

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. 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.

***LIST OF REQUIREMENTS FOR COMMERCIAL CONSTRUCTION/REMODEL***

- One Set of Plans - Digital Copy (2024 International Codes & 2023 NEC)
- Site Plan
- Foundation Plan/Details by Engineer
- Framing Plans (Steel and/or Trusses by Engineer)
- Tread & Riser Dimensions
- Plbg/Elec Fixtures On Plan
- Fire Sprinkler plans, specs and application for permit
- Landlord Approval on Plans (*required for H.P. Village & Shops of H.P.*)
- Energy Code Worksheets for Lighting, Mechanical & Envelope (*if envelope is altered or new*)
- free download: [www.energycodes.gov/comcheck/ez\\_download.stm](http://www.energycodes.gov/comcheck/ez_download.stm)
- Texas Architect's Seal on Plans (as required by Texas Architect Licensing Act)
- Texas Engineer's Seal on M.E.P. & Structural
- Asbestos Certification Letter Completed (SB.509)
- Texas Architectural Barriers Review Registration # (if const cost  $\geq$  \$50k)  
[http://www.license.state.tx.us/ab/forms/ABbrochure%20\(0802\).pdf](http://www.license.state.tx.us/ab/forms/ABbrochure%20(0802).pdf)
- Alarm Ordinance Requirements Form Signed and Submitted w/plans.
- General Contractor online registration completed, if not currently registered in Highland Park.
- One (1) complete packet of Submittal Items and Plans in PDF file.**

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**

**Building Permit Fees:**

A. The building permit fees for the Town of Highland Park, Texas shall be as follows:

\$500.00 - \$4,999.99 .....	\$50.00
\$5,000.00 or more .....	1% of value to nearest \$1,000
Raze a main building.....	\$500.00
Raze an accessory building .....	\$100.00

B. A five hundred (\$500.00) dollar deposit is required prior to issuing a permit to raze or move a main building. All debris including all concrete structural members below grade shall be removed from the lot and the lot shall be completely cleaned and graded to prevent any retention of water. All utilities shall be disconnected and the sewer line shall be effectively plugged with concrete or as may be required by the Building Inspector, at or near the property line prior to the issuance of the raze permit. Public sidewalks shall not be removed, however all public sidewalks damaged during demolition or in need of replacement and/or abandonment shall be repaired and/or replaced in conformance with all applicable Town ordinances. Driveway approaches will be removed and curb and gutter installed within ninety (90) days from issuance of permit, unless extension approved by Building Inspector. When the lot is cleared, all utilities disconnected and/or capped, all repairs made and approaches removed, the deposit will be refunded. Costs incurred by the Town as a result of razing the building or performing any work deemed necessary by the Building Inspector shall be deducted from the deposit.

C. The raze contractor shall have a total of ten (10) working days from the date that work begins to complete the job and request a final inspection, unless an extension has been granted by the Building Inspector. If all requirements of the raze permit are not completed within the allotted time, then the five hundred (\$500.00) dollar deposit will be forfeited to the Town of Highland Park.

D. All but \$50.00 of the permit fee can be refunded if work has not commenced and request for refund is made in writing no more than thirty (30) days from issuance of permit.

---

Sewer-Tap.....	\$750.00 (Req'd for new construction)
Water Meter 5/8" .....	\$750.00
Water Meter 1" .....	\$850.00
Water Meter 1½ .....	\$1400.00

*Note: Bonded contractor obtains permits to excavate & restore alley/easement in preparation for the Town to make utility taps.*

---

**HVAC, Fire Sprk, Irrig, Alarms, Drainage, Signage & Concrete Flatwork are not included in this permit... Additional permits are required for each! Electrician, Plumber, & HVAC Contractors are responsible for obtaining their own permits and inspection requests.**

**Permits issued with 1% fees:**

FORM	PERMIT TYPES	SECTION
Accy-Non-C	.....Replace Non-Conforming Accy Bldg-----	ACC
Add	.....Residential Addition/Renovation Permit-----	ADD
Alarm	.....Alarm Installation Permit-----	ALR
Bpermit	.....Building/Structure Repair-----	BPE
Commercial	.....Commercial Remodel Permit-----	COM
Concrete	.....Concrete Permit-----	CON
Drain	.....Drainage Permit (Letter Req'd)-----	DRA
Fence	.....Fence Permit-----	FEN
Fire	.....Fire Sprinkler Permit-----	FIR
Mech	.....Mechanical Permit-----	MEC
Move	.....Move Building Permit-----	MOV
New	.....New Residential Dwelling Permit-----	NEW
Pool	.....Pool Permit-----	POO
Raze	.....Raze Permit-----	RAZ
Remodel	.....Residential Remodel Permit-----	REM
Reroof	.....Reroof Permit-----	RER
Sign	.....Sign Permit For Business-----	SIG
Tearout	.....Tear-Out In Preparation For Remodel-----	TEA
Tent	.....Tent Permit-----	TEN

**General Contractor Annual Registration Fee ... \$125.00 (due to expire 365 days from issuance)**

**Plumbing Permit Fee ...Paid by Plumbing Contr.**

Permit fees covering the installation, alteration and repair of plumbing, plumbing fixtures, fittings and/or appurtenances shall be paid to the Town of Highland Park as follows:

Plumbing Permit Fee .....	\$75.00
Each Fixture .....	\$ 5.00
Reinspection.....	\$50.00
Water Service Line .....	\$ 10.00
Sewer Service Line .....	\$ 10.00
Customer Svc Insp .....	\$15.00
Sprinkler Systems.....	\$100.00
Contractor's annual registr fee -	No Charge

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

**Gas Permit Fee ...Paid for by Plumbing Contr.**

Permit fees covering the installation, alteration and repair of gas piping, gas appliance or gas equipment shall be as follows:

Permit Fee	\$75.00
Each Outlet	\$ 5.00
Reinspection	\$50.00
Yard Line	\$10.00
Contractor's annual registr fee -	No Charge

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

*\*The Plumbing/Gas Contractor Registration application shall contain a copy of a valid master plumber's license issued by the Texas State Board of Plumbing Examiners.*

**Mechanical Permit Fee...Paid for by HVAC Contr.**

Permit fees covering the installation, alteration, repair, or replacement of mechanical systems, equipment, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air conditioning and refrigeration systems or other energy-related systems shall be paid to the Town of Highland Park as follows:

- \$500.00 - \$4,999.99 ..... \$50.00
- \$5,000.00 - and up.....1% of value to nearest \$1,000.00
- Contractor’s annual registr fee - \$125.00\*

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

*\*The Mechanical/HVAC Contractor Registration application shall contain a copy of a valid air conditioning license issued by the Texas Department of Licensing and Regulation.*

**Electrical Permit Fee ...Paid for by Electrical Contr.**

Fees covering the installation, alteration and repair of electric wiring, electric apparatus, and electric equipment shall be as follows:

- Permit Fee ..... \$120.00
- Each Electrical Circuit..... \$ 2.00
- Electrical Service (per ampere) ..... \$ 0.10
- Light Fixtures (each) ..... \$ 1.00
- Motors (each) ..... \$ 2.00
- Swimming Pool Ground ..... \$10.00
- Reinspection ..... \$50.00
- Temporary Pole..... \$10.00
- Contractor’s annual registr fee (w/State Master’s Lic)..... N/A\*

Fee in excess of \$50.00 can be refunded if work has not commenced and request is made within thirty (30) days of date permit is issued.

*\*The Electrical Contractor Registration application shall contain a copy of a valid master electrician’s license issued by the Texas Department of Licensing and Regulation or master electrician’s license issued by the International Code Council.*

**Fire Sprinkler Permit Fee...Paid for by Fire Contr.**

Permit fees covering the installation, repair, alteration or replacement of a fire suppression system, equipment, fixtures, and/or appurtenances shall be paid to the Town of Highland Park as follows:

- \$500.00 - \$3,000.00 ..... \$30.00
- \$3,000.00 - and up.....1% of value to nearest \$1,000.00
- Contractor’s annual registr fee - N/A

*\*The Fire Sprinkler Contractor permit application shall contain a copy of the contractor’s State registration from the State Fire Marshal’s Office.*

**Alarm Installation Permit Fee...N/A**

*\*The Alarm Contractor shall submit a permit application to the HP DPS Alarms Coordinator along with a copy of the contractor’s State registration from the State Fire Marshal’s Office for the fire detection system. AND application shall contain a copy of the contractor’s State registration from the Texas Department of Public Safety for the burglar alarm system.*

TOWN OF HIGHLAND PARK

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

Receipt No. \_\_\_\_\_  
\$ \_\_\_\_\_  
Permit Fee \_\_\_\_\_

DEPARTMENT OF BUILDING INSPECTION

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

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

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

Permit Template:

- |  |                                    |   |   |                                    |                                     |   |  |
|--|------------------------------------|---|---|------------------------------------|-------------------------------------|---|--|
| <input type="checkbox"/> Accy-Non-C    | <input type="checkbox"/> Accy New  | <input type="checkbox"/> Add (addition) | <input type="checkbox"/> Backflow (test)  | <input type="checkbox"/> Bpermit   | <input type="checkbox"/> Commercial | <input type="checkbox"/> Conc-Alley     | <input type="checkbox"/> Conc-Prvt     |
| <input type="checkbox"/> Conc-Pub      | <input type="checkbox"/> Drainage  | <input type="checkbox"/> Fence          | <input type="checkbox"/> Fire (sprinkler) | <input type="checkbox"/> HVAC      | <input type="checkbox"/> Irrig      | <input type="checkbox"/> New Single Fam | <input type="checkbox"/> New Two Fam   |
| <input type="checkbox"/> New Multi Fam | <input type="checkbox"/> Pool-Rmdl | <input type="checkbox"/> Pool-New       | <input type="checkbox"/> Raze-Accy        | <input type="checkbox"/> Raze-Dupl | <input type="checkbox"/> Raze-Multi | <input type="checkbox"/> Raze-Single    | <input type="checkbox"/> Rem (remodel) |
| <input type="checkbox"/> Repairs       | <input type="checkbox"/> Reroof    | <input type="checkbox"/> Sign           | <input type="checkbox"/> Sport Court      | <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 & PRINTED NAME

\_\_\_\_\_  
Phone

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

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.

**Jeff Armstrong**  
Director of Com. Dev.  
[jarmstrong@hptx.org](mailto:jarmstrong@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)

**Cherish Nieto**  
Chief Building Official  
[cnieto@hptx.org](mailto:cnieto@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**



## **FIRE SERVICE PROJECT PERMITTING, PLANS REVIEW AND INSPECTION PROCEDURES**

Effective **January 1<sup>st</sup>, 2023**, all residential and commercial fire service projects will be conducted by Bureau Veritas. Fire service projects include all fire alarm and fire sprinkler systems. This document serves as the official procedure for all fire service projects and shall remain in effect until further notice. **All related expenses to each individual fire service project are the responsibility of the contractor, owner, or designated agent. Please contact Bureau Veritas at 817-335-8111 for detailed information on fees, scheduling, and billing.** All approved residential and commercial fire service projects filed prior to January 1<sup>st</sup>, 2023, will be handled by the Highland Park Fire Prevention office.

### **Plans Review**

All fire service project plans must be emailed to Bureau Veritas at [txfirereview@bureauveritas.com](mailto:txfirereview@bureauveritas.com). Bureau Veritas will review plans, request changes, and approve plans based on the current Town of Highland Park's Fire and Alarm Codes. Please direct all plans review questions to Kristina Hilton at 817-335-8111 or 972-244-6919.

### **Permits**

Fire service permits will be issued by the Highland Park Fire Prevention office after receiving an emailed copy of the approved plans, drawings, and equipment data packages from Bureau Veritas. All fire service projects will continue to be entered and tracked through Highland Park's OpenGov website.

### **Inspections**

Inspections will be scheduled after all the documentation requirements are fulfilled, approved, and filed with the Highland Park Fire Prevention office. Please contact Kristina Hilton at 817-335-8111 or 972-244-6919 for all inspection scheduling.

### **Code Interpretation**

Please direct all Highland Park Fire code inquiries and/or requirements to the Highland Park Fire Prevention office at [fireprotectionsystems@hpdps.org](mailto:fireprotectionsystems@hpdps.org). All administrative interpretations of conflicting code(s) will be at the discretion of the Highland Park Fire Code Official or his designee.

*It is the responsibility of the contractor to immediately notify Bureau Veritas and the Highland Park Fire Prevention office via email for all plans change orders, occupancy changes, or alterations that could trigger a change in fire protection requirements. Any attempt to defraud or otherwise intentionally or knowingly violate the requirements prescribed by this procedure constitutes a violation. Such violations will be cause for immediate revocation of permits issued by the Fire Prevention office.*

### **Fire Prevention Office contact information:**

[fireprotectionsystems@hpdps.org](mailto:fireprotectionsystems@hpdps.org)  
214-559-9480 • 214-559-9494

# SPRINKLER INSTALLATION

*HIGHLAND PARK, TX*

## NEW CONSTRUCTION/ADDITION

- 1.** Access OpenGov website to register as contractor
- 2.** Submit sprinkler plans to:
  - a.** Bureau Veritas
  - b.** OpenGov attachments on builder's permit
- 3.** Contact Bureau Veritas for Rough/Hydro Inspection and Approval
- 4.** Contact Bureau Veritas for Final Inspection and Approval

## REMODEL

- 1.** Remodel Only does not require sprinkler installation

## CONTACT INFORMATION

- 1.** Fire Marshal A. Wallace (214) 559-9494
- 2.** Serena Palomino Building Department Permits (214) 559-9409

***ALARM ORDINANCE REQUIREMENTS  
FOR  
NEW CONSTRUCTION / REMODELING***

On February 26, 2007 the Highland Park Town Council repealed the Code of Ordinance, Article 4.02 and enacted a new Article 4.02 Alarm Systems. Effective immediately, all alarm systems installed in Highland Park must include a fire alarm system that complies with NFPA Standards (current edition). 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 stations as specified in section 2(C.) of Ordinance 1684. Single station 110 VAC smoke detectors installed either in stand-alone or tandem configuration do not meet the requirements of this section. The “Agency Having Jurisdiction” considers any new alarm system installed in an existing residence or business is considered as “New Construction” and must also comply with the same requirements. Any alteration, modification, or change to an existing fire alarm system must meet NFPA Standards (current edition).

- A monitored alarm system is required for this address based on the proposed construction and Ordinance 1684, Section 3(C.).
- Any work done installing a new alarm system in New Construction / Remodeling of older construction or Upgrading an existing alarm system must be done by an Alarm Business licensed for such purpose.
- Any alarm business employee doing the installation or upgrade of burglar, panic, and /or medical emergency alarm systems must have in his possession a license issued by the Texas Department of Public Safety Private Security Bureau for such purpose.
- The alarm business employee doing the installation or upgrade of a fire alarm system must have in his possession a license issued by the Texas Department of Insurance State Fire Marshall’s Office for such purpose.
- All burglar/fire alarm systems installed in “New Construction” must be scheduled for inspection by the Alarm Systems Coordinator or his designee before the Framing Inspection is conducted by the Building Official and before the Certificate of Occupancy is issued.
- At the time of inspection, the alarm business employee doing the installation/upgrade of the above listed equipment must be present for the inspection.

If you have any questions, please contact the Alarm Systems Coordinator at 214-559-9497.

**I agree to abide by the Town Alarm Ordinance and NFPA Standards (current edition)**

\_\_\_\_\_  
Owner, Builder or Contractor (signature)

\_\_\_\_\_  
Address of Property

\_\_\_\_\_  
Owner, Builder or Contractor (printed/typed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
e-mail

\_\_\_\_\_  
Name of Alarm Installation Company

## **STANDARDS FOR ALARM SYSTEMS AND LOCAL ALARM SYSTEMS (Excerpt from Ord. 1684 Section 3)**

A. It is the responsibility of an Alarm User to insure that his Security System operates properly. To that end, an Alarm User shall be responsible for the maintenance of his Security System, as well as the reliability of its operation.

B. The Department may regulate the types of Alarm Systems that it will permit to function in the capacity of a Direct Connect Alarm System. In addition, the Department may test certain Alarm Systems to insure their compatibility with the Department's monitoring and/or signal receiving systems. The aforesaid acts of the Department shall not, however, serve as any warranty, representation, and/or guarantee that said Alarm System shall operate properly and reliably at all times.

C. A single or multi-station fire alarm system which complies with the National Fire protection Association ("NFPA") Standards (current edition) and the Texas Insurance code Article 5.43-2 (Fire Detection and Alarm Devices) and Title 28, Texas Administrative Code, Section 34.600 et seq (Fire Alarm Rules) shall be provided throughout:

1. All new, Assembly Group A, Business Group B, Educational Group E, Factory Industrial Group F, Hazardous Group H, Institutional Group I, Mercantile Group M, Storage Group S, Residential Group R, or Single Family and Multi-Family Residence, as defined in the 2003 International Fire Code regardless of floor area, height, fire partitions, exits, sprinkler systems, manual alarm systems, other requirements or code requirements.
2. All existing and new sections of any existing building whenever additions or alterations result in a fifty percent (50%) increase or a fifty percent (50%) alteration in the original floor area, or a new alarm system is installed, in any Assembly Group A, Business Group B, Educational Group E, Factory Industrial Group F, Hazardous Group H, Institutional Group I, Mercantile Group M, Storage Group S, Residential Group R, or Single Family and Multi-Family Residence, as defined in the 2003 International Fire Code, regardless of floor area, height, fire partitions, exits, sprinkler systems, manual alarms, other requirements or code requirements.
3. All Residential Group R or Multi-Family individual dwelling units shall be individually permitted and each individual dwelling unit shall have an individual alarm annunciator as defined in the 2003 International Fire Code, Section 902.
4. Any alteration, modification, or change to an existing fire alarm system must meet NFPA Standards (current edition).
5. For an Alarm System in the Fire Alarm Mode, the Alarm Site's Annunciator must continue to indicate and/or signal the presence of smoke and/or fire until manually reset.
6. 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 2 C. Single station 110VAC smoke detectors installed either in stand-alone or tandem configuration do not meet the requirements of this section.

D. Except where modified or qualified elsewhere herein, the following standards are required for Security Systems (and a copy of all standards shall be available for public inspection at the Department of Public Safety): ***OBTAIN COPY OF ORDINANCE 1684 FOR COMPLETE CONTENT.***

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:

Texas Senate Bill 509 requires that the Town of Highland Park verify that an asbestos survey has been conducted prior to issuing a renovation or demolition permit for the public and/or commercial building or lease space. Please complete the following information as it pertains to the project in question.

*Address of Construction Site:* \_\_\_\_\_

*An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the area being renovated and/or demolished.*

YES     NO \*

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

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

\_\_\_\_\_  
Owner/Operator's Name

\_\_\_\_\_  
Owner/Operator's Company Address

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

\_\_\_\_\_  
Zip

\_\_\_\_\_  
**Signature of Owner/Operator**

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

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.

Sincerely,

***The Building Inspection Department***





## Approved Agency Documentation

DATE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

**PRIOR TO REQUIRED SPECIAL INSPECTION:** The appropriate RDPiRC prepared and submitted a list of required inspections per International Building Code Sec. 1704.

### **OWNER OR OWNER'S REPRESENTATIVE**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Checked below is a list of inspections I will be responsible for during this project along with names of each special inspectors/agency:

<b>Please check all that Apply</b>	<b>Section</b>	<b>Type of Special Inspections and Extent</b>	<b>Special Inspector / Agency</b>
	1705.1.1	Special cases	
	1705.2	Steel Construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.5.3	Mass timber construction	
	1705.6	Soils	
	1705.7	Driven deep foundation	
	1705.8	Cast-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Structural integrity of deep foundation elements	
	1705.11	Fabricated items	
	1705.12	Special inspections for wind resistance	
	1705.15	Sprayed fire-resistant materials	
	1705.16	Mastic and intumescent fire-resistant coatings	
	1705.17	Exterior insulation and finish systems (EIFS)	
	1705.18	Fire-resistant penetrations and joints	
	1705.19	Testing for smoke control	
	1705.20	Sealing of mass timber	
		Other:	
		Other:	

I, representing the Approved Agency for the above checked inspections, am providing the name of the special inspector performing each inspection for this project. I am attaching all special inspectors' qualifications.

Name (print name) \_\_\_\_\_

Firm Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

cc: General Contractor



## Final Report of Required Special Inspections

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

The appropriate Agency or RDPIRC prepared and submitted a list of required inspections per International Building Code Sec. 1704 for this project.

### **Owner or Owner's Representative**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Checked below is a list of completed inspections for this project with names of each special inspector/agency:

<b>Please check all that apply</b>	<b>Inspections Required</b>		<b>Special Inspector / Agency</b>
	1705.1.1	Special cases	
	1705.2	Steel Construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.5.3	Mass timber construction	
	1705.6	Soils	
	1705.7	Driven deep foundation	
	1705.8	Cast-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Structural integrity of deep foundation elements	
	1705.11	Fabricated items	
	1705.12	Special inspections for wind resistance	
	1705.15	Sprayed fire-resistant materials	
	1705.16	Mastic and intumescent fire-resistant coatings	
	1705.17	Exterior insulation and finish systems (EIFS)	
	1705.18	Fire-resistant penetrations and joints	
	1705.19	Testing for smoke control	
	1705.20	Sealing of mass timber	
		Other:	
		Other:	

As the approved agency or registered design professional in responsible charge for all of the inspections checked above and to the best of my information and knowledge the listed required inspections and tests for this project have been performed and all discovered discrepancies have been resolved.

\_\_\_\_\_  
*Name of Approved Agent or RDPIRC*

\_\_\_\_\_  
*Firm Name*

\_\_\_\_\_  
*Signature of Approved Agent or RDPIRC*

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

*cc: General Contractor*

*Design Professional Seal*



## Statement of Required Special Inspections

DATE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

**AT SUBMITTAL** : The registered design professional in responsible charge (RDPiRC), acting as the owner's agent, may complete this Form / Statement of Special Inspections in fulfillment of the requirements of the International Building Code Chapter 17. The Owner acknowledges responsibility to hire the special inspectors.

**OWNER OR OWNER'S REPRESENTATIVE**

**REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Phone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Section	Type of Special Inspections and Extent	Applicable	Non- Applicable	Continuous	Periodic
1705.1.1	Special cases				
1705.2	Steel Construction				
1705.3	Concrete construction				
1705.4	Masonry construction				
1705.5	Wood construction				
1705.5.3	Mass timber construction				
1705.6	Soils				
1705.7	Driven deep foundation				
1705.8	Cast-in-place deep foundations				
1705.9	Helical pile foundations				
1705.10	Structural integrity of deep foundation elements				
1705.11	Fabricated items				
1705.12	Special inspections for wind resistance				
1705.15	Sprayed fire-resistant materials				
1705.16	Mastic and intumescent fire-resistant coatings				
1705.17	Exterior insulation and finish systems (EIFS)				
1705.18	Fire-resistant penetrations and joints				
1705.19	Testing for smoke control				
1705.20	Sealing of mass timber				
	Other:				
	Other:				

The Owner and the Registered Design Professional in Responsible Charge acknowledge that at the completion of construction, a final report that documents all of the special inspections required will be submitted to the building official. It is our understanding that a Certificate of Occupancy will not be issued until a final report of all required special inspections is received, indicating that there are no remaining deficiencies.

\_\_\_\_\_  
*Name of Owner (print name)*

\_\_\_\_\_  
*Name of RDPiRC (print name)*

\_\_\_\_\_  
*Signature of Owner*

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

\_\_\_\_\_  
*Signature of RDPiRC*

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

cc: General Contractor

*Design Professional Seal*

## **Special Inspections Program - Procedures - IBC Section 1704 Special Inspections**

- A. Owner - Responsibilities.
  - B. Registered Design Professional in Responsible Charge (RDPiRC) - Responsibilities.
  - C. Special Inspector - Responsibilities.
  - D. General Contractor - Responsibilities.
  - E. Forms for Special Inspections
    - I.) Statement of Special Inspections
    - II.) Approved Agency Documentation
    - III.) Final Report of Special Inspections
  - F. Building Inspector - Special Inspection Review (SIR)
- 

### **A. OWNER - Responsibilities:**

- Special Inspections and fees/costs are the responsibility of the Owner. These are not permit fees.
- The Owner is responsible for employing or contracting the RDPiRC(s) and shall contact the building official if there is a change in the RDPiRC(s). In the case of an owner/contractor, the building official shall specify who employs the RDPiRC(s) and special inspectors.
- The Owner shall employ one or more Approved Agencies to provide special inspections and tests.

### **B. RDPiRC - Responsibilities - Registered Design Professional in Responsible Charge (RDPiRC):**

- The RDPiRC(s) are licensed design professionals responsible for coordination of Required Special Inspections, per Section 1704 of the International Building Code (IBC).
- The RDPiRC(s) contracts with or is employed by the owner. The RDPiRC(s) and the special inspectors and testing technicians may not be in the employment of the general contractor, subcontractors, or material suppliers.
- The RDPiRC(s) are responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors prior to construction.
- The Agency or RDPiRC(s) shall prepare the [Final Report of Required Special Inspections](#) using the form approved by the building official.

### **C. SPECIAL INSPECTOR/ Approved Agency - Responsibilities:**

- Each special inspector /agency shall be qualified in the area of expertise of special inspection required.
- Each special inspector/agency contracts with or is employed by the owner or the owner's authorized representative.
- Each special inspector is responsible for verification of items detailed in the plans and specifications.
- Special inspectors/agency shall prepare, sign, and submit to the RDPiRC(s) inspection reports. Submit reports within a reasonable time with supporting documentation.
- The special inspector/agency shall bring non-complying items to the immediate attention of the general contractor and the RDPiRC(s). If non-complying items are not corrected in a timely manner, the special inspector shall prepare and submit field reports or a Notice of Non-Compliance (NNC).
- The inspector/agency shall submit special inspector field reports or any Notice of Non-Compliance items to the RDPiRC(s), owner, general contractor and upon request to the Building Official. The Building Official may suspend all future work in the areas of such non-compliance until items are corrected.

- The inspector/agency shall prepare, sign, and submit, to the Building Official, an approved Final Report of Required Special Inspections after the general contractor completes his work in accordance with the approved construction documents.

#### **D. GENERAL CONTRACTOR - Responsibilities:**

- The general contractor shall not employ the special inspector.
- The general contractor is responsible for coordinating all testing and inspections and notifying the special inspector of work ready for inspection.
- The general contractor shall keep a special inspections logbook readily available for both the special inspectors and the city building inspector. Failure of the general contractor to maintain a logbook may result in a STOP WORK order. The logbook shall include a copy of the following:
  - 1) Statement of Special Inspections
  - 2) The special inspections log & sign in sheet
  - 3) A copy of all special inspection reports from the special inspector
  - 4) Any changes that may apply to special inspections on the project

#### **E. FORMS - Lists, Notice Forms and Report Forms for Special Inspections**

##### I. Statement of Required Special Inspections:

- A complete itemized list according to IBC Chapter 17-Required Verification and Inspection Tables submitted by the RDPIRC(s) as part of the permit documents and signed by the owner
- List the RDPIRC(s) name and contact information
- The RDPIRC(s) shall furnish the frequency of each special inspection.

##### II. Approved Agency Documentation:

- A complete itemized list of all required special inspections with the name of the Inspector/Agency that will perform the subject inspection services is to be submitted, prior to required special inspection. Documentation of the inspector/ agency's qualifications shall be provided for the Building Officials' approval. Any updates to the list during the course of the project shall be submitted to the Building Official.

##### III. Final Report of Required Special Inspections:

- Report prepared, signed, and submitted by the RDPIRC(s) and or Approved Agency shall be submitted to the building official.
- Submittal indicates completion of all special inspections and resolution of all NNC items.
- Copy the general contractor and all special inspectors listed in the report.
- Final report is required prior to the issuance of a C.O.

#### **F. BUILDING INSPECTOR - Special Inspection Review**

- Building Inspections Department Inspectors may review the special inspection reports submitted by the Agency in conformance with plans and specifications.
- A logbook of all identified special inspections must be located on the job site and presented to the building Inspector for review when requested.