

# BUILDING PERMIT APPLICATION CHECKLIST



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## MINIMUM REQUIRED DOCUMENTS FOR COMMERCIAL BUILDING - FINISH OUT/ REMODEL/RENOVATION

CITY OF DALLAS

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 resubmittal will be treated as a new application and will be processed in the order of receipt. Complete information sheet attached.

1.  Completed permit application including supplemental information sheet
2.  Two (2) cover sheets to include:
  - Scope of work
  - Total area in square feet of work included in scope
  - Occupancy type (if known)
  - Number of dwelling units (if applicable)
  - Fire sprinkler status and intentions
3.  Two (2) copies of site plan (must show exits to exterior of building) or key plan. Site plan must be drawn to scale and dimensioned
  - Key plan need not be to scale but must show the approximate location in the building where the work will take place
  - Site plan must show all property lines and include the parking layout when there will be a change in use in the building
4.  Two (2) copies of floor plans to include:
  - Drawn to scale and dimensioned
  - Existing and proposed conditions
  - All rooms or areas identified as to use
  - Identification of wall types and materials of construction
  - Area separation wall locations and ratings
  - Occupancy separation locations and ratings
  - Shaft ratings and materials of construction
  - Means of egress
  - Window and door schedules
  - Equipment and or furniture systems layout (if applicable\_
  - Mechanical, electrical and plumbing plans (see specific permit type for additional information)

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

Please Print

Signature \_\_\_\_\_

Date \_\_\_\_\_