



**TECHNICAL BULLETIN**  
**Planning & Development Services**  
**Building Inspections Division**

**TOPIC: Phased Approval for Building Permit**

Per Section 107.3.3 of the 2015 Edition of the *International Building Code*, the Building Official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

To request consideration for a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted and approved, the project owner, the contractor and the project design professional must file a formal request with the Building Official in the general format outlined below. The request may be one letter with all 3 signatures or three letters – one of each signature.

{date}

{name - project owner, contractor and/or project design professional}

{address}

{city, state, zip}

RE: {project address}, {building permit application number}

*Please consider this request for a phased building permit for the above reference location for the following defined areas of construction:*

1. {plumbing rough – under foundation}
2. {piers and foundation}
3. {site paving}
4. {etc}

*I/We understand that, if approved, we may proceed at my/our own risk with the building construction and without assurance that a permit for the entire structure will be granted. If construction of the above items advances prior to any additional approvals, then the work must stop until such approvals may be acquired.*

{signature}

{printed name}

Submit requests to:

Building Official, City of  
Arlington MS 01-0241, 101 W.  
Abram St Arlington, TX  
76004-323

or

via email to:  
Rick.Ripley@arlingontx.gov