

COMMERCIAL BUILDING FINISH-OUT, REMODEL AND RENOVATIONS



City of Dallas

APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans and a new checklist will be required for re-submittal for plan review. This re-submittal will be treated as a new application and will be processed in the order of receipt. Complete the information sheet attached.

1. These plans comply with the Dallas Energy Conservation Code and the Green Building Ordinance.
- For a first time *Tenant Finish Out*, provide a Commercial Green Building Program Plan Review Compliance
- Affidavit & Checklist from a Registered Third Party Green Building Provider, and an *Energy Code Compliance Path* form from a Registered Third Party Energy Code Provider with the permit application.
- For all permits, an *Energy Code Compliance Certificate* must be provided prior to final inspection.
2. Have you submitted with your application, certified copies of any instrument that contains a restriction on the use of or on construction on the affected property?
- Yes No, not applicable
3. An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules and the National Emission Standards for Hazardous Air Pollutants for the area being renovated and/or demolished.
- Yes No (Permit cannot be issued prior to notification of survey being conducted.) Not applicable
4. Documented proof that plans and specifications were submitted to the Texas Department of Licensing and Regulation that comply with the Texas Accessibility Standards (TAS) by a Registered Accessibility Specialist (independent contract provider) must be presented along with the building permit application.
- Texas Department of Licensing and Regulation (TDLR) Project Number: _____
5. Completed permit application and commercial permit processing information sheet.
6. **Is this project for the construction of any of the following: *hotel or motel; multifamily housing; college dormitory; fraternity or sorority house*?**
- Yes (complete [worksheet](#)) No
7. If selected Yes to question 6 above, will this project produce a ***net increase*** in *dwelling units, sleeping rooms or guest rooms* on the property from its existing conditions?
- Yes (See Park Land Dedication Ordinance Packet) No
- If selected Yes above, please see the attached example of the fee worksheet. Visit the following link ([www.https://dallascityhall.com/departments/sustainabledevelopment/Pages/default.aspx](https://dallascityhall.com/departments/sustainabledevelopment/Pages/default.aspx)) to fill out the required information to submit with your building permit application packet.
8. Two (2) copies of information sheets to include:
- Scope of work.
- Total area in square feet of buildings with each building identified by occupancy or use.
- Occupancy type, if known.
- Number of dwelling units (apartments) or guest rooms (hotel or motel).

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- 8. Continued from previous page:
 - Fire sprinkler status and intentions.
 - Parking requirements calculations.
 - Texas Department of Transportation (TXDOT) approval, if applicable.
- 9. All drawing documents submitted for review must have a minimum text size of 3/32" and a minimum drawing sheet size of 11" x 17" and a maximum of 36" x 48", "E" size.
- 10. Two (2) copies of a site plan drawn to scale and dimensioned to include:
 - Must show exits to exterior of buildings or key plans that show exits.
 - For a change in building use, site plan must be of the entire property showing all property lines and parking spaces.
- 11. Two (2) sets of legible and fully-dimensioned building plans of the following drawn to a standard scale with design professional seals and signatures where required:
 - Building floor key plan does not need to be scale, but must show the location of the tenant space and all other tenant spaces on that floor. Identify tenant spaces by their suite number.
 - A floor plan drawn to a standard scale of the entire tenant space as it currently exists or an interior demolition plan.
 - Fully-dimensioned floor plans drawn to a standard scale of the entire tenant space showing the area of construction with each room identified as to its use.
Additional architectural plans to include, but not limited to: means of egress, elevations, wall sections, area separation wall locations and fire ratings, occupancy separation locations and fire ratings, equipment and furniture layout plan (if applicable), door and window schedules, shaft locations and fire rating.
 - Foundation plans and other engineered structural plans if applicable.
 - Mechanical, electrical and plumbing plans (refer to specific permit type for additional information).
- 12. If the project includes construction of areas where food/ice or beverages are manufactured, packaged, stored, distributed, sold or prepared excluding vending machines, then provide:
 - Two (2) sets of scaled floor plans showing equipment and plumbing fixtures layout including floor drains.
 - Two (2) sets of scaled plans showing finish schedules for floors, walls and ceilings.
 - Two (2) sets of menus and cut sheets of equipment being installed, if available.
- 13. All aspects of the construction project complies with the Environmental Protection Agency (EPA) Lead; Renovation, Repair and Painting Program Rule; 40 CFR, Part 745.

NOTE: Additional information required by the Building Official may be necessary for the issuance of the permit (Ordinance no. 26029).

I, _____ have read the above information and acknowledge that all required documents have been provided.

Signature _____

Date _____

Please note that staff cannot accept incomplete applications or illegible construction documents.

COMMERCIAL BUILDING PERMIT PROCESSING OR CERTIFICATE OF OCCUPANCY APPLICATION INFORMATION SHEET



City of Dallas

NOTE TO APPLICANT: Please complete this information sheet as accurately as possible. A customer service plans examiner can help you complete this form whenever you require assistance. Missing or incorrect information could delay processing of your permit application.

PROJECT ADDRESS:			
APPLICANT:		PHONE NO:	

BUILDING DATA			
NEW BUILDING USE:			
EXISTING BUILDING USE:			
PROJECT CONSTRUCTION AREA (SQ. FT.):		OCCUPANCY GROUP (CHAP. 3, IBC):	
BUILDING CONSTRUCTION TYPE (CHAP. 6, IBC):		NUMBER OF STORIES OR FLOOR LEVELS:	
BUILDING SPRINKLERED?	<input type="checkbox"/> ALL	<input type="checkbox"/> PARTIAL	<input type="checkbox"/> NONE

PARKING ANALYSIS (Required Number of Parking Spaces = Tenant Space Area divided by Parking Space Ratio) Exception: Not required if there is no change of building use.			
TENANT SPACE USE	TENANT AREA (GROSS SF)	PARKING SPACE RATIO	REQUIRED NUMBER OF PARKING SPACES
OFFICE		333 SF	
WAREHOUSE		1,000 SF	
RETAIL		200 SF	
COMM AMUSE/RESTAURANT/BAR/ASSEMBLY		100 SF	
CHURCH (Enter number of seats in the sanctuary)		EVERY 4 SEATS	
MULTI-FAMILY		500 SF	
FACTORY		600 SF	
OTHER			
TOTAL NUMBER OF PARKING SPACES REQUIRED:			
TOTAL NUMBER OF PARKING SPACES PROVIDED:			

APPLICATION COMMENTS