



Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

Dedicated School Services Team (DSST)

CERTIFICATE OF OCCUPANCY

APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

A Certificate of Occupancy **does not authorize** construction of any type.

The requirements listed below for a DSST Certificate of Occupancy may require additional information for review. Please schedule an appointment with a DSST consultant for more information.

- 1. A Certificate of Occupancy application in DallasNow.
- 2. A Site plan, drawn to scale and fully dimensioned, containing the following information.
 - entire property showing
 - all property lines
 - parking spaces. (including handicap spaces).
- 3. A key plan.
- 4. The number of "homeroom" classrooms.
- 5. Floor plan(s) drawn to scale containing the following information.
 - room name/grade level/use
 - square footage for **each** room
- 6. The **Assumed Gross Occupant Load** for the entire building (Based on 2021 International Building Code with Dallas Amendments. TEA calculations are not accepted).
- 7. The **Assumed Total Square Footage** for the entire building.
- 8. In areas with fixed seating provide a seating layout and seating count.
- 9. In Gyms show bleachers or grandstands.

NOTE: Additional information required by the Building Official may be necessary for the issuance of the permit.

Please note that staff cannot accept incomplete applications or illegible plan review documents.



[Book time with the Dedicated School Services Team \(DSST\).](#)