

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)



HOW TO GET AN ELECTRICAL PERMIT



Department of Development Services
Building Inspection Division

WHEN IS A PERMIT FOR ELECTRICAL WORK NOT REQUIRED?

-The restoration on a temporary basis of electrical service under emergency conditions when approval of the work is obtained from the Building Official prior to the commencing of the work, inspection of the work is made in accordance with Chapter 52 of the Dallas City Code, and a permit is obtained as soon as practicable.

-maintenance, repair, relocation or replacement of any existing light fixture, receptacle, switch, ceiling fan, circuit breaker or other electrical device or equipment where no change in electrical service or service disconnect is involved, if the value of the work does not exceed \$1,000.

-Installation of not more than six new 120 volt or one new 240 volt electrical outlets or devices for any lighting fixture, receptacle, switch, ceiling fan, or residential appliance within an existing occupied single-tenant space or structure, by extension of an existing circuit or by installation of not more than one new circuit, provided that no change in electrical service or service disconnection is involved.

WHO CAN OBTAIN A PERMIT FOR ELECTRICAL WORK?

Most electrical permits must be obtained by a contractor who is registered as an electrical contractor with the City of Dallas.

A homeowner may personally install electrical conductors or equipment on homestead premises owned and occupied by the owner if the homeowner follows the procedures listed

NOTE: In order to perform your own electrical work, you must have obtained a Homestead Exemption Certificate from the Dallas Central Appraisal District, or present proof that you currently own and occupy the dwelling.

WHAT ARE THE PROCEDURES FOR OBTAINING A PERMIT?

For Homeowners:

1. After presenting proof of homestead, the owner files plans and specifications with the chief electrical code administrator
2. Satisfy the chief electrical code administrator as to the owner's ability to install electrical wiring by passing an approved written or oral examination
3. Apply for and secure a permit and pay required fees
4. Do work in accordance with Chapter 56 of the Dallas City Code
5. Apply for inspection

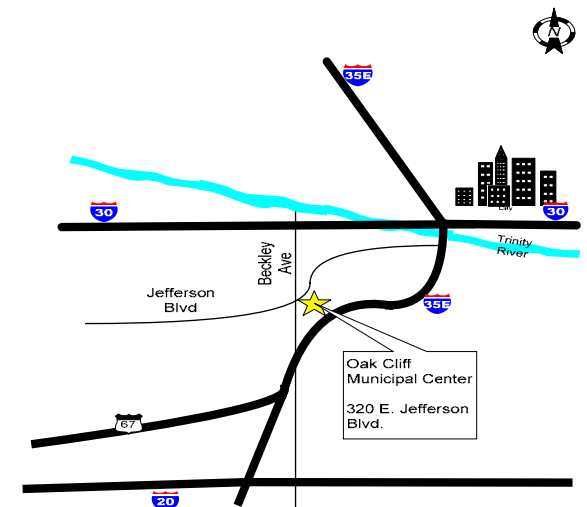
For Contractors:

1. Must be a registered electrical contractor with the City of Dallas Building Inspection Division
2. Follow steps 3, 4 and 5 listed above for homeowners

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.

WHERE DO I GO TO OBTAIN A PERMIT?

Permits for electrical work may be obtained at the Permit Center which is located at 320 E. Jefferson Blvd.. Contractors may mail or FAX applications for a permit for electrical work. Addition of a valid contractor to an existing permit may be accomplished by mail or FAX, or by phoning any district office listed in this pamphlet.



HOW LONG DOES IT TAKE TO OBTAIN A PERMIT?

Normally, a permit for electrical work is issued while you wait.

WHAT IS THE COST?

The cost for permits differs depending on several variables such as new or remodel work and the value of the work. Consult our fee schedule which is available at any of our offices or on our website.