

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 2015 IRC and 2015 ICC Codes, along with the 2014 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 for Site Drainage  |
| <input type="checkbox"/> Rafter Plan (slate or tile roof by PE)  | <input type="checkbox"/> "Erosion Control Acknowledgement & 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 worksheets <b>Submitted to ONCOR</b> for New Electric Service (USE LINK BELOW...) <a href="http://www.oncor.com/pdf/construct/guidelines/cust_req_res.pdf">http://www.oncor.com/pdf/construct/guidelines/cust_req_res.pdf</a> | <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*

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*Highland Park*  
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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) 521-4161 and the inspection cut-off time for same day inspection is 9:00 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 critical points 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

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*Highland Park*  
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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**

*Fences (temporary construction, tree protection, permanent) are **NOT** allowed in the required front yard of residentially zoned districts. (Zoning Ord. 15-101) No accessory building, fence, or other structure shall be located or erected so as to extend into or obstruct any alley or utility easement. (Zoning Ord. 8-601[6])*

**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)

**Don Young**  
Senior Building Inspector  
[dyoung@hptx.org](mailto:dyoung@hptx.org)

**Mary Kuebler**  
Permit Technician  
[mkuebler@hptx.org](mailto:mkuebler@hptx.org)

**Gabriel Rojas**  
Building Inspector  
[grojas@hptx.org](mailto:grojas@hptx.org)

**Kamil Miskowiec**  
Plans Examiner  
[kmiskowiec@hptx.org](mailto:kmiskowiec@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**

## 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.



THE TOWN OF



**Construction Parking Management Plan**

*Parking Policy/Regulations available for download from [www.HPTX.org](http://www.HPTX.org) or from the Department of Building Inspection office*

**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, if needed, and submit a diagram or schematic of the parking space locations, both on-site and on-street spaces):



# SAMPLE LETTER

## GENERAL CONTRACTOR'S BUSINESS LETTER HEAD

Business Address:

Business Phone:

Business Email:

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## 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 Dr., 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 (HP4U) system located at [www.hptx.org](http://www.hptx.org).

(**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)

**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 2015 IFC and HP Fire Code-compliant  
Smoke & Carbon Monoxide Alarm System

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

If New Construction: **Install 2015 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 2015 IFC/HP-compliant fire alarm system.**

If any box is checked:  
**REQUIRED: Install 2015 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)

**2015 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.2015 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. 2015 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. 2015 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. 2015 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) 2015 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. 2015 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). 2015 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. 2015 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. 2015 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. 2015 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.2015 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- 2015 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 2015 IFC/HP-compliant fire alarm system

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