



GENERAL PROJECT REQUIREMENTS CHECKLIST

This is a general list of the requirements on any permit submittal. For the requirements on specific types of permits, please visit the [Building Inspections webpage](#) to access the list of forms and checklists pertaining to each permit type.

PRE-SUBMITTAL RESOURCES

Depending on each project, the City of Dallas Development process may involve different steps from beginning to end. Below is a list of resources that will help you in taking the initial steps for a successful permit submittal. Not every project requires to undergo these processes; however, it is recommended to review this information to understand which may apply to your project as they may impact the timelines.

- Know your zoning district. By using the [Zoning Map](#), you can identify the zoning district of your property.
- Know your zoning district regulations and verify whether the zoning district allows the proposed use by consulting the [Dallas Development Code](#) or the [Planned Development District Regulations](#)
- Request a zoning verification letter submitting a [Request for Zoning Verification application](#) [optional]
- Request a zoning consultation via email to biadmin@dallascityhall.com or visit our offices at [320 E. Jefferson Blvd. Dallas TX. 75203](#) Room 118, walk-ins welcome on a first-come, first-served basis.
- Request a pre-development meeting submitting a [Predevelopment Meeting application](#) to DEVpredevelopmentmeeting@dallascityhall.com [optional, but recommended for commercial and multifamily developments]
- If a zoning change is required, submit your [application](#) to the [Current Planning Division](#) in the [Planning and Urban Design](#) Department.
- If property is in a Conservation District, submit your [Conservation District Work Review Application and Checklist](#) to our [Conservation District Division](#). Consult our complete [list of Conservation Districts and maps](#).
- If property is in a Historic District Overlay or has Historic Designation, contact the [Office of Historic Preservation](#) to submit an [Application for a Certificate of Appropriateness](#).
- If platting is required, submit your [Platting Application](#) to our [Subdivision Department](#). Consult the [Platting Guidelines](#) and the [Plat Submittal Dates](#).
- To request the abandonment of right-of-way abutting your property, contact the [Real Estate Division](#) of the Public Works Department and consult the [Abandonment Guidelines](#).
- Know if a permit is required by reading Section 301 of the [City of Dallas Administrative Procedures for the Construction Codes](#)

PERMIT SUBMITTAL

The City of Dallas primarily accepts permit submittals via our Electronic Platform [Project Dox](#). You will need to configure your computer and create an account following these [instructions](#) .

Consult our [How-to Guide for e-Plan Submittals](#) for specific instructions on how start your permit application. For assistance on your submittal, please send your questions to biprojectdox@dallascityhall.com, or call our call center at (214)948-4480. In this section you will find general information on how to submit for your building permit.

- ****Coming 2023: pre-application consultations will be available at the Oak Cliff Municipal Center****
- For projects undergoing a platting process, or requiring full Civil Engineering Review, submit via [Project Dox](#) the required Engineering Paving and Drainage and Water/Wastewater plans. Contact the [Engineering Division](#), and consult the [Engineering Release Work Flow Chart](#) to learn when a full engineering submittal is required.
- Complete your [Building Permit Application](#)
- Ensure you have all required construction documents and plans, drawn to standard scale and legible. For specific information on plans required, consult the [list of forms and checklists](#) according to the type of permit being applied for.
- Know if your plans require a design professional's seal by reading Section 301.4.7.3 of the [City of Dallas Administrative Procedures for the Construction Codes](#), the [Texas Board of Architectural Examiners Flow Chart](#), and the [Texas Board of Professional Engineers Flow Chart](#)
- Complete a [Certificate of Occupancy application](#) [required for commercial projects only]
- Learn if your project is subject to the [Parkland Dedication](#) by reviewing the [Parkland Dedication Flowchart](#), and complete the [Parkland Dedication Fee Worksheet](#)
- Submit your permit application, construction documents and plans to your [Project Dox](#) account.
- Submit your [Fire Alarm](#) and/or [Fire Sprinkler](#) plans for review.
- Pay permit and plan review [fees](#) according to the type of permit being applied for.

INSPECTIONS

After a building permit and/or a Certificate of Occupancy have been issued, our field inspectors are required to inspect work in progress for conformity with approved plans and the City codes. In addition, inspectors ensure the City's site management requirements are met.

- Find your Building Inspection District using the [BI Districts Map](#)
- Find the work that requires inspection and the corresponding three-digit code using the [Inspections Code Directory](#)
- Schedule your required inspection by calling (214)670-5313 or [schedule an inspection Online](#). For question on how to schedule inspections, contact your corresponding [District Inspection Office](#)

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OTHER USEFUL RESOURCES

- [2021 Dallas Development Guide](#)
- [Landscape Tree Manual](#)
- [Dallas Green and Energy Codes](#)
- [Online Records](#)