

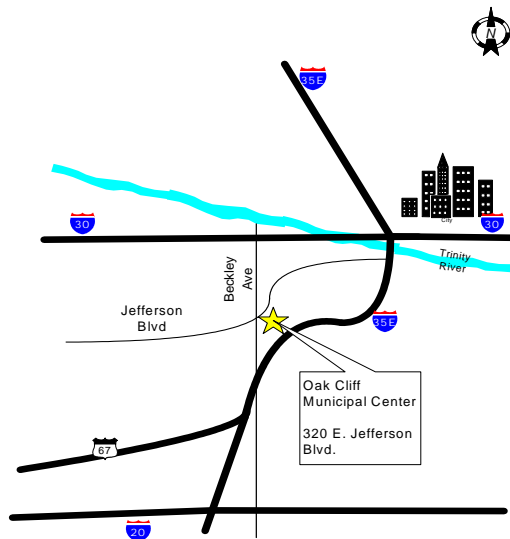
WHAT OTHER SERVICES ARE AVAILABLE AT THE PERMIT CENTER?

The following applications can be submitted at the Permit Center. Professional staff is available for consultation prior to application:

- Development impact review (DIR) (room 105)
- Residential adjacency review (RAR) (room 105)
- Subdivision of property (room 115)
- Certificate of Occupancy (room 105)

In addition, the Permit Center offers:

- Code book sales (room 118)
- Plat and addressing information (room 115)
- Contractor registration (room 118)
- Zoning verification letter (room 115)
- Water and wastewater permits (room 118)



HOW CAN I CONTACT BUILDING INSPECTION?

- For telephone assistance, call 214-948-4480.

Our helpful staff will answer your general questions or route you to appropriate staff for technical questions. For direct access to the *Interactive Voice Response System*, call 214-670-5313 or access the system from our internet site.

- Our internet address is dallascityhall.com. First, locate *City Departments* then click on *Development Services Department*. You can obtain more information about the processes described in this brochure, you can also access the Dallas Development Code, see zoning maps, and download the forms used for permit applications.
- Building Inspection is a Division of the Development Services Department, with **main offices** at 320 E. Jefferson Blvd., Dallas, Texas 75203, telephone 214-948-4480. **District offices** are located as follows:

Northwest:

9803 Harry Hines Blvd. (214) 670-6115

North Central:

6969 McCallum Blvd. (214) 670-7278

Southwest:

542 E. Jefferson Blvd. (214) 671-0885

Southeast:

725 N. Jim Miller Rd. (214) 670-8160

Field Office Hours: Monday-Friday, 8:00 am to 4:30 pm
(Inspectors available by phone 8:00-8:30 am & 4:00-4:30 pm)



City of Dallas

GUIDE TO BUILDING INSPECTION



Development Services Department
Building Inspection Division

Development Services Department
Building Inspection Division
320 E. Jefferson Blvd.
Dallas, TX 75203

WHEN DO I NEED TO CONTACT BUILDING INSPECTION?

On private property, if you want to erect, construct, enlarge, add to, alter, repair, replace, move, improve, remove, install, convert, demolish, equip, use, or change a use, occupy, or maintain a building, structure, or service building equipment on private property, you must follow Building Permit processes.

WHAT WORK DOES NOT REQUIRE A PERMIT?

Many types of work do not require a permit but it is important to know that all codes must be followed even if a permit is not required.

The following are main areas where no permit is required. Consult our pamphlet “No permit is required for...” to learn of other areas.

- Stopping of leaks in pipes, drains or plumbing fixtures if the repair does not require replacement or rearrangement of valves, pipes, or fixtures
- Nonstructural interior remodeling of single family or two family dwellings that does not add floor area or change exterior doors or windows
- Installation of kitchen exhaust fans and dryer exhaust fans in single-family or two-family dwellings

No Permit is required for the following except that certain areas such as historic districts, conservation districts and planned development districts have additional requirements. For help in determining if you are in these districts call 214-948-4480.

- Re-roofing of single-family or duplex dwellings if the value of the work does not exceed \$500.
- Erection of utility buildings with floor area of less than 200 square feet, without utilities, on single-family or duplex premises
- Erection of patio covers with an area less than 200 square feet on single-family or duplex premises (may not be within a required yard setback area)
- Erection of fences not over four feet high in a required front yard setback area nor over six feet elsewhere
- Adding of storm windows, shutters, trim, awnings, siding, rain gutters, or insulation to a building
- Attaching window awnings to exterior walls of single-family homes where the awnings project not more than 54 inches from any wall (required yard setbacks must be followed)

- Construction of decks, platforms, walks, or driveways not more than 30 inches above grade and not over any basement or story on single-family or duplex premises
- Installation of prefabricated swimming pools accessory to single-family or duplex dwellings in which the pool wall is completely above adjacent grade and the pool capacity does not exceed 5,000 gallons
- Erection of carports of 200 square feet or less that are accessory to single-family or duplex dwellings (may not be within a required yard setback)
- Erection of retaining walls which are not over four feet in height measured from the bottom of the footing to the top of the wall unless the walls support a surcharge or impounds flammable liquids
- Erection of temporary motion picture, television, and theater stage sets and scenery

This pamphlet is a guideline, and is not intended to replace the city code, or state or federal law. Always check the city code, state and federal law for details, exceptions, and amendments. In the event of a conflict between this document and the city code or other legal authority, the city code or other legal authority supersedes.

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Additional copies may be obtained from Building Inspection, 320 E. Jefferson Blvd., or call 214-948-4480.

WHERE DO I GO TO OBTAIN A PERMIT?

Permits are obtained at the **Permit Center** which is located in the Oak Cliff Municipal Center at 320 E. Jefferson Blvd., Room 118. The most frequently issued permits are:

-Building	-Electrical
-Paving/excavation	-Tent
-Flammable liquids	-Demolition
-Liquid petroleum	-Lawn sprinkler
-Mechanical	-Plumbing
-Fire extinguishing system	-Fence
-Landscape	-Sign
-Septic tank	-Barricade

HOW LONG DOES IT TAKE TO OBTAIN A PERMIT?

The amount of time varies based on the complexity of the work. Generally you can expect the following average time frames:

- Single family and duplex building permits are typically done within 5 working days.
- Commercial remodeling permits (no change in use) take an average of 10 working days.