



ATTACHMENT I

RESIDENTIAL IMPROVEMENT PERMIT GUIDELINES

Effective February 5, 2026

Highlighted Sections Effective April 4, 2026

This Attachment I – Residential Improvement Permit Guidelines (these “Guidelines”) shall be known and may be cited as the Tarrant Regional Water District Residential Improvement Permit Guidelines. These Guidelines shall regulate and apply to all Residential Improvement Permits issued by the District.

These Guidelines supplement the rules and regulations in the Tarrant Regional Water District General Ordinance, as adopted by the District’s Board of Directors on December 16, 2025 (the “General Ordinance”). The terms, provisions, and guidelines contained in these Guidelines are to be construed in conjunction with the General Ordinance, which is incorporated herein by reference. Capitalized terms used but not defined in these Guidelines will have the meaning given to them in the General Ordinance.

A Residential Improvement Permit is required before Constructing new Improvements or Modifying existing Improvements on District Land or District Water to include, but not limited to docks, boat houses, patios, fire pits, outdoor kitchens, cabanas, retaining walls, waterfront irrigation systems, swimming pools and other recreational facilities, storage structures, fences, and dredging. A Residential Improvement Permit is always needed for any Modification.

Always check the District’s website or District Reservoirs’ offices for the most recent version of these Guidelines.

SECTION 1. PERMIT APPLICATION REQUIREMENTS, PROCEDURE

Section 1.01 Before any Residential Improvement Permit may be considered, a complete application in the form attached to these Guidelines along with any required attachments, with signatures from the Landowner, each contractor, and the licensed electrical contractor (as applicable) must be submitted, along with such other documents or information as reasonably requested by the District or as required under the General Ordinance.

Section 1.02 All fees must be paid before a permit is issued, unless a written alternative payment schedule is agreed upon. A Residential Improvement Permit application will

not be considered until the \$300.00 permit fee has been paid to the District. The District may charge fees for District Inspector review time.

Section 1.03 Residential Improvement Permit applications submitted to the appropriate District department will be processed in accordance with Section 8 of the General Ordinance and these Guidelines.

SECTION 2. PERMITTING PROCEDURE

Section 2.01 A Residential Improvement Permit application shall be considered to have been filed on the date that it is received by the appropriate District department. District staff shall not accept a Residential Improvement Permit application that is incomplete. The appropriate District department shall review applications within ten (10) business days of receipt and declare the application either accepted for consideration or rejected. In the event the Residential Improvement Permit application is rejected, the applicant will be required to submit a new application for any further consideration. Acceptance of an application during the administrative review phase only indicates that the Residential Improvement Permit application contains all necessary information for consideration. Such acceptance is unrelated to the outcomes of subsequent phases of the application process.

Section 2.02 The appropriate District department shall notify the applicant that their Residential Improvement Permit application has been accepted. Accepted applications shall proceed to the technical review phase.

Section 2.03 District staff shall commence a technical review of a Residential Improvement Permit application after it is deemed administratively accepted. District staff shall consider any information submitted in the application. During the technical review, District staff shall notify the applicant of any additional information necessary to complete the review. The applicant shall provide the requested information within one (1) month, unless otherwise authorized in writing by the District. Once the applicant has submitted all required information, the District staff shall complete the technical review within a reasonable time not to exceed (30) business days.

Section 2.04 If the applicant fails to provide further information as requested by District staff within the prescribed time period, unless the time period is extended in writing by District staff, the Residential Improvement Permit application shall be deemed technically incomplete and rejected. There shall be no restriction on subsequent Residential Improvement Permit applications.

Section 2.05 Upon a determination that an application for a Residential Improvement Permit is technically approved, a final permit decision shall be made in accordance with Section 1.04(h).

Section 2.06 A Residential Improvement Permit application may be amended at any time prior to the issuance of a Residential Improvement Permit for non-substantive changes. Non-substantive changes include slight alterations that do not change the size, footprint, or location of the permitted facility. Substantive changes may be proposed prior to the completion of the

technical review phase. However, after completion of the technical review phase, substantive changes shall require a new Residential Improvement Permit application.

Section 2.07 A Residential Improvement Permit application may be withdrawn at any time prior to the issuance of a Residential Improvement Permit. An applicant may request an extension of any deadline during the administrative review or technical review phases. Extension requests must be in writing and shall explain in detail the need for additional time. Such requests shall be subject to written approval by the District. **A non-refundable extension fee in the amount of \$150.00 must be paid before an extension may be granted. In the event an extension is granted and the applicant fails to complete the construction of the Residential Improvement within the extended timeframe, then the Residential Improvement Permit shall be cancelled. If the applicant still desires to obtain a Residential Improvement Permit, the applicant shall be required to submit a new application and restart the process.**

Section 2.08 Upon completion of the technical review, District staff shall coordinate any necessary changes with the applicant and make a determination to approve, approve in part, or deny the Residential Improvement Permit. If District staff approve the Residential Improvement Permit in full or approves the permit in part, District staff shall prepare and deliver, either by mail or electronic transmission, including the District’s online permitting software system, a proposed permit to the applicant, which may include any conditions that the District deems appropriate. If District staff denies the Residential Improvement Permit, District staff shall deliver, either by mail or electronic transmission, a letter notifying the applicant that the permit has been denied. The applicant shall have thirty (30) calendar days to provide written comments, if any, to District staff. District staff shall then have ten (10) business days to consider applicant’s comments and either issue a Residential Improvement Permit or reaffirm denial of such permit. A copy of the executed Residential Improvement Permit shall be delivered, either by mail or electronic transmission, to the applicant.

Section 2.09 Inspections

(a) All Residential Improvements are subject to the inspection requirements established in section 9.07 of the General Ordinance.

(b) District Inspectors or authorized representatives may be dispatched to the address specified in the license application during normal business hours to conduct inspections and ensure compliance with the General Ordinance and these Guidelines. Denying access may result in the immediate revocation of any District-issued license. The District may charge fees for the time spent by District Inspectors during these reviews, not to exceed \$50.00 per visit.

(c) Final Inspection. Upon completion of Construction, the applicant must notify the District to arrange for a final inspection.

SECTION 3. GUIDELINES FOR RETAINING WALLS, DREDGING, AND FILL WORK

Section 3.01 These Guidelines shall be followed when constructing retaining walls or performing dredging or fill work on District Lands or District Waters:

(a) Retaining walls must be constructed to improve Shoreline alignment. If the District approves reclaiming an eroded Shoreline area, the backfill material must be sourced from Reservoir;

(b) The following materials are approved for use in constructing seawalls: concrete, soil cement, a minimum of 8-gauge steel sheet piling, PVC sheet piling, pressure-treated lumber, and rip rap. Other materials may be approved by the District on a case-by-case basis. Materials containing creosote, either wholly or in part, are prohibited for use in seawalls;

(c) Dredging must be done to provide a gradual slope not exceeding 10% (i.e., a 1-foot vertical drop for every 10 feet of horizontal distance), with no abrupt changes in depth, avoiding holes or sudden drop-offs;

(d) Construction activities at or below the Flood Flowage Boundary must use erosion control practices to minimize sediment entering Reservoir; and

(e) Dredged materials must be placed to prevent sediment runoff into Reservoirs; use of containment or silt screens may be required in certain situations.

Section 3.02 Before any dredging, contractors must call 811 to determine if underground utilities are located in the area.

SECTION 4. GUIDELINES FOR SHORELINE IMPROVEMENTS

Section 4.01 This section applies to Improvements located on or adjacent to Shorelines, such as docks or boat houses (“Shoreline Improvements”).

Section 4.02 A District permit does not exempt the owner from complying with Federal, State, County, or City regulations or any applicable deed restrictions.

Section 4.03 The District may permit or deny Shoreline Improvements on District Land or District Water in the District’s sole and absolute discretion.

Section 4.04 Maximum Size for Shoreline Improvements. The maximum structure size for Shoreline Improvements is determined by Shoreline length:

- (a) 8 sq. ft. per linear foot up to 150 feet (max 1,200 sq. ft.).
- (b) 4 sq. ft. per linear foot from 151-250 feet (max 1,600 sq. ft.).
- (c) 2 sq. ft. per linear foot from 251-450 feet (max 2,000 sq. ft.).
- (d) 1 sq. ft. per linear foot over 450 feet.

Once the maximum structure size has been determined, to determine the square footage permitted under these Guidelines, measure the largest area at the end of a walkway, including the structure’s corners or roofline if it overhangs more than two (2) feet. Measurements

may exclude one (1) walkway up to eight (8) feet wide. Additional Landowner structures are included in the area measurement. Structures should not impair navigation or Shoreline continuity.

Section 4.05 Shoreline Improvement Location Requirements.

(a) Shoreline Improvements must be at least five (5) feet from side property lines, except fences, sidewalks, and retaining walls. Structures over 1,200 sq. ft. must be twenty (20) feet from property lines. Improvements with side-entry boat slips must be one and a half (1.5) times the slip length from the property line.

(b) Shoreline Improvements are not permitted on lots where a residence cannot be built. For large tracts or multiple lots, an agreement must be recorded to set aside Shoreline footage for future structures.

(c) No Abodes are allowed on District Land or District Water.

Section 4.06 Shoreline Improvement Building Requirements.

(a) Shoreline Improvements may not be fully enclosed, but may have solid sides up to two (2) feet extending downward from the ceiling joist.

(b) A fully enclosed storage area (not to exceed twenty (20) square feet) is allowed on the first floor (lower deck) of a Shoreline Improvement. Hazardous Waste or products which have warning labels prohibiting its use near public water supplies shall not be stored in these areas.

(c) Roofs must have a maximum pitch of 6 inches of vertical rise per 12 inches of horizontal run. The maximum ridge height is calculated based on the shortest measurement of the length and width.

(d) Attic space may be used for storage or as a temporary shelter, provided it meets the District's roof pitch requirements. It cannot have plumbing for raw water, potable water, or sewage and cannot be used as living quarters.

(e) Shoreline Improvements are limited to two stories. Three-story sun decks are not permitted.

(f) No Toilet Facilities are allowed on Shoreline Improvements.

(g) A potable water supply can be plumbed to only one fish cleaning station on the first-story deck. No plumbing is allowed on any upper decks.

(h) Fuel Facilities are prohibited on non-Commercial Facilities or Watercraft.

(i) The lower deck of a Shoreline Improvement must be at least eighteen (18) inches above the Flood Flowage Boundary.

(j) Materials exposed to the elements must be cedar, redwood, treated wood, concrete, or steel. Other durable materials may be considered. Creosote-treated materials are not permitted.

(k) Metal barrels are not allowed for flotation. Only approved encapsulated polystyrene may be used.

(l) Construction activities at or below the Flood Flowage Boundary must use erosion control practices to minimize sediment entering the reservoir.

(m) Steel pilings must be at least two and seven-eighths (2 7/8th) inches in diameter; wood pilings must be pressure-treated and at least six (6) inches. Creosote pilings are not allowed.

(n) All structures built over Spillway Elevation must display the property owner's 911 address. The signage must be weather resistant, with reflective lettering, four (4) inch or larger.

Section 4.07 Electrical and Lighting Requirements.

(a) Structures extending more than fifty (50) feet from the Shoreline must have dusk-to-dawn lighting installed at the outermost point over the water. Lighting shall be white and limited to low-profile, unobtrusive fixtures that provide only the illumination necessary for basic visibility and hazard identification. All luminaires shall be fully shielded and directed onto the structure to prevent unnecessary light trespass, skyglow, and glare to boaters or adjacent shoreline properties. Fixtures should follow DarkSky-compliant principles, emphasizing warm color temperatures, minimal lumen output, and precise optical control. Additional lighting may be required based on the structure's type and location. Landowners must maintain all required lighting and may need to provide temporary lighting during construction.

(b) All structures built over Spillway Elevation must install reflectors. The reflectors must be weather resistant, three (3) inch or larger in diameter, white in color, and spaced no further than twenty (20) feet apart along all outer edges of the Improvement.

(c) A Shoreline Improvement that, because of sudden rises in Reservoir water levels resulting from flooding, can be expected to be submerged or extend past maximum distance from the Shoreline, shall be lighted in accordance with these Guidelines and the General Ordinance during the period the Improvement is submerged or exceeds the maximum distance from the Shoreline.

(d) Electrical services must be installed by a licensed electrical contractor according to the National Electric Code. A complete electrical plan is required. The District conducts general compliance inspections, but the licensed electrical contractor ensures all components meet code requirements.

(e) Connections below the walkway must be bolted with galvanized, zinc-plated, cadmium-plated, or stainless steel bolts. Steel may be welded; other connections can use nails or screws.

SECTION 5. INSURANCE REQUIREMENTS

Section 5.01 All contractors, subcontractors, and vendors performing work under a commercial construction permit shall maintain, at their own expense, the following minimum insurance coverages throughout the duration of construction and until final completion and acceptance of the project:

(a) **Commercial General Liability Insurance** with limits of not less than **\$500,000 per occurrence** and **\$1,000,000 aggregate**, written on an occurrence basis, providing coverage for bodily injury, property damage, and contractual liability.

(b) **Automobile Liability Insurance** covering all owned, hired, and non-owned vehicles used in connection with the permitted work, with a minimum combined single limit of **\$500,000 per accident** for bodily injury and property damage.

(c) **Workers' Compensation Insurance** in accordance with the statutory requirements of the State of Texas, including **Employers' Liability** coverage, for any contractor or subcontractor that has employees engaged in the permitted work.

(d) **Waiver of Subrogation.** All required policies shall include a waiver of subrogation in favor of the Tarrant Regional Water District (TRWD).

(e) **Additional Insured Status.** The Tarrant Regional Water District (TRWD) shall be named as an **Additional Insured** on the Commercial General Liability and Automobile Liability policies with respect to liability arising out of the permitted work.

(f) **Certificate Holder.** TRWD shall be listed as the **Certificate Holder** on all certificates of insurance provided to demonstrate compliance with these requirements.

(g) **Maintenance of Coverage.** All required insurance coverages must be maintained in full force and effect for the entire duration of construction and until final project acceptance by TRWD.

(h) **Notice of Cancellation.** Each policy shall provide that TRWD will receive **no less than thirty (30) days' prior written notice** of cancellation, non-renewal, or material change in coverage.

(i) **Excess/Umbrella Coverage.** If a contractor or vendor does not carry adequate limits in the specific liability policies required above, it is acceptable to utilize a **follow-form Excess or Umbrella Liability policy** to meet the required minimum limits, provided such excess or umbrella coverage applies on a form no more restrictive than the underlying insurance.

Section 5.02 Proof of compliance with these insurance requirements must be submitted to TRWD prior to issuance of the permit and before any work begins. Failure to maintain the required insurance or to provide acceptable documentation may result in suspension or revocation of the permit.

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