAN TWENTY-FOUR HOURS**

(a) No person shall permit any vehicle to remain standing or parked upon any street, highway or alley or in any public place within the Town for a longer continuous period of time than twenty-four (24) hours.

(b) The leaving of any vehicle for more than twenty-four (24) hours upon any street, highway or alley or in any public place within the Town is and is hereby declared a nuisance. (Sec. 12.07.007, Highland Park Code of Ordinances)(1971 Code, sec. 15-143)

**3.12 PARKING ON VACANT LOT; PARKING ON PRIVATE PROPERTY WITHOUT CONSENT OF OWNER**

It shall be unlawful for any person, other than the owner of the lot, to park or store a motor vehicle on a vacant lot within the Town. It shall be unlawful to park any motor vehicle on any other private property without the consent of the owner of the property. (Sec. 12.07.010, Highland Park Code of Ordinances)(1971 Code, sec. 15-146)

**3.13 BLOCKING ACCESS TO CONTAINERS**

It shall be unlawful to stop, stand, or park a vehicle or trailer on public or private property in a manner that prevents access to a residential solid waste or recycling container by a collection vehicle that is attempting to service the container. For the purposes of this article, it shall be presumed that the owner of record of any violating vehicle or trailer is the person who stopped or parked the vehicle or trailer in the offending location. (Sec.13.05.011, Highland Park Code of Ordinances)

**4.0 PARKING ENFORCEMENT**

**4.1 ON-SITE INSPECTIONS**

The Town will periodically inspect construction sites to assure compliance with the Construction Parking Management Plan. A copy of the Construction Parking Management Plan shall be on-site during construction operations.

**4.2 CITATION FOR ILLEGAL PARKING**

(a) Whenever any motor vehicle without driver is found parked or stopped in violation of any of the restrictions imposed by this chapter or other ordinance of this Town or by State law, the officer finding such vehicle shall take its registration number and may take any other information displayed on the vehicle which may identify its user, and shall conspicuously affix to such vehicle a traffic citation, on a form provided by the Town Secretary, for the driver to answer to the charge against him within ten (10) days during the hours and at a place specified in the citation.

(b) If a violator of the restrictions on parking or standing under the traffic laws or ordinances does not appear in response to a traffic citation affixed to such motor vehicle within a period of ten (10) days, the Clerk of the Municipal Court shall send the owner of the motor vehicle to which the traffic citation was affixed a letter informing him of the violation and warning him that, in the event such letter is disregarded for a period of five (5) days, a warrant of arrest will be issued. (Sec. 12.07.012, Highland Park Code of Ordinance)(1971 Code, sec. 15-149)

**4.3 RESPONSIBILITY OF VEHICLE OWNER FOR PARKING VIOLATIONS AND PRESUMPTION RELATIVE THERETO**

(a) No person shall allow, permit or suffer any vehicle registered in his name to stand or park in any street in the Town in violation of any provision of this chapter regulating the standing or parking of vehicles.

(b) In any prosecution charging a violation of any law or regulation governing the standing or parking of a vehicle, proof that the particular vehicle described in the complaint was parked in violation of any such law or regulation, together with proof that the defendant named in the complaint was, at the time of such parking, the registered owner of such vehicle, shall constitute in evidence a prima facie presumption that the registered owner of such vehicle was the person who parked or placed such vehicle at the point where, and for the time during which, such violation occurred. This presumption shall apply only when the procedure prescribed in section 12.07.012 has been followed. (Sec. 12.07.013)(1971 Code, sec. 15-150)

#### **4.4 NON-COMPLIANCE**

It is the responsibility of the general contractor to manage all aspects of the construction site at all times. If a history of non-compliance to this Policy or the Plan, is established, the Town reserves the right to issue a “Stop Work Order” on construction activities until all violations are resolved.



## CONSTRUCTION PARKING MANAGEMENT PLAN

### HOMEOWNER INFORMATION

Property Owner's Name:

Property Address:

### CONTRACTOR INFORMATION

Contractors Name:

Primary Business Address:

City:

State:

ZIP Code:

Business Telephone:

Business Fax:

**24-Hour Emergency Phone Number:**

Business Email Address:

On-Site Foreman's Name:

On-Site Forman's Cell Phone Number:

### CONSTRUCTION INFORMATION

Start Date:

End Date:

Number of available on-site parking spaces:

Average per-day on-street parking occupancy:

Days of the week and time periods for on-street parking:

Description of the total project disturbance area where contractor, sub-contractor, and all applicable vehicles related to the construction or remodeling will be parked (use additional pages and/or submit a diagram or schematic if needed):

## Town of Highland Park Construction Parking Template:

- Google Maps image on blank sheet showing building site and four nearest streets.
- Construction site frontage dimension shown.
- Construction site in RED.
- Construction parking vehicles in BLUE (9'x20' vehicle parking space)
  - o 50 feet building sites limited to 2 parallel parked vehicles in front.
  - o 60 feet building sites limited to 3 parallel parked vehicles in front.
  - o 100 feet building sites limited to 5 parallel parked vehicles in front.
- If you anticipate more parking than can be accommodated by the lot you are working on, the Town would like to see how you will coordinate the excess and comply with this standard.



# SAMPLE LETTER

## GENERAL CONTRACTOR'S BUSINESS LETTER HEAD

Business Address:

Business Phone:

Business Email:

---

## CONSTRUCTION NOTICE

(ADDRESS OF CONSTRUCTION SITE)

(DATE THE LETTER WILL BE SENT, EX: AUGUST 2, 2012)

Dear Resident:

Beginning (**construction start date**), (**name of contractor's company**) Contracting Services, will begin construction at (**construction site address**). The construction is expected to last (**number of months**) months. Work hours are (**days of week and hours**). Construction vehicles will be parked along (**location(s) of all the streets construction vehicles will be parked**). There will be approximately (**number of vehicles**) construction vehicles parked in this area per day during construction. A copy of the Construction Parking Management Plan will be available at the construction site and at the Town's Building Inspection office, 4700 Drexel Drive, Highland Park, TX 75205.

Please contact (**contractor's name**), or (**contractor's job-site representative's name**), at (**cell phone number**) should you experience any inconveniences because of the construction. For emergencies or after-hours, please call (**24-hour contact phone number**).

To register a complaint with the Town, please log onto the Town's Citizen Request Management (CRM) system located at <https://user.govoutreach.com/highlandpark/>

(**Contractors Company**) appreciates your patience and cooperation. Our goal is to complete the construction in a timely manner with minimal disruption to you and the Town of Highland Park.

Sincerely,

(Name)

(Title)

ORDINANCE NO. 2098

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF HIGHLAND PARK, **CHAPTER 12 TRAFFIC AND VEHICLES, ARTICLE 12.07 STOPPING, STANDING, AND PARKING, AND CHAPTER 3 BUILDING REGULATIONS, ARTICLE 3.01 GENERAL PROVISIONS:** REGULATING PARKING ON PUBLIC STREETS AT CERTAIN CONSTRUCTION SITES; REGULATING CONSTRUCTION SITE MANAGEMENT; REGULATING CONSTRUCTION SITE MAINTENANCE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING PENALTIES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Park, Texas (the “Town”), is a Home Rule municipality having full powers of self-government and may enact ordinances relative to its citizens’ health, safety, and welfare that are not inconsistent with the Constitution and laws of the State; and

WHEREAS, Section 311.001 of the Texas Transportation Code provides that a home-rule municipality has exclusive control over and under the public highways, streets, and alleys of the municipality; and

WHEREAS, the Town of Highland Park has determined that it is a necessity to regulate activities as provided for herein to safeguard the public; and

WHEREAS, the Town of Highland Park is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the purpose of this ordinance is to improve traffic conditions caused by the use of residential streets for parking by persons other than residents and to protect the safety of all persons in such residential areas; and

WHEREAS, the purpose of this ordinance is to reduce the negative impacts to residential neighborhoods from residential construction projects; and

WHEREAS, the purpose of this ordinance is to promote the public health, safety, and general welfare of the citizens of the Town of Highland Park.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL (THE “TOWN COUNCIL”) OF THE TOWN OF HIGHLAND PARK, TEXAS:

SECTION 1. That, the statements contained in the preamble to this ordinance are hereby adopted as findings of fact and as a part of the operative provisions hereof.

SECTION 2. That the Code of Ordinances of the Town of Highland Park **Chapter 12, Traffic and Vehicles, Article 12.07, Stopping, Standing and Parking, Division 6, Residential-Only Parking** is hereby amended by adding the Sections 12.07.199 – 12.07.224, which shall read as

follows:

**Secs. 12.07.199–12.07.224 Reserved**

SECTION 3. That the Code of Ordinances of the Town of Highland Park **Chapter 12, Traffic and Vehicles, Article 12.07, Stopping, Standing and Parking** is hereby amended by adding Division 7, which shall read as follows:

**Division 7. Contractor On-Street Parking**

**Sec. 12.07.225 Definitions**

Director. Director of the Highland Park Department of Public Safety, or the Director's designee.

Construction Site: Any renovation, remodel, addition, and or new construction associated with a construction permit issued by the Town for more than seven (7) working days of construction (excluding Town holidays).

General Contractor. A person, organization, or association responsible for oversight of the renovation, remodel, addition, and or new construction at a Construction Site, including but not limited to the entity that obtains a building permit for a Construction Site.

Park or Parking. To stand an occupied or unoccupied vehicle, other than temporarily while loading or unloading merchandise or passengers.

Stand or Standing. To halt an occupied or unoccupied vehicle, other than temporarily while receiving or discharging passengers.

Stop or Stopping. To halt, including temporarily halting, an occupied or unoccupied vehicle, unless necessary to avoid conflict with other traffic or to comply with the directions of a police officer or a traffic-control sign or signal.

**Sec. 12.07.226 Construction Parking Management Plan**

(a) As a condition of issuance of a building permit for a Construction Site, the General Contractor must submit a Parking Management Plan to the Building Official for review and approval. The Plan must detail the planned location for contractor and vendor parking at and around the Construction Site. The Plan must comply with the Town's Construction Management Policy and be designed to minimize the use of public streets for contractor and vendor parking. The Plan must be designed to minimize the impact on the surrounding neighborhood. To the extent reasonably possible Construction Site parking should utilize the Construction Site rather than public streets. In the alternative off-site parking arrangements are encouraged.

Upon approval of the Parking Management Plan for a Construction Site, compliance with the Plan shall become a condition of the building permit for said Construction Site. In the event an application is made to extend the building permit completion date, the Town may unilaterally amend the Parking Management Plan.

**Sec. 12.07.227 Duty of General Contractor**

- (a) A General Contractor shall not permit the stopping, standing, or parking of a vehicle on a public street in violation of the approved Parking Management Plan in effect or as amended.
- (b) In the prosecution for an offense under this Section, it is presumed that the General Contractor is the person who permitted the stopping, standing, or parking of the vehicle at the time and place the offense occurred.

**Sec. 12.07.228 Exception**

The restrictions on Construction Site parking in this Division do not apply to a vehicle that is parked for not more than thirty (30) minutes on a residential street for the delivery, loading or unloading of materials or equipment.

**Sec. 12.07.229 Penalty and enforcement**

- (a) Violations of this Section are punishable by a fine of up to \$500.
- (b) Each day of occurrence shall be considered a separate offense.
- (c) In addition to the above, violations of this Section can result in the suspension or revocation of the building permit for the Construction Site as provided for in Article 3.08.

SECTION 4. That the Code of Ordinances of the Town of Highland Park **Chapter 3, Building Regulations, Article 3.08, Residential Code** is hereby amended by adding Section 3.08. 012, which shall read as follows:

**Sec. 3.08. 012 Suspension of building permit for violations of the Parking Management Plan, Construction Management Plan and Construction Site Maintenance provisions**

- (a) On-street vehicle parking in violation of the Parking Management Plan is prohibited.
- (b) Failure to meet a milestone benchmark on Construction Management Plan is prohibited.
- (c) Failure to keep a construction site in a condition as required by Article 3.01.003 (b), (c) or (d) is prohibited.
- (d) In the event that three (3) violations of the Parking Management Plan, Construction Management Plan or Construction Site Maintenance provisions at a Construction Site have occurred, the Town may issue a “stop work order” for such construction project and either suspend or revoke the building permit for the project.
- (e) A “stop work order” issued under this Section shall not be calculated as additional work days beyond the expiration date of the construction permit.
- (f) In the event a stop work order is issued under this section, as a prerequisite condition for

lifting such order, the owner shall pay to the Town a penalty of: 1) \$250 per day for each day of violation for the first seven days of violation(s); and 2) \$500 per day for each of day of violation for all other violation(s).

**SECTION 5.** That the Code of Ordinances of the Town of Highland Park **Chapter 3, Building Regulations, Article 3.01, General Regulations** is hereby amended to add Division 3 as follows:

### **Division 3. Construction Sites**

#### **Sec. 3.01.003 Construction Sites**

##### **a. Definitions**

*Director.* Director of the Highland Park Department of Development Services, or the Director's designee.

*Construction Site:* Any renovation, remodel, addition, and or new construction associated with a construction permit issued by the Town for more than seven (7) working days of construction (excluding Town holidays).

*Construction Site perimeter fence:* A fence consisting of galvanized chain link mesh material of at least 6 feet in height located and placed around the perimeter of a construction site along the front, side and rear property lines forming a complete enclosure that may include personnel and/or vehicles gates.

*General Contractor.* A person, organization, or association responsible for oversight of the renovation, remodel, addition, and or new construction at a Construction Site, including but not limited to the entity that obtains a building permit for a Construction Site.

##### **b. Construction Site storage of construction materials and appurtenances**

A General Contractor shall store and/or place trash dumpsters, portable toilets, construction trailers and construction materials on Construction Sites for major residential construction activities in a manner such as to minimize the visual impact of those items on neighbors and the neighborhood, with preference given to rear and side yards over front yards. Trash dumpsters located in the front yard or side yard adjacent to a street shall be free from exposed bare metal, rust, peeling paint or excessive dents. Portable toilets located in the front yard or side yard adjacent to a street shall be screened on a minimum of three sides by cementitious fiber boards or panels provided the opening is not visible from the street. Construction trailers, if provided in the front yard or side yards adjacent to a street, shall be limited to no larger than 160 square feet and a duration not exceeding 12 months after the building permit is issued. Construction materials stored in the front yard or side yard adjacent to a street shall be limited to no more than 25% of the yard area where located.

##### **Exception**

The restrictions on Construction Site appearance in this Division do not apply to a Construction Site that is provided with visual screening per Sec 3.01.003(d) or with a side yard of less than five (5) feet in width and/or rear yards without paved alley access.

##### **c. Construction site appearance**

A General Contractor shall require Construction Sites for major residential construction activities to be kept neat, orderly and in a workman-like manner to the most reasonable extent possible at all

times. A General Contractor shall require Construction Sites for major residential construction activities to be cleaned and organized by the end of the workweek but at no point later than each successive Saturday at 6 pm CST.

**Exception**

The restrictions on Construction Site appearance in this Division do not apply to a Construction Site that is provided with visual screening per Sec 3.01.003(d).

**d. Construction Site fencing**

A General Contractor shall provide and maintain a Construction Site perimeter fence for all major residential Construction Sites and activities for the entire duration for which the building permit is active. Construction Site perimeter fences may be provided with visual mesh screening to a height of not greater than nor less than 4 feet above the natural grade immediately where the fence is placed. The visual mesh screening shall not be placed in a manner that would impede the visual access to the site by the Town's Department of Public Safety personnel. Vehicle or personnel access gates may be provided and are required to be locked at all times construction workers are not present on the Construction Site.

**e. Penalty and enforcement**

- (a) Violations of this Section are punishable by a fine of up to \$500.
- (b) Each day of occurrence shall be considered a separate offense.
- (c) In addition to the above, violations of this Section can result in the suspension or revocation of the building permit for the Construction Site as provided for in Article 3.08.

**SECTION 6.** That the Code of Ordinances of the Town of Highland Park **Chapter 3, Building Regulations, Article 3.08.005, Amendments** is hereby amended to add Section R106.1.6 of the International Residential Code as follows:

**Section R106.1.6 Construction Management Plan for Major Residential Construction Activities.** A Construction Management Plan (CMP) shall be required for all Major Residential Construction Activities as referenced and defined in Section R105.5.1. All CMP's shall include milestone benchmarks with date specific completion deadlines. Milestone benchmarks shall include: site grading, basement (if applicable), foundation, mechanical, electrical and plumbing roughs, framing, exterior weatherproofing, drywall, energy, mechanical, electrical and plumbing finals and building final.

**SECTION 7.** That, all ordinances or any parts thereof in conflict with the terms of this ordinance shall be and hereby are deemed repealed and of no force or effect.

**SECTION 8.** That, any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and shall be fined an amount not to exceed \$500.

**SECTION 9.** That, if any section, subsection, sentence, clause or phrase of this ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

**SECTION 10.** That, this ordinance shall take effect immediately following its passage, approval,

and publication as provided by law, and it is accordingly so ordained.

PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, on this 1st day of February 2022.

APPROVED AS TO FORM AND LEGALITY:



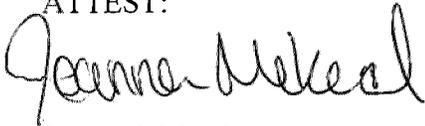
Matthew C. G. Boyle  
Town Attorney

APPROVED:



Margo Goodwin  
Mayor

ATTEST:



Joanna Mekeal  
Town Secretary

**Town of Highland Park Building Sign Details:**

Address:

Name of Registered GC:

Site Manager Contact Name:

Site Manager Contact Phone Number:

Contact Email Address:



**Builder's Residential Alarm Worksheet:  
New Construction and Addition/Remodel**  
How to determine when a 2021 IFC and HP Fire Code-compliant  
Smoke & Carbon Monoxide Alarm System

Property Address: \_\_\_\_\_

If New Construction: **Install 2021 IFC/HP Fire Code-compliant Fire Alarm System.**

Builder Signature: \_\_\_\_\_

Date: \_\_\_\_\_ If Addition and/or Remodel: **Complete Worksheet Below.**

Addition or Remodel Will Occur in the Following Rooms:  
(Check All that Apply)

Non-Sleeping Rooms/Areas		Sleeping Rooms/Areas			
KITCHEN	<input type="checkbox"/>	BEDROOM			
DINING AREA	<input type="checkbox"/>	LIVING ROOM	<input type="checkbox"/>	FAMILY ROOM	<input type="checkbox"/>
OFFICE (with no closet)	<input type="checkbox"/>	PLAY ROOM	<input type="checkbox"/>	GAME ROOM	<input type="checkbox"/>
BATHROOM	<input type="checkbox"/>	MEDIA ROOM	<input type="checkbox"/>	KEEPING ROOM	<input type="checkbox"/>
UTILITY ROOM	<input type="checkbox"/>	GALLERY	<input type="checkbox"/>	DEN	<input type="checkbox"/>
STORAGE	<input type="checkbox"/>	Any other room that typically would contain a couch/chair where a person may fall asleep			

Contact the Highland Park Alarm Unit, Sgt. Byrd at 214 559-9480 to schedule inspection of existing alarm system.  
**If the alarm system meets all following conditions:**

1. Is Present
2. Has replacement parts available if needed
3. Includes smoke detectors (at a minimum) in all bedrooms
4. Meets legacy code- produces 75 decibels in sleeping areas
5. Is monitored by an approved central station

**-then the Alarm Unit may approve continued use of existing system and no alarm plans or inspections are required.**

Builder: \_\_\_\_\_ Date: \_\_\_\_\_

**If existing system does not comply,  
Install 2021 IFC/HP-compliant fire alarm system.**

If any box is checked:  
**REQUIRED: Install 2021 IFC/HP-compliant fire alarm system.**  
 I understand that I must include entire fire alarm system replacement throughout the structure as part of the remodel  
 at the listed Address: \_\_\_\_\_

**Alarm Plans from a state licensed, HP registered Alarm Installer, Wire Rough & Final inspections are required**

Builder: \_\_\_\_\_ Date: \_\_\_\_\_

**SEE ALARM REQUIREMENTS & RESTRICTIONS ON BACK**

**Town of Highland Park**  
**Fire Alarm Requirements for Residential Construction: New Construction & Addition/Remodel Projects**  
**For Owners, Builders, and Alarm Companies**

**State Grants Local Authority**

1. Texas Health/Safety Code 2015: Any home improvement to dwelling requires upgrade to local code
2. Texas Insurance Code 2016: Local codes may require a better type of alarm/detection than the minimum required by state law.

**Town Alarm Ordinance Requires Monitored Residential Fire Alarm Systems**

**All fire alarm initiating devices shall be connected to a UL listed control panel to communicate alarm signals to either the Town's monitoring center or other monitoring station** as specified in section 4.02.001, alarm monitoring center.(Ord.1684, sec.4.02.002, adopted 2/26/07)

**2021 International Fire Code & H.P. Fire Code:**

Residential Alarm requirements for smoke & carbon monoxide detection include:

**Builder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Smoke Detection:**

1. **Monitored smoke detection, with 85 db in each protected room.** Can be achieved with horn bases, piezos, etc. *2021 IFC 907.2.11.2 HP #3*
2. **Activation of one smoke detector must sound ALL ALARMS.** (If wireless detectors used that sound only the triggered device, one siren installed per floor adequate to achieve 85 decibels through closed sleeping room doors. *2021 IFC 907.2.11.2 HP #3*
3. Detector just outside and **inside each bedroom**, and **inside each bonus room that qualifies as a sleeping room** (includes living room, den, family room, media room, any room that typically will have a couch and/or recliner), excludes dining room and office. *2021 IFC 907.2.11.2 HP #1, #2*
4. **At least one smoke detector per floor** in hallway if no rooms requiring detection on that floor. *2021 IFC 907.2.11.2 HP #3*
5. **Within 15 Feet of top and bottom of any staircase** (One detector can meet more than one requirement- for example, one detector can be 15 feet from top of staircase and outside a bedroom) *2021 IFC 907.2.11.2 HP #4*
6. **POINT IDENTIFICATION of detection devices required-** not just a single fire loop. Doesn't have to be a commercial fire panel- can achieve with 4-wire system and homeruns to panel, the use of zone expanders, wireless detectors, etc. *2021 IFC 907.2.11.2 HP #5*
7. **White strobe on front exterior**, visible from the street (not covered by bushes- on front eave desirable). *2021 IFC 907.2.11.2 HP #7*

**Carbon Monoxide Detection:**

Carbon monoxide alarm requirements listed below should be combined to meet the required protection based on the HVAC, fireplace, and garage features of the affected residence. U.L.-compliant combination smoke and carbon monoxide detectors are allowable.

1. **Residence with gas fired appliances:** Monitored carbon monoxide detection required for each bedroom and a minimum of one detector per floor in a common area. *2021 IFC 915.1.3, 915.1.4*
2. **Residence with attached garage:** Monitored carbon monoxide detection required for: detection in room nearest to connecting door to garage and a minimum of one detector per floor in a common area. *2021 IFC 915.1.5*
3. **Residence with fireplace(s):** Monitored carbon monoxide detection required for detection in each room with a fireplace and a minimum of one detector per floor in a common area. *2021 IFC 915.1.2*
4. **Residence with no fireplaces, no gas heat, & no attached garage:** 1 Monitored carbon monoxide detector required per floor in a common area. *2021 IFC 907.2.11.2 HP #6*

**Are You Required to Run New Wires Behind Existing Sheetrock? NO**

Wireless systems are common, meet code requirements including identifying the room in which they are located, and can provide the required 85 decibel siren notification. Many now have up to a three-year battery life

**Who May Install?**

A Texas licensed alarm company/installer registered with the Town via the MyGov system must produce plans, install the system, and conduct final testing.

Owner or electrician-wired systems, including 110-volt AC detectors, **do not comply** with Town Alarm Ordinances. Builder \_\_\_\_\_ Date: \_\_\_\_\_

**Builder & Alarm Company Steps in the Process**

**Plans**  
Builder provides Alarm Co with a clean set of 8.5 x 11 plans with room names clearly labelled. Alarm Co adds required devices & submits plans to HP via [MyGov.us/login](http://MyGov.us/login). H.P. Fire Marshal approves plans via MyGov within 10 business days.

**Wire Rough Inspection:** Alarm Co. requests inspection via MyGov. H.P. Fire Marshal inspects wiring (if a wired system) and terminal boxes in place prior to framing inspection- (builder/alarm co. presence not required).  
**Final Alarm Inspection: (Owner must have HP alarm permit.)** Conducted jointly with sprinkler final, if any. Licensed alarm installer present for final.

**Builder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Alarm Requirements for an Addition/Remodel Project are Based On:**

**1. Evaluation of Proposed Project**

- a. Builder Submits Check Sheet with Packet
- b. If Sleeping Room involved- 2021 IFC/HP-compliant fire alarm system
- c. If No Sleeping Room that requires new detection is involved- Step 2

**2. Evaluation of Existing Alarm System by Highland Park Alarm Unit**

- a. If current alarm system is:
  - i. Present
  - ii. All devices function, or have parts and/or programming available for repair
  - iii. Protects all bedrooms
  - iv. Meets legacy code requirement of producing a 75-decibel warning in sleeping areas
  - v. Is monitored
  - vi. Provides or can provide a minimum of 1 carbon monoxide detector per floor
- b. Maintain/repair/monitor current system
- c. If current alarm system does not meet all conditions, replace with 2021 IFC/HP-compliant fire alarm system

**Builder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



APPLICATION FOR WATER AND SEWER SERVICE

**CUSTOMER INFORMATION** *(please print)*

Customer Name *(Please Print)* \_\_\_\_\_

Service Address *(Please Print)* \_\_\_\_\_

Are you:  Owner  Tenant      If Tenant, who is owner or agent? \_\_\_\_\_

Mailing Address *(Please Print)* \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Address *(Please Print)* \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Address *(Please Print)* \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 Home Telephone Number    Work Telephone Number    Cell Telephone Number    E-mail Address *(Please Print)* \_\_\_\_\_

In consideration of the Town of Highland Park, Texas furnishing the premises aforementioned with water and sewer services, I agree to pay said Town for sewerage disposal service and in addition thereto I agree to pay for all water furnished above mentioned premises according to meter readings and rates prescribed by the Town of Highland Park, Texas payable on or before the 15<sup>th</sup> of each month, until this agreement is cancelled by written notice to discontinue service filed with the Secretary and Collector of Waterworks by me; that the Town of Highland Park may, when necessary, discontinue without notice, and that neither the Town or the Secretary and Collector of Waterworks shall ever be liable to applicant for any damage by water or otherwise, resulting from defective plumbing, broken or faulty service of water and sewer mains, or resulting from any condition of the water itself of any substance that may be mixed with or be in the water furnished to the applicant.

It is agreed that on failure to pay said sums the Town may discontinue all water and sewer service from said premises in which event all payments made will be forfeited and in the event of a disconnection I will pay \$20.00 in addition for reconnection.

I further agree that any current of unpaid account accrued against me may be transferred to the new account for services herein applied for or to any other account in my name and upon such transfer; such account shall become a part of the new account or of any other account.

Applicant Signature \_\_\_\_\_ Application Date \_\_\_\_\_ Effective Date \_\_\_\_\_

<b>CUSTOMER SERVICE OFFICE USE ONLY</b>			
Deposit Amount _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check	Deposit Number _____	Customer Number _____