

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 a.m. to 4:30 p.m.

(Inspectors available by phone 8:00-8:30 a.m. & 4:00-4:30 p.m.)

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.



City of Dallas

HOW TO GET A PERMIT TO ERECT A TENT



Department of Development Services
Building Inspection Division
320 E. Jefferson Blvd
Dallas, Texas, 75203
214-948-4480

Department of Development Services
Building Inspection Division

WHAT IS THE CITY’S DEFINITION OF A TENT?

A tent, as defined by Chapter 64 of the Dallas Building Code, is any structure, enclosure or shelter constructed of fabric or other pliable material supported by any manner except by air or the contents protected by the material.

WHEN IS A PERMIT TO ERECT A TENT REQUIRED?

A MASTER PERMIT is required to erect a tent which will be used for temporary operations. A tent or other fabric or membrane structure or portion of a structure which is intended to be in place permanently must comply with the provisions regulating permanent buildings and structures.

A permit is **not** required for a tent which either:

1. covers an area less than 400 square feet, including all connecting areas or spaces with a common means of egress, or
2. has an occupancy load of less than 10 persons.

WHAT IS A MASTER PERMIT?

Building Inspection issues "MASTER PERMITS" which represent the authorization for all types of work on a construction project. Erecting a tent is normally the only type of work to be done, but it could be part of a project. In either case, a MASTER PERMIT is required.

WHERE DO I GO?

A permit to erect a tent may be obtained at the Permit Center located at 320 E. Jefferson, Room 118.

HOW LONG DOES IT TAKE?

Normally, a permit to erect a tent is issued while you wait.

WHAT ARE THE PROCEDURES?

1. Complete and submit an application to Building Inspection. The application must include three (3) copies of a plan, drawn to scale, showing the location of each tent and permanent improvements on the premises, setbacks from adjacent property lines, guy wires and stakes, the number of off-street parking spaces as required by the Dallas Development Code, and adequate details regarding the seating capacity and the location of exits in each tent.
2. Each tent must be constructed of flame-resistive materials as specified in the Dallas Fire Code. Three copies of the certificate-of flame-resistance must be submitted.
3. Every part of the tent, including guy wires and stakes, must be set back a minimum of 10 feet from all property lines and adjacent buildings and must comply with all building lines and minimum yard areas as required by the Dallas Development Code.

SPECIAL CONDITIONS

- If the tent is to be erected in or adjacent to a residentially zoned district, an approving petition must be submitted on a form provided by Building Inspection. It must also be signed by all owners of land within 100 feet, including streets and alleys, measured from the boundary of the premises on which the tent is to be erected. The petition form can be obtained from Building Inspections’ web site (see reverse of this pamphlet).
- If the tent is being used for a special event, it is necessary to apply for a special event permit prior to applying for a tent permit. For more information about obtaining a special event permit, call the Office of Special Events at 214/939-2701.

- If the tent is to be erected on City park property or in Fair Park, written authorization must be obtained from the Park and Recreation Department. Call the Park and Recreation Department Reservation Office at 214-670-8890.

HOW MUCH WILL IT COST?

Calculate the fee using **Table B** and also using the **Minimum fee schedule**. The highest amount is the permit fee.

Table B		
Value of Proposed Work	Multiplier	Add Factor
\$0 - 100,000	X .009652	
\$100,001 - 300,000	X .009525	+ \$13
\$300,001 - 500,000	X .009410	+ \$47
\$500,001 - 700,000	X .009285	+ \$110
700,001 - 900,000	X .009155	+ \$201
900,001 - 1,100,000	X .009045	+ \$300
\$1,100,001 - 2,500,000	X .008894	+ \$465
\$5,500,001 - 5,000,000	X .008768	+ \$780
\$5,000,001 - 10,000,000	X .008641	+ \$1,416
\$10,000,001 or greater	X .007940	+ \$8,426

# of Trades	Minimum Fee Schedule	
	Maximum Value of Proposed Work	Minimum Permit Fee
1	\$6,000	\$60
2	\$12,250	\$120
3	\$24,750	\$240
5	\$31,000	\$300
6	\$37,250	\$360
7	\$43,500	\$420
8	\$49,500	\$480

WHEN WILL MY PERMIT EXPIRE?

A permit to erect a tent may be issued for a period of 30 consecutive days. In certain cases, the permit may be extended for an additional time period. For more information regarding extension of a permit to erect a tent, call 214/948-4480.