

DEMOLITION Checklist

APPLICATION CHECKLIST

REQUIRED DOCUMENTS FOR PERMIT



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 checklist sheet.

1. Completed permit application
2. Do you have a solid waste collection franchise: Yes No
If No, please contact Ron Smith at 214-670-1891 or Deborah Ramsey at 214-670-4486 to apply for a solid waste collection franchise.
3. Are you disturbing one (1) or more acres of land: Yes No
If Yes, you must submit an electronic copy of the Storm Water Pollution Prevention Plan (SWPPP) to Public Works & Transportation / Storm Water Management. (Room 108)
4. Plans for demolition and schedule for completion.
5. 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", (36" x 48").
6. Location of site(s) to be used for disposal of debris and proposed route for transport of debris to the site(s).
7. Name and address of the owner of the structure and the notarized signature of the owner or owner's agent authorizing the contractor to obtain a permit for demolition of the structure.
8. Name and address of the contractor.
9. Original certificate of insurance from an insurance company authorized to do business in this state, showing the City of Dallas as the certificate holder, indicating a willingness to provide general liability \$1 Million: auto - \$500,000 insurance as required by the city. (Not required for one and two-family dwellings).
10. A statement that the abatement of asbestos hazards will be accomplished in accordance with guidelines and procedures established by the Texas Department of Health. (Required for all commercial and Multi-family Dwellings.)
11. Compliance with special conditions that may be determined necessary by the Demolition Review Committee.
12. Written acknowledgement that all utility companies have been or will be notified to disconnect service to the structure.
13. A barricade permit may be required if within ten (10) ft. of R.O.W. Contact 214-670-6904
14. Tree survey identifying any protected trees within 50 feet of demolition or any related activity.
15. **Reconstruction of structures in Flood Plain is prohibited without prior approval from Public Works Storm Water Section.**
16. Information signs and EROSION control is required.
17. Is the structure to be demolished in a **Historic District** or **Conservation District**? Yes No
 If within a Historic District, provide approved Certificate of Demolition to Landmark Commission.
 If within a Conservation District, provide approved work review form.

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 documents have been provided.
(Please Print)

Signature _____ Date _____

NOTE: Staff Cannot Accept Incomplete or Illegible Documents

ADDITIONAL INFORMATION FOR DEMOLITION / BUILDING PERMIT

Project Address: _____
Street Number Street Name State Zip

Owner's Authorization: This is to certify that I, _____ hereby
authorize _____ to apply for a demolition permit on my
behalf to demolish and / or remove the improvements at:

Street Number Street Name City State Zip

I further certify that I am the legally registered owner of said property:

I further certify that I will provide a tree survey to the City of Dallas for approval prior to the commencing of
demolition:

I further certify that I have treated for rodent and insect infestation 30 days prior to demolition.

Owner's Signature: _____ Owner's Phone #: _____

Owner's Address: _____
Street Number Street Address City State Zip

AFFIDAVIT – State of Texas, County of Dallas

Before me the undersigned on this day personally appeared: _____

Who on his / her oath certified that the above statements are true and correct _____
Affix

Subscribed and sworn to before me this _____ day of _____

Notary Public in and for Dallas County, Texas

Demolition Contractor: _____ Business Phone: _____

Address: _____

Plan of Demolition and Route _____

Disposal Site Location _____

Fees: Yes No N/A Insurance: Yes No N/A

City of Dallas Landmark or Category Structure: Yes No N/A

Applicant's Name: _____

Applicant's Signature: _____ Business Phone: _____