

**BUILDING PERMIT
APPLICATION CHECKLIST**

**NEW CONSTRUCTION
MINIMUM REQUIRED DOCUMENTS
FOR ONE AND TWO FAMILY
DWELLINGS**



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.iccsage.org
2. Is your project on 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)
3. If this is a duplex, 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
4. Legal building site (Platted).
 Attached is a certified copy of a recent recorded subdivision addition plat filed with the County or Record. **or**
 Attached is a sealed survey identifying any and all easements, buildings lines and restrictions (as filed with the most recent County Records Plats & Deeds).
Surveyors signature _____ License # _____
5. Completed permit application including supplemented information sheet.
6. Two (2) copies of a site plan to include: (Note: All documents submitted for review must have Minimum text size of 3/32" & up to a Maximum drawing sheet size of "E" size, 36" x 48").
 Legal description on site plans (lot, block and address).
 Drawn to scale and / or completely dimensioned drawings. (Clear and Legible)
 North arrow and / or plan North.
 Show all property lines indicate length, metes, bounds, building lines and easements.
 Label footprint (outline) of all structures including all projections beyond the foundation line, showing placement on the property and front, side and rear yard setbacks.
7. Two (2) copies of dimensioned building plans, drawn to scale and legible which include:
 Foundations plans (Engineered if post tension slab with engineering letter if required).
 A form board survey is required prior to foundation inspection. (Provide to Building Inspector).
 Elevation clearly showing the grade level and height of the building. (fronts, left side, right side and rear).
 Floor plans (labeled and dimensioned).
 Wall and roof framing plans.

**BUILDING PERMIT
APPLICATION CHECKLIST - Continued
NEW CONSTRUCTION
MINIMUM REQUESTED DOCUMENTS
FOR ONE AND TWO FAMILY
DWELLINGS**



- 7. Continued.
 - Roof covering materials.
 - Door and window schedule – Labeled.
 - Location – Walls and floors separating two-family dwelling units in the same building shall not be less than one (1) hour fire resistive construction. IRC Sec. R317.1
 - Professional seal required for engineered trusses, non-conventional framing e.g. metal framing.
 - Proposed location of smoke detectors.
- 8. All detached accessory structures must comply with Ordinance #25977.
- 9. An In-Fill Lot Waiver Affidavit has been submitted for new construction.
 - Yes (See attached)
- 10. Have you registered with Texas Residential Construction Commission?
 - Yes # _____
- 11. These plans comply with any all-private deed restrictions.
- 12. Show all Fire Hydrant(s) locations and distance to proposed structure. (Room 215)
- 13. Sidewalk & curbs required.
- 14. Termite Protection form will be submitted to Building Inspector. Per IRC Sec. R320

NOTE:

- **Payment of water and sewer tap fees are required to be paid to the cashier prior to the issuance of the permit.**
- **Contact ONCOR at 1-888-222-8045 if there will be any work near overhead electrical lines.**
- **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 Documents



CITY OF DALLAS

IN-FILL GRADING WAIVER AFFIDAVIT

THE STATE OF _____)

COUNTY OF _____)

BEFORE ME, the undersigned authority, this day personally appeared

_____, who, under oath, deposes as follows:

"I am the owner/applicant (authorized agent) of the new construction at _____, Dallas, Texas ("the Property"). The property is not in the flood plain, no filling has occurred to remove the flood plain designation, and no flood plain alteration permit has been issued.

This affidavit is being provided in lieu of a grading plan sealed by a professional engineer. I understand Chapter 52 Administrative Procedures for the Construction Codes, Section 608.1 Site Drainage and the Dallas Development Code Article VIII Section 51A 8.611 (e) prohibits Lot-to-Lot drainage. I have reviewed the City of Dallas grading procedures, and I swear and affirm that the following information is true and correct:

(Check one):

A. Replacing existing structure with a new structure of similar slab square footage. The new structure will be located in the same area and have the same square footage or less as the existing structure, the pad elevation for the new structure is the same as the pad elevation for the existing structure, and the pad elevation for the new structure will not exceed one (1) foot above the existing lot grade. Furthermore, I have inspected the lot contour elevations and the new structure construction, lot grading will not have an adverse drainage impact on the abutting lots or the surrounding areas and there will be no lot-to-lot drainage and no off-site drainage is being blocked off.

B. New structure construction on a vacant (site never built on) lot. The pad elevation will not exceed one (1) foot above the existing lot grade, and that the finished lot grade will not exceed the grade of the abutting lots or the surrounding area. Furthermore, I have inspected the lot contour elevations and the new structure construction, lot grading will not have an adverse drainage impact on the abutting lots or the surrounding areas, and there will be no lot-to-lot drainage and no off-site drainage is being blocked off.

C. Replacing existing structure with a new structure of greater square footage. The pad elevation will not exceed one (1) foot above the existing lot grade, and that the finished lot grade will not exceed the grade of the abutting lots or the surrounding area. Furthermore, I have inspected the lot contour elevations and the new structure construction, lot grading will not have an adverse drainage impact on the abutting lots or the surrounding areas, and there will be no lot-to-lot drainage and no off-site drainage is being blocked off.

I further swear and affirm that if the Building Official determines that there is an adverse impact ("Lot-to-Lot Drainage") on abutting lots and that this adverse impact is caused by or attributable to an as-built condition, then I will repair it accordingly. I understand that if any adverse drainage conditions are noted, then the City of Dallas has the right to request that I obtain an engineered grading and drainage plan ("Engineered Plan"). If an Engineered Plan is obtained, I agree to follow the Engineered Plan and any amendments thereto within one year of the final building inspection unless the as-built grade and/or drainage has been altered or changed by the purchaser (or a subsequent purchaser) of the residence.

Signature: _____

Print Name; _____

Title (if any): _____

Business Entity (if any): _____

Mailing Address: _____

Telephone: _____

E-mail Address: _____

SUBSCRIBED AND SWORN TO before me on this _____ day of _____, 20 ____

NOTARY PUBLIC, STATE OF _____