Applying for a Temporary Certificate of Occupancy (TCO)♂

STEP 1

Complete your log in information and click on SIGN IN.

City of Dallas	WELCOME TO THE CITY OF DALLAS
Home Building Planning Enforcement Contractor Register Activity (Contractor Register)	Register for an Account Login Search Qr egistration Public Works more V
Advanced Search	
Welcome to DallasNow our new Citizen Portal DallasNow is a permitting system designed to simplify the process for users. You now have access to search for or create applications for plannin and development cancies, including a particit incorporting and more 24	Sign In
and development services, including permits, inspections, and more, 24 hours a day, 7 days a week.	USERNAME OR EMAIL:* J.Customer
Need assistance? Our support team is available Monday through Friday from 8:00 a.m. to 4:30 p.m. Call us at (214) 948-4480. Please Login Many online services offered by the City of Dallas require login for security	PASSWORD:*
reasons. If you are an existing user, please enter your username and password in the box on the right.	Forgot Password?
	SIGN IN

STEP 2

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Click on My Records.

Home	Building	Planning	Enforcement	Contra	ctor Registration	Public Works	more 🔻
Dashb	oard	My Records	Μу Αссоι	unt	Advanced Search		

Locate and click on the Record Number.

Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Statu
04/29/2025	25TMP- 005826	Fire Specialty System					
04/28/2025	COM-NEW-25- 001539	Commercial New Construction Permit		3 Story Office Building		' 10/25/2025	Paym
04/28/2025	COM-NEW-25- 001540	Commercial New Construction Permit		3 Story Office Building		10/28/2025	Inspe
04/28/2025	COM-PH- NEW-25- 001360	Phase - New Construction				, 10/28/2025	Inspe
04/28/2025	COM-PH- NEW-25- 001361	Phase - New Construction				10/28/2025	Inspe
04/28/2025	COM-PH- NEW-25- 001362	Phase - New Construction				10/28/2025	Inspe

STEP 4

City of Dallas

Scroll Down on the Record Page and click on Provide Update.

Record Details	
Applicant: John Customer John Customer Home Phone:972555555 Work Phone:214555555 Mobile Phone:4695555555 Mailing Dallas, TX 75201 United States Business Dallas 1	Licensed Professional: John Customer
Owner:	
 More Details Provide Update 	
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<u>The application for a TCO will display the requred contacts, and auto-popu-</u> <u>late available from the record.</u>



STEP 6

Click Select from Account if the missing required information is attached to your account, or Click Add New to comeplete the missing required Contact Information.

To add new	contacts c	lick the Selev	ct from Acco	ount or Add	Nc
the Edit link	(. (.	lick the Selec			INC
Required (✓ Applicant ▲ Business C	Contact Type	Minimum 1			
Property O	wner	1			
Select from	n Account	Add New			
Showing 1-2 of 2	2				
Full Name	Business Name	Contact Type	Home Phone	Work Phone	Мо
John Customer		Applicant	9725555555	2145555555	469
- •		Property			



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STEP 7
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Once all required Contacts have been added successfully, click on Continue Application.

Contact Li	st						
To add new the Edit link	contacts,	click the Se	lect from Ac	count or A	dd New but	tton. To edit a contact, c	lick
Required C ✓ Applicant ✓ Business O ✓ Property O	Contact Type wner wner	Minimum 1 1					
Select from	ded success	Add Nev	~				
Full Name	Business Name	Contact Type	Home Phone	Work Phone	Mobile Phone	E-mail	Action
John Customer		Applicant	9725555555	2145555555	4695555555	dsdtraining@dallas.gov	Edit Delete
		Property Owner					Edit Delete
Bob Smith	BRIGHT LIGHTS ELECTRIC	Business Owner			972-555-9876	brightlightselectric@email.com	Edit Delete
Save and re	sume later					Continue Applicatio	on »
		2024 C	ity of Dalla	TX All rid	abts reser	ved	

STEP 8

City of Dalla

<u>Verify Work Location Information which will be auto-populated based on the</u> <u>Record information.</u>

Step 2:Applic	ation Information	>Work Location				
Show Map						
Address				*indicates a ree	quired field.	
lf you are unabl further assistan progress.	e to find your addre ice. You may use th	ess or parcel, please e "Save and Resume	contact DEVa e Later" button	ddressing@dallas.go below to save your (v for current	
*Street #: Dire	ection: Street Name	s: Stree	et Type: Stree	et Suffix:		
123 W	•	AVE	▼Sele			
City:	State:	Zip:				
Approicel Deveel		Floor	Cuitor			
ID:	() Building.	Floor.	suite.			Ļ
Search Cl						•
Search	car					
Parcel						
	a to find your addr					
If you are unabl further assistan	e to find your addre ice. You may use th	ess or parcel, please e "Save and Resume	contact DEVa 2 Later" button	ddressing@dallas.go below to save vour (v for current	

Click on Continue Application.

•	Parcel Number:		
I	Search Clear		
c	Dwner		
- ד ז	This section may not have the most recent informatic property owner contact information later in t	on. When applicable, you will be asked to his process.	
	Owner Full Name:	D	
r	Mailing Street Address:		
	Address Care Of:		
	City: Dallas		
I	Search Clear		
[Save and resume later	Continue Application »	
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STEP 10

City of Dallas

Complete Detailed Description.

Step 2:Application Information>Project Information In this page, fill in detailed information for your proposed use. The information in this page needs to be complete in order for the city staff to review your application.
* Indicates a required field.
Please briefly describe your proposed use. The Proposed Use must convey a detailed account of the use identified on the plans. Do NOT state "Please see
attached plans." Detailed Description:
spell check
Project Details - Part 1
CO Type: Temporary Certificate of Occupancy
• Business Name: Building Up

Complete Project Details - Part 1 Information

Some of the information will auto-populated from the record. Fields with the red asterick (*) are required.

Project Details - Part I
General Project Information
•CO Type:
Temporary Certificate of Occupancy 💌
•Business Name:
Building Up
*Is there an existing active permit?:
O Yes O No
•Racking Systems?: ()
O Yes O No
*Is this a nonconforming use?: ()
U Yes U No
Existing Land Use Category:
Select
Existing Land Use:
Select
• Is this for one of the following uses: Dance Hall, Amusement center, Billiard Hall, or SOB?:

STEP 12

A. erify / Update / Complete Project Details - Part 2, as applicable.B. Cl ck on Continue Application/

• Will there be a dance floor?:			
🔿 Yes 🖲 No			
 Does it include the display or sale of smoking paraphern 	alia?: (?)		
🔿 Yes 🖲 No			
High-pile storage over 12 ft.?: (?)			
Decident Details Devit 2			
Project Details - Part 2			
Permit Information			
* Total Building Area (Gross Sq. Ft):	50000		
	50000		
*Building Height (Stories):	3		
L	-		
Save and resume later	B-		
	L	contained Application #	
	A DU RICIPIC ROCORVOC		

Click on Add to upload Required Documents.

Ţ	Planning Enfor	cement Contractor	Registration P	ublic Works more	•
Create an Applic	cation Search A	Applications Sch	edule an Inspec	tion	
Certificate of Oce	cupancy				
1 Contact Information	² Application Information	3 Support Documentation	4 Review	5 Pay Fees	6
Attachment	allowed is 256 MB . I;com;cpl;exe;hta;htm;html	l;ins;isp;jar;js;jse;lib;lnk;mde;	mhtimhtmlimseinsen	* indicates a req	uired field.
are disallowed file type	in the condition of			,msc,pnp;pn;scr,scc,snb;sys;	vb;vbe;vbs
* Required Docume	es to upload.			,məthuhhuləci əctənnəzə,	vb;vbe;vbs
 Required Docume Building Permit - F 	ents Plans - Floor Plan			Add	vb;vbe;vbs
 Required Docume Building Permit - I Building Permit - 	is to upload. In ts Plans - Floor Plan Plans - Site Plan			Add Add	vb;vbe;vbs
* Required Docume 1. Building Permit - I 2. Building Permit - Save and resum	is to upload. Ints Plans - Floor Plan Plans - Site Plan Ite later			Add Add Continue Applicat	ion »

STEP 14

City of Dallas

Click on Continue Application.

, Contact	, Application	- Support		E Day Food	c	
Information	² Information	³ Documentation	4 Review	5 Pay rees	0	
Step 3:Support	t Documentatio	n>Support Docum	nentation			
In this page, uplo	oad documents to	support your applie	cation.			
				* indicates a requ	uired field.	
Attachment						
The maximum file size a	allowed is 256 MB					
ade;adp;bat;chm;cmd;c	com;cpl;exe;hta;htm;htm	l;ins;isp;jar;js;jse;lib;lnk;mde	;mht;mhtml;msc;msp	;mst;php;pif;scr;sct;shb;sys;v	b;vbe;vbs;vxc	d;wsc;wsf;wsh
are disanowed me types	to upload.					
-						
The att	tachment(s) has/l	have been successfu	ully uploaded.			
It may t	tachment(s) has/l take a few minute	have been successfu s before changes are	Illy uploaded. reflected.			
It may	tachment(s) has/l take a few minute	have been successfu s before changes are	illy uploaded. reflected.			
Required Document	tachment(s) has/l take a few minute	have been successfu s before changes are	illy uploaded. reflected.			
Required Document Building Permit - Pla	tachment(s) has/l take a few minute ats ans - Floor Plan	nave been successfu s before changes are c3t	Illy uploaded. reflected.	Add		
Required Document Building Permit - Pla Building Permit - Pla	tachment(s) has/i take a few minute ats ans - Floor Plan lans - Site Plan	c3t	illy uploaded. reflected.	Add		
Required Document Building Permit - Pla Building Permit - Pla	tachment(s) has/i take a few minute ats ans - Floor Plan lans - Site Plan	c2t	illy uploaded. reflected.	Add Add		
Required Document Building Permit - Pla Building Permit - Pla	tachment(s) has/l take a few minute its ans - Floor Plan lans - Site Plan	c3t c2t	illy uploaded. reflected.	Add Add		
Required Document Required Document Building Permit - Pla Building Permit - Pla Save and resume	tachment(s) has/l take a few minute its ans - Floor Plan lans - Site Plan	c3t c2t	illy uploaded. reflected.	Add Add Continue Applicati	on »	
Required Document Required Document Building Permit - Pla Building Permit - Pla Save and resume	tachment(s) has/l take a few minute its ans - Floor Plan lans - Site Plan	c3t	illy uploaded. reflected.	Add Add Continue Applicati	on »	
The atility of the second	tachment(s) has/l take a few minute ats ans - Floor Plan lans - Site Plan	c3t	illy uploaded. reflected.	Add Add Continue Applicati	on »	

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STEP 15
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A. Review information on the application. B. If information needs to be changed, click on Edit.

1 2 Application	3 Support	4 Review	5 Pay Fees	6 Record Issuance
- Information	 Documentation 	n	o ray rees	
Step 4:Review				
Save and resume later	,		C	ontinue Application »
Please review all information b	olow, Click the "Edit" h	uttons to make changes to	soctions or "Continue Appli	cation" to move on
Please review all mormation b	elow. Click the Edit b	outtons to make changes to	sections of Continue Appli	cation to move on.
Record Type				
Record Type				
Record Type Certificate of Occupancy Contact List			9	Edit
Record Type Certificate of Occupancy Contact List Required Contact Type	Minimum		8	Edit
Record Type Certificate of Occupancy Contact List Required Contact Type Applicant	Minimum		B	Edit
Record Type Certificate of Occupancy Contact List Required Contact Type Applicant Business Owner	Minimum 1		B	Edit

STEP 16

A. Read through the disclousure certification.

B. Select checkbox to agree to the certification

c3			Latest Opdate	Action	
		89.27 KB	07/01/2025	Actions -	
c2l		74.59 KB	07/01/2025	Actions	
SPECIFI AGENT. INSPEC FOR OF	ED OR NOT. I PERMISSION TIONS. I ALSO FICIAL COMM	AM THE OWNI IS HEREBY GR AFFIRM THAT UNICATION CO	ER OF THE PRO ANTED TO EN THE EMAIL AU ONCERNING T	OPERITY OR THE DULY AUTHORI: TER PREMISES AND MAKE ALL DDRESS GIVEN ABOVE MAY BE U HIS APPLICATION AND PERMIT.	ZED JSED



Click on Continue Application.

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.

By checking this box, I agree to the above certification.	Date: 07/01/2025
Save and resume later	Continue Application »
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STEP 18

Click on Check Out »

Home Building Plan	ning Enforcemen	t Contractor Regis	stration Public Wo	rks m	nore 🔻
Create an Application	Search Applica	itions Schedul	e an Inspection		
Certificate of Occupancy	/				
1 2 Application Information	³ Support Documentation	4 Review	5 Pay Fees	6 Reco	rd Issuance
Listed below are preliminary f items installed or repaired. En	fees based upon the info nter quantities where ap	ormation you've entered. plicable. The following sc	Some fees are based on creen will display your tot	the quant al fees.	tity of work
Listed below are preliminary fitems installed or repaired. En	fees based upon the info iter quantities where ap	prmation you've entered. plicable. The following sc	Some fees are based on creen will display your tot	the quant al fees.	tity of work
Listed below are preliminary f items installed or repaired. Er Application Fees Fees	fees based upon the info iter quantities where ap	ormation you've entered. plicable. The following sc	Some fees are based on t	the quant al fees. Qty.	tity of work Amount
Listed below are preliminary f items installed or repaired. En Application Fees Fees Technology Fee	fees based upon the info	ormation you've entered. plicable. The following sc	Some fees are based on t	the quant al fees. Qty. 1	tity of work Amount \$15.00
Listed below are preliminary fitems installed or repaired. En Application Fees Fees Technology Fee TOTAL FEES: \$15.00 Note: This does not include ac Check Out »	fees based upon the info	ormation you've entered. plicable. The following sc which may be assessed l	Some fees are based on t reen will display your tot ater.	the quant al fees. 2ty. 1	Amount \$15.00

Click on Checkout.

Home Building Planning Enforcement Contractor Registration Public Works more Dashboard My Records My Account Advanced Search Cart 1 1 Select item to 1 1 Select item to pay 2 Payment 1 Select item to pay 2 Payment 3 Receipt/Record information 3 Second Search 5 Select item to pay Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the save for later link. PAY NOW 123 Dallas TX 75224 Application(s) [\$15.00 • Certificate of Occupancy 2 Total due: \$15.00 • Certificate of Occupancy 2 Total due: \$15.00 Certificate of Occupancy 2 Continue Shopping > 2024 City of Dallas, TX. All rights reserved.			Search	4
Dashboard My Records My Account Advanced Search I Select item to pay 2 Payment information 3 Receipt/Record issuance I Select item to pay 2 Payment information 3 Receipt/Record issuance Dash board V Payment information 3 Receipt/Record issuance Description 3 Receipt/Record issuance 1 Dash board A payment information 1 more issuance Description 3 Receipt/Record issuance 1 Description A payment issuance 1 Description Dallas TX 75224 1 Application(s) [\$15.00 State 1 Checkout > Edit Cart > Continue Shopping > More checkout > Edit Cart > Continue Shopping > 2024 City of Dallas, TX. All rights reserved. 2024 City of Dallas, TX. All rights reserved.	Home Building Planning Er	inforcement Contractor Registration	n Public Works mo	ore 🔻
Cart 1 pay 2 Payment 3 Receipt/Record information 3 Beceipt/Record issuance Cart Science tiem to pay Cart information formation. Items can be saved for a future checkout by clicking on to to save for later link. Pay NOW Pay Now Pay Dallas TX 75224 Captificate of Occupancy Cartificate of Cart and Ca	Dashboard My Records	My Account Advanced Searc	h	
1 Select item to pay 2 Payment information 3 Receipt/Record issuance Step 1:Select item to pay Get are now in front of a row to display additional information. Items can be saved for a future checkout by clicking on the served for a future checkout by clicking on the served for a future checkout by clicking on the served for a future checkout by clicking on the served for a future checkout by clicking on the served for a future checkout by clicking on the served for a future checkout by clicking on the served. PAY NOW 23 , Dallas TX 75224 1 Application(s) \$15.00 Certificate of Occupancy 207865 Catal mount to be paid: \$15.00 Checkout > Edit Cart > Continue Shopping > 2024 City of Dallas, TX. All rights reserved.	Cart			
Step 1:Select item to pay Citck on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the save for later link. PAY NOW 121 Dallas TX 75224 Application(s) \$15.00 Certificate of Occupancy Total due: \$15.00 STMP-00786S Determined to be paid: \$15.00 Checkout * Letit Cart * Continue Shopping * 2024 City of Dallas, TX. All rights reserved.	1 Select item to pay	2 Payment information	3 Receipt/Record issuance	
Checkout » Edit Cart » Continue Shopping » 2024 City of Dallas, TX. All rights reserved.	Click on the arrow in front of a row to dis the Save for later link. PAY NOW 123 , Dallas TX 75224 1 Application(s) \$15.00 Certificate of Occupancy 25TMP-007865 Total amount to be paid: \$15.00 Note: This does not include additional insp	splay additional information. Items can be save G Total due: \$15.00 Dection fees which may be assessed later.	ed for a future checkout by o	
2024 City of Dallas, TX. All rights reserved.	Checkout » Edit Cart »	Continue Shopping »		
	2024	4 City of Dallas, TX. All rights res	erved.	

STEP 20

Click on Submit Payment.

		Search	۹.
Home Building Planning Enf	forcement Contractor Registratio	n Public Works mo	ore 🔻
Dashboard My Records	My Account Advanced Searc	ch	
1 Select item to pay	2 Payment information	3 Receipt/Record issuance	
Step 2:Payment information	1		
Please select a payment method and then fill The available payment methods are: •Credit Card •Bank Account	Il in all required information.		
Use the dropdown menu to change the p	payment type.		
Payment Options		 indicates a 	a required field.
Amount to be charged: \$15.00			
Pay with Credit Card O Pay with Bank Account			
Submit Payment »			



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STEP 21
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Complete required payment information, and click on pay.

Required fields have an astericks.

10101 \$ 15.00	
Card Number *	Exp. Date * Card Code
Billing Address	
First Name	Last Name
Billing Country USA	▼ Zip
Street Address	City
State	Phone Number
Email	

The TCO application has been submitted.

Home Building	Planning Enforcement	Contractor Registratio	n Public Works	more 🔻
Dashboard	My Records My Acco	unt Advanced Searc	ch	
1 Select item to pay	2 Payment informat	on	3 Receipt/Record issuance	
<i>Step 3:Receipt</i> /	Record issuance			
Your appl Please pr Print/View Receipt	ication(s) has been successfully s int your record(s) and retain a co	submitted. oy for your records.		
123	Dallas TX 7522	4		
CO-25-001292		View Receipt		
Print/View Receipt	1			
	2024 City of Da	Illas, TX. All rights res	served.	

