

# **DALLAS DEVELOPMENT GUIDE 2021**



**SUSTAINABLE DEVELOPMENT & CONSTRUCTION DEPARTMENT**  
CITY OF DALLAS  
PREPARED BY: STRATEGIC BUSINESS UNIT DIVISION

April 2021

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## **PURPOSE**

This guide to the Development Review Process provides a summary *overview* of the process, describes what circumstances will trigger a particular review, and provides flow charts showing the chronological processes that must be completed before proceeding to further reviews. It is not intended to provide every technical detail or requirement of each review that makes up the development review process, the intent of this guide to provide an overview of the city Permitting / Processing system, while aiding in identify any potential issues early in the process.

The “City of Dallas” policies, standards, and regulations on land use, property development and construction review are designed to help ensure the health, safety, and welfare of its citizens, while protecting the rights and privileges of property owners. The development review process is the City’s administrative system to efficiently and consistently enforce these policies, standards, and regulations.

The Development Guide addresses as many aspects of the development process as possible. The Guide includes sections on Business Development, Property Development, Construction Review, Special Review Processes, and Development Coordination in the City of Dallas, as well as directives for business and property development, fee schedules, ordinances, resolutions, and manuals.

The Guide examines two types of processes that may be required to develop a property or construct and occupy a building: Land Development and Construction Review. Examples of these processes are the Platting, Zoning, Engineering and the Building Permit and Construction Approval processes.

The number of processes you will need depends on your development plans and the existing circumstances of your property. At the earliest stages of planning your project, you should be aware of which of these steps will be required. You will also need to know where each process should be initiated, what information will be required, who will be involved, what will happen, how long it will take, and how much it will cost.

The Development Guide is intended to provide answers to these and other such questions.

Every effort has been made to ensure accuracy and completeness. To prevent any misunderstanding or problems that may arise from *out-of-date information*, always contact the appropriate City Department or Staff indicated in this guide before beginning any of the development review processes.

## PERMIT CENTER

### LOCATION

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118

### **Building Inspection / Permit Center**

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4480

### PURPOSE:

The center has been created to streamline the construction and development application and review processes and allow individuals to conduct most of the related transactions at one convenient location. Permits to perform the following types of construction work may be obtained at the Permit Center.

Barricade	Liquid Petroleum
Building	Mechanical
Excavation	Moving
Demolition	Paving (sidewalk & Drive Approaches)
Electrical	Grading
Fence	Plumbing
Fire Alarm	Septic tank
Fire Extinguishing System	Site Plan Review
Flammables Liquids	Swimming Pools
Landscape and Tree Removal	Tent
Lawn Sprinkler	Retaining Walls
Water Meter & Wastewater Service	

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

- Development Impact Review- Zoning Staff – Room 118
- Residential Adjacency Review-Zoning Staff – Room 118
- Subdivision of Property-Subdivision Staff - Room 101
- Certificate of Occupancy-Zoning Consultation – Room 118
- Food Service Permit Applications-Sanitarian Staff – Room 105
- Water and Wastewater Permit-Trade Staff – Room 118

### **Additional services available include:**

- Contractor Registration – Room 118
- Residential Plan Review – Room 105/118
- Plat and Addressing Information – Room 101/118
- Zoning Verification Letter – Room 118

## **PERMIT CENTER – Electronic Plan Review**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118

### **Building Inspection / Permit Center**

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4480

### **PURPOSE:**

The Electronic Plan Review System (EPRS) came online in late 2013 to allow efficient plan review and processing of electronic construction document files for building permit issue, instead of handling heavy rolls of paper drawings. The main advantage of electronic plan review over manually reviewing paper plans is allowing staff of different disciplines to review the same set of plans concurrently. This saves our customers a significant amount of money in printing costs and shortens wait times for receiving building permits.

The following information are instructions for submitting your Electronic applications, documents, construction plans for your project.

### **Instructions for Project Dox:**

The “Project Dox” electronic plan review system is now available.

To Submit all building permit applications for electronic plan review to, visit:

<https://plansubmittal.dallascityhall.com>.

Click [here](#) for instructions on how to submit an application.

Click [here](#) for instructions on how to manage your application

### **Drawing Sheet Instructions:**

- Drawing Sheet Filename and Plan Set Index [Standards](#)
- Drawing Sheet City Approved Batch Stamp [Location](#)
- Requirements for [Sign Permits](#)

## **PRE-DEVELOPMENT COORDINATION**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd. Room 101

### **Strategic Business Unit**

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4120

For Pre-Development Meeting and Information please select link below:

- [Pre-Development Meetings](#)

### **PURPOSE:**

Pre-Development Coordination services were established to provide project guidance for development projects, troubleshooting, problem solving, and problem intervention in the development processes. Pre-development Meetings are available for any project (other than single family and duplex dwellings) and are recommended during the early stages of project design. For information about or to schedule a predevelopment meeting contact the Strategic Business Unit at 214-948-4120.

Please Note: Code Specialists are available for Consultation on a “First Come First Serve” basis. (Building – Rm 105, Fire – Rm 210, Zoning – Rm 118, Plumbing – Rm 210, Mechanical – Rm 210, Electrical – Rm 210, Health – Rm 105, Arborists – Rm 105) A Fire Prevention Officer is in room 210 and can assist in addressing Fire Code related concerns.

### **INFORMATION TO PROVIDE:**

A Development Project Coordinator will be assigned when you submit your application for a predevelopment meeting and will help you to determine what information you will need, at a minimum to provide a completed predevelopment application and a site plan for the project.

### **WHO MAY BE INVOLVED:**

The Development Project Coordinator will help you to determine what agencies and processes you will need to successfully complete your project, but the following list includes many of the most common groups:

City of Dallas- Predevelopment Staff (located at 320 E. Jefferson Blvd, Room 101.):

- Building Inspection Division: (Zoning, Building Code, Arborist/Landscaping, MEP)
- Real Estate Division
- Subdivision
- Private Development Engineering: (Paving /Drainage & Transportation, Water/Wastewater)

### **City of Dallas - Development Staff:**

(Please note, City Hall Staff, located at 1500 Marilla St, may not be available for predevelopment meetings and a meeting may need to be arranged directly with the desired department.)

City Attorney Staff	Room 7DN	214.670.3519
Current Planning Division	Room 5BN	214.670.4209
Dallas Park and Recreation Department	Room 6FN	214.670.4100
Office of Economic Development	Room 5CS	214.670.1685

**City of Dallas – other City Departments:**

Dallas Department of Transportation	214.670.6904
Public Works	214.948.4645

**Franchise Utilities:**

(Please note these utilities are private entities and not part of the City of Dallas Pre-Development process, names are provided for informational purpose only)

AT & T	Dallas Area Rapid Transit (DART)
Atmos Gas	Oncor Electric
Spectrum	

**Pre-Development Meeting Cost:**

Less than 25,000 square feet	\$250.00
25,001 – 50,000 square feet	\$500.00
Greater than 50,000 square feet	\$750.00

**Pre-Development Application**

The application can be found at the hyperlink below and should be used to request the desired consulting staff for a pre-development meeting.

[Pre-Development Meeting Application](#)



# **Land Development Review Process**

## **ABANDONMENT/PRIVATE LICENSE**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 203

### **Real Estate Division**

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

Phone: 214.948.4100

### **PURPOSE:**

The abandonment or issuance of a License allows an abutting property owner to purchase or use the public right-of-way for a private purpose, respectively. An Abandonment is the process whereby the City agrees to relinquish its interest in the public right-of-way (streets, alleys, utility easements) to an abutting property owner, pursuant to the Dallas City Code 2-26.2. A License grants the abutting owner/tenant the right to use the public right-of-way for a specified period of time and designated purpose, as outlined in Section 43-112 of the Dallas City Code. Abandonments and Licenses are subject to the approval of the Dallas City Council.

### **INFORMATION TO PROVIDE:**

- Request letter from abutting property owner and/or tenant, if applicable, requesting the Abandonment or License of the public right-of-way
- Application Fee
- Written concurrence of all persons who own property abutting to the area proposed for Abandonment or License.
- Copies of recorded deeds and/or lease (if tenant) showing current ownership or tenancy of all property abutting the area proposed for Abandonment or License.
- Plat showing the area requested for Abandonment or License.
- Field Notes of the area to be abandoned or licensed, signed and sealed by a registered surveyor, licensed in the State of Texas.
- Appraisal Fee for a street, alley or floodway management area (Abandonment only).

### **WHO MAY BE INVOLVED:**

#### **City of Dallas:**

Real Estate Division	Public Works
Dallas Water Utilities	Office of Environmental Quality & Sustainability
Dallas Park and Recreation	Sanitation Services
Economic Development	Engineering Division
Dallas Fire - Rescue Department	City Attorney's Office
Dallas Police Department	Planning and Urban Design
Office of Emergency Management	Dallas Department of Transportation
Current Planning	Building Inspection

#### **Utilities and Outside Agencies:**

AT & T	State of Texas
Atmos Energy (Gas)	Spectrum (formerly Time Warner Cable, Charter)
Dallas Area Rapid Transit (DART)	Oncor Electric
Dallas County	

**HOW THE ABANDONMENT/ LICENSE PROCESS WORKS:**

See Appendix IX, Figure 1.

**TOP 5 REASONS ABANDONMENTS/LICENSES ARE NOT APPROVED OR DELAYED:**

1. Inadequate Request Letter submitted from appropriate party
2. Field Notes with Survey Plan Reviewing Guide (SPRG) missing and/or delay in receiving corrected Field Notes from original submission.
3. Deeds of record or in some instances leases and dedicatory information missing
4. Consent letters and/or recorded quitclaim deeds missing from non-participating owners
5. Site plan or conceptual drawings missing

**HOW LONG WILL THE PROCESS TAKE:**

The Abandonment/License process is a minimum of three months or 90 days from receipt of a complete application. This time frame can also vary depending on the completeness of information submitted, consultation time between City staff and the applicant, and updates or revisions needed to field notes or other supporting documentation.

**COST:**

**Abandonment:**

Application fee is \$4,250. This fee is nonrefundable.

The Abandonment fee is calculated by using the Dallas Central Appraisal District tax assessed land value and total square feet of the proposed area. Abandonment land values may require an appraisal if estimated land values are greater than \$20,000.00. A minimum appraisal deposit of \$2,500.00 is required when this occurs. The Abandonment fee is the minimum processing fee of \$5,400 or the appraised value, whichever is greater.

**License:**

Application fee for the following streetscape type uses is \$100. This fee is nonrefundable.

- Landscaping/appurtenant irrigation
- Awnings/Canopies (no lettering)
- Subdivision/Monument Sign

Application fee for a sidewalk café is \$200. This fee is nonrefundable.

Application fee for a use not specified above is \$750.00. This application fee is applied towards the first-year license fee.

Certain one time and annual fees will apply to each License, pursuant to Section 43-115 of the Dallas City Code

Each Abandonment and License application require an additional \$75.00 recording fee and \$20.00 ordinance publication fee (if applicable).

## **PLATTING PROCESS**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 101

### **Subdivision**

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4454 or 214.948.4344

### **PURPOSE:**

The Platting Process for the City of Dallas was established to create a legal building site, subdivide land, combine lots or tracts, amend a plat, to include vacated and abandoned properties, establish a shared access development, and to develop a planned development district, all in a comprehensively planned manner with the required supporting infrastructure. This process generally required before a building permit or certificate of occupancy can be issued.

The two major components of the Platting Process are the **Preliminary Plat Approval** and the **Final Plat Approval** processes.

**PRELIMINARY PLAT** means the initial plat proposed by the applicant, which is reviewed by City staff and presented by staff to the City Plan Commission for consideration. If the commission determines that approval subject to conditions is appropriate, the subdivision administrator ensures that those conditions are met before the plat is finalized for endorsement by the Commission Chair.

**FINAL PLAT** means a plat that will be signed by the Commission Chair upon satisfaction of all conditions of approval and all other requirements of this article and will be effective once it is filed with the County Clerk.

A plat is considered a **minor plat** by meeting the following requirements:

- 5 acres or less in size for residential zoning districts (single family, duplex, and townhouse)
- 3 acres or less for all other zoning districts
- No proposed streets or alleys
- Fronts on an approved public or private street
- Requires no new public infrastructure such as streets, water and wastewater, paving, and drainage improvements.

A plat that does not meet the requirements of a minor plat is a **major plat**.

On occasion, **Early Release** of a building permit may be issued by the Subdivision Coordinator to allow, upon specific stipulations by technical staff that a building permit or foundation permit may be issued after City Plan Commission approval of a preliminary plat, but before approval of a final plat. However, a certificate of occupancy will not be issued until the final plat is approved and recorded, and 15 recorded copies returned to the Subdivision section. The Engineering Division of Sustainable Development & Construction may require approval of grading and/or engineering plans prior to signing off an early release request.

### **INFORMATION TO PROVIDE:**

The City of Dallas Platting Process Guidelines are available Online and from staff at 320 E. Jefferson, Room 101. The following section lists different documents required.

[Platting Process Guidelines](#)

**PRELIMINARY PLAT APPROVAL:**

- Application form completed and signed by the applicant. If the applicant is not the property owner, then a notarized letter of authorization from the property owner is required. (Note: The potential buyer of property in escrow is not the property owner.)
- 28 copies of the proposed plat folded according to the Platting Process Guidelines
- 25 - 11x 17" copies of the preliminary plat folded to 8 ½ x 11" for the City Plan Commission
- For residential replats, a certified copy of the original plat must be obtained from the county clerk. (NOTE: This requirement is for replats of areas zoned for single family, townhouse, or duplex land use, or for areas which within the last five years were zoned for single family, townhouse, or duplex use.)
- **Property that has NEVER been platted is exempt from this requirement.**
- One 8 ½ x 11" zoning map
- Property zoned to allow more than 2 units per lot is exempt from the residential replat requirements.
- Tree survey
- Fees

The Application and Checklist can be found at the hyperlink below:

<http://dallascityhall.com/departments/sustainabledevelopment/planning/Pages/Platting.aspx>

**Deadline:** The deadline for submitting the above required items is **4:30 p.m.** on the **Tuesday three weeks** prior to the **City Plan Commission (CPC)** meeting at which the preliminary plat will be heard.

**\*An approved preliminary plat is effective for one year from the date of Commission action.**

See Appendix IX, Figure 2

**ENGINEERING PLAN REVIEW:**

Site/Grading plan, engineering plans, bonds, and contracts are frequently required in the Platting Process for major plats (e.g. drawings and specifications for paving, storm water drainage, and water and wastewater utilities). These are necessary to assure proper and adequate infrastructure to serve the proposed development. They also help to ensure that street geometrics, storm drainage, and utility provisions required by the development do not and will not create adverse impacts on the property owner and/or on property owners of land adjacent to the proposed development.

See the Dallas Water Utilities Private Development Policies and Procedures for further information. The review of water and wastewater engineering plans can be initiated at the following location:

**LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 200

**Engineering Division**

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4205

**FINAL PLAT APPROVAL:**

No final plat application will be accepted until all departments requiring releases have approved the plan and a final plat fee has been paid. **(Minor plats require no final plat fees.)**

The final plat submitted for the Plan Commission Chair’s signature will be reviewed by the Survey Section to ensure it is the plat originally released by the Survey Section.

All property taxes due for the property being platted must be paid before the final plat is recorded with the appropriate County Clerk.

All final plats submitted will be retained by the county in which the property is located and the City of Dallas.

If additional copies are desired, they must be submitted with the required number of plats.

A final plat approved by the City Plan Commission should be filed in the office of the appropriate County Clerk **within (30) thirty days** of the date of the Commission’s approval. Failure to record the final plat will result in the Plan Commission’s approval becoming **void**.

Failure to return the recorded plats to the Subdivision Section may result in holds being placed on your Building Permits/Certificates of Occupancy or Revocation of permits and/or Certificates of Occupancy.

**Submittal Schedule:**

Preliminary plat may be submitted 8:00 am to 3:00 pm on Wednesday and Thursday;  
8:00 am to 12 noon on Friday.

**See hyperlink below for specific plat submittal calendar:**

[Plat Submittal Schedule](#)

**Final plat submittal deadline for the Chair’s signature is 4:30 pm Tuesday the week of the CPC hearing.** The final plat will be routed to the Survey Section of the Sustainable Development & Construction - Engineering Division to determine if the plat meets the requirements for recording.

**WHO MAY BE INVOLVED:**

**City of Dallas:**

Sustainable Development & Construction	Dallas Fire-Rescue Department
Dallas Parks and Recreation Department	Public Works
Dallas Water Utilities	Dallas Department of Transportation

**Franchise Utilities:**

Oncor Electric	Dallas Area Rapid Transit (DART)
Atmos Energy (Gas)	Dallas Independent School District (DISD)
AT & T	U.S. Post Office
Fiber Optic Cable Companies	

**HOW THE PLATTING PROCESS WORKS:**

See Appendix IX, Figure 2A, 2B, 2C, 2D, 2E

**TOP 5 REASONS PRELIMINARY PLATS ARE NOT APPROVED OR ARE DELAYED:**

1. Topography lines and recorded easements not shown on the proposed plat.
2. Lot remainders being excluded from the proposed plat have not been determined to be building sites.
3. The property has no frontage on a public or private street.
4. The property is in a Planned Development District and a required development plan has not been submitted.
5. The proposed plat would render a property nonconforming or illegal to the zoning code.

**HOW LONG IT WILL TAKE:**

The City Plan Commission must render a decision on a **minor plat or preliminary plat within 30 days of application according to state law**. The time to get approval on final plats varies depending on the completeness of information submitted, consultation time between City staff and the property owner, and revisions made by the applicant at its own facilities.

**COST:**

See next page

## **SUBDIVISION FEES**

### **THIS FEE SCHEDULE IS SUBJECT TO CHANGE BY ACTION OF THE DALLAS CITY COUNCIL.**

**Major Plat** – more than 5 acres for single-family, duplex & townhouse districts or over 3 acres for all other zoning districts, and/or requiring public infrastructure, and/or existing improvements to remain do not meet all setbacks:

**Preliminary plat, major amending plat, or final plat containing 20 lots or fewer:**

- a. \$1,548 plus \$17 per lot if no lot exceeds 3.0 acres for a preliminary plat.
- b. \$1,548 plus \$17 per lot if no lot exceeds 3.0 acres for a final plat.
- c. \$1,548 plus \$70 per acre if any lot exceeds 3.0 acres for the preliminary plat.
- d. \$1,548 plus \$70 per acre if any lot exceeds 3.0 acres for the final plat.

**Preliminary plat, major amending plat, or final plat containing more than 20 lots:**

- a. \$2,193 plus \$17 per lot if no lot exceeds 3.0 acres for a preliminary plat.
- b. \$2,193 plus \$17 per lot if no lot exceeds 3.0 acres for a final plat.
- c. \$2,193 plus \$70 per acre for each acre if any lot exceeds 3.0 acres for a preliminary plat.
- d. \$2,193 plus \$70 per acre for each acre if any lot exceeds 3.0 acres for a final plat.

**Minor plat** submitted as a final plat for an area which does not exceed 5.0 acres for single-family, duplex & townhouse districts; or 3.0 acres for all other zoning districts:

**\$2,664 plus \$26 per lot if no lot exceeds 3.0 acres or \$140 per acre if any lot exceeds 3.0 acres.**

**Minor Amending Plat, Certificate of Correction, Vacation of Plat, removal or relocation of building lines:**  
**\$323**

**Revised Plat** – a submission of a preliminary plat, amending plat, or final plat that has not been recorded and in which the area of the plat has been increased up to 10%:

One half of the fee schedule in effect at the time the revision is submitted.

**The maximum charge is \$19,350 for a preliminary plat and \$19,350 for a final plat.**

**Refund of filing fee:**

**After the posting deadline no refund will be issued.** If the application is withdrawn prior to the application being posted for hearing (Friday afternoon of the week prior to the hearing, or the last work day prior to Friday (if Friday is a holiday) 35 per cent of the filing fee will be refunded to the applicant.



## **STREET LIGHTING**

### **LOCATION**

DDOT Field Operations, 3204 Canton St., Dallas, 75226

### **Dallas Department of Transportation, Street Lighting Section**

Hours: Monday - Friday, 7:00 a.m. - 4:00 p.m.

Phone: 214.671.8973

### **PURPOSE:**

Street lighting is installed on City of Dallas streets for the primary purpose of traffic and pedestrian safety. A secondary benefit of street lighting is the security that it provides for residential neighborhoods and motorists who may experience automotive breakdowns while on the street.

If you are constructing a new street or redeveloping an area adjacent to R.O.W., the City's platting regulations require the installation of street lighting at the time of development/redevelopment.

\*Must be designed per 2019 Street Light Design Manual

\*TXDOT specifications / Standards / Materials

### **INFORMATION TO PROVIDE:**

- The type of electrical distribution service for the subdivision, all new lighting City of Dallas owned and standalone poles w/underground services.
- Two copies of the plat, if requested
- Estimated starting and completion dates for street construction
- Type of street lighting hardware preferred

### **WHO MAY BE INVOLVED:**

Oncor Electric for service points

### **HOW THE STREET LIGHTING PROCESS WORKS:**

See Appendix IX, Figure 2E.

### **HOW LONG IT WILL TAKE:**

The Street Lighting process time is primarily dependent upon the applicant and is done within the platting process when required.

### **COST:**

There are no processing fees. Cost is on the developer and depends on the design and type of lights used.

\*Oncor owned lighting no longer used for new development projects.

## **ZONING CHANGE**

### **LOCATION**

Dallas City Hall, 1500 Marilla Street, Room 5/B/North

### **Current Planning Division**

Hours: Monday - Friday, 8:00 a.m. – 5:00 p.m. (Applications accepted from 8 a.m. - 4:00 p.m.)

Phone: 214.670.4209

Prior to submitting an application you may contact Current Planning to schedule a pre-application meeting.

### **PURPOSE:**

Zoning is the division of land into districts based on the allowable use of the land. These districts have uniform zoning regulations that provide for permitted uses, height, setbacks, lot size, density, coverage, and floor-area ratio (F.A.R.)

### **INFORMATION TO PROVIDE:**

The zoning change application package submittal must include:

- Completed application form
- Fees
- Certification that no taxes are owed on the property to be considered
- Certification that no liens by the City of Dallas are on the property to be considered
- One 8 ½" x 11" current zoning maps showing area boundaries on the property to be considered in red.
- One certified plat showing the boundaries of the area be considered in red or two survey maps showing certified metes and bounds with the commencing point coming off a street intersection.
- If property is not platted or a partial lot is in the request area, a survey map showing certified metes and bounds with the commencing point coming off a street intersection and a clean, typed property description of the requested site is required.
- Statement of proposed land use and justification for zoning change request with identification of surrounding uses.
- Property owner's signature authorizing the zoning change. If ownership is a corporation or partnership, a resolution authorizing the zoning change, signed by an officer, partners, or general partner should be provided.
- Traffic study as determined in the zoning change application materials. For details on the Traffic Impact Study, the applicant should contact the Engineering Division of the Sustainable Development & Construction at (214) 948-4205.  
Refer to the City of Dallas Traffic Study Guidelines for guidance.
- If property is in a floodplain or escarpment area, see the Dallas Development Code for additional required information.
- For a specific use permit: 10 full size (24" x 36") site plans, folded, & 1 - 8.5" x 11" reduction.
- For Planned Development District: 10 full size (24" x 36") conceptual and /or development plans, folded, & 1 - 8.5" x 11" reduction.

**WHO MAY BE INVOLVED:**

**City of Dallas:**

Aviation	Public Works
City Attorney’s Office	Dallas Park and Recreation
Economic Development	Police Department
Housing & Neighborhood Revitalization	Sustainable Development and Construction
Planning and Urban Design	

**Other Agencies:**

Dallas Area Rapid Transit (DART)
----------------------------------

**Independent School Districts:**

Dallas	Duncanville
Plano	Richardson

**HOW THE ZONING CHANGE PROCESS WORKS:**

See Appendix IX, Figure 3.

**TOP 5 REASONS ZONING APPLICATIONS ARE NOT ACCEPTED OR ARE DELAYED:**

1. Legal description incomplete or certified plat not provided
2. Original signature(s) not provided
3. Multiple revisions to the plans and conditions after submittal
4. Failure to contact the City Plan Commissioner or City Council Member
5. Failure to meet with neighborhood

**HOW LONG IT WILL TAKE:**

The time required to process a zoning change application varies depending on the complexity of the case and on any revisions that result from City Plan Commission and/or City Council public hearings, however the average time is 10 - 12 weeks. Due to the annual Council July recess, scheduling will be affected and should be considered prior to submission of an application.

**COST:**

See Appendix IIIA.

## **DEVELOPMENT PLAN**

### **LOCATION**

Dallas City Hall, 1500 Marilla Street, Room 5/B/North

### **Current Planning Division**

Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m. (Applications accepted from 8 a.m. - 4:00 p.m.)

Phone: 214.670.4209

### **PURPOSE:**

When a Planned Development District (PD) is approved with a conceptual plan, a development and/or landscape plan must be approved by the City Plan Commission before the issuance of a building permit. The development and/or landscape plan must comply with the conceptual plan and the conditions of the PD ordinance.

### **INFORMATION TO PROVIDE:**

The development plan application submittal must include:

- Completed application form
- Fees
- Statement of request
- Letter of authorization from property owner (if not individual). If ownership is a corporation or partnership, a resolution authorizing the zoning change, signed by an officer, partners, or general partner should be provided.
  - 6 full size (24" x36") plans, folded
  - One 8 ½ x11" reduction of plan
  - One zoning map with PD area outlined in red
- The development plan must be on a single drawing and must clearly indicate:
  - Any proposed public or private streets and alleys
  - Building sites
  - Areas proposed for dedication or reserved as parks, open space, parkways, easements, etc.
  - Points of ingress and egress from existing public streets
  - Accurate survey of the boundaries of the site
  - Topography of the sites with contour intervals of not less than five feet
  - Location of proposed land uses
  - Location of buildings and the minimum distance between buildings and property lines, street and alley rights-of-way, and private streets
  - Arrangement of off-street parking and loading
  - Special traffic regulation facilities proposed or required
- For a landscape plan, show required landscaping with respect to approved or requested development plan.
  - Screening, landscaping, and major tree groupings to be retained if this information is essential to the proper arrangement of the development in relation to adjacent property and internal land uses
  - Indication of each phase of development, if separate phases are proposed

**WHO MAY BE INVOLVED:**

**City of Dallas:**

Sustainable Development & Construction	Engineering Division
Current Planning Division	Building Inspection Division

**HOW THE DEVELOPMENT PLAN PROCESS WORKS:**

See Appendix IX, Figure 4.

**TOP 5 REASONS DEVELOPMENT PLANS ARE NOT ACCEPTED OR ARE DELAYED:**

1. Revisions not returned in a timely manner
2. Dimensional controls missing
3. Summary table missing or incorrect
4. Topography lines missing
5. Original signature(s) not provided

**HOW LONG WILL IT TAKE:**

The time required to process a development plan varies depending on the complexity of the PD and the plan, which is required to be approved by the City Plan Commission. The average time is six to eight weeks.

**COST:**

Development Plan Review- \$600

## **PARK LAND DEDICATION**

### **LOCATION**

Dallas City Hall, 1500 Marilla Street, Room 6FN

#### **Dallas Parks and Recreation Department**

Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m.

Phone: 214.670.4100

### **PURPOSE:**

The park land dedication ordinance was approved by the Dallas City Council on June 28, 2018. The development of the ordinance began in 2016 and included significant input from the development community as well as multiple briefings to the City Plan Commission and the City Council. The intent of the ordinance is to provide adequate park land and park amenities as the City grows for new residents without burdening existing taxpayers.

### **[Park Land Ordinance – Section 51A-4.1000 - Approved Stamped Ordinance](#)**

### **HOW THE PARK DEDICATION PROCESS WORKS:**

See Appendix IX, Figure 18.

### **Do Other Cities Require Park Land Dedication?**

Many suburbs around Dallas including Frisco, McKinney, Lancaster, Southlake and others have existing park dedication ordinances as well as Fort Worth and all the largest cities in Texas. The ordinances have existed in Texas since the 1950s with Corpus Christi being the first.

### **Does the Ordinance Apply to My Project/Development?**

The ordinance is only applicable when the development types within the table below experience a net-increase in density. Each development type is accompanied with their respective unit of measurement for calculating the required amount(s) of land dedication and/or fees.

Comprehensive Fee Schedule Type of Development Unit of Measurement ○ Single family or duplex Dwelling Units ○ Multifamily (one bedroom or less) Dwelling Units ○ Multifamily (two or more bedrooms) Dwelling Units ○ College dormitory, fraternity, or sorority house Sleeping Rooms ○ Hotel and Motel Guest Rooms

## PARK LAND REQUIREMENTS

To satisfy the requirements of the Park Land Dedication Ordinance, applicants may:

1. **Pay a comprehensive fee** (fee-in-lieu of land dedication and park development form is attached); or
2. *Dedicate land in an amount prescribed by the ordinance and pay a park development fee; or*
3. **Execute a combination of the two options** as long as other ordinance requirements are met
4. *Apply for ordinance credits*

### Fee Schedule & Dedication Requirements:

Comprehensive Fee Schedule				
Type of Development		Fee-In-Lieu	Park Development Fee	Total
<input type="radio"/>	Single family or duplex	\$762.00	\$403.00	\$1,165.00
<input type="radio"/>	Multifamily (one bedroom or less)	\$299.00	\$158.00	\$457.00
<input type="radio"/>	Multifamily (two or more bedrooms)	\$600.00	\$317.00	\$917.00
<input type="radio"/>	College dormitory, fraternity, or sorority house	\$299.00	\$158.00	\$457.00
<input type="radio"/>	Hotel and Motel	\$327.00	\$173.00	\$500.00

Land Dedication Requirement Calculation	
Type of Development	Unit of Measurement
<input type="radio"/> Single family or duplex	1 Acre per 100 Dwelling Units
<input type="radio"/> Multifamily (one bedroom or less)	1 Acre Per 255 Dwelling Units
<input type="radio"/> Multifamily (two or more bedrooms)	1 Acre per 127 Dwelling Units
<input type="radio"/> College dormitory, fraternity, or sorority house	1 Acre per 255 Sleeping Rooms
<input type="radio"/> Hotel and Motel	1 Acre per 233 Guest Rooms

#### Examples:

- 8 single family residences requiring:
  - .08-acre land dedication + \$3,224 park development fee; **OR**
  - \$9,320 comprehensive fee<sup>1</sup>
- 200 apartments (125 one-bedroom units & 75 two-bedroom units) requiring:
  - 1.1-acre land dedication + \$43,525 park development fee; **OR**
  - \$125,900 comprehensive fee
- 350 hotel guest rooms requiring:
  - 1.5-acre land dedication + \$60,550 park development fee; **OR**
  - \$175,000 comprehensive fee

## PARK LAND DEDICATION DEVELOPMENT FEES

**Introduction:** Please read the checklist in entirety to understand the submission requirements for Section 51A-4.1000 'Park Land Dedication'. The ordinance requires specific types of development to provide money and/or land for the creation of new parks and amenities within the City of Dallas.

**Applicable Development Types:**

The following development types are subject to the requirements of the Ordinance:

- Single-family Dwelling or Duplex
- Multifamily
- College Dormitory; Fraternity or Sorority House
- Hotel or Motel

**How It's Triggered:**

Any of the applicable development types that increase the land use density are required to provide land and/or a fee-in-lieu if there is an increase in:

- Dwelling Units
- Guest Rooms
- Sleeping Rooms

**How it Works:**

Applications for the triggering development types shall provide the City of Dallas with a combination of:

- Land Dedication; or
- Fee-In-Lieu of Land Dedication; and
- Park Development Fee

**Instructions:** Read the checklist listed below to determine if you trigger the ordinance. If you trigger and are not dedicating land, use this worksheet to determine your fees. You can only apply credits for existing units to the current phase of your project; credits can only be used once. Existing units listed for a development type that are not proposed to be rebuilt can be counted as credit towards any other proposed development type that will be built. If seeking Affordable Housing Credits, consult with the Department of Housing and Neighborhood Revitalization before completing this worksheet.

PROMPTS FOR PARK LAND ORDINANCE TRIGGER	
<b>(1)</b>	<b>Are you building any of the following development types?</b>
	Single-family Dwelling or Duplex
	Multifamily
	College Dormitory; Fraternity or Sorority House
	Hotel or Motel
<b>If you selected any one of these development types, proceed to question 2.</b>	
<b>(2)</b>	<b>Are you increasing the number of dwelling units, guest rooms or sleeping rooms on the property?</b>
	Yes (Proceed to question 3.) No (The Ordinance is not applicable to your project.)
<b>(3)</b>	<b>Are you dedicating land?</b>
	Yes (Meet with the Parks and Recreation Department located at City Hall in Room 6FN.) No (Complete the information for paying the 'Fee-In-Lieu' on the next page.)





COMPREHENSIVE FEE SCHEDULE			
Type of Development	Development Unit	Fee-In-Lieu (\$) per Unit	Development Fee (\$) per Unit
Single-Family Dwelling or Duplex	Dwelling Unit	762.00	403.00
Multifamily Dwellings (one bedroom or less)	Dwelling Unit	299.00	158.00
Multifamily Dwellings (two or more bedrooms)	Dwelling Unit	600.00	317.00
College Dormitory; Fraternity or Sorority House	Sleeping Room	299.00	158.00
Hotel or Motel	Guest Room	327.00	173.00

PARK LAND DEDICATION DEVELOPMENT FEE-IN-LIEU WORKSHEET							
<b>Instructions:</b> Please enter your project information into the yellow data-entry fields to determine your comprehensive fee. Locate your development type and enter your proposal figures under <i>Proposed</i> and <i>Existing</i> . Upon completion of the worksheet, click the digital signature box to sign.							
Project Address:					Building Permit No:		
Lot Number:	Block Number:	Park Nexus Zone:	Plat Subdivision No:		Zoning Case No:		
Development Type		Development Units					
Single-Family Dwelling or Duplex	Proposed	Existing or Credits	Affordable Units Credit		Net Increase	Fee-In-Lieu	Development Fee
			#	%	0	\$0.00	\$0.00
Multifamily Dwellings	Proposed	Existing or Credits	Affordable Units Credit		Net Increase	Fee-In-Lieu	Development Fee
			#	%	0	\$0.00	\$0.00
	One Bedroom or Less				0	\$0.00	\$0.00
Two or More Bedrooms			#	%	0	\$0.00	\$0.00
College Dormitory; Fraternity or Sorority House	Proposed	Existing or Credits	Name of Department of Housing Staff		Net Increase	Fee-In-Lieu	Development Fee
						\$0.00	\$0.00
Hotel or Motel	Proposed	Existing or Credits			Net Increase	Fee-In-Lieu	Development Fee
						\$0.00	\$0.00
DEVELOPMENT SUBTOTALS		Proposed	Existing or Credits	Affordable Units Credits	Net Increase	Fee-In-Lieu	Development Fee
				0	0	\$0.00	\$0.00
<b>PARK LAND DEDICATION DEVELOPMENT FEE TOTAL</b>						<b>\$0.00</b>	
							Clear Worksheet

**\*Disclaimer:** This form must be completed electronically and submitted to staff. Forms completed by hand will not be accepted. By my signature, I acknowledge that the information is correct to the best of my knowledge and assume full responsibility for any changes in the project scope. The City of Dallas is not responsible for completing the information required for submission.

### Highlighted Land Dedication Standards:

- Please note that minimum size of a land dedication that will be accepted by the Park and Recreation Department is one (1) acre.
- In most cases if your development requires a dedication of less than one acre, a comprehensive fee payment will be required to satisfy the ordinance.
- In limited situations, a land dedication of less than one acre will be accepted and will be contingent upon the location of the land to be dedicated and the needs of the park system.
- Land dedications may occur on-site of the development or off-site if within same Park Dedication Zone
- Land dedications cannot include water detention or retention areas
- No more than 50% of the land dedication may be designated as floodplain
- Land must have connectivity to a public street

## **BOARD OF ADJUSTMENT VARIANCE OR SPECIAL EXCEPTION**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105

### **Building Inspection / Technical Services Section**

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4480

### **PURPOSE:**

The Board of Adjustment is a 15-member citizen board, divided into three panels and appointed by City Council to hear and take appropriate action on requests for variances and special exceptions to Development Code regulations. Staff will review these requests and make recommendations to the Board prior to the hearing.

If you wish to appeal the decision of the Building Official regarding **Chapter 51 or 51A**; if your project needs a special exception as provided in **Chapter 51 or 51A** or a variance to requirements such as setbacks, lot width or depth, floor area ratios, or height, you may choose to go to the Board of Adjustment.

An applicant must obtain the approval from **(75%) seventy-five percent** of the five panel members who are considering the application. If four members are present to consider a case, the applicant must obtain a unanimous decision in order to have their case approved. Failure to obtain this approval will render a decision of denial with prejudice (unless stated otherwise by the Board). This prohibits the applicant from resubmitting the same application for two years unless circumstances change significantly.

### **INFORMATION TO PROVIDE FOR VARIANCES OR SPECIAL EXCEPTIONS:**

**Incomplete applications will not be scheduled for a Board hearing. Additionally, one copy of each required plan must be submitted on an 8 ½ x 11-inch size.**

- 2 original appeal forms filled out and notarized, stating the specific type of relief requested and reason(s) why relief should be granted.
- 2 copies – Affidavit (obtain from Building Inspection). Required only if the owner of the property is not the applicant for the special exception or variance.
- 1 original and 1 copy – Certified Warranty Deed for the subject property (obtain from the County).
- Tax Certificate or proof that taxes have been paid (real & personal) (obtain from the County)
- Lien Certificate or proof showing that there are no liens on the property. Obtain at Dallas City Hall, 2DS.
- 4 copies of the site plan or survey to scale, showing the entire property and all existing and proposed improvements.
- 3 copies of the zoning map (outline property in RED and initial); maps available at 320 E. Jefferson Blvd., room 115.
- 3 copies of the plat map (outline property in RED and initial) maps available at 320 E. Jefferson Blvd., room 115.
- 1 sign affidavit. Sign(s) must be posted on the property for Board of Adjustment cases. One sign is required per each 5 acres (Max of 5 signs @ \$10.00 each).

**The following items may be needed depending on the type of application:**

- 4 copies of the elevation plan to scale (show property line and setback required).
- 4 copies of the landscaping plans to scale specifying size and species of all existing and proposed landscaping. Please contact the arborist about your landscape or mitigation plan.
- 4 copies of the tree survey to scale.
- 4 copies of the floor plan to scale.
- 4 copies of a parking analysis to scale showing all uses, the square footage of all the uses and all the parking to be provided and required parking.
- 1 copy of the Building Inspection Permit Application.

**ALL PLANS AND SURVEYS MUST BE DRAWN TO SCALE. ALL FEES MUST BE PAID AT THE TIME AN APPLICATION IS FILED.**

**WHO MAY BE INVOLVED:**

**City of Dallas:**

Sustainable Development and Construction	Current Planning Division
Engineering Division	Attorney's Office

**HOW THE BOARD OF ADJUSTMENT PROCESS WORKS:**

See Appendix IX, Figure 5.

**TOP 5 REASONS VARIANCES ARE NOT PROCESSED OR ARE DELAYED:**

1. Incomplete application.
2. Missing required documents. (ex. *Original tax certificate warranty deed, etc.*)
3. Incorrect document. (ex. A *copy* of a document that is required to be original or certified)
4. Missing required drawings.
5. Incomplete drawings.

**HOW LONG IT WILL TAKE:**

The process averages 7 weeks. The Board of Adjustment does not meet during the month of July

**COST:**

Single Family Variance- \$600

Single Family Exception- \$600

Multifamily/Non-Residential Variance- \$900 + \$25/acre

Multifamily/Non-Residential Exception- \$1,200 + \$25/acre

Landscaping or Tree Migration Exception- \$1,200 + \$25/acre

Variance and Exception to Off-street Parking Requirements- \$900 + \$100/space

Compliance Request for Non-Conforming Use- \$1,000

All Other Non-Sign Appeals- \$900

## TREE SURVEY REVIEW PROCESS

### LOCATION

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105

### **Building Inspection Division**

Hours: Monday-Friday, 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4480

Phil Erwin, Chief Arborist	214.948.4117
Jessie (Sara) Farris, Arborist	214.948.4172
Tina Standeford, Arborist	214.948.4484
Preston Williams, Arborist	214.948.4394
Clay Walker, Arborist	214.948.4471

### PURPOSE:

The Tree Survey Review Process for the City of Dallas was established in May of 1994 to assess the number of trees that may be impacted by the development of the property. A tree survey is designed to document the presence of protected trees on property within the City of Dallas.

A tree survey may be required when applying for a plat, zoning change or building permit. Additionally, a tree survey may be required when grading, demolition or house moving occurs on a lot within the City of Dallas. The survey must be supplied in time to be reviewed prior to any plat, zoning change, or building permit approval. The deadlines are therefore the same as any required for those mentioned above.

You are strongly encouraged to review the online Landscape and Tree Manual available at the Sustainable Development and Construction website under the Quick Links. The sections have additional information on the process and technique of conducting tree surveys and forest stand delineations as needed.

### INFORMATION TO PROVIDE:

A tree survey must contain the following information:

- Location on the lot
- Diameter at breast height (4.5 feet above ground) in inches
- Name (both common and scientific)
- Date, scale, north point, and the names, addresses, and telephone numbers of each property owner and the person preparing the plan.
- Location of existing boundary lines and dimensions of the lot, the zoning classification of the lot, and the zoning classification of adjacent properties. A vicinity map should also be attached to or made part of the plan.
- Project name, street address, and lot and block description.

All protected trees on the lot must be shown.

The survey **does not** have to be prepared by a registered surveyor, architect, or landscape architect. However, accuracy of survey information is essential to assure the survey provides a fair assessment for the property owner and does not overstate the number of protected trees on the property.

**HOW THE TREE SURVEY REVIEW PROCESS WORKS:**

Tree surveys are reviewed by the City of Dallas Arborists. If a tree survey is verified as correct by the arborist, the process is continued. If the survey is incorrect, the responsible arborist will notify the applicant of the necessary changes.

**COST:**

There is no fee for the tree survey review process.

## THOROUGHFARE PLAN AMENDMENT

### LOCATION

Dallas City Hall, 1500 Marilla St., Room L1/B/South

#### **Dallas Department of Transportation**

Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

Phone: 214.670.6904

### PURPOSE:

The Thoroughfare Plan (Ordinance #20860) and Central Business District Streets and Vehicular Circulation Plan (Ordinance #13262) are comprehensive plans for the development of the street system to meet existing and future travel demands, required by Dallas City Code Section 51A-9.101. The Thoroughfare Plan sets the minimum roadway standards, functional and dimensional characteristics.

The Central Business District Streets and Vehicular Circulation (CBD) Plan classifies future street adjustments, pavement, and operational characteristics of streets within the Central Business District. These plans incorporate official maps delineating thoroughfare routes, classifications/operation, and locations; and provides for a process to amend the Thoroughfare/CBD Plan. Residential streets are not shown.

**Construction of a thoroughfare that does not conform to the plan must first receive City Council approval through a Thoroughfare Plan amendment.**

### INFORMATION TO PROVIDE:

- application form
- application fee

See hyperlink below for application and more information:

<https://dallascityhall.com/departments/transportation/Pages/TransportationPlanning.aspx>

### WHO MAY BE INVOLVED:

#### **City of Dallas:**

Dallas Water Utilities	Dallas County
Dallas Fire-Rescue Department	Dallas Area Rapid Transit (Dart)
Dallas Park & Recreation Department	Dallas Independent School District (DISD)
Sustainable Development & Construction	Texas Department of Transportation (TxDOT)
Aviation	Planning & Urban Design
Police	Public Works
Sanitation	Atmos Energy
Oncor Electric	AT & T

### HOW THE THOROUGHFARE PLAN AMENDMENT PROCESS WORKS:

See Appendix IX, Figure 16.

### HOW LONG IT WILL TAKE:

The Thoroughfare Plan Amendment process averages **4 – 6 months**.

### COST:

**\$5,325** per application for area of request up to **1,320 linear feet**.

**\$0.87** for each linear foot greater than **1,320**.

# **Construction Review Process**

## **BUILDING PERMIT AND SITE PLAN REVIEW PROCESS**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118

### **Permit Center/ Building Inspection Division**

Hours: Monday - Friday, 8:00 a.m. to 4:30 p.m.

Phone: 214.948.4480

### **PURPOSE:**

A building permit represents the City's authorization to begin construction. This permit is issued only after comprehensive review of development and construction plans to check for compliance with City ordinances, policies, regulations and standards for land use, development and construction. A site plan review is completed simultaneously when the permit is for new construction, additions or "changes in use" for other than 1- or 2-family construction. The site plan must show all property lines, structures, parking, landscaping, floor plans, and elevations. The site plan review application may be initially submitted prior to the building permit application; or, the site plan review may be included concurrently with the building permit application process.

If you want to erect, construct, enlarge, add to, alter, repair, replace, move, improve, remove, install, convert, demolish, equip, use, occupy, or maintain a building, structure, or building service equipment, you must follow the Building Permit process.

Please check the Building Inspection website for all of the latest application forms and checklists: <http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/Pages/index.aspx>

**\*\*For digital submittals please refer to the PERMIT CENTER – Electronic Plan Review pages for hyperlinks to applications and Project DOX application, for uploading your documents and drawing files.**

### **Single Family/Duplex Permits (Residential)**

- Completed building permit application
- Completed checklist
- Applicable plan review and permit fees
- Residential Infill Waiver (New construction only)
- Water and Wastewater Service Application for Installation Services (New Construction Only)
- 2 copies of a site plan (see checklists for details required)
- 2 copies of construction plans (see checklists for details required)
- 

### **Commercial and Multifamily Permits:**

For Building Permit:

- Completed building permit application
- Completed checklist
- Applicable plan review and permit fees
- Two copies of construction plans (architectural, structural, MEPs, based on scope)
- 2 copies of the site plan – remodels do not require site plan (show all property lines, structures, parking, landscaping, floor plans, and elevations); or, one set of stamped approved site plans that have approved within 2 years of building permit application.
- 2 Landscape plans (Applies to new construction, additions of 10,000 or more square feet, 35% of original floor area, any area of added floor, or addition of 2,000 or more of paving)



**Site Plan Review:**

Prior to building permit application:

- 3 copies of site plan (show all property lines, structures, parking, landscaping, floor plans, and elevations)
- 3 copies of landscape plan (Applies to new construction, additions of 10,000 or more square feet, 35% of original floor area, any area of added floor, or addition of 2,000 or more of paving)
- Three copies of exterior elevation plans
- Three copies of floor plans may be required to determine parking requirements for occupant types. (Ex. church, theater, dancehall, labor hall, bus terminal, and hazardous occupancies)

Contact the Building Inspection Division, Technical Services Section (214/948-4480) for information required on plans and digital submittals; or, refer to the specific checklist available on the Building Inspection web site.

A Pre-Development Meeting is available for any project (other than single family and duplex dwellings) and is recommended during the early stages of project design and particularly before starting design drawings. For information about or to schedule a Pre-Development meeting contact the Strategic Business Unit at 214-948-4120.

Code specialists (Building – Rm 105 & 118, Fire – Rm 210, Zoning – Rm 118, Plumbing – Rm 210, Mechanical – Rm 210, Electrical – Rm 210, Health – Rm 105, Arborists – Rm 105) are available for consultation on a “first come first served” basis.

**HOW THE BUILDING PERMIT PROCESS WORKS:**

See Appendix IX, Figure 6.

**TOP 5 REASON RESIDENTIAL PLANS ARE NOT APPROVED OR DELAYED:**

1. Plans not drawn to a standard scale
2. Copy of filed plat not provided/site plan does not match plat/building location is not a legal building site
3. Missing engineering letter (foundation, engineered trusses, unconventional construction, etc.) when required
4. Building code requirements: Emergency window egress from bedrooms (too small, fixed instead of operable), lack of egress from habitable attic, stair headroom or width, fire hydrant location
5. Missing information on plans (Elevation & floor plan not matching, window/door schedule missing)

**TOP 5 REASON COMMERCIAL PLANS ARE NOT APPROVED OR DELAYED:**

1. Plans not drawn to a standard scale/plans not legible
2. Key plan not provided or incomplete – multi-tenant
3. Floor plans do not show existing conditions - remodel
4. Uses of rooms/spaces not labeled
5. TDLR Accessibility registration number not provided

**HOW LONG IT WILL TAKE:**

The Site Plan Review process averages **three weeks**.

Please review the link below for the Review Times for the Building Permit process for commercial permits and single-family permits.

[Permit Review Times](#)

**COST:**

See Appendix III.

## **Q-TEAM PLAN REVIEW PROCESS**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 204

### **Building Inspection – Q-Team**

Hours: Monday - Friday, 8:00 a.m. – 4:30 p.m.

Phone: 214.948.4337

### **PURPOSE:**

A **Q-Team** Plan Review is an Expedited plan review process for commercial projects that allow individuals to take advantage of an accelerated plan review for an additional fee. The Q-Team Plan Review will expedite the building permit process from several weeks to a single review session. If the plans meet necessary requirements of respective codes and ordinances, permits may be issued following the review meeting. Please note that certain items such as the legal requirements of a legal building site or special zoning issues may delay the processing of your building permit application. Fire protection issues must also be addressed in addition to public infrastructure requirements such as upgrading / new public water / wastewater lines, and fire hydrants as well as storm water drainage system and paving improvements. Sustainable Development & Construction - Engineering Division determines the public infrastructure requirements. Please be advised that you may not be able to proceed with your construction and obtain construction permits if the public infrastructure needs have not been met.

### **INFORMATION TO PROVIDE: (All Applications & Plans accepted in Electronic Format Only)**

- Applicable fee
- Contract Number & Pin #
- Completed checklists
- Completed site plan review form
- Q-team/Express pre-qualification review form
- Approved Preliminary or Final Plat
- Building Plans (Electronic plans have specific file requirements for submitting in Project DOX)
- Special Use Permit (SUP)
- Approved Development & Landscape plan
- Park Dedication or Fees (If required)
- Landscape plans (New commercial or Multi-family construction)
- MVA – Approved forms from Housing with designation
- Civil Plans submitted and accepted

### **See hyperlink below for application and more information:**

<http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/Pages/Q-team.aspx>

### **Instructions for Project Dox:**

The “Project Dox” electronic plan review system is now available.

To submit all building permit applications for electronic plan review go to:

<https://plansubmittal.dallascityhall.com>.

Click [here](#) for instructions on how to submit an application.

Click [here](#) for instructions on how to manage your application

**Drawing Sheet Instructions:**

- Drawing Sheet Filename and Plan Set Index [Standards](#)
- Drawing Sheet City Approved Batch Stamp [Location](#)
- Requirements for [Sign Permits](#)

**Instructions for (Legacy System - BlueBeam):**

Only building permit application submitted prior to January 1, 2019 will be accepted for electronic Plan review into the legacy system. This also applies to addendums of building permit issued before January 1, 2019.

**Drawing Sheet Instructions:**

- [Drawing Filename Format](#)
- [Uploading Drawing Files](#)

**WHO SHOULD ATTEND REVIEW MEETINGS:**

All project consultants are encouraged to attend to make ‘on the spot’ decisions, changes, etc. as required. Contractors and owners are encouraged to but are not required to attend.

**HOW THE EXPRESS PLAN REVIEW PROCESS WORKS:**

See Appendix IX, Figure 7.

**TOP 5 REASONS EXPRESS PLAN REVIEWS ARE NOT APPROVED OR ARE DELAYED:**

1. Need engineering/water approval and/or private development contracts
2. Plans are incomplete and/or need architectural site plan with parking analysis
3. Property is not platted and/or need an early release
4. Project not compliant with zoning ordinance
5. Landscape does not comply with ordinance

**HOW LONG IT WILL TAKE:**

Once the plans are logged into the Q-Team Plan Review system, a cursory pre-qualification review is conducted by the Q-Team Plan Review Team. After the pre-qualification review is completed, the applicant will be contacted and a review meeting. At the conclusion of the Q-Team Plan Review meeting, if no issues are found that would prohibit a permit from being issued, the customer will be able to pay the Q-Team Plan Review fees and obtain their permits.

**HOW MUCH DOES IT COST:**

The normal application plan review fees, the permit fees and the Q-team/Express prequalification fee will be due at the time of application submittal. An additional **\$1,000.00 per hour** for each hour of the actual Q-Team plan review will be charged at the end of the plan review before a permit can be issued.

Please see chart below for the additional Q-Team charges:

<b>Q-Team Plan Review</b>		
<b>Project Area (sq. ft.)</b>	<b>Prequalification Fee (\$)</b>	<b>Maximum Review Fee (\$)</b>
10,000 or less	\$ 500.00	\$ 2,000.00
10,001 to 50,000	\$ 750.00	\$ 12,500.00
50,001 to 100,000	\$ 1,000.00	\$ 27,500.00
Greater than 100,000	\$ 1,250.00	\$ 50,000.00
<b>Plan Review Fee Rate: \$1,000.00 per hour</b>		
<b>Addendums reviews based on \$1000 per hour (Fee Charge in 15 min increments)</b>		

## **CONSTRUCTION APPROVAL & CERTIFICATE OF OCCUPANCY**

### **LOCATION**

#### **BUILDING INSPECTION FIELD OFFICES**

Field Office Hours: Monday - Friday, 7:30 a.m. - 4:30 p.m.  
(Inspectors available by phone 8:00 - 8:30 a.m. and 4:00 - 4:30 p.m.)

#### **Northeast**

11910 Greenville Ave #100  
214.670.6115

#### **Northwest**

7610 N Stemmons Frwy. #190  
214.670.7278

#### **Southeast**

4850 Olson Drive  
214.670.8160

#### **Southwest**

2730 Coombs Creek  
214.671.1532

### **PURPOSE:**

After a Master Permit is issued and construction begins, City staff must verify that the building is being built according to the Dallas development and construction codes. This is accomplished through the Construction Approval process which provides for inspection of the work in progress at varying stages of construction. A permit expires within 120 days of issuance if work has not been started.

After the final inspection has been conducted and before the building can be occupied, a certificate of occupancy (CO) must be approved. You will typically apply for a CO at the time you apply for a construction permit. A CO is not required for single-family or duplex homes. However, utility services will not be activated unless these structures meet City codes. Temporary and/or partial certificates of occupancy may be issued prior to total completion of the entire building. Contact the appropriate district manager for specific details (see below).

If you are doing work that requires a building permit or intend to occupy a building in Dallas, you must follow the Construction Approval process.

### **PROCESS TO FOLLOW:**

- Approved plans must be on site
- The Master Permit must be posted on site
- Construction information signs must be posted and visible from the street
- You must ensure the inspector is notified of the need for an inspection at each required stage of construction. The inspector must have access to the interior of the building for a scheduled inspection, and the job stage must be completed before inspection has been scheduled. A re-inspection fee will be charged if these requirements are not met.

### **WHO MAY BE INVOLVED:**

City codes may require special inspectors for various stages or circumstances of your project.

### **HOW THE CONSTRUCTION APPROVAL PROCESS WORKS:**

See Appendix IX, Figure 8.

**TOP 5 REASON CERTIFICATE OF OCCUPANCIES ARE NOT APPROVED OR DELAYED:**

1. Open permits
2. Doors locked/no access
3. Plat not final
4. Project not compliant with zoning ordinance
5. Landscape does not comply with ordinance

**HOW LONG IT WILL TAKE:**

Construction inspections can usually be conducted the next working day or on the same day, if scheduled before 7:00 a.m. by the Automated Inspection Request System. They can be scheduled on the next working day if scheduled through a field office (see Appendix IV).

*To request an inspection:*

- 1) To use the Automated Inspection Request System, call 214.670.5313. This is an automated “phone-in” system that allows you to schedule an inspection over the phone. You can call this number 7 day a week, 24 hours a day.
- 2) For special requests call the appropriate building inspection field office listed above.
- 3) To access the automated system Online, go to link below:

[Dallas Online Application & Inspections](#)

**COST:**

Inspections are paid for through permit fees.  
A Certificate of Occupancy costs \$215.00.  
Temporary Certificates of Occupancy are \$104.

**See Appendix III.**

## **CERTIFICATE OF APPROPRIATENESS**

### **LOCATION**

Dallas City Hall, 1500 Marilla Street, Room 5/B/North

### **Current Planning Division**

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

Phone: 214.670.4209

### **PURPOSE:**

There are 145 historic overlay zoning districts (16 large districts and 129 sites) in Dallas.

The City of Dallas Code requires an approved certificate of appropriateness in order for approval of a Master Permit for exterior renovation, new construction, or demolition to be issued for work in these districts or on these structures. The City conducts a detailed review of the proposed work. The work for which the permit is being requested must be consistent with architectural and design standards established for the district/structure.

You must follow the Certificate of Appropriateness process in order to apply for a required Master Permit for any exterior construction or renovation work or demolition within a historic district. Certificates of appropriateness is required for all exterior work including all repairs, painting, etc., even if a building permit is not required.

### **INFORMATION TO PROVIDE:**

- A Certificate of Appropriateness or Certificate for Demolition or removal application
- Photographs
- Work plans and drawings
- Shingle, brick, paint color and other samples
- Additional information necessary to illustrate the work for which your building permit is requested

### **WHO MAY BE INVOLVED:**

**Landmark Commission:** The Landmark Commission is appointed by the City Council. Decisions by the Landmark Commission consider recommendations from its Neighborhood Task Forces and City staff. The Landmark Commission meets on the first Monday of each month. The Landmark Commission has 8 Neighborhood Task Forces who provide recommendations to the Landmark Commission. Task Force members are comprised of historic neighborhood residents and outside professional volunteers. A decision by the Landmark Commission may be appealed to the City Plan Commission.

### **HOW THE CERTIFICATE OF APPROPRIATENESS PROCESS WORKS**

See Appendix IX, Figure 9.

### **TOP 5 REASONS C of A's ARE NOT APPROVED OR ARE DELAYED:**

1. Site plan to scale is not provided
2. Elevations do not match plans
3. Specifications for materials (windows, doors) not provided
4. Plans show requests not mentioned on the application
5. Applicant not attending Task Force meeting or Landmark Commission public hearing

**HOW LONG IT WILL TAKE:**

The Certificate of Appropriateness process **averages 30 days**. **Section 51A-4.501** of the Dallas Development Code limits the process to a maximum of **65 days** for contributing structures and **40 days** for non-contributing structures. Routine maintenance and replacement certificates of appropriateness are required to be approved or denied within **20 days** after a complete application. The average time for routing a CA is **one week**.



## **DEVELOPMENT IMPACT REVIEW (DIR) and RESIDENTIAL ADJACENCY REVIEW (RAR)**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118

### **Building Inspection Division**

Hours: Monday - Friday, 8:00 a.m. - 4:15 p.m.

Phone: 214.948.4480

### **PURPOSE:**

When City staff determines, based on standards adopted by City Council, that a development is likely to have a significant impact on surrounding land uses and the need and demand for infrastructure, a Development Impact Review (DIR) is required to assess the extent of that impact before a building permit will be issued. Staff will review the proposed development's impact based on traffic generation, building site and layout, buffering, landscaping, and other data.

You must follow the Development Impact Review process if you need a building permit and your development is projected to exceed the corresponding minimum trip generation in a non-residential district [except CA-1(a) or CA-2(a)], or the proposed land use requires DIR as listed in the district and use regulations of the Development Code. Refer to the City of Dallas Traffic Study Guidelines for guidance.

A Residential Adjacency Review (RAR) may be required if the lot has a residential adjacency and contains a use for which an RAR is required by the district and use regulations.

### **INFORMATION TO PROVIDE:**

- Completed application form (see Appendix V)
- 2 copies of the site plan

### **WHO MAY BE INVOLVED:**

City of Dallas	Engineering Division
Building Inspection Division	Other Departments as Needed

### **HOW THE PROCESS WORKS:**

See Appendix IX, Figure 10.

### **HOW LONG IT WILL TAKE:**

The DIR and RAR processes may take no more than **30 days** after submittal of a completed application. They are normally processed within **10 working days** concurrently with the Building Permit Review.

### **COST:**

The fee for a **DIR is \$50.00**. The fee for a **RAR is \$50.00 or \$.004 per sq. ft.** of building area or area to be paved or graded, whichever is greater.

## **ESCARPMENT PERMIT**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson, Room 200

### **Engineering Division**

Hours: Monday - Friday 8:00 a.m. – 4:30 p.m.

Phone: 214.948.4205

### **PURPOSE:**

The escarpment is a steep, wooded, environmentally fragile bluff located in Southwest Dallas. It is the contact line between two geological formations - the Austin Chalk and the Eagle Ford Shale. The escarpment zone is defined in the Dallas Development Code. Section 51A-5.201, as a linear corridor within a width the distance between:

- a) the greater of 125 feet above chalk and shale contact, or 35 feet beyond the crest (that point above the escarpment line where the slope becomes less than 4:1); and
- b) the greater of 85 feet below the chalk and shale contact, or 10 feet beyond the toe (that point below the escarpment line where the slope becomes less than 5:1).

No development is permitted in the Escarpment Zone. However, development may be permitted in the Geologically Similar Area of the escarpment. The Escarpment Permit process ensures that any development in the Geologically Similar Area (GSA) of the escarpment is sensitive to its impact on the fragile environmental conditions. It also seeks to prevent damage to development due to unstable slopes and soils with slope stability analysis.

If your proposed development is in the Geologically Similar Area of the escarpment you must follow the Escarpment Permit process. You must have proper zoning to begin the Escarpment Permit process.

### **INFORMATION TO PROVIDE:**

- Completed application form
- The record engineer executive report certifying the escarpment zone area and the GSA
- The Geologist record engineer report certifying the escarpment zone area and the GSA and boring logs to adequate depth for determination of escarpment contact point
- Plan showing the escarpment zone area and GSA with cross sections
- Name and address of owner and of person who prepared the application – Record Engineer and Record Geologist
- General vicinity map of proposed site
- 1"=800' scale locator map
- Property limits on 1"=100' scale contour map, with 2' contour intervals, and details of terrain and area drainage
- 1"=50' scale cross section and plan review of proposed project structure
- Slope stability test data and results
- Soil erosion control plans
- Grading plan
- Vegetation and tree mitigation proposals
- Drainage plan including detention system

**WHO MAY BE INVOLVED:**

Engineering section and arborist staff will review the Escarpment Permit application for potential impact from the proposed project. Then engineering presents these compiled reports to Escarpment Area Review Committee (EARC). The EARC is an advisory committee comprised of at least one representative from the Engineering Division, Public Works and or DWU – Floodplain, Park and Recreation Department, Planning and Urban Design, Chief City Arborist. The committee meets as required to review applications.

**HOW THE ESCARPMENT REVIEW PROCESS WORKS:**

See Appendix IX, Figure 11.

**HOW LONG IT WILL TAKE:**

The Escarpment Permit process **averages 4 months.**

**COST:**

**\$1,000 application fee.**

## **FLOODPLAIN FILL PERMIT**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 312

### **Dallas Water Utilities – Floodplain Management**

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4690

### **PURPOSE:**

A floodplain is any land area susceptible to inundation by flooding during a 100-year flood. The floodplain fill permit process was established to ensure that reclamation by filling of a floodplain area does not occur without the proper engineering analyses outlined in Section 51A-5.100 through 51A-5.105, Part II of the Dallas Development Code.

### **INFORMATION TO PROVIDE:**

- Fill permit application form with letter of request and application fee
- Vicinity map
- Acreage figures for the entire tract, the area located in the floodplain, and the area proposed to be filled, and description of proposed land use
- Description of hydrologic and hydraulic analyses conducted, with copies of input and output, and a disk containing data files
- Plots of water surface profiles and cross-sections
- Table of values for engineering criteria
- Tree survey with inventory of trees of 6-inch or greater caliper
- Landscape and erosion control plan
- Grading plan
- Environmental Impact Study, if applicable
- Drainage Area Map

### **WHO MAY BE INVOLVED:**

Dallas Water Utilities

Federal Emergency Management Agency

Park & Recreation

Sustainable Development & Construction

U.S. Army Corps of Engineers

### **HOW THE FLOODPLAIN FILL PERMIT PROCESS WORKS:**

See Appendix IX, Figure 12.

### **HOW LONG IT WILL TAKE:**

The Floodplain Fill permit process **averages 6 - 12 months.**

### **COST:**

\$6,500 for applications in the stream/creek/Trinity River Floodplain

\$1,000 for applications in the interior drainage sumps floodplain

## **SIDEWALK WAIVER**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118

### **Building Inspection Division**

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

### **PURPOSE:**

Sidewalks construction is required along all public and private streets unless waived by the director, and are to be installed before a new structure is occupied. This is especially important in areas near schools, parks, and bus stops.

### **A waiver of the sidewalk requirements may be appropriate in the following instances:**

- a) If sidewalk construction would cause drainage, safety, or other engineering issues that cannot be feasibly addressed as determined by the director.
- b) If a city approved and funded sidewalk construction project is planned to begin within one year of the waiver application submittal.
- c) For mid-block lots, if sidewalks do not exist on the adjacent lots and on more than 80% of the lots on the same blockface.
- d) For corner lots, if sidewalks do not exist on any of the mid-block lots on the same blockface and the lot is not located within one-quarter mile, as measured along street frontages, from a transit stop, school, park, playground, or other pedestrian accessible destination.

### **INFORMATION TO PROVIDE:**

- Completed Sidewalk Waiver Application and Agreement Checklist (See hyperlink below)
- Notarized “Standard Agreement” (see Appendix VI)

The application and agreement can be found with the hyperlink below:

[BI Sidewalk Waiver Checklist 11-08-2016.pdf \(dallascityhall.com\)](#)

### **WHO MAY BE INVOLVED:**

Sustainable Development & Construction	Planning and Urban Design
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### **HOW THE SIDEWALK WAIVER PROCESS WORKS**

See Appendix IX, Figure 13.

### **HOW LONG IT WILL TAKE**

The Sidewalk Waiver Review process usually takes **two weeks**.

### **COST**

A processing fee of \$208.00 is required for a Sidewalk Waiver request.

## **SPECIAL PARKING AGREEMENT**

### **LOCATION**

Oak Cliff Municipal Center  
320 E. Jefferson Blvd., Room 118

### **Building Inspection Division**

Hours: Monday - Friday, 8 a.m. - 4:30 p.m.  
Phone: 214.948.4480

### **PURPOSE**

A **Special Parking Agreement** allows part or all of the required parking for development on a site other than that of the main use, and/or to share some required parking spaces with another development. A special parking agreement operates as a covenant on the property providing the parking.

If it is difficult or impossible to provide the required number of parking spaces for a development, or if it is difficult or impossible to provide the required parking spaces on the same site as the main use, a Shared Parking Agreement, a Remote Parking Agreement, or a Packed Parking Agreement can provide flexibility in providing the required parking.

### **INFORMATION TO PROVIDE:**

- Five (5) copies of the parking analysis (Consult parking analysis scope with staff)
- Five (5) copies of a site plan, drawn to scale
- A list of all uses showing floor areas and hours of operation for each (5 copies)
- Proof of ownership of property (5 copies)

### **WHO MAY BE INVOLVED:**

City Attorney's Office	Building Inspection
Sustainable Development & Construction	Engineering Division

### **HOW THE SPECIAL PARKING AGREEMENT PROCESS WORKS:**

See Appendix IX, Figure 14.

### **HOW LONG IT WILL TAKE:**

The Special Parking Agreement process averages **two weeks**.

### **COST:**

**\$375 - first 50 special parking spaces, plus \$12.50 per space for each space over 50.**

## **STREET NAME CHANGE**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 101

### **Subdivision**

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4454 or 214.948.4344

### **PURPOSE:**

If you are renaming a street within the City of Dallas, you will need to consult Sustainable Development & Construction to be certain you are not duplicating an existing street name or creating a street name so similar to an existing street name that confusion might be caused.

### **INFORMATION TO PROVIDE:**

- Completed application stating the reasons supporting a street name change
- Application fee (\$500 minimum depending on street length)
- Existing and proposed status (Thoroughfare Plan designation)
- Petition indicating 51% of owners abutting the street approve
- Site plan showing street location

### **WHO MAY BE INVOLVED:**

Building Inspection	Engineering Division
Current Planning	Dallas Department of Transportation

### **HOW THE STREET NAMING PROCESS WORKS:**

See Appendix IX, Figure 15.

### **HOW LONG IT WILL TAKE:**

Approximately **4 months**.

### **COST:**

The fee is based on street length and the cost of replacing the street name blades:

¼ mile or less	\$750.00
¼ to ½ mile	\$1,050.00
½ to 1 mile	\$1,350.00
Street Name Blade	\$900.00 plus \$300.00 for each ¼ mile
Mast Arm	\$113.00
Texas Department of Transportation	\$233.00
Change of Address Fee	To be determined based on TXDOT actual cost
	To be determined based on the number of Address Change

## LANDSCAPE PLAN REVIEW PROCESS

### LOCATION

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105 and Q-Team, Room 204

### **Building Inspection**

Hours: Monday-Friday, 8 a.m. - 4:30 p.m.

Phone: 214.948.4480

### PURPOSE:

Landscape plans are required for all new developments and some expansions under Article X of the Dallas Development Code. This division only becomes applicable to a lot or tract when the net non-permeable coverage on the lot or tract increases by more than 2,000 square feet within a 24-month period, or when an application is made for building permit for construction work that:

- increases the height and number of stories in a building on the lot; or
- increases by more than 35 percent or 10,000 square feet, whichever is less, the combined floor areas of all buildings on the lot within a 24-month period. The increased in combined floor area is determined by adding the floor area of all buildings on the lot within the 24 months prior to application for a building permit, deducting any floor area that has been demolished in that time or will be demolished as part of the building permit, and comparing this figure with the total combined floor area after construction.

The requirements for landscaping in the City of Dallas are detailed in Article X of the Dallas Development Code. A “Landscape Checklist” is included in Appendix VII. You are encouraged to use the online **Landscape and Tree Manual** which is available at the **Sustainable Development Site** under the Quick Links.

Different or additional landscape requirements, including **Article XIII (Form Districts)**, may be applicable if the subject property is located in a Specific Use Permit (SUP) area or in a Planned Development (PD). These requirements may be explained by the zoning staff of Building Inspection Division.

### INFORMATION TO PROVIDE:

- Date, scale, north point, and the names, addresses, and telephone numbers of each property owner and the person preparing the plan.
- Location of existing boundary lines and dimensions of the lot, the zoning classification of the lot, and the zoning classification of adjacent properties. A vicinity map should also be attached to or made part of the plan.
- Approximate centerlines of existing watercourses and the location of the flood plain, escarpment zone, and geographically similar areas, as those terms are defined in Article V, if applicable; the approximate location of significant drainage features and the location and size of existing and proposed streets and alley, utility lines and utility easements, driveways, and sidewalks on or adjacent to the lot.
- Project name, street address, and lot and block description.
- Location, height, and material of proposed screening and fencing (with berms to be delineated by one-foot contours).
- Locations and dimensions of proposed landscape buffer strips.



- Complete description of plant materials shown on the plan, including names (common and scientific), locations, quantities, container or caliper size at installation, heights, spread, and spacing. The location and type of all existing trees on the lot over six inches in caliper must be specifically indicated.
- Complete description of landscaping and screening to be provided in or near off-street parking and loading areas, including information as to the amount (in square feet) of landscape area to be provided internal to parking areas and the number and location of required off-street parking and loading spaces.
- An indication of which protected trees will be removed during construction and how healthy, existing trees proposed to be retained will be protected from damage during construction.
- Size, height, location and material of proposed seating, lighting, planters, sculptures, and water features.
- A description of proposed watering methods.
- Location of visibility triangles on the lot (if applicable).

**HOW THE LANDSCAPE PLAN REVIEW PROCESS WORKS:**

A landscape plan as required by the zoning district must be submitted with building permit applications. An application cannot be permitted without a compliant landscape plan. Additionally, landscape plans may be required for the authorization of some Planned Developments. The plan must be submitted within the required timeline for Planned Development reviews.

A landscape plan for shared access development must be submitted to the city arborist office in Room 105 before submitting building permits for construction. The plan must be reviewed and approved before a permit for construction is authorized.

**HOW LONG IT WILL TAKE:**

Approximately 2-3 days.

**COST:**

There is no fee associated with the landscape review process. Fees are collected through the permit fees.

## **SIGN PERMIT PROCESS**

**LOCATION (ONLINE ONLY – <https://plansubmittal.dallascityhall.com>)**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room LL04

### **Sign Permits – Online Only**

Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4480

#### **LOCATION:**

#### **Sign Inspector:**

##### **Northeast**

11910 Greenville Ave # 100

Oscar Lozoya

214.670.7288

##### **Northwest**

7610 N. Stemmons Frwy #190

Craig Holt

214.671.1917

##### **Southeast**

4850 Olson Drive

Ramiro Jaime

214.670.8132

##### **Southwest**

2730 Coombs Creek Dr

Jason Pool

214.671.1768

320 E Jefferson Blvd #LL04

**Sr. Sign Inspector:** Michael Martin

214.948.4392

#### **HOW THE SIGN PERMIT PROCESS WORKS:**

See Appendix IX, Figure 17.

#### **PURPOSE:**

##### **A sign permit will be required in the following cases:**

- All signs more than twenty square feet in size
- All signs more than eight feet in height
- All illuminated signs
- All signs with movement
- All signs erected in public right-of-way
- All signs projecting more than 18 inches from wall, roof, parapet or eave

#### **INFORMATION TO PROVIDE:**

- Applicable Fee (see appendix III)
- Completed permit application (thru online submission system)
- Overhead location map showing all proposed & existing signs on the premise or lease space.

- The proposed sign elevation showing
  - A. The placement of a sign on the building (for attached signs)
  - B. The overall dimensions of the façade including any other existing signs on the façade with overall sizes of each (for attached signs)
  - C. The clearance from the ground to the bottom of the sign
  - D. Exact wording to appear on the sign
  - E. The letter height of each word and the length of each word on the sign
  - F. The overall dimension of the sign
- Construction detail calling out materials, the overall depth of the sign, and the attachment method (sideview)
- Electrical detail if the sign is illuminated (side view)
- For attached signs with any portion of the sign that is
  - A. Larger than 100 Sq. Ft.
  - B. Projecting more than 4 Ft. from the surface to which it is attached or
  - C. Located more than 50 Ft. above grade, a drawing with engineer certification that the sign will be able to withstand minimum 2015 IBC wind load requirements.

**IN ADDITION, FOR DETACHED SIGNS THE FOLLOWING IS REQUIRED:**

- A “Sign premise warranty” form signed by the property owner or property manager
- A scaled site plan of the entire property showing easements, location of proposed sign, setback from property line, any other existing detached signs on the property and the distance between each sign.
- For detached sign larger than 32 Sq. Ft. or more than 8’ Ft. tall, a drawing with engineer certification that the sign will be able to withstand minimum 2015 wind load requirements.

Detached signs in business zoning districts, within 250 feet of private property in a non-business zoning district is limited to monument signs only. Attached signs within 100 ft. of private property in a non-business zoning district can’t exceed 40 Sq. Ft. All permits for illuminated signs must be obtained by a registered electrical sign contractor.

**WHO MAY BE INVOLVED:**

Sustainable Development & Construction	Real Estate Division
Aviation	Current Planning
Public Works	

**HOW LONG WILL IT TAKE:**

Only complete applications with all requested supplemental drawings will be processed:

Detached sign- 1 to 2 weeks (require pre-inspection): up to 25 days depending on load  
 Attached sign- 3 to 5 days: up to 25 days depending on load  
 SPSD sign- 2-3 months min.

**COST**

See Appendix III.

**SPSD sign requiring a hearing will have \$345 processing fee.**

# Appendices

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## **APPENDIX I**

### **Glossary of Development Terms**

**ABANDONMENT:** The sale of excess City-owned property for private use.

**BDA (ZONING BOARD OF ADJUSTMENT):** The 15-member board, divided into three panels, appointed by the City Council to hear and decide on various requests and appeals regarding conformity with regulations in Chapter 51 and 51A of the Dallas Development Code.

**CERTIFICATE OF APPROPRIATENESS (C.A.):** Indicates compliance with special provisions for construction, demolition, or exterior remodeling in a historic district/structure.

**CERTIFICATE OF OCCUPANCY (C.O.):** Approval from the Building Official to occupy a building or use land after review for compliance with all City construction and development codes.

**CITY COUNCIL (CC):** The governing body of authority for the City of Dallas.

**CITY PLAN COMMISSION (CPC):** The body appointed by the City Council to administer long-range planning direction of the City and review matters relating to zoning and subdivisions.

**DEVELOPMENT STANDARDS:** Regulations within the Dallas Development Code regarding height, setbacks, parking, site coverage, and other standards.

**ESCARPMENT:** The steep, wooded, environmentally fragile bluff located in Southwest Dallas.

**FLOODPLAIN (F.P.):** An area adjacent to a river or stream subject to inundation by flood waters.

**FLOOR AREA RATIO (F.A.R.):** The relationship of a building's floor area to its lot size.

**INFRASTRUCTURE:** Any street, storm drainage, bridge, culvert, water, or sanitary sewer improvement that will be added to the public capital inventory for maintenance.

**OFF-SITE EASEMENT:** An easement that is outside the boundaries of a subdivision plat but is required in order to provide an infrastructure to that subdivision.

**PLANNED DEVELOPMENT DISTRICT (P.D.):** A zoning district that allows for a mix of land use and development standards as outlined in a City Council-adopted plan.

**PRIVATE DEVELOPMENT CONTRACT:** A legal agreement between a private developer and a contractor, witnessed by the City, for construction of infrastructure improvements. Sometimes called a "P" contract.

**PRIVATE LICENSE:** A license that allows private use of public property.

**PROPERTY DEDICATION:** The transfer of property by deed to someone else.

**SPECIFIC USE PERMIT (S.U.P.):** A permit that allows specific additional use not allowed by right in a zoning district.

**TRADE OUT AGREEMENT:** A City of Dallas policy for participation in the cost of the extra pavement width and thickness of streets on the Thoroughfare Plan when they are greater than 37 feet in width and six inches in thickness. This pavement and curb construction trade-out is in the form of a contract advertised, awarded, and administered by the City.

## APPENDIX II

### Directory of City Departments Involved in the Development Review Process

#### **Aviation**

Dallas Love Field, 8008 Herb Kelleher Way 214-670-5683(LOVE)  
Monday - Friday, 8:15 a.m. - 5:15 p.m.

#### **Building Inspection Division, Sustainable Development & Construction**

Oak Cliff Municipal Center 214-948-4480  
320 E. Jefferson Blvd.  
Monday - Friday, 8:00 a.m. – 4:30 p.m.

#### **Building Inspection Field Offices**

Northeast District Office 214-670-7278

11910 Greenville Ave., #100

Northwest District Office 214-671-0720

7610 N Stemmons Frwy, #190

Southeast District Office 214-670-8160

4850 Olson Drive

Southwest District Office 214-671-1531

2730 Coombs Creek Dr.

#### **City Attorney**

City Hall, 1500 Marilla, Room 7/D/North 214-670-3519  
Monday - Friday, 8:15 a.m. - 5:00 p.m.

#### **City Secretary**

City Hall, 1500 Marilla, Room 5/D/South 214-670-3738  
Monday - Friday, 8:15 a.m. - 5:00 p.m.

#### **Current Planning Division, Sustainable Development & Construction**

City Hall, 1500 Marilla, Room 5/B/North 214-670-4209  
Monday - Friday, 8:15 a.m. - 5:00 p.m.

#### **Department of Planning and Urban Design**

Dallas City Hall, 1500 Marilla St., Room 1FN 214-671-8900  
Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

#### **Pre-Development Coordination, Sustainable Development & Construction**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd. Room 101 214-948-4120  
Monday – Friday, 8:00 a.m. – 4:30 p.m.

#### **Q-Team, Sustainable Development & Construction**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd. Room 204 214-948-4337  
Monday – Friday, 8:00 a.m. – 4:30 p.m.

#### **Engineering, Sustainable Development & Construction**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd. Room 200 214-948-4205  
Monday – Friday, 8:00 a.m. – 4:30 p.m.

**Fire Plan Review, Sustainable Development & Construction**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 210  
Monday - Friday, 8:00 a.m. - 4:30 p.m.

214-948-4602

**Office of Economic Development**

City Hall, 1500 Marilla, Room 5/C/South  
Monday – Friday, 8:00 a.m. – 5:00 p.m.

214-948-4337

**Park and Recreation Administration**

City Hall, 1500 Marilla, Room 6/F/North  
Monday – Friday, 8:15 am – 5:15 pm

214-670-4100

**Permit Center, Sustainable Development & Construction**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118  
Monday – Friday, 8:00 am – 4:30 pm

214-948-4480

**Public Works**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 321  
Monday - Friday, 8:00 a.m. - 5:00 p.m.

214-948-4650

**Real Estate Division, Sustainable Development & Construction**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 203  
Monday - Friday, 8:00 a.m. - 5:00 p.m.

214-948-4100

**Dallas Department of Transportation, Street Lighting Section**

City Hall, 1500 Marilla, Room L1/B/South  
Monday - Friday, 8:00 a.m. - 5:00 p.m.

214-670-6904

**Sustainable Development & Construction**

City Hall, 1500 Marilla, Room 5/D/N  
Monday - Friday, 8:15 a.m. - 5:15 p.m.

214-670-4127

## APPENDIX III

### City of Dallas Building Inspections Permit Fees and Services Fees

# BUILDING INSPECTION DIVISION FEE SCHEDULE FOR PERMITS AND SERVICES



City of Dallas

Building permit fees are assessed in accordance with Chapter 51, Dallas Development Code, Ordinance No. 10962 and Chapter 52, Administrative Procedures for the Construction Codes. Permit fees are required to be paid at the time of application. Any additional fees charged during plan review shall be paid before the permit can be issued. Refer to the Dallas Development Code for more information.

SUMMARY OF PERMIT FEES		
PERMIT SERVICE	MINIMUM FEE (\$)	PERMIT FEE CALCULATION
Master Permit	100.00	Tables A-I, A-II, A-III, B and B-II.
Site Plan Review	50.00	The greater of \$50.00 or \$0.004 per sq. ft. of building area or area to be paved, whichever is greater.
Plan Review	150.00	The greater of \$150.00 or \$0.012 per sq. ft. of building area.
PD/SUP/Deed Restriction Surcharge	Not applicable	Fee = 10% x permit fee calculated from Tables A-I, A-II, A-III or B
Fire Sprinkler Plans	150.00	The greater of \$150.00 or \$0.008 per sq. ft. of building area.
Demolition	Not applicable	Fee = 0.021 x building area (sq. ft.) + 42.00
Barricade	145.00	Fee = 0.006 x building area (sq. ft.) x number of days
Excavation	125.00	Fee = 25.00 x number of weeks until filled to grade + 100.00
Certificate of Occupancy (CO)	280.00	Fee = 215.00 CO Application Fee + 65.00 CO Verification Fee
Temporary Certificate of Occupancy (TCO)	104.00	Total Fee = 104.00 Inspection Fee + 215.00 CO Application Fee. Renewal Fee: \$30.00
Partial Certificate of Occupancy (PCO)	104.00	Total Fee = 104.00 Inspection Fee + 215.00 CO Application Fee.
Duplicate Certificate of Occupancy	30.00	Not applicable.
Sidewalk Waiver	208.00	Fee for each waiver.
Plan Check Addendum	25.00	Review rate per hour per trade for each revision or addition to plans after permit issue.
Infrastructure Inspection	600.00	Refer to Table B-I
Development Impact	50.00	Fee per application.
Consultation with Staff	50.00	No charge for the first 20 min. of consultation. Rate per hour after initial consultation.
Staff Research	50.00	Rate charged per hour.
Determination Letter	100.00	Fee for each letter.
Postage and Handling	2.00	Fee for each permit issued by mail.
Record Change	30.00	Refer to Chap. 52 for exceptions.
Refund Processing	104.00	Service charge for processing a refund.
NSF Checks	25.00	Service charge per returned check.
Early Release of Master Permit	300.00	Charge per permit release.
Zoning Verification	90.00	Charge per letter.
Moving Fee	156.00	Charge for each structure or part of structure.
Pre-move Inspection	104.00	Charge for structure moved to a location within the City of Dallas.
Appeal to Building Inspection Board	600.00	Not applicable.



**BUILDING INSPECTION DIVISION FEE SCHEDULE FOR PERMITS AND SERVICES (Continued)**

TABLE A-I NEW SINGLE-FAMILY AND DUPLEX CONSTRUCTION		
FORMULA: PERMIT FEE (\$) = SQUARE FOOTAGE x MULTIPLIER + ADD FACTOR		
SQ FOOTAGE	MULTIPLIER	ADD FACTOR
0 to 700	0.817	0.00
701 to 2,350	0.215	422.00
2,351 to 10,500	0.175	516.00
10,501 or greater	0.071	1,508.00
MINIMUM FEE SCHEDULE (based upon the number of trades, whichever permit fee is greater)		
NUMBER OF TRADES	MAX VALUE OF PROPOSED WORK	MIN PERMIT FEE (\$)
1	Not Applicable	100.00
2	Not Applicable	200.00
3	Not Applicable	300.00
4	Not Applicable	400.00
5	Not Applicable	500.00
6	Not Applicable	600.00
7	Not Applicable	700.00
8	Not Applicable	800.00

TABLE A-III NEW COMMERCIAL CONSTRUCTION		
VALUATION (\$)	MULTIPLIER	ADD FACTOR
0 to 60,000	0.009525	0.00
60,001 to 200,000	0.004964	274.00
200,001 to 900,000	0.003914	484.00
900,001 to 1,500,000	0.002862	1,431.00
1,500,001 to 2,500,000	0.002197	2,429.00
2,500,001 to 5,000,000	0.001417	4,379.00
5,000,001 to 10,000,000	0.001036	6,285.00
10,000,001 or greater	0.000767	8,977.00
MINIMUM FEE SCHEDULE (based upon the number of trades or valuation, whichever is greater)		
NUMBER OF TRADES	MAX VALUE OF PROPOSED WORK	MIN PERMIT FEE (\$)
1	Not Applicable	100.00
2	Not Applicable	200.00
3	Not Applicable	300.00
4	Not Applicable	400.00
5	Not Applicable	500.00
6	Not Applicable	600.00
7	Not Applicable	700.00
8	Not Applicable	800.00

TABLE B-II ALTERATIONS OR REPAIRS OF SINGLE-FAMILY AND DUPLEX STRUCTURES	
BASE PERMIT FEE (\$)	ADDITIONAL TRADES
125.00	Plus \$100 for each additional trade

TABLE B REMODEL, RENOVATION, FINISH-OUT		
VALUATION (\$)	MULTIPLIER	ADD FACTOR
0 to 100,000	0.009652	0.00
100,001 to 300,000	0.009525	13.00
300,001 to 500,000	0.009410	47.00
500,001 to 700,000	0.009285	110.00
700,001 to 900,000	0.009155	201.00
900,001 to 1,100,000	0.009045	300.00
1,100,001 to 2,500,000	0.008894	465.00
2,500,001 to 5,000,000	0.008768	780.00
5,000,001 to 10,000,000	0.008541	1,416.00
10,000,001 or greater	0.007940	8,426.00

FORMULA FOR COMMERCIAL PROJECTS  
TABLES A-II, A-III AND B  
PERMIT FEE (\$) = VALUATION x MULTIPLIER + ADD FACTOR

MINIMUM FEE SCHEDULE (based upon the number of trades or valuation, whichever is greater)		
NUMBER OF TRADES	MAX VALUE OF PROPOSED WORK	MIN PERMIT FEE (\$)
1	Not Applicable	100.00
2	Not Applicable	200.00
3	Not Applicable	300.00
4	Not Applicable	400.00
5	Not Applicable	500.00
6	Not Applicable	600.00
7	Not Applicable	700.00
8	Not Applicable	800.00

TABLE A-II NEW MULTI-FAMILY DWELLING CONSTRUCTION	
FEE (\$)	FEE CALCULATION
225.00	Fee per dwelling unit only. For other accessory structures, refer to Table A-III.

**BUILDING INSPECTION DIVISION FEE SCHEDULE FOR PERMITS AND SERVICES (Continued)**

SIGN FEES		
EFFECTIVE AREA (sq. ft.)	PREMISE SIGN (\$)	NON-PREMISE SIGN (\$)
20 or less	45.00	48.00
21 to 50	81.00	84.00
51 to 100	110.00	216.00
101 to 200	136.00	242.00
201 to 300	188.00	294.00
301 to 400	216.00	324.00
401 to 500	242.00	350.00
501 to 700	268.00	376.00
701 to 900	322.00	Not Permitted
901 or greater	374.00	Not Permitted

Sign plan review is \$75.00.  
The fee for removing or demolishing a sign is \$78.00.  
The fee for erecting, constructing, altering, rebuilding, enlarging, extending, converting, replacing or relocating any special purpose sign is \$40.00.

TABLE B-1 INFRASTRUCTURE INSPECTION	
VALUATION (\$)	FEE CALCULATION (\$)
12,500 or less	FEE = 600.00
12,501 to 25,000	FEE = 1,000.00
25,001 to 100,000	0.035 x VALUATION + 1,000.00
100,001 to 500,000	0.03 x VALUATION + 3,625.00
500,001 to 1,000,000	0.025 x VALUATION + 15,625.00
1,000,001 or greater	0.02 x VALUATION + 28,125.00

PREDEVELOPMENT MEETING FEES	
PROJECT AREA (sq. ft.)	FEE (\$)
25,000 or less	250.00
25,001 to 50,000	500.00
Greater than 50,000	750.00

The predevelopment meeting fee will be applied towards the permit fee if the permit application is submitted within twelve months of the meeting.

ALTERNATIVE PLAN REVIEW Q-TEAM REVIEW		
PROJECT AREA (sq. ft.)	INITIAL REVIEW (\$)	MAXIMUM FEE (\$)
10,000 or less	500.00	2,000.00
10,001 to 50,000	750.00	12,500.00
50,001 to 100,000	1,000.00	27,500.00
Greater than 100,000	1,250.00	50,000.00

Plan review fee rate: \$1,000.00 per hour

ALTERNATIVE PLAN REVIEW EXPEDITED PLAN REVIEW	
OPTIONS	FEE/HR (\$)
Partial team (minimum fee: \$500.00)	600.00
Per specialty (minimum fee: \$500.00)	200.00

ALTERNATIVE PLAN REVIEW OVERTIME REVIEW	
Per specialty (minimum fee: \$500.00)	FEE (\$)
	250.00

CONTRACTOR REGISTRATION			
TRADE	FEE (\$)	TRADE	FEE (\$)
Electrical	160.00	Residential Specialist Electrician	0.00
Electrical Sign	160.00	Moving Contractor	260.00
Master Electrician/Electrical License	0.00	Backflow Prevention	120.00
Journeyman Electrician	0.00	Other Trade Contractors	120.00
Journeyman Sign Electrician	0.00	Revise Contractor Registration	30.00

INSPECTION SERVICES		
SERVICE	MINIMUM FEE (\$)	FEE CALCULATION
Back Flow Prevention	15.00	Filing fee.
Customer Service	15.00	Filing fee.
Same-day Inspection	250.00	Not applicable.
After-hours Inspection	300.00	Fee rate: \$125.00 per hour
After-hours Utility Release	50.00	Not applicable.
Unauthorized Concealment Fee	200.00	Fee per trade.
Re-inspection	75.00	Fee per trade.

See hyperlink below for fee schedule and fee calculator:  
<http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/Pages/fees.aspx>

### APPENDIX IIIA

General Zoning Change	0 to 1 acre	>1 acre to 5.0 acres *	>5.0 acres to 15 acres *	>15.0 acres to 25 acres *	>25.0 acres *
Fee	\$1,050.00	\$2,610.00	\$5,820.00	\$9,315.00	\$9,315 + \$113 for each acre over 25 to a maximum of \$37,500
Notification area	200 ft.	300 ft.	400 ft.	400 ft.	500 ft.

Specific Use Permit	0 to 1 acre*	>1 acre to 5.0 acres *	>5.0 acres to 25 acres *	>25.0 acres*
<b>New**</b> Fee	\$1,170.00	\$1,170.00	\$1,170.00	\$1,170.00
Notification area	200 ft.	300 ft.	400 ft.	500 ft.
<b>Amendment</b> Fee	\$825.00	\$825.00	\$825.00	\$825.00
Notification area	200 ft.	300 ft.	400 ft.	500 ft.
<b>Renewal</b> Fee	\$825.00	\$825.00	\$825.00	\$825.00
Notification area	200 ft.	300 ft.	400 ft.	500 ft.
<b>Automatic Renewal</b> Fee	\$825.00 (\$350 refundable if 51A-1.105(a)(4) criteria met)			
Notification area	200 ft.			

\*\*The fee for a SUP for a skybridge is \$10,000. Please consult the Dallas Development Code, 51A-4.217b (12) for requirements for a skybridge submittal.

\*\*The fee for a SUP for gas drilling \$2,000. Please consult the Dallas Development Code, 51A-4.203(3.2) for requirements for gas drilling

Planned Development District	0 to 5 acres*	>5.0 acres*
<b>Amendment</b> Fee	\$2,610.00 + \$1,000 per regulation type** being amended	
Notification area	500 ft.	

Planned Development District	0 to 5 acres*	>5.0 acres*
<b>New, enlargement or new subdistrict</b> Fee	\$5,820.00 + \$1,000 per regulation type** being amended	\$5,820.00 + \$250.00 per acre for each acre over 5 to a maximum of \$50,000 + \$1,000 per regulation type** being amended
Notification area	500 ft.	

Deed Restrictions	0 to 1 acre	>1 acre to 5.0 acres *	>5.0 acres to 15 acres *	>15.0 acres to 25 acres *	>25.0 acres *
<b>New</b> Fee	\$350.00				
Notification area	200 ft.	300 ft.	400 ft.	400 ft.	500 ft.
<b>Amendment or Termination</b> Fee	\$900.00				
Notification area	Same as original notification				

\*Any fraction of an acre is rounded up to the next acre.

## **APPENDIX IV**

### **Automated Inspection Request System**

\*For tone generating telephones only.

The Automated Inspection Request System is designed to dispatch requests for the next working day for valid permits (or Certificate of Occupancy applications) only. **The cut-off time for same day inspections is 7:00 a.m.**

For special inspection requests or assistance, or if your request for inspection includes testing of a portion of a system, you must call the phone number in the box on the lower portion of your permit between 8:00 a.m. and 4:30 p.m. Monday through Friday.

### **INSTRUCTIONS**

1. Dial (214) 670-5313, 24 hours.
2. You will hear a welcome message in English and Spanish.
3. To skip message and go immediately to instructions in English, press "1". To go immediately to instructions in Spanish, press "9".
4. Press "1" to continue.
5. Enter 10-digit validation number for CO's followed by # key. For all other permits, enter 13-digit number followed by # key.
6. Number is repeated. If correct, press # key. If wrong, press \* key and try again.
7. Enter 3-digit inspection code listed on lower part of contractor's authorization or see reverse side for directory. If correct, press # key. If wrong, press \* and try again.
8. If request has been accepted, you will be informed verbally.
9. For another request, press # key. If none, hang up.

If your request is accepted by the computer and inspection does not occur within 36 hours, call the phone number in the box on the lower portion of your permit. **Please have permit number available.**

**WARNING: Re-inspection fees will be charged if work is not ready or door is locked, etc.**

**Automated Inspection Request System (continued)****INSPECTION CODES DIRECTORY**

<u>Building Inspections</u> 110 Sidewalk and/or drive approach (public property) 112 Swimming pool 115 Liquor license final 120 Pier, foundation, etc. 130 Framing/tent 133 Barricade 144 Demo final 140 Final	<u>Plumbing Inspections</u> 210 Yard service for gas, sewer or water 211 Lawn sprinkler backflow preventers 212 Swimming pool 220 Rough below floor level; DWV, water, etc. 230 Rough above floor level; DWV, gas, shower pan, etc. 240 Final
<u>Electrical Inspections</u> 310 Electrical service 311 Landscape lighting 312 Swimming pool 313 Clean and show 320 Rough below floor level electrical 321 Rough walls 322 Rough ceiling 330 Rough above floor level electrical 331 Elevator 340 Final	<u>Sign Inspections</u> 530 Sign Foundations 540 Final
<u>Fire Sprinkler/Fire Alarm</u> 640 Final/No test required	<u>Sign Inspections- Electrical</u> 710 Service for electric sign 720 Underground/electric/pier 730 Underground/electric sign can wire 740 Final
<u>Landscape</u> 940 Final	<u>Sign Inspections- Special Purpose</u> 830 SP Sign Foundation 840 SP Final
<u>Mechanical Inspections</u> 420 Rough below floor level for heating, ventilation, or air conditioning 430 Rough above floor level for heating, ventilation, or air conditioning 431 Commercial kitchen exhaust system 440 Final	<u>Certificate of Occupancy Inspections</u> 150 Certificate of Occupancy for building inspector only 250 Certificate of Occupancy for plumbing inspector only 350 Certificate of Occupancy for electrical inspector only 450 Certificate of Occupancy for mechanical inspector only 650 All Certificate of Occupancy inspections

**BUILDING INSPECTION DISTRICT OFFICES**

Northeast District Office  
 11910 Greenville Ave #100  
 (214) 670-7278

Northwest District Office  
 7610 N Stemmons Frwy #190  
 (214) 671-0720

Southeast District Office  
 4850 Olson Drive  
 (214) 670-8160

Southwest District Office  
 2730 Coombs Creek Dr.  
 (214) 671-1531

# APPENDIX V

## Permit Application

DATE:

APPLICATION TYPE

REGULAR  EXPRESS

### PERMIT APPLICATION

PLEASE TYPE OR PRINT CLEARLY



City of Dallas

JOB NO: (OFFICE USE ONLY)

PERMIT NO: (OFFICE USE ONLY)

STREET ADDRESS OF PROPOSED PROJECT		BUILDING/FLOOR NO		USE OF PROPERTY	
APPLICANT		ADDRESS		CITY	STATE
DEA (IF APPLICABLE)		PHONE NO	EMAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION)		
CONTRACTOR-INDIVIDUAL		CONTRACTOR NUMBER	FIN	COMPANY NAME	
CURRENT HOME REPAIR LICENSE ON FILE?	<input type="radio"/> YES <input type="radio"/> NO	PHONE NO	EMAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION)		
PROPERTY OWNER (INDIVIDUAL CONTACT)		ADDRESS		CITY	STATE
PROPERTY OWNER (COMPANY NAME)		PHONE NO	EMAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION)		
DESCRIPTION OF PROPOSED PROJECT		VALUATION (\$)		CONST AREA (SQ FT)	
		NEW CONST		NEW CONST	
		MFD OTHER		MFD OTHER	
		REMODEL		REMODEL	
		TOTAL VALUATION		TOTAL AREA	
PLEASE INDICATE ALL TYPES OF WORK THAT WILL BE PART OF THIS PROJECT BY CHECKING THE APPROPRIATE BOX					
<input type="checkbox"/> BUILDING	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> FENCE	<input type="checkbox"/> DRIVE APPROACH	<input type="checkbox"/> BACKFLOW	<input type="checkbox"/> BARRICADE
<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> FIRE SPRKLR	<input type="checkbox"/> SIGN	<input type="checkbox"/> SWIMMING POOL	<input type="checkbox"/> CUSTOMER SVC	<input type="checkbox"/> GREEN
<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> FIRE ALARM	<input type="checkbox"/> LANDSCAPE	<input type="checkbox"/> LAWN SPRINKLER	<input type="checkbox"/> FLAMMABLE LIQUID	<input type="checkbox"/> OTHER: <input type="text"/>
All food service establishments require a grease interceptor to be installed on site. Is there a grease interceptor on site? <input type="radio"/> YES <input type="radio"/> NO					
<p>The following is applicable to all applications for building permits that are accepted and routed for any reviews. As required by Texas Local Government Code Section 214.904, the City of Dallas will grant (Approve) or deny your building permit application to erect or improve a building or other structure no later than the 45<sup>th</sup> day after the application is submitted. Denial of a permit application due to time constraints may be avoided by agreeing to allow the City the following additional time to review the application:</p> <p>I hereby agree to a deadline of 14 days to grant or deny the permit after the date of the approval of all of the following reviews, as applicable, where the applicant has provided the plans examiners the requested corrections, plans and actions; and, the contractor has been named on the permit:</p> <p>Zoning, Building Code, Electrical Code, Plumbing/Mechanical Code, Green Building Code, Health, Historical/Conservation District, Engineering/Flood Plain, Water Utilities, Fire Code, Landscaping and Aviation.</p> <p>If the permit is granted (Approved) within this deadline the City will retain and/or assess all fees. If the permit is denied within this deadline, the City will retain all plan review fees and 20 percent of the permit fees. If the permit application is not granted or denied within the agreed additional time of review, the City will refund any permit fees that have been collected and the City may not collect any permit fees associated with the application.</p> <p style="text-align: center;"><input type="radio"/> I AGREE. <input type="radio"/> I DO NOT AGREE.</p> <p>I UNDERSTAND THAT THIS PERMIT APPLICATION WILL EXPIRE IN 180 DAYS FROM THE APPLICATION DATE. I MAY REQUEST IN WRITING AN ADDITIONAL 180 DAY EXTENSION OF THE PERMIT APPLICATION PRIOR TO THE APPLICATION EXPIRATION. IF THE APPLICATION IS ALLOWED TO EXPIRE, IT MAY ONLY BE REACTIVATED BY THE FILING OF A NEW APPLICATION INCLUDING APPLICABLE PLANS AND FEES</p> <p>I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.</p>					
APPLICANT'S SIGNATURE				DATE OF APPLICATION SUBMISSION	

SUSTAINABLE DEVELOPMENT AND CONSTRUCTION DEPARTMENT • BUILDING INSPECTION DIVISION  
 OAK CLIFF MUNICIPAL CENTER, 320 E. JEFFERSON BLVD., ROOM 118, DALLAS, TX 75203 • TEL NO. (214) 948-4480

REV 03-01-2017



## APPENDIX VI

# SIDEWALK WAIVER APPLICATION AND AGREEMENT CHECKLIST



City of Dallas

### REQUIRED DOCUMENTS FOR SIDEWALK WAIVER

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 re-submittal will be treated as a new application and will be processed in the order of receipt.

**Sidewalks are required to be constructed before a new building can be occupied. Only the Department Director may waive this requirement. A waiver does not preclude the City from installing a sidewalk at a later date and assessing the abutting property owner for the cost.**

A sidewalk waiver may only be submitted after a building permit application has been submitted, and applicants are urged to submit the waiver application immediately after applying for a building permit to allow time to plan for sidewalk construction if a waiver is denied. There should be no presumption that a sidewalk waiver will be granted. To submit an official request for a sidewalk waiver, an information packet containing all of the following is required:

- 1. Completed *Building Inspection Application*.
- 2. A notarized *Standard Agreement - Sidewalk Waiver* - second page.
- 3. One (1) 8-1/2" x 11" copy of the official City of Dallas zoning map with the subject property centered on the page and highlighted. Zoning maps can be found on-line here: <http://gis.dallascityhall.com/zoningweb> (Firefox or Chrome web browser recommended).
- 4. Photographs depicting reasons as listed in item number 6 below. (*Photographs are optional*)
- 5. A nonrefundable application processing fee of \$208.00.
- 6. Sidewalk waiver applications are reviewed in the context of the City Code Sec. 51A-8.606 as well as the City's Complete Street Policy resolution, adopted January 2016, that strongly favors the incremental construction of sidewalks whenever possible. Possible considerations for sidewalk waivers include pedestrian traffic need related to nearby schools, transit stops, parks and playgrounds, and other population intensive areas and may also include the following:
  - Sidewalk construction would cause drainage, safety, or other engineering issues.
  - City approved and funded sidewalk construction project is planned to begin within one year of the wavier application submittal.
  - For Mid-block lots – If sidewalks do not exist on the adjacent lots and on more than 80% of the lots on the same blockface.
  - For Corner lots – If sidewalks do not exist on any of the mid-block lots on the same blockface and the lot is not located within one-quarter mile, as measured along street frontages, from a transit stop, school, park, playground, or other pedestrian accessible destination.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please note that staff cannot accept incomplete applications or illegible construction documents.**

SUSTAINABLE DEVELOPMENT AND CONSTRUCTION DEPARTMENT • BUILDING INSPECTION DIVISION  
OAK CLIFF MUNICIPAL CENTER, 320 E. JEFFERSON BLVD., ROOM 118, DALLAS, TX 75205 • TEL. NO. (214) 548-4480

REV 04.09.2021





**STANDARD AGREEMENT - SIDEWALK WAIVER**

I, \_\_\_\_\_, owner of the property located at \_\_\_\_\_, \_\_\_\_\_  
Street Address Legal Description (Block/Lot)

do hereby agree to install sidewalks in accordance with Dallas City Council Resolution No. 68-1038 at the above listed location within thirty (30) days of receipt of notification that the City Council of Dallas, Texas has denied my request for a waiver of the required sidewalks at the above address.

Further, I understand that should I fail to install sidewalks as required by Resolution No. 68-1038, after notification of denial of my request for a waiver by the City Council, that authorization for occupancy may be withdrawn and utility services terminated until such time as the required sidewalks are installed.

SIGNED: \_\_\_\_\_, DATE: \_\_\_\_\_  
(Property Owner)

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public's Signature

## APPENDIX VII

### LANDSCAPE CHECKLIST - Ordinance 22053 (Article X)

ADDRESS: \_\_\_\_\_ TRACE#: \_\_\_\_\_

**MANDATORY PROVISIONS** (must comply when applicable) - this section includes single family and duplex uses

\_\_\_\_\_ **Tree Survey**-must include trees 6" caliper and greater on the lot and/or within 50' of construction.

\_\_\_\_\_ **Tree protection**-permanent protective fencing placed around the dripline of each protected tree to remain...*see Sec. 51A-10.136 for detailed requirements.*

\_\_\_\_\_ **Protected tree mitigation**-Replacement trees must equal, in caliper, the caliper of protected tree(s) removed. Approved replacement trees are defined in Sec. 51A-10.134(b) and must be 2" caliper. A tree survey, landscape plan, and building permit or tree removal permit are required to consider protected tree removal.

\_\_\_\_\_ **Site trees**  single family and duplex uses-Required \_\_\_\_\_ Provided \_\_\_\_\_ Must have three 2" caliper trees per lot with a minimum of two trees in the front yard.

other-Required \_\_\_\_\_ Provided \_\_\_\_\_ Must have one 2" caliper tree per 4,000 square feet of lot area with minimum of 4 trees. All site trees must be located on the lot.

IM and IR zoning-Required\_ Provided \_\_\_\_\_ Must have one 2" caliper tree per 6,000 square feet, **when contains the same use**

➤ *site tree credits-eligibility based upon protective measures taken, health of the tree(s), diameter measurement and species...see Sec. 51A-10.125(b)(3)for details.*

below does not apply to single family and duplex uses

\_\_\_\_\_ **Perimeter landscape buffer strip**-Must be provided along the entire length of the portion of the perimeter of the lot where a residential adjacency exists, and at least 10' wide. Must contain buffer plant materials as defined in Sec. 51A-10.125(b)(7).

\_\_\_\_\_ **Screening of off-street loading spaces**-Must be screened from residential adjacency. Must also be screened from all adjacent public streets, except CS and industrial districts. Minimum 6' height. See Sec. 51A-4.602(b)(3) for methods of screening...*automatic irrigation required for any screening plant materials.*

\_\_\_\_\_ **Street trees**-Required \_\_\_\_\_ Provided \_\_\_\_\_ Must have one 3" caliper large tree per 50' of street frontage with a minimum of 2 trees. All street trees must be located within 30' of the projected street curbs.

\_\_\_\_\_ **Parking lot trees**-All required parking spaces must be located within 120' of the trunk of a 2" caliper large canopy tree. Parking lot trees may not be planted closer than 2.5' to the paved portion of the parking lot...*Not required for IM and IR uses in IM and IR zoning when increase the street tree density to 1 tree per 25' of street frontage.*

### **DESIGN STANDARDS** (must pick 2)

\_\_\_\_\_ **Enhanced perimeter buffer**-Enhance the perimeter landscape buffer strip (mandatory provision) to a minimum average width equal to or greater than 15 feet. Must contain buffer plant materials as

defined in Sec. 51A-10.125(b)(7).

\_\_\_\_\_ **Street buffers**-Provide a landscape buffer strip along the entire adjacent public street frontage. Minimum width of 10 feet or 10% lot depth, whichever is less. Must contain buffer plant materials as defined in Sec. 51A-10.125(b)(7).

\_\_\_\_\_ **Screening of off-street parking**-Screen all parking lots on the lot along the entire adjacent public street frontages. Screening must be voluntary. Must be voluntary and at least 3 feet in height (ex. large evergreen shrubs, 3' height, 7-9 gallon, 3' on center, 3' wide bed, or 3' tall solid fence, or 3' tall berm, or a combination). *Mandatory* in NO(A), LO(A), LO-1, LO-2, LO-3, MO(A), MO-1, MO-2 and GO(A) districts...*automatic irrigation required for any screening plant materials.*

\_\_\_\_\_ **Enhanced vehicular pavement**-25% of all outdoor vehicular pavement must be any permeable or non-permeable decorative pavement. The same pavement cannot satisfy this requirement and permeable vehicular pavement. (ex. brick, stone or grass pavers, exposed aggregate concrete, or stamped and stained concrete).

\_\_\_\_\_ **Permeable vehicular pavement**-25% of all outdoor vehicular pavement must be a paving material that permits water penetration to a soil depth of 18" or more. The same pavement cannot satisfy this requirement and enhanced vehicular pavement. (ex. brick, stone or grass pavers).

\_\_\_\_\_ **Pedestrian facilities**-Publicly accessible special pedestrian facilities such plazas, covered walkways, fountains, lakes, ponds, seating areas and outdoor recreation facilities. These facilities and features must occupy at least 5% of the lot area.

\_\_\_\_\_ **Foundation planting strip**-Large evergreen shrubs (3' height, 7-9 gallon, 3' to 6' on center) in a 3' wide bed along the foundation of the building that extends along at least 50% of the portion of the foundation that faces a street.

\_\_\_\_\_ **Understory preservation**-Preserve existing healthy understory which is a grouping of natural low-level woody, herbaceous or groundcover species. Must occupy at least 5% of the lot area.

\_\_\_\_\_ **Enhanced pedestrian walkways**-Walkways must consist of enhanced pavement intended for pedestrian use and occupy at least 5% of the lot. See enhanced vehicular pavement for examples.

## **APPENDIX VIII**

### **Internet access to Building Inspection Website**

The city maintains a website at [www.dallascityhall.com](http://www.dallascityhall.com). To obtain details about Sustainable Development and Construction, first click on City Departments, then click on Sustainable Development and Construction to access the following useful information including this Development Guide.

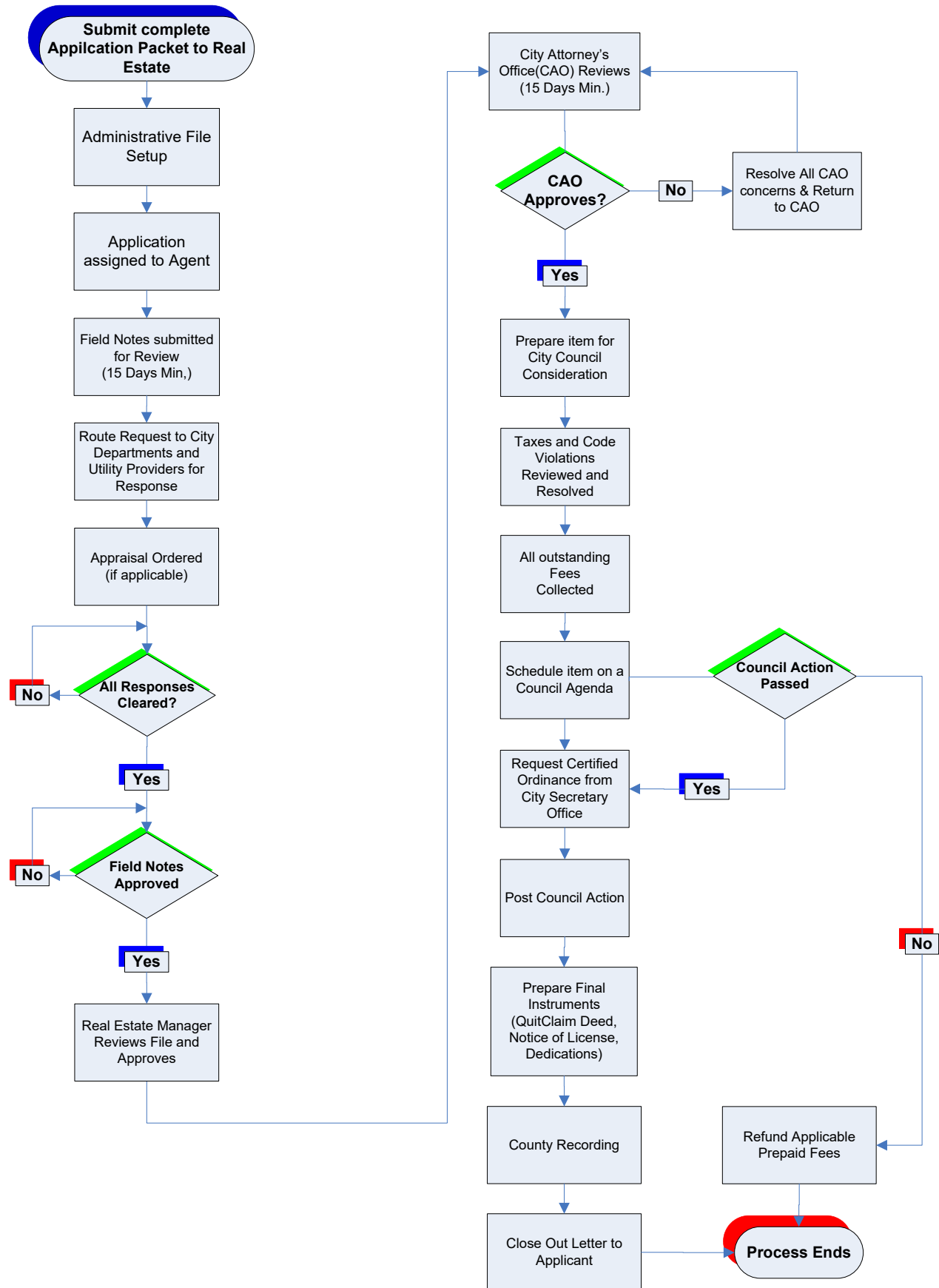
- [Agendas](#)
- [Building Inspection](#)
- [Forms and Applications](#)
- [Current Planning](#)
- [Development Code](#)
- [Engineering](#)
- [Fees and Rates](#)
- [Pre-Development Meetings](#)
- [Real Estate](#)
- [Zoning Maps](#)
- [FAQs](#)

## APPENDIX IX

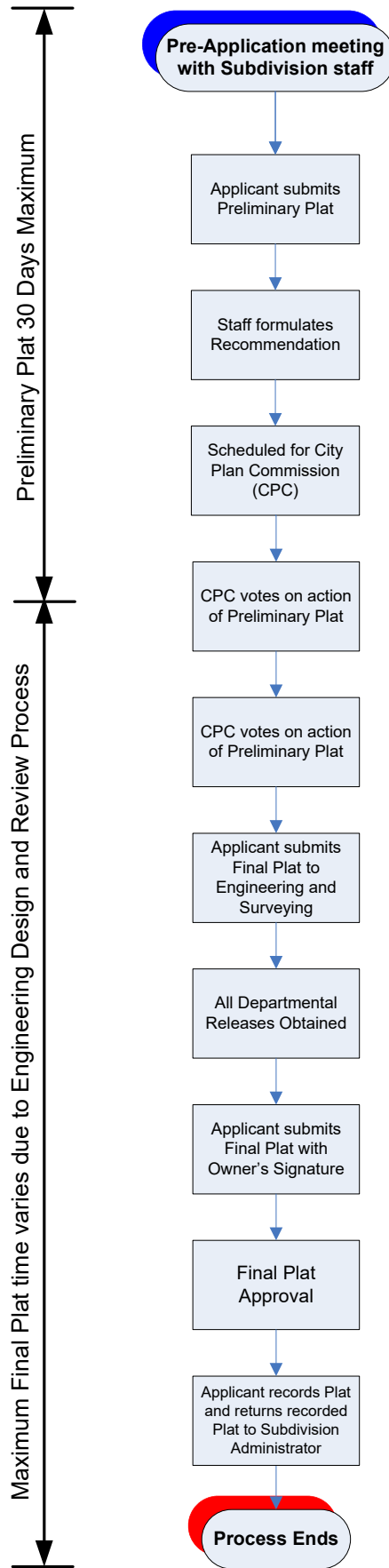
### Process Flow Charts

Fig. 1	Abandonments Process
Fig. 2	Subdivision Platting Process
Fig. 2A	Engineering Review Paving/Drainage Process
Fig. 2B	Engineering Review Water/Wastewater Process
Fig. 2C	Survey Plat Review Process
Fig. 2D	Survey Field Note Review Process
Fig. 2E	Public Works Street Lighting Process
Fig. 3	Zoning Change Process
Fig. 4	Development Plan Process
Fig. 5	Board of Adjustment Variance or Special Exception Process
Fig. 6	Permit Review Process
Fig. 7	Q-Team Plan Review Process
Fig. 8	Contractor Inspection Process
Fig. 9	Certificate of Appropriateness Process
Fig. 10	DIR / RAR Process
Fig. 11	Escarpment Process
Fig. 12	Floodplain Fill Process
Fig. 13	Sidewalk Waiver Process
Fig. 14	Special Parking Process
Fig. 15	Street Name Change Process
Fig. 16	Thoroughfare Amendment Process
Fig. 17	Sign Permit Process
Fig. 18	Park Land Dedication Process

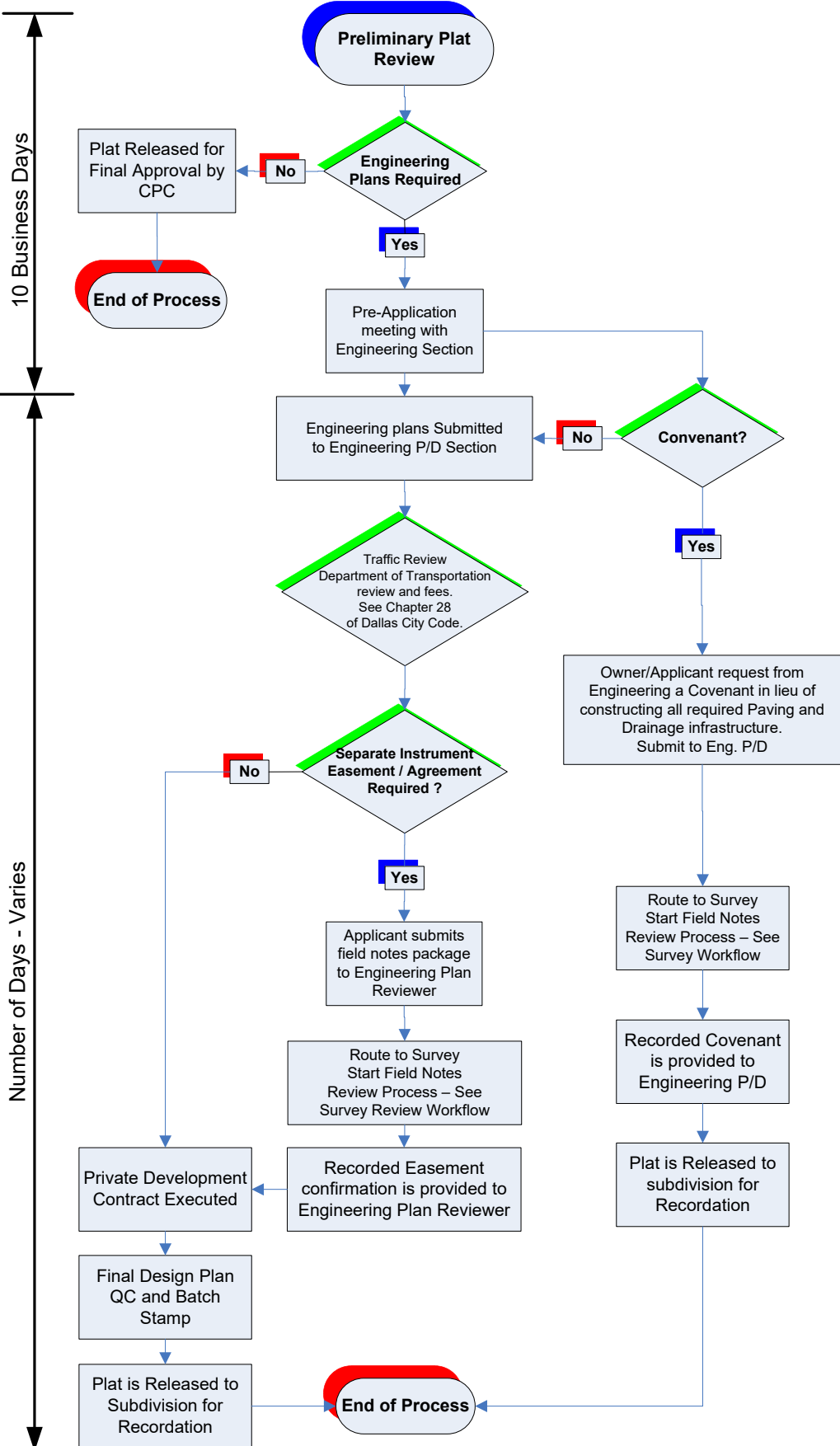
# Real Estate - Abandonment Process



# Platting Process - Subdivision

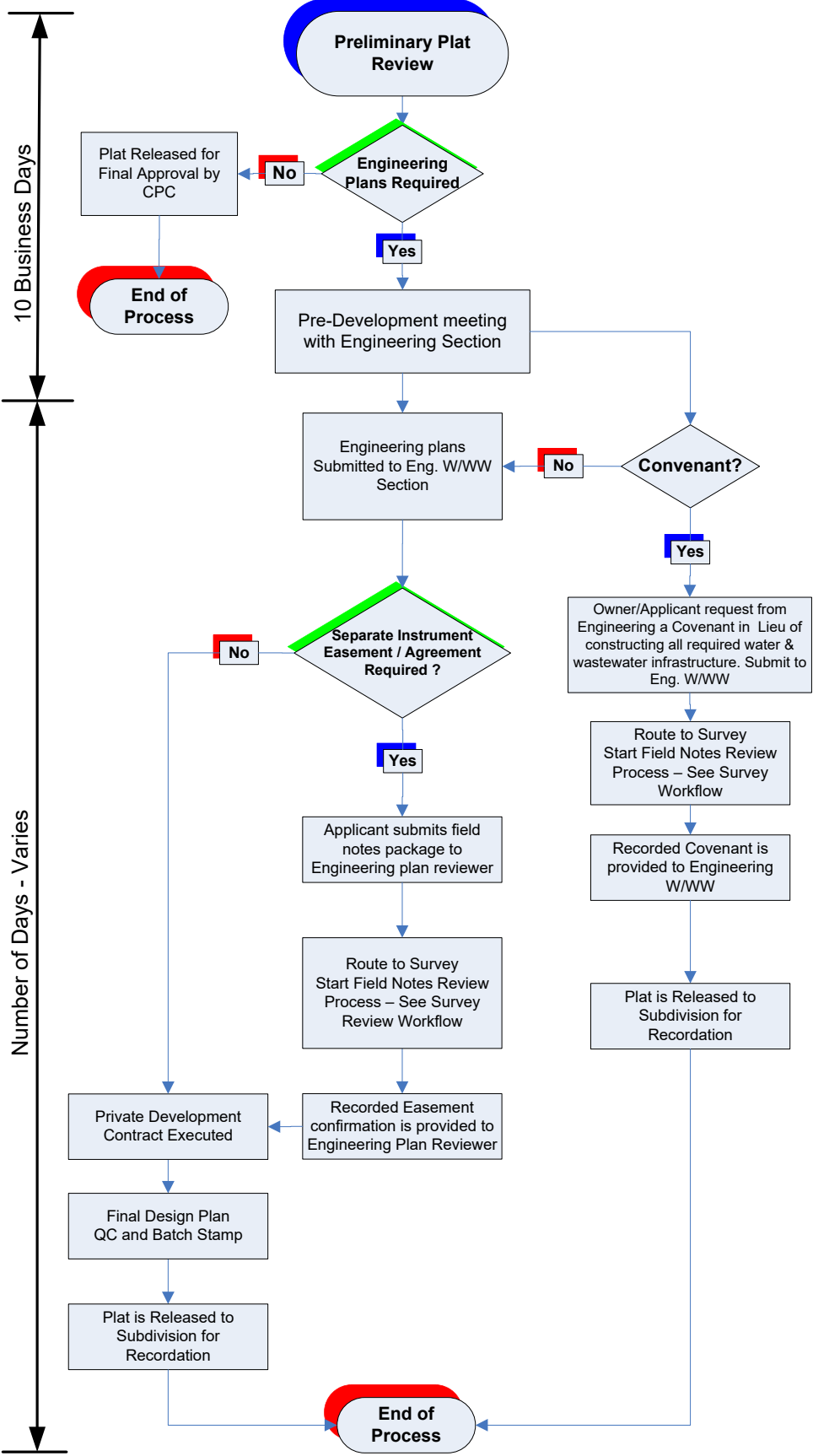


# Platting Process – Engineering Review – Paving & Storm Drainage Section





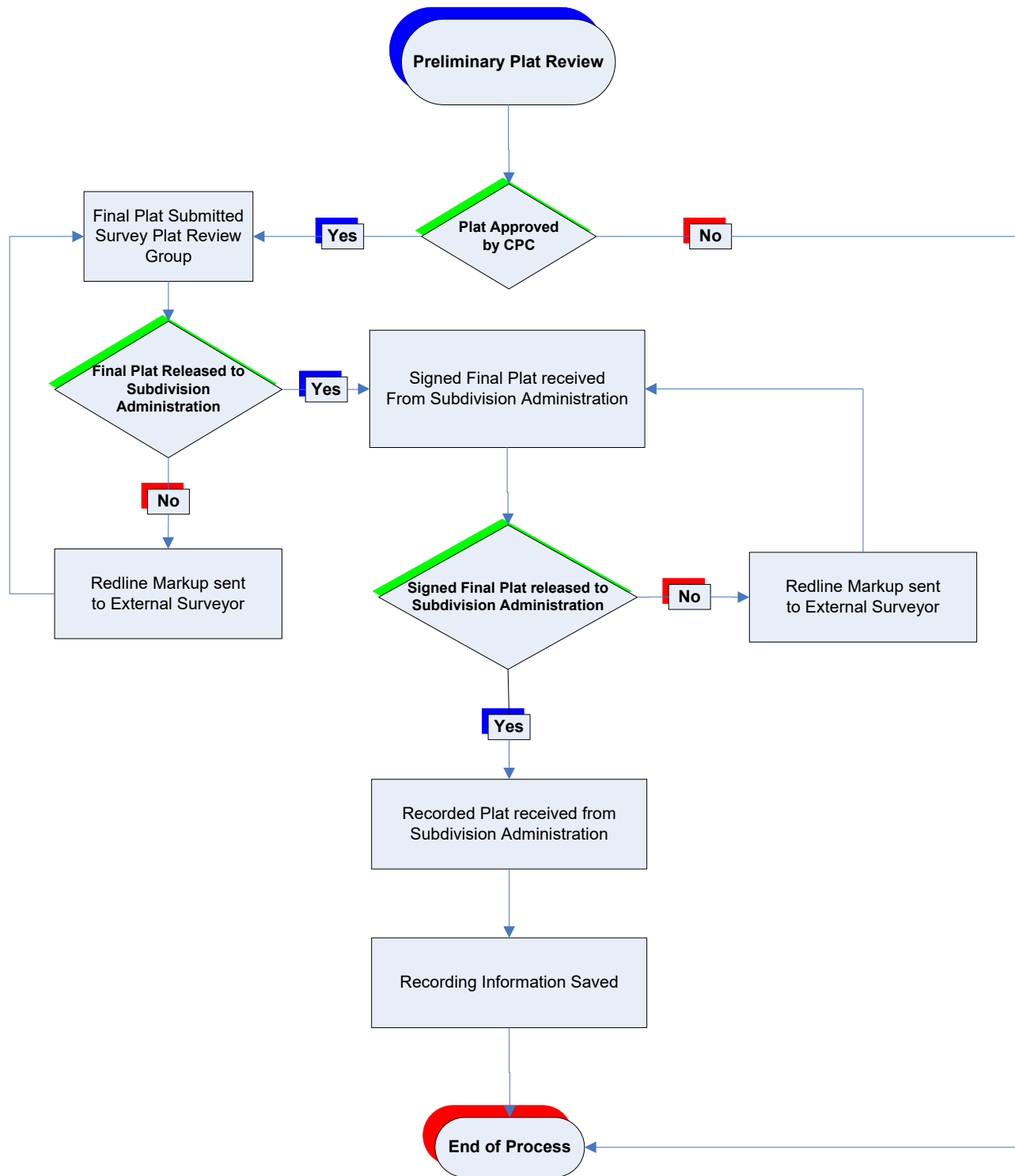
# Platting Process – Engineering Review - Water / WasteWater Section



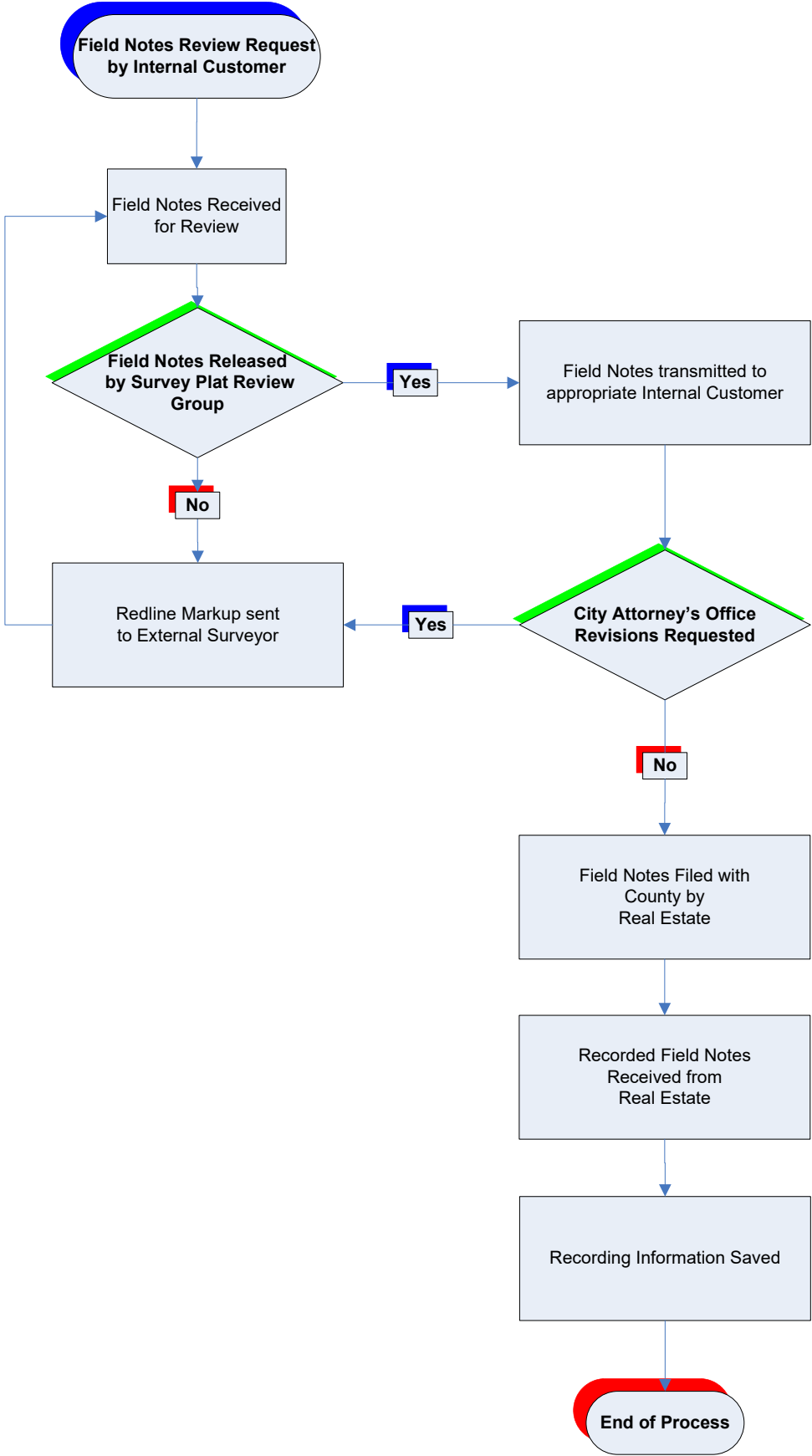
10 Business Days

Number of Days - Varies

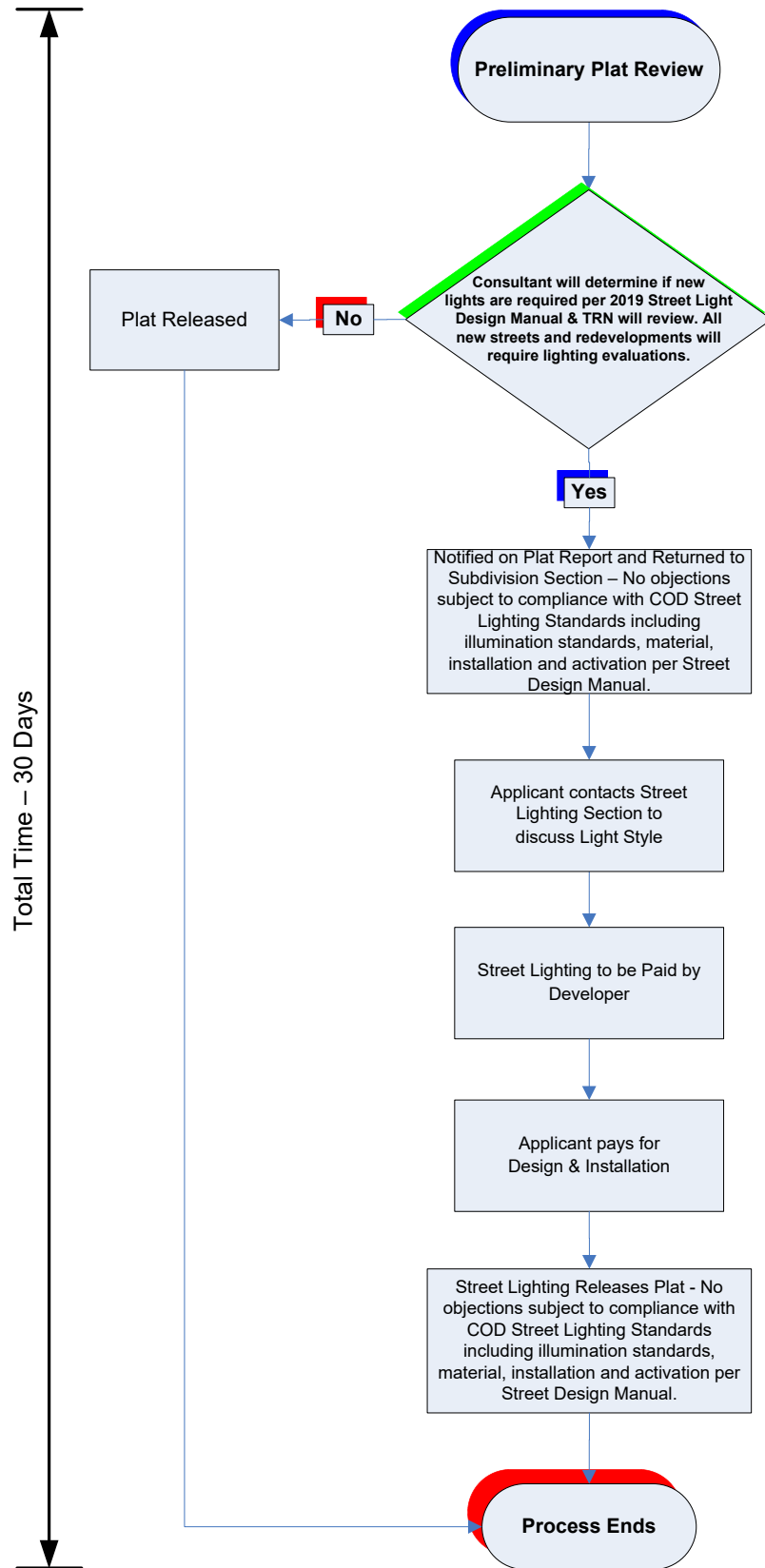
# Platting Process – Engineering Review - Survey Plat Review Group Section



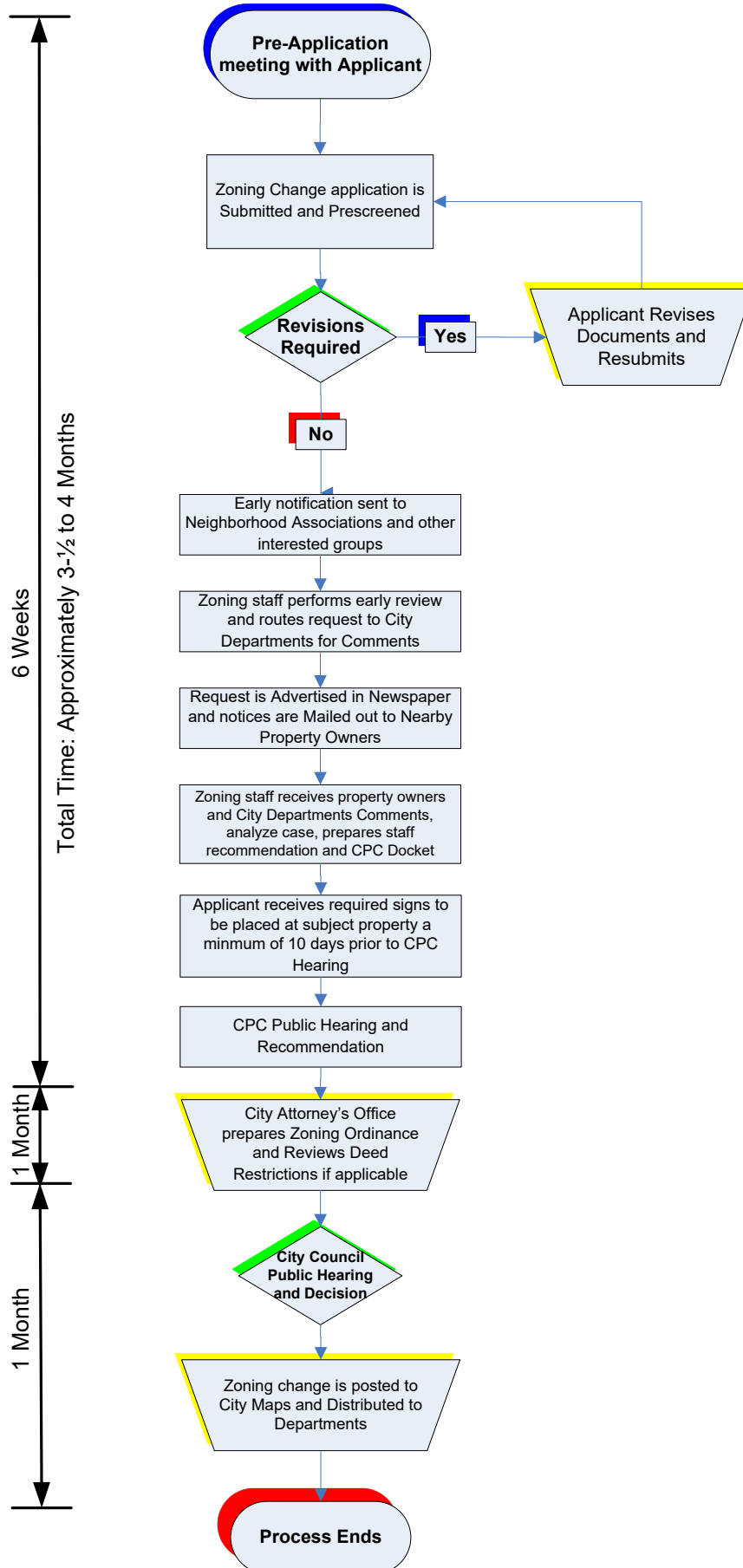
# Field Note Review Process – Engineering Review - Survey Plat Review Group Section



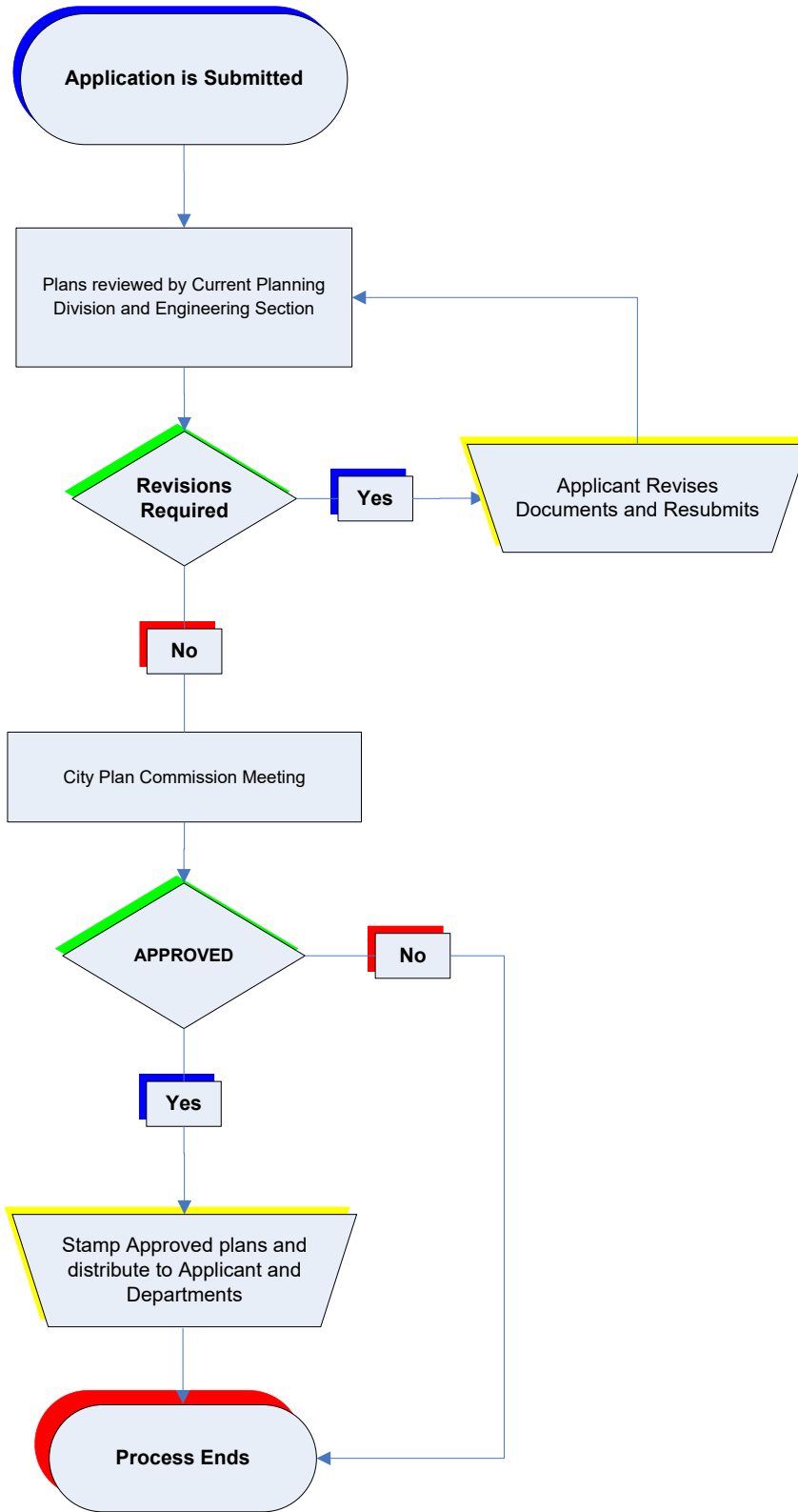
# Platting Process – Public Works - Street Lighting Review



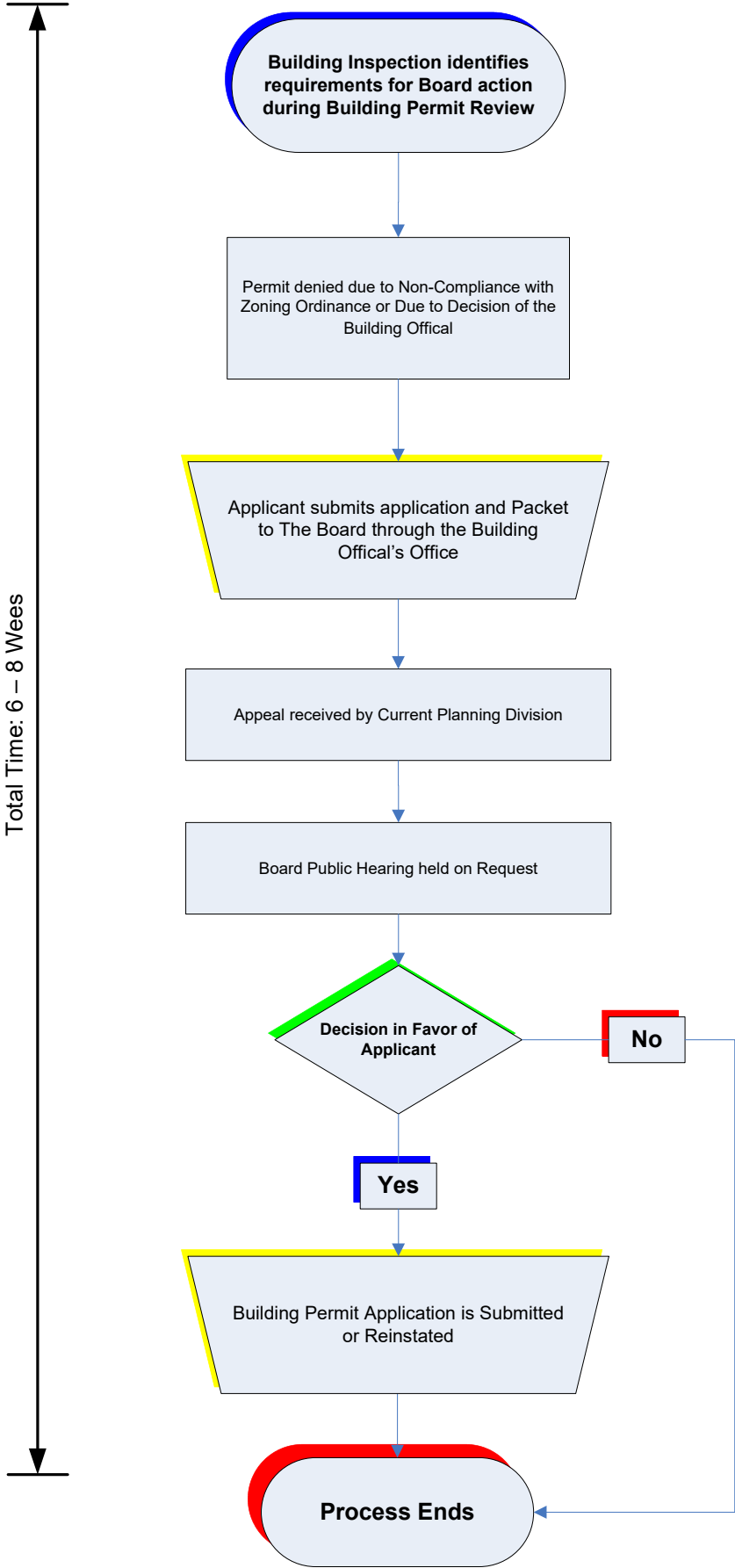
# Zoning Change Process



# Development Plan Process

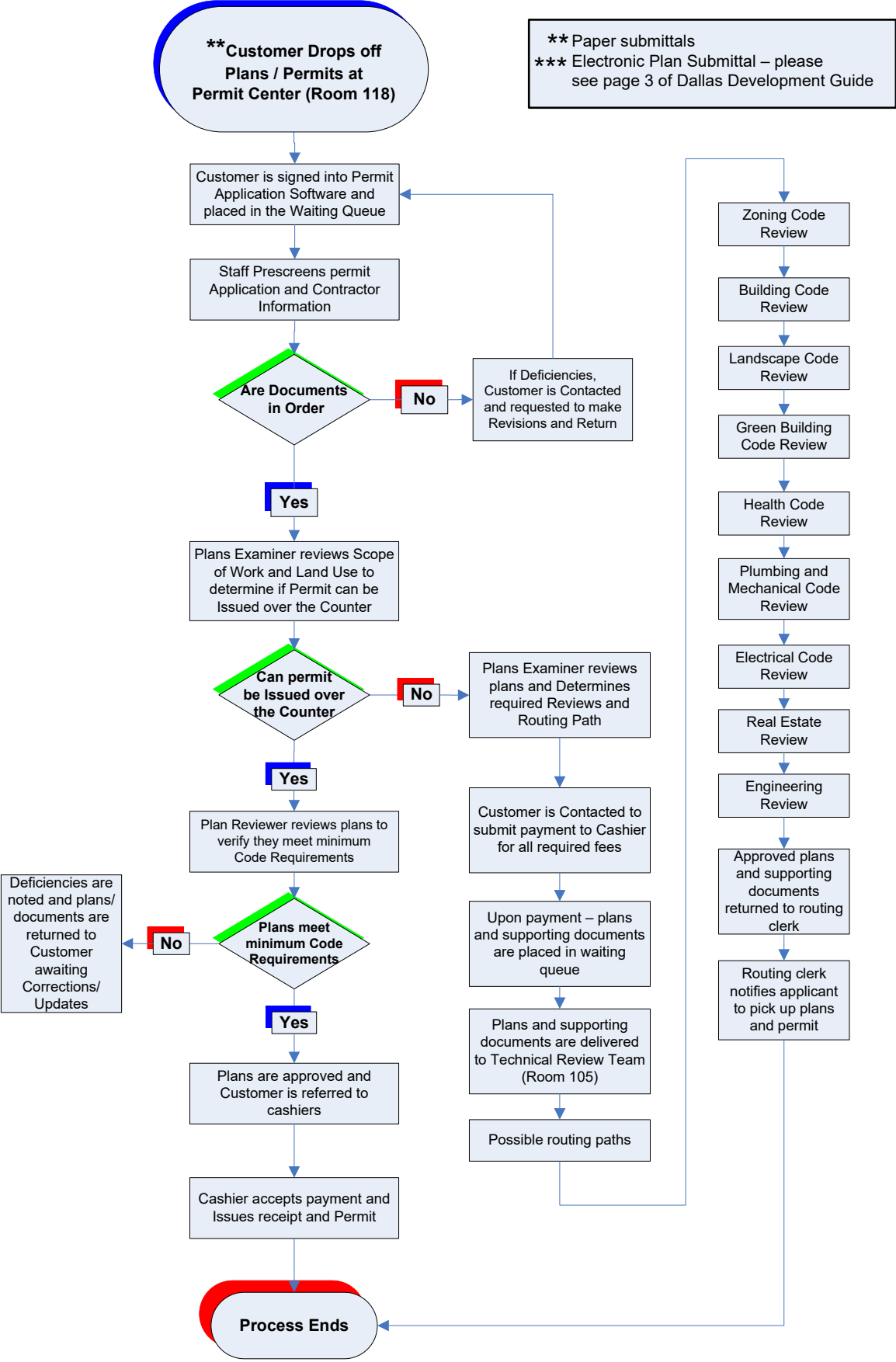


# Board of Adjustments Variance or Special Exception Process



# Permit Review / Intake Process

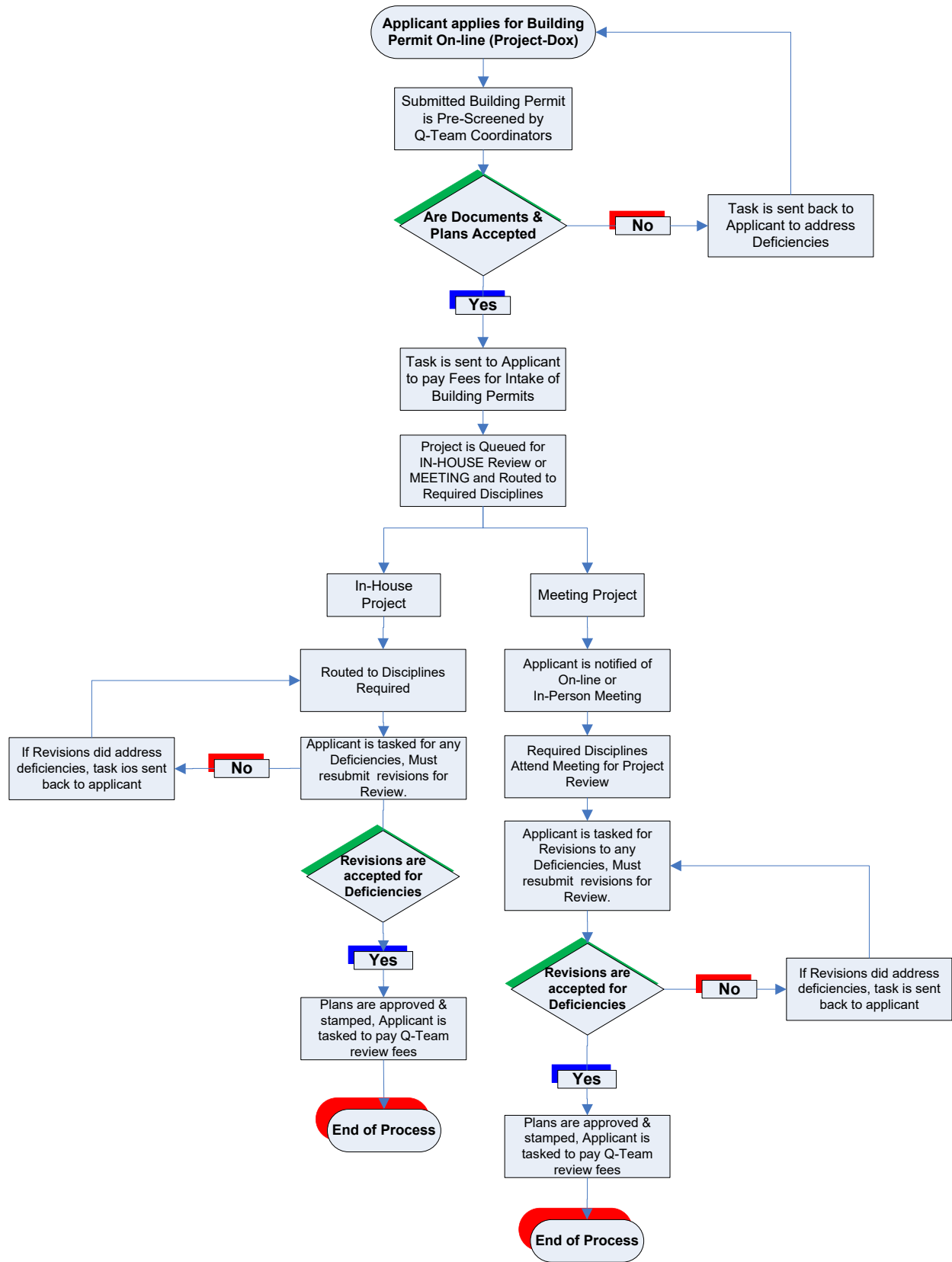
Total Time: 6 – 8 Weeks



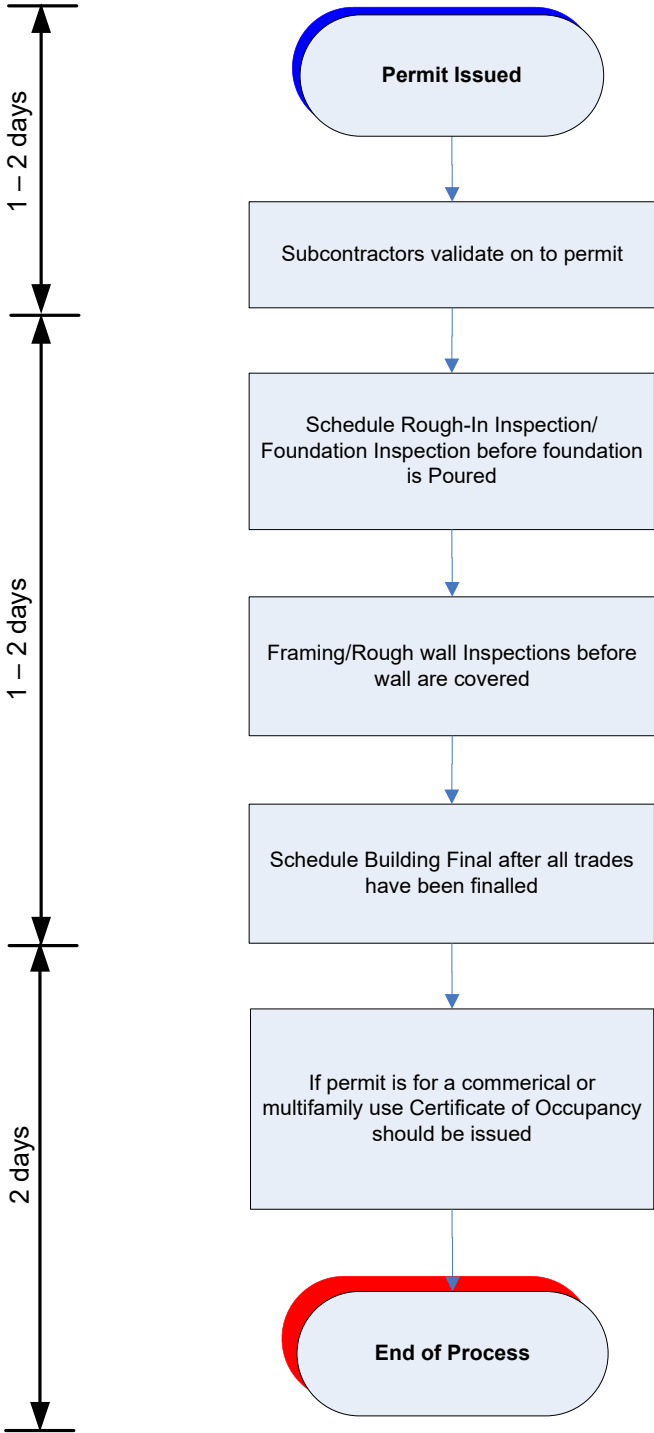


# Q-Team Plan Review Process

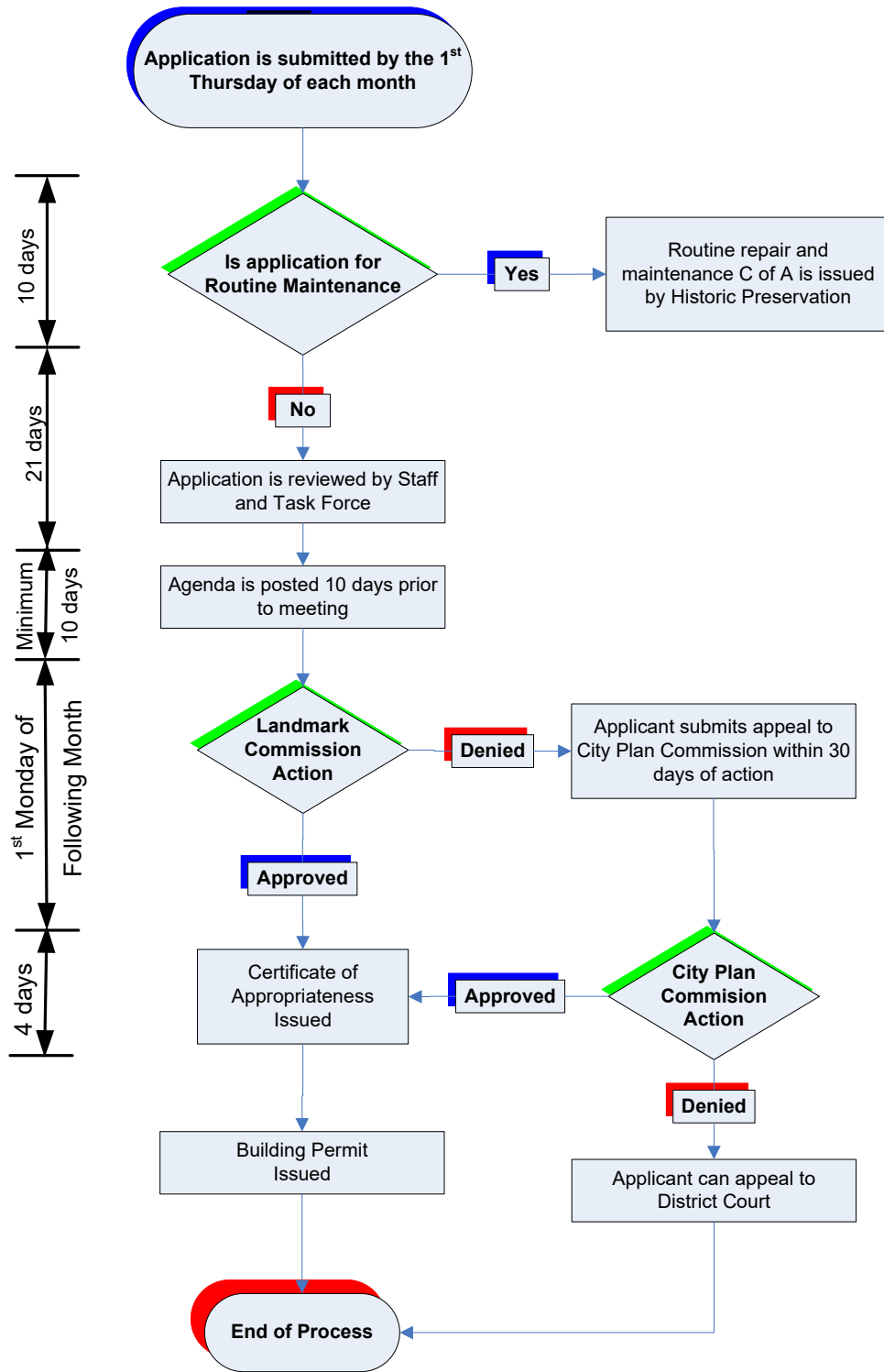
Only Electronic Submittals Accepted



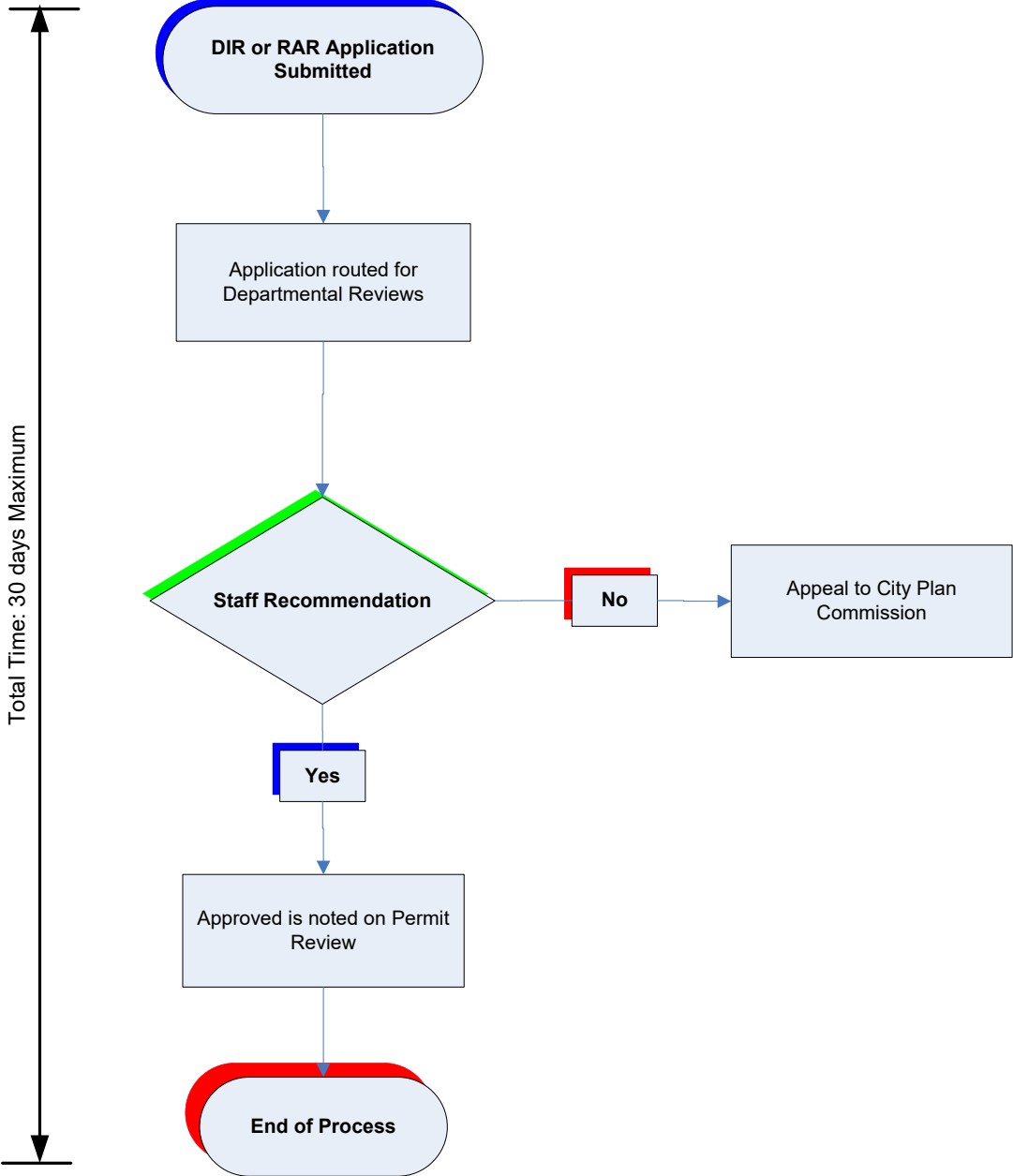
# Contractor Approval Process for Construction Inspection



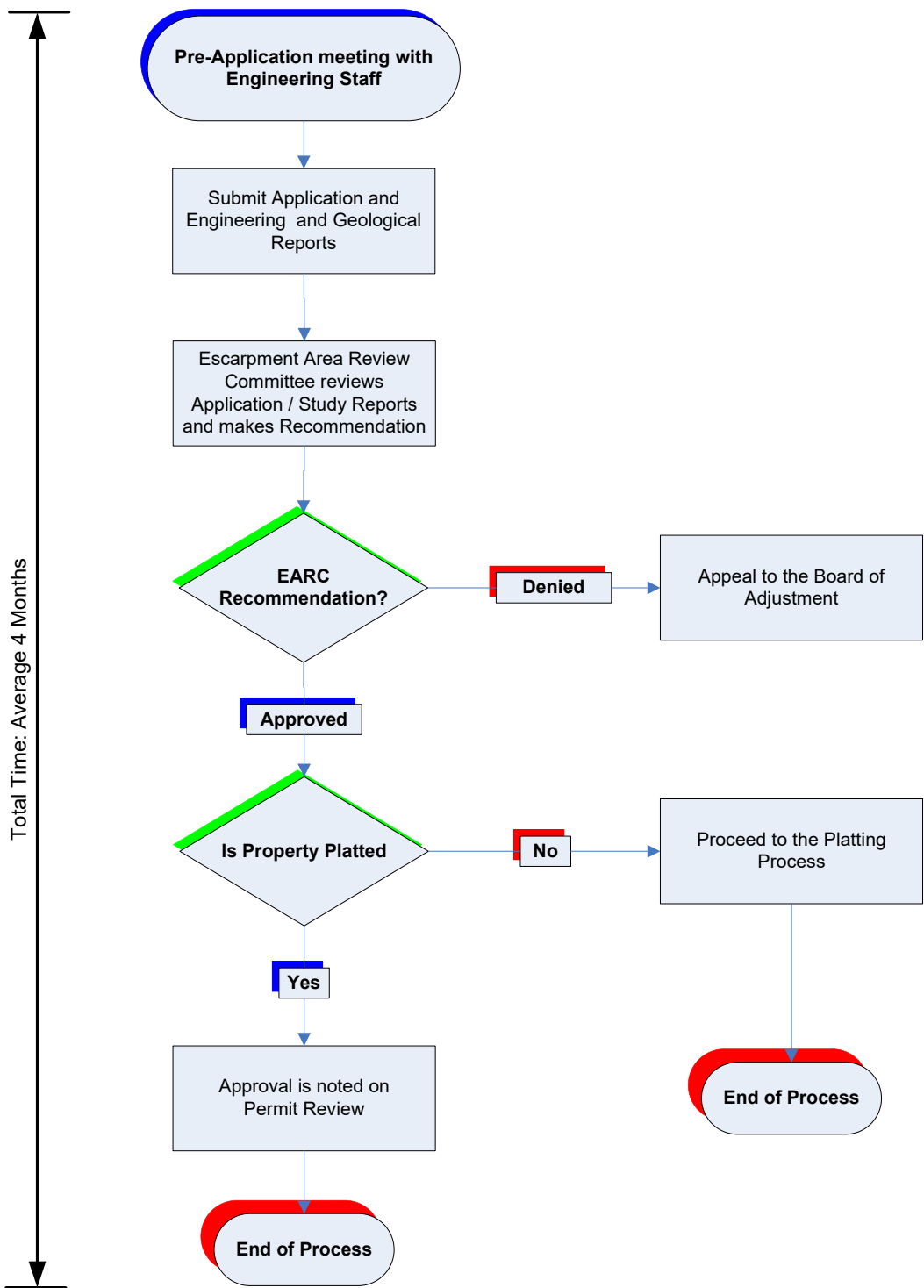
# Certificate of Appropriateness Process



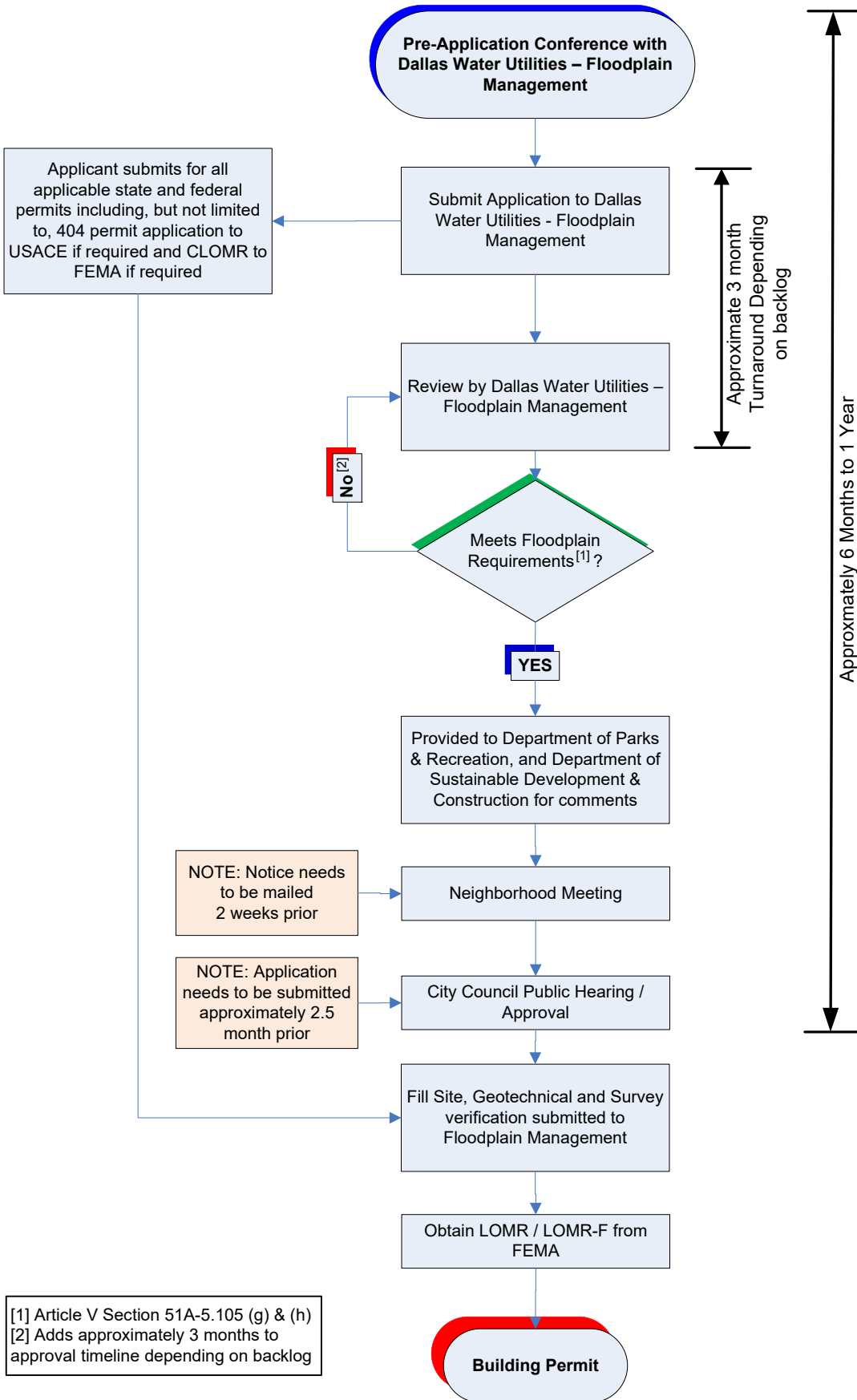
# Development Impact Review (DIR) & Residential Adjacency Review (RAR) Process



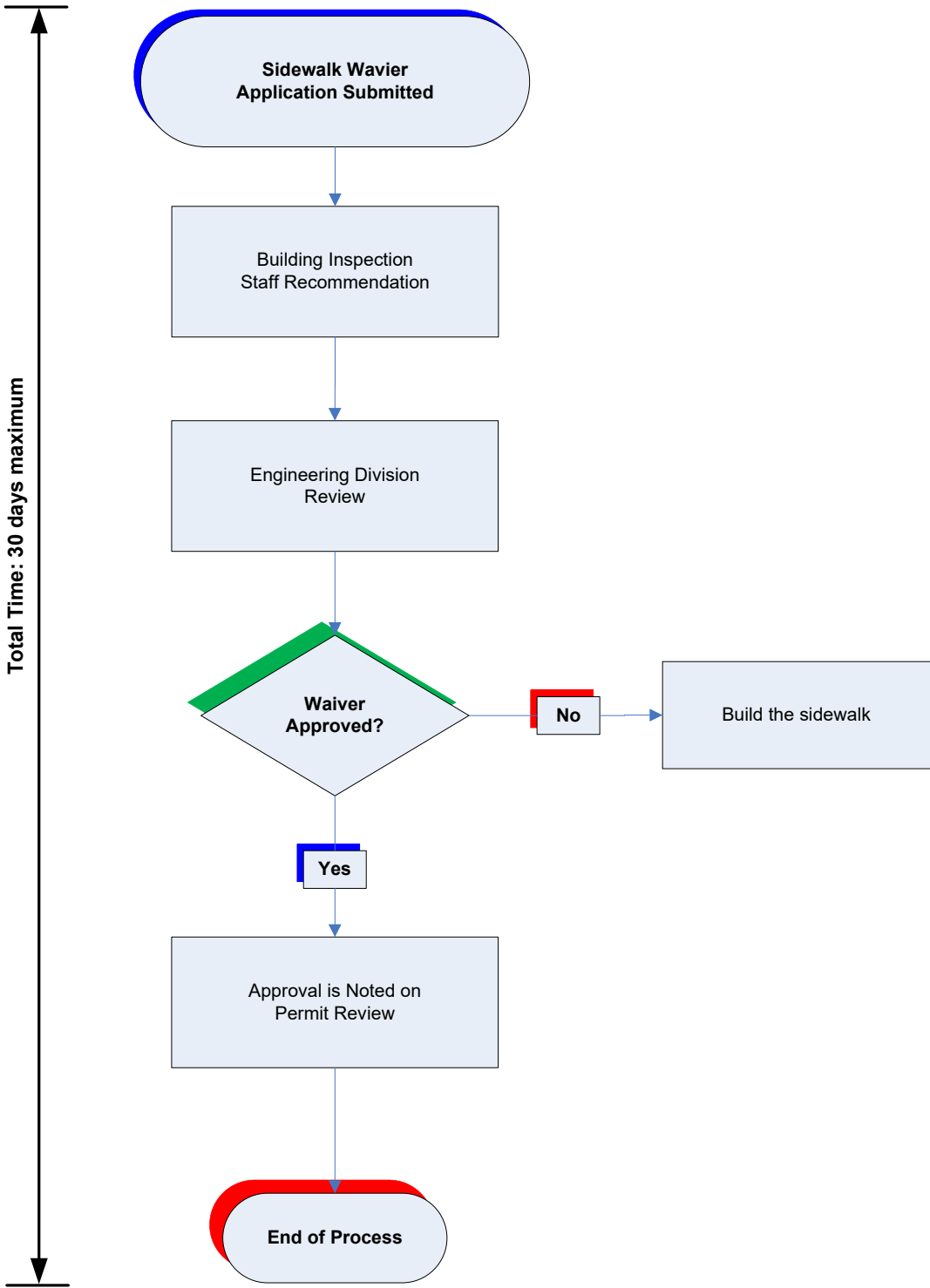
# Escarpment Permit Process



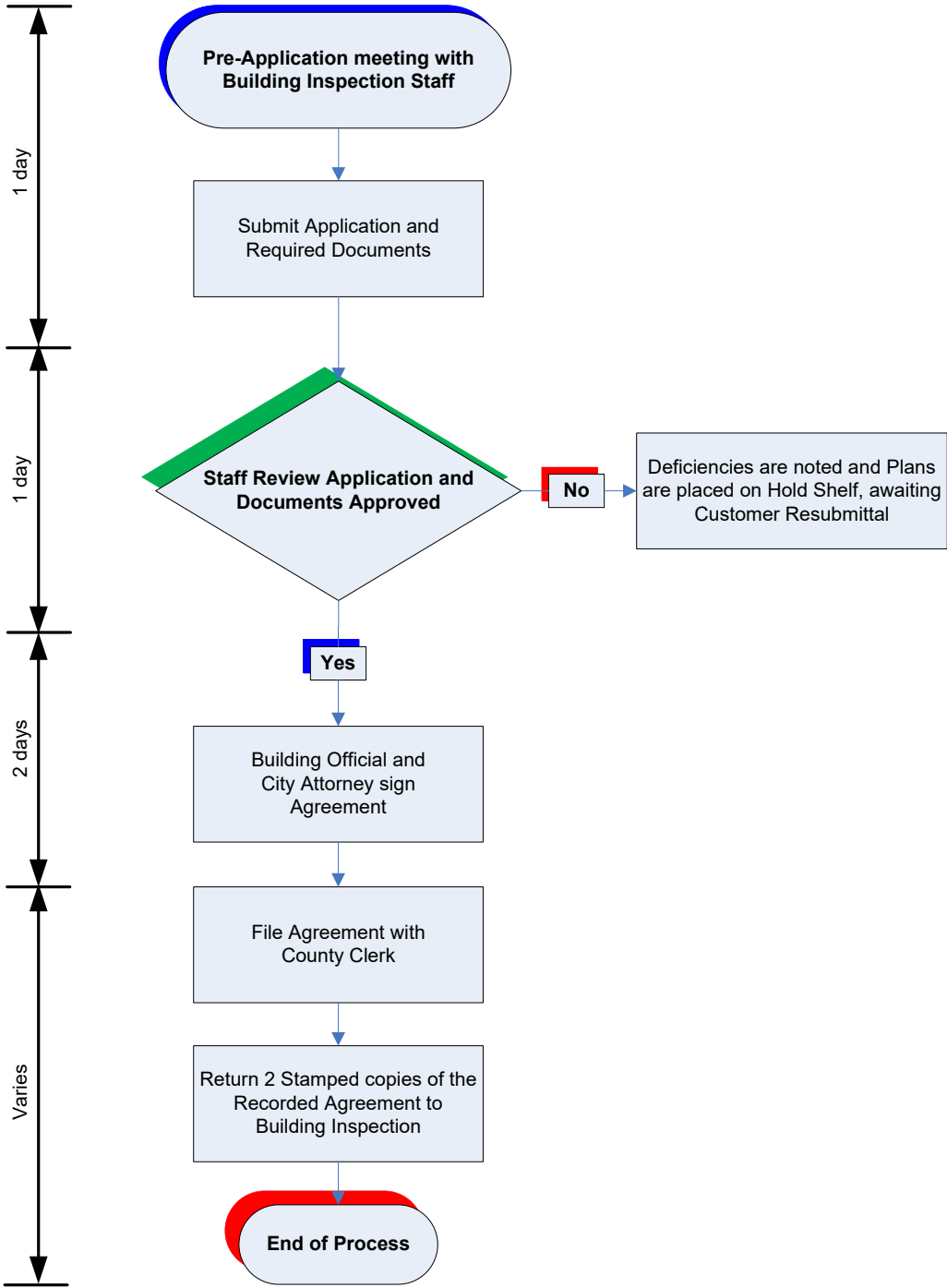
# Floodplain Fill Permit Process



# Sidewalk Wavier Process

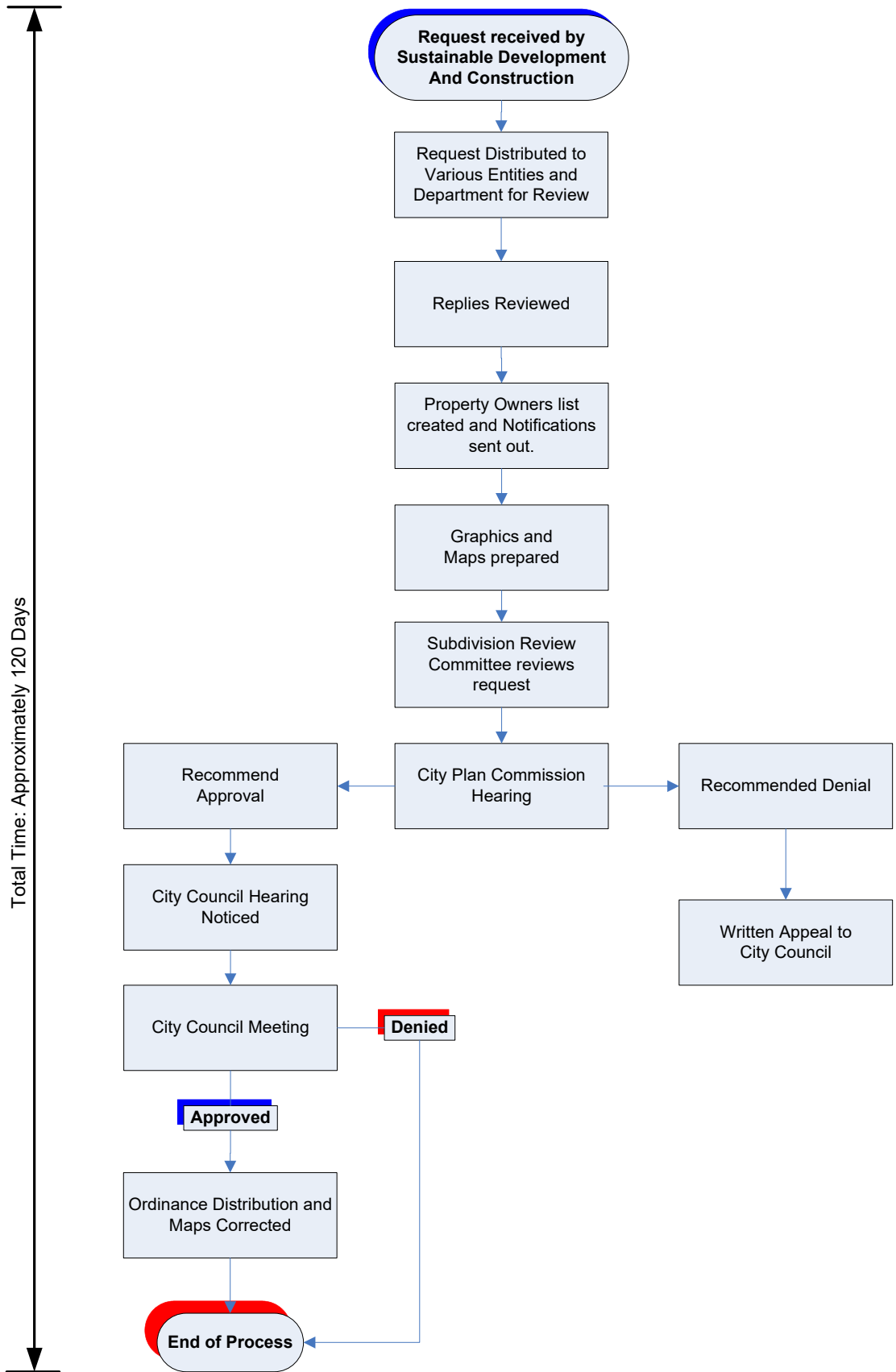


# Special Parking Process

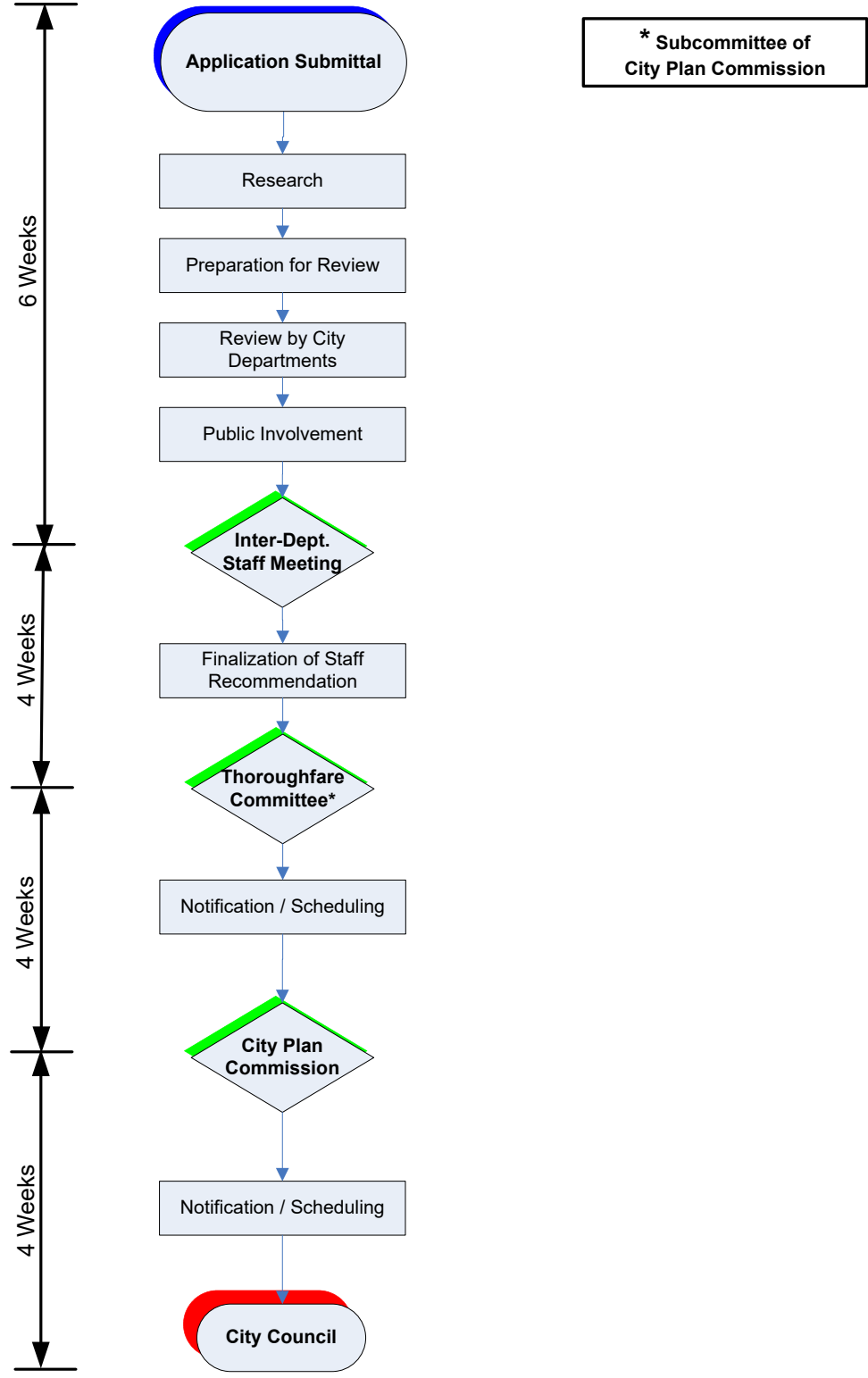




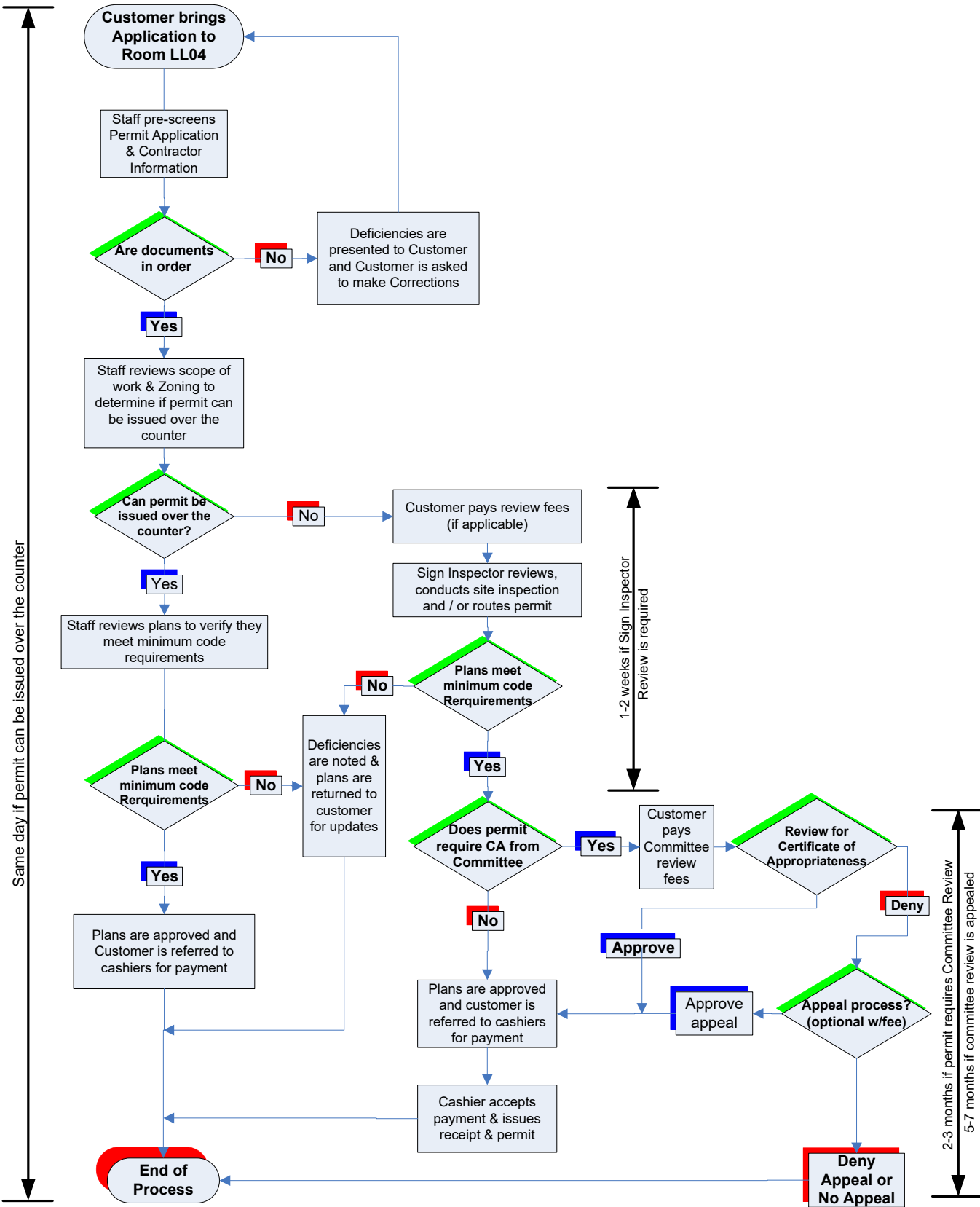
# Street Name Change Process



# Thoroughfare Amendment Process



# Sign Permit Review / Intake Process



# Park Land Dedication Process

