

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)



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.



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



City of Dallas

HOW TO GET A PERMIT FOR BUILDING CONSTRUCTION WORK



Development Services Department
Building Inspection Division

WHEN IS A PERMIT REQUIRED?

A person, firm or corporation shall not erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, convert, equip, use, occupy or maintain a structure or building service equipment without first obtaining a MASTER PERMIT from the building official. See our "Permit Fee Schedule" pamphlet for costs.

WHAT WORK DOES NOT REQUIRE A PERMIT?

For a complete list of construction work for which permits are **not** required, see Chapter 53, Section 301 (b) of the Dallas City Code (Dallas Building Code) or Building Inspection's pamphlet, "No Permit is Required for...". The following partial list includes the most important items.

- 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

No permit is required for the following **except** in certain areas such as historic districts, conservation districts and planned development districts that 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 work does not exceed \$500 dollars
- 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 front yard setback area)
- Erection of fences not over four feet high in a front yard, 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 (projections in required setbacks are limited to 12 inches)
- 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 front-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

WHAT IS A MASTER PERMIT?

Building Inspection issues MASTER PERMITS for construction projects which represent the authorization for all types of work on a project. Building construction work may be a part of a project or it may be the only type of work to be done. In either case, a MASTER PERMIT is required.

WHAT IS THE PROCEDURE?

1. Complete and submit an application to Building Inspection.
2. Submit two sets of plans for review. Additional site plans may be required.

Other necessary documents that must be submitted for plan review vary based on the complexity and size of the project. See the "application checklists" on our web site or in our offices. Some projects are required by state law to have plans that are certified by an engineer or architect registered under the laws of the State.

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. These permits are:

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

CAN I GET A PERMIT AT A BUILDING INSPECTION DISTRICT OFFICE?

Possibly, if the proposed work meets the following criteria:

- The work is remodeling, not new construction or additions.
- The location is not in a Planned Development, Historic, Conservation, Overlay, or similar District.
- No change in use (i.e. Office to Retail)
- The construction type is noncombustible
- Any increase in lease area must not exceed the maximum allowable for un-sprinklered buildings.

Call the district office first to ensure no unusual circumstance will require obtaining the permit at the Permit Center. See the back of this pamphlet for addresses and phone numbers.

HOW LONG DOES IT TAKE TO OBTAIN A PERMIT?

The amount of time varies based on the complexity of the work, but generally you can expect the following time frames:

- Single family and duplex building permits can usually be done while you wait but may take up to 1 and 1/2 working days.
- Commercial remodeling permits (no change in use) take 3 to 5 working days.
- New commercial construction permits can take 20 working days or longer depending on complexity, however an **express plan review** is available for an additional fee.