

FOR COMMERCIAL BUILDINGS – Finish Out / Remodel / Renovations PERMIT - APPLICATION CHECKLIST MINIMUM REQUIRED DOCUMENTS



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 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.
 An Energy Code Certificate will be submitted to the building inspector prior to final inspection. Certified Energy Code inspectors can be located @ www.iccsafe.org
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 can not be issued prior to notification of survey being conducted)
4. Documented proof that plans and specifications submitted to the Texas Department of Licensing and Regulation to adhere to the Texas Accessibility Standards (TAS) by a Registered Accessibility Specialist (independent contract provider) must be presented along with building permit application submittal. (Or item #5)
5. TDLR Project Number # _____ (Texas Department of Licensing and Regulation)
6. Completed permit application including supplemental information sheet.
7. Two (2) copies of information sheets to include:
 Scope of work.
 Total area in square feet of buildings with breakdown by occupancy or use.
 Occupancy type (if known).
 Number of dwelling units (apartments) or guest rooms (hotel or motel), if applicable.
 Fire sprinkler status and intentions.
 Parking requirements calculations.
8. All drawing documents submitted for review must be drawn to scale and have a minimum text size of 3/32" & up to a maximum drawing sheet size, "E" size, 36"x48".
9. Two (2) copies of a site plan to include: (drawn to scale and dimensioned)
 Must show exits to exterior of buildings or key plans that show exits.
 Key plan does not need to be to scale, but must show approximate location in the building where the work will take place.
 Site plan must show all property lines and include the parking layout if there is a change in use.

Continued

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10. Two (2) sets of legible dimensioned floor plans, drawn to scale, with seals and signed (if applicable) to include:
- Existing and proposed conditions.
 - Floor plans to include:
 - All rooms and areas identified as to use.
 - Identification of wall types and materials of construction.
 - Area separation wall locations and ratings.
 - Occupancy separation locations and ratings.
 - Equipment and or furniture systems layout (if applicable).
 - Mechanical, electrical and plumbing plans (see specific permit type for additional information).
 - Means of egress.
 - Window and door schedules.
 - Shaft ratings and materials of construction.

Additional information required by the Building Official necessary for issuance of the permit may be requested. (ORD. 26029)

I _____ have read the above information and acknowledge that all required
(Please Print)
documents have been provided.

Signature _____

Date _____

NOTE: Staff Cannot Accept Incomplete or Illegible Document