



# Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

## SCHOOL TEAM (DSST) INTAKE FORM

SCHOOL NAME				SCHOOL ADDRESS													
APPLICANT NAME						PHONE						EMAIL					
SUMMARY OF PROJECT (Provide a construction overview. Intent of the project. DSST-(example (XISD/PVT/COL/UNI AND SCHOOL NAME))																	
<b>BUILDING PROJECT PERMIT INFORMATION</b>																	
All School Projects are reviewed using the standard review process in DallasNow. When entering a Building Project, please select Standard Review.																	
PROJECT TYPE		TOTAL PROJECT COST				TOTAL SQ. FT				PD/SUP		PD/SUP NUMBER					
<input type="checkbox"/> NEW <input type="checkbox"/> ADD/ALT <input type="checkbox"/> ADDENDUM										<input type="checkbox"/> PD <input type="checkbox"/> SUP							
<b>MASTER PERMIT BREAKDOWN</b>																	
PHASE/AREA	COST	SQFT	REVIEW TRADES														
			BC	LAND	ELE	MEC	PL	HTH	FA <sub>2</sub>	FS <sub>2</sub>	DFR	GRE	GRE NRG	ENG	WW	FLD	OTH
DO YOU HAVE A SITE PLAN <input type="checkbox"/> YES <input type="checkbox"/> NO See instructions on next page.3																	
DO YOU NEED A NEW CO <input type="checkbox"/> YES <input type="checkbox"/> NO See instructions on next page.3																	



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## SCHOOL TEAM INTAKE FORM (2 OF 2)

ASSOCIATED PROJECT REVIEWS AND DOCUMENTS				
ENGINEERING/WW/REAL ESTATE/HISTORIC-LANDMARK/PLAT				
PROJECT NUMBER	DEPARTMENT	ASSIGNED REVIEWER	DATE SUBMITTED	REVIEW CYCLE/ APPROVAL DATE
ADDITIONAL PROJECT MEMBERS WITH FULL OR VIEW-ONLY ACCESS				
ROLE	NAME	PHONE	EMAIL	
CONTROLLING APPLICANT				
RESPONDING APPLICANT				
OWNER/BUSINESS OWNER				
GENERAL CONTRACTOR				

- Note:**
1. Upon the completion of the Pre-Submittal meeting, please upload this document to the "ATTACHMENTS" file in your DallasNow record, selecting "**Other Support Documents**".
  2. **Fire Alarm and Fire Sprinkler** permit applications are submitted separately from the Building Project Permit in DallasNow.
  3. **Site Plan Reviews** are submitted separately using DallasNow.
  4. **Certificates of Occupancy (COs) and Temporary Certificates of Occupancy (TCOs)**, when required, may be submitted during construction for TCOs and upon completion of construction for COs.
  5. The General Contractors, who are not the submitting applicant, will be added to the project as contacts and professionals. They will have a "View Only" status during the permit review process. General Contractor will be able to pay fees, receive "Contractors' Authorization" Permits upon approval of the project, and perform GC tasks in DallasNow during construction.

**Staff cannot accept incomplete or illegible documents**