

BUILDING PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

MINIMUM REQUIRED DOCUMENTS FOR ONE AND TWO FAMILY DWELLINGS - REMODEL / RENOVATION

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.

OTHER REQUIREMENTS OR SPECIAL PROVISIONS

- (1) Two (2) copies of site plan are required when work affects exterior walls.**
- (2) Additional smoke detectors may be required. Contact your district building inspector for further information.**
 1. Completed permit application
 2. Two (2) copies of the floor plan(s) showing all existing interior partitions, partitions to be removed and proposed new partitions. Plans must be dimensioned and drawn to scale.
 3. Schedule of doors and windows being replaced
 4. Location of existing smoke detectors and/or proposed locatin for new smoke detectors.
 5. Professional seal required for engineered trusses, non-conventional framing, e.g. metal buildings

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

Please Print

Signature _____

Date _____