



# DallasNow Terminology Reference Guide

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## About to Expire

A status that indicates a [record](#), such as a [license](#), or [application](#), or [case](#), is approaching its [expiration](#) date. This status serves as an alert to both City staff and the [applicant](#) that action may be needed soon, such as completing required work, scheduling inspections, or applying for a renewal or extension. It helps prevent unintentional lapses in validity and ensures continued compliance with Planning & Development policies and regulations.

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## Access Control

A [Record](#) permit required to install or modify electronic security systems such as gates, keycard readers, or other access-restricting devices. This ensures the system complies with safety and fire department access regulations.

See also: [Other Building Permits](#)

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## Accessory Structure Record

Fence or retaining wall work is permitted under an Accessory Structure [Record](#). This can be applied for under the [Building Module](#), as either [Commercial](#) or [Residential](#). Formerly referred to as a Fence Permit.

See also: [Creating Application](#)

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## Address Assignment / Change

A formal request under the [Building Module](#) to assign a new street address or modify an existing one, usually due to new construction, subdivision, or property reconfiguration. This ensures consistency with emergency services and postal routing.

See also: [Building Requests](#)

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## After Hours Inspection

These inspections are still available based on availability within the building district. Customers **MUST** call the district office for availability and conformation.

## Additional Info Required

A [record](#) status that indicates City staff needs more information or clarification from the [applicant](#) to proceed. Unlike [Revision Required](#), which typically involves correcting specific plan deficiencies, Additional Info Required involves submitting supporting document. This status pauses the [application](#) process until the requested information is provided. It helps ensure City staff has all necessary materials to make a thorough and accurate evaluation before proceeding.

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## Air Conditioning (HVAC) Contractor

A type of [Licensed Professional \(LP\)](#) for installing or servicing HVAC systems. These contractors must hold a Texas Department of Licensing and Regulation (TDLR) license.

To become this type of licensed professional type, a [Contractor Registration Module MEP Registration application](#) must be submitted on *DallasNow*.

See also: [Mechanical](#)

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## Alteration Addition Permit

An Alteration Addition Permit is a type of [Building Module Record](#) issued by the City of Dallas that authorizes changes to an existing [Commercial](#) or [Residential](#) structure, such as remodeling, expansion, or the addition of new square footage.

Plans must be submitted for review, and the work must comply with the Dallas Building Code, zoning regulations, and applicable ordinances. [Inspections](#) are required at various stages of construction.

See also: [General Contractor](#)

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## Appeal – Building and Fire

A process allowing [Property Owners](#) or [contractors](#) to formally challenge decisions made by Dallas Planning & Development department Inspection or Fire Prevention officials—typically related to code compliance or enforcement actions. Appeals are reviewed by an appointed board or official panel.

See also: [Building Requests](#)

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## Applicant

The individual completing the [application](#).

See also: [Creating an Application](#)

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## Application

A formal request submitted by an individual or organization as an [applicant](#) to initiate a process such as obtaining a [record](#), [license](#), or [case](#), etc. The application typically includes required forms, supporting documents, and [fees](#). It begins the review and approval process, allowing City staff to evaluate compliance with regulations and make decisions regarding the proposed activity or development.

See also: [Creating an Application](#)

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## Authorized User

An individual who has been granted permission to access and perform actions within the *DallasNow* on a [Record](#) as a [contact](#). Authorized users may include agency staff, [Licensed Professional \(LP\)](#), [Applicants](#), or other stakeholders.

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## Backflow

Installation, repair, or replacement of a backflow prevention assembly. These devices protect the public water supply from contamination caused by backflow.

A licensed [Master Plumber](#) or [Backflow Contractor](#) must obtain the [Plumbing Record](#) permit before beginning work. After installation, the assembly must pass an inspection and annual testing by a certified backflow tester, as required by Dallas Water Utilities.

**See also:** [Licensed Professional \(LP\)](#), [MEP Registrations](#)

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## Backflow Contractor

A type of [Licensed Professional \(LP\)](#) for installation, testing, and maintenance of [Backflow](#) prevention assemblies. Contractors must be certified and registered with the city to protect public water supply integrity.

To become this type of licensed professional type, a [Contractor Registration Module MEP Registration application](#) must be submitted on *DallasNow*.

**See also:** [Plumbing](#)

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## Backup Generator Permit

A Backup Generator Permit is a type [Building Module Record](#) issued by the City of Dallas that authorizes a standby or emergency generator system to an existing [Commercial](#) or [Residential](#) property.

The permit ensures the generator is installed safely and in compliance with the Dallas Electrical Code, including proper wiring, grounding, fuel supply, clearance, and ventilation. Depending on the generator type and fuel source, additional permits may be required—such as [Plumbing](#) permits for gas lines or [Mechanical](#) permits for ventilation systems.

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## Board of Adjustment (BOA)

A city-appointed board that hears requests for variances (exceptions) from zoning regulations, such as setback or height limits, and special exceptions. [Applicants](#) present their case in a public hearing, and the board makes binding decisions.

**See also:** [Building Requests](#)

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## Building

A collection of [application](#) or [Record](#) types, also called a [Module](#), within the City of Dallas that allows construction, demolition, or significant alteration of a structure.

Building record permits are required for both [Residential](#) and [Commercial](#) projects to ensure compliance with local building codes, zoning laws, and safety regulations.

**See also:** [Building Requests](#), [Other Building Permits](#)

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## Building Request

A [Building Module application](#) subtype which correlates to issues outside the typical [Residential](#) and [Commercial](#) construction, renovation, or alteration work.

**See also:** [Address Assignment / Change](#), [Appeal – Building and Fire](#), [Board of Adjustment \(BOA\)](#), [Conservation Easement](#), [Parking Agreement](#), [Pre-Development Meeting](#), [Sidewalk Waiver](#), [Site Plan Review](#), [Zoning Verification and Determination](#)

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## Business Entity

A type of [contact](#) on a [record](#) that represents a legal or organizational structure, such as a corporation, LLC, partnership, or sole proprietorship, associated with [Licenses](#), [Licensed Professionals \(LP\)](#), permits, or [Applications](#). Business entities are often tied to [Records](#) as license holders, [Applicants](#), or [Authorized Users](#).

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## Business Owner

The individual or entity who owns the business referenced as a [contact](#) in the [application](#).

**See also:** [Creating an Application](#)

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## Call for Inspection

**See:** [Scheduling an Inspection](#)

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## Cellular Tower / Antenna Permit

A [Record](#) permit authorizing the construction, installation, or modification of cellular towers, antennas, or related equipment. It ensures compliance with zoning, structural, and radio frequency regulations in the City of Dallas.

**See also:** [Other Building Permits](#)

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## Certificate of Appropriateness (COA)

A [Planning Module](#) type of [Record application](#). A COA is an official approval required before making changes to a property located within a designated [Historic District](#) or classified as a landmark in the City of Dallas.

A COA ensures that any exterior alterations, demolitions, or new construction are consistent with the historic character and preservation guidelines of the area. The COA is often required before permits can be obtained for construction or renovation.

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## Certificate of Occupancy (CO)

A document issued by the City of Dallas confirming that a building meets all zoning, building, and safety codes and is approved for occupancy and use. Required for new buildings, changes of use, change of name (e.g. DBA), change of ownership, or major renovations.

**See also:** [Building](#), [Commercial](#), [Module](#), [Other Building Permits](#)

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## Child Record

A sub-record for a [Building Module](#) for [Residential Subdivisions](#) or [Commercial](#) project which may be in a [Phase\(s\)](#).

**See also:** [Primary / Parent Record](#), [Record](#), [Related Record](#)

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## Collection

A feature that allows users to group [Records](#), together for easier management and tracking. Collections can be used to perform batch actions, organize similar items, such as [Inspections](#), or monitor a specific group of records across different [Modules](#).

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## Commercial

A [Building Module Record](#) permit subtype that allows construction, renovation, or alteration work on non-residential buildings—such as offices, retail spaces, restaurants, and warehouses. Commercial records ensure that projects meet building codes, zoning regulations, fire safety standards, and other city requirements and often require submitted plans, reviews, and inspections before work can begin.

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## Conservation District

A type of zoning district falling under the [Planning Module](#), established to preserve the unique architectural and physical character of a neighborhood that may not qualify as a [Historic District](#) but still holds cultural or design significance.

Each Conservation District in Dallas has its own development and architectural standards—such as building height, setbacks, roof style, and materials—to help maintain the area's established look and feel.

[Conservation District Work Certificates](#) may be required prior to completing work on a property in this district type.

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## Conservation District Work Certificate

A [Planning Module Record](#) type required approval for any new construction, exterior remodeling, demolition, or addition to a property within a Dallas [Conservation District](#).

This certificate confirms that the proposed work complies with the specific regulations of that district. [Applications](#) are typically reviewed by City of Dallas Planning & Development staff, and approval is needed before applying for [Building](#) record permits.

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## Contact

An individual or organization associated with a [Record](#) who plays a specific role in the process. Contacts can include [applicants](#), [owners](#), [contractors](#), [authorized agents](#), or other stakeholders.

Each contact entry typically includes identifying information like name, address, phone number, and email, and may be linked to user accounts or reference contact records in the *DallasNow* system. Contacts are essential for tracking communication, ensuring accountability, and enabling actions and notifications related to records.

The [Plan Review Tab](#) is only visible to the record owner (typically the applicant or primary contact) and not to [Delegates](#) or other Contacts. Delegates do not receive record notifications, unless listed as a contact for that record.

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## Contractor

See: [Licensed Professional \(LP\)](#)

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## Contractor Number

See: [Registration Number](#)

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## Contractor Registration

A collection of [application](#) types, called a [Module](#), to register as a [Licensed Professional \(LP\)](#) in the City of Dallas. Each registration type has its own requirement.

See also: [General Registrations](#), [Fire Registrations](#), [MEP Registrations](#)

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## Conservation Easement

A legal agreement that restricts the development or use of a property to preserve environmental, historical, or open space value. In Dallas, conservation easements are typically coordinated with the City and may affect future construction or land use.

See also: [Building Requests](#)

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## Continue Application

This link is found in the lower right of the [application](#) pages. It allows for continuation of the application once the required information is completed.

See also: [Creating an Application](#), [Save and resume later](#)

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## Creating an Application

The initial step in the process of applying for a [Record](#), or any service in the DallasNow system. [Application](#) types are broken down into different [Modules](#) and then subtypes. This was formally referred to pulling a permit.

See also: [Continue Application](#), [Pay Fees](#), [Save and resume later](#)

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## Current Planning

A [Planning Module](#) subtype that manages the day-to-day review of development proposals to ensure compliance with zoning, land use regulations, and city development standards. Current Planning is responsible for processing zoning change requests, reviewing site plans, administering special exceptions and variances, and supporting decision-making bodies like the City Plan Commission. The division helps guide how land is developed in the short term while ensuring it aligns with the City's long-term plans.

See also: [Miscellaneous Zoning](#), [Postponement](#), [Zoning Case](#)

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## Current Planning Request

A [record application](#) created with City of Dallas Planning and Development Department City Staff for changes or approvals related to land use and zoning. This includes requests such as [zoning cases](#), [Specific Use Permits \(SUPs\)](#), [miscellaneous zoning](#) requests, planned development districts, landscape plans, and variances.

These requests are reviewed for compliance with city codes and the ForwardDallas comprehensive plan, often involving public notification, staff analysis, and hearings before the City Plan Commission and City Council. The process ensures that proposed developments align with the City's planning goals and regulations and is managed through the *DallasNow* platform for increased transparency and efficiency.

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## Customer Service Inspection (CSI)

A state-mandated inspection of a property's private plumbing system required to ensure there are no potential cross-connections, lead materials, or other threats to the public water supply. In Texas, the Texas Commission on Environmental Quality (TCEQ) requires a CSI under specific conditions, such as:

- New construction
- When water service is restored after being disconnected for more than 10 days
- When changes are made to a property's plumbing system
- When potential contamination risks are identified

In the City of Dallas, a CSI **must** be performed by a TCEQ-licensed Customer Service Inspector or a licensed plumber with the appropriate certification. Dallas Water Utilities requires a passing CSI before activating or restoring water service when TCEQ conditions apply.

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See also: [Plumbing](#)

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## Delegate

Individual granted certain rights to [Record](#) types (e.g. [Schedule Inspections](#), [Pay Fees](#), [Create an Applications](#) etc.). This is different to a contact which is only associated to a [record](#) when an [application](#) is completed.

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## Demolition Permit

An official authorization issued by the City of Dallas that allows the partial or complete removal of a [Residential](#) or [Commercial](#) structure or building from a property which **must be obtained before any demolition** activity begins. Additional reviews or approvals may be required if the structure is located in a [Historic District](#), [Conservation District](#), or floodplain.

This [Building Module Record](#) ensures that demolition work is performed safely and in compliance with local codes, including requirements for asbestos surveys, utility disconnections, and protection of adjacent properties.

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## Drive Approach and Sidewalk Permit

A type of right-of-way construction [Record](#) authorizes the installation, repair, or modification of driveway approaches and public sidewalks that connect private property to city streets.

This [Record](#) ensures the work meets city design standards for grading, accessibility (ADA compliance), drainage, and safety. It is required for new construction, redevelopment, or when replacing damaged pavement within the city right-of-way. Only [Paving Contractors](#) registered with the City of Dallas may apply for this permit. Formally referred to as a Paving and Grading Permit.

**See also:** [Building](#), [Commercial](#), [Module](#), [Residential](#)

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## Electrical

A [Record](#) permit for [Residential](#) or [Commercial](#) buildings. Required for most types of electrical work—including wiring, panel upgrades, and new circuits—this ensures the work complies with the Dallas Electrical Code and is inspected for safety. Only [Master Electricians](#) registered with the city may obtain electrical permits. Electrical Record permits can either be [Stand-Alone](#) or connected to a [Related Record](#).

**See also:** [Building](#), [Module](#), [Trades](#)

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## Electrical Clean and Show/No Work Permit

A special type of [Building Module Residential](#) or [Commercial Electrical Record](#) that allows temporary power to be restored to a building for cleaning, maintenance, or showing the property for sale or lease—**without performing any electrical work**.

It is typically used for vacant or recently vacated buildings where power is needed for lights, HVAC, or cleaning equipment. This record permit does not authorize any installation or repair of electrical systems and is subject to inspection before power is restored.

**See also:** [Stand-Alone](#), [Trades](#)

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## Electrical Contractor

An electrical contractor in the City of Dallas is a [Licensed Professional \(LP\)](#) or licensed is a [Business Entity](#) licensed by the Texas Department of Licensing and Regulation (TDLR) authorized to perform electrical work such as installations, repairs, and upgrades to wiring, panels, lighting, and related systems.

Only registered electrical contractors, located under [Contractor Registration Module](#), and [MEP Registrations](#) sub-type, are allowed to obtain permits and request inspections for electrical work within the city. They are also responsible for ensuring all work complies with local and state electrical codes.

**See also:** [Electrical Registration](#), [Master Electrician](#)

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## Electrician Registration

Electrical registration, located under [Contractor Registration Module](#), and [MEP Registrations](#) sub-type, in the City of Dallas is the process by which licensed electricians and [Electrical Contractor](#) formally register with the city to perform permitted work.

This registration is required in addition to state licensing and is necessary before any electrical permits can be issued. The registration must be kept current and includes providing proof of licensure and any required documentation to the Planning & Development department. Without proper registration, an electrician or contractor cannot legally engage in electrical work within Dallas city limits.

**See also:** [Licensed Professional \(LP\)](#), [Master Electrician](#)

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## Energy Code Contractor

A [Contractor Registration Module](#) type, under [General Registrations](#) sub-type for a [Licensed Professional \(LP\)](#) registered with the City of Dallas, authorized to perform plan reviews and inspections to verify compliance with the Dallas Energy Code. The [contractor](#) must be added as a [sub-contractor](#) by the [applicant](#) when [creating an application](#).

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## Enforcement

The process by which the City of Dallas ensures compliance with local codes, ordinances, and zoning regulations. Enforcement actions may address violations such as illegal construction, unpermitted signs, improper land use, overgrown lots, or building occupancy without a Certificate of Occupancy. The city may issue warnings, citations, stop work orders, or pursue legal remedies.

Customers submit complaints for this [Module](#) type through Dallas 311 (calling the number or using the mobile app).

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## Escarpment Permit

A [Public Works Module Record](#) type required for development or construction activity within the Dallas Escarpment Zone, a protected geological area with unique environmental and slope characteristics. The permit ensures compliance with environmental and engineering standards to prevent erosion, landslides, and ecological disruption.

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## Excavation and Grading Permit

A [Record](#) permit required for moving earth, altering site elevations, or preparing land for construction. This helps prevent drainage, erosion, and soil stability issues and is often reviewed by Dallas stormwater or engineering departments.

**See also:** [Other Building Permits](#)

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## Expiration

The date or status when a [record](#), [license](#), or [application](#) is no longer valid because the approved time period for its use, activity, or completion has ended. Once a record expires, work needs to stop, and the [applicant](#) needs to apply for a renewal, extension, or reactivation to continue. Expiration ensures compliance with regulations and helps agencies manage active and inactive records.

The length of time for a record application before expiration is:

- 45 days to complete pre-screen
- 180 days to complete review and permit to be issued
- 2 years for an active permit
- 120 days of no activity on an active permit

Expiration notices are issued 30, 20 and 10 days before expiration. There is a \$200 extension fee which applies only to issued permits, not applications. There is no fee to extend an application.

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## Fence Permit

See: [Accessory Structure Record](#)

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## Fire Alarm Contractor

A [Contractor Registration Module](#), under general registrations [Fire Registrations](#) subtype, required to install or service fire alarm systems. Contractors must be licensed by the State of Texas and registered with the City Dallas.

See also: [Licensed Professional \(LP\)](#)

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## Fire Prevention Construction Permit

A [Record](#) permit for installing or modifying fire-related construction systems such as fire alarms, sprinkler systems, and fire-rated assemblies. Reviewed by Dallas Fire-Rescue to ensure fire code compliance.

See also: [Other Building Permits](#)

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## Fire Registrations

A [Contractor Registration Module](#) subtype for contractors or companies performing fire protection work—such as installing or servicing fire alarms, sprinklers, and suppression systems—to be registered with the City.

This registration is separate from any state licensing and must be completed before permits can be obtained or inspections scheduled for fire-related systems. Contractors must provide proof of valid state licenses issued by the Texas State Fire Marshal's Office and maintain current insurance and contact information with the city.

See also: [Fire Alarm Contractor](#), [Fire Sprinkler Contractor](#), [Licensed Professional \(LP\)](#)

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## Fire Specialty System Permit

A [Record](#) for installing or modifying fire-related construction systems such as fire alarms, sprinkler systems, and fire-rated assemblies to ensure fire code compliance.

See also: [Other Building Permits](#)

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## Fire Sprinkler Contractor

A [Contractor Registration Module](#), under general registrations [Fire Registrations](#) sub-type, required to install, modify, or repair fire sprinkler systems. Must hold appropriate state licensing and be registered with the City.

See also: [Licensed Professional \(LP\)](#)

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## Foundation Repair Permit

A type of [Building Module Record](#) issued by the City of Dallas that authorizes structural repairs or alterations to the foundation existing [Commercial](#) or [Residential](#) building.

This permit is required to ensure that the work meets applicable engineering and safety standards, especially when piers, underpinning systems, or slab corrections are involved. In most cases, the [application](#) must include a structural engineer's report and may require a post-repair inspection. Only a [Licensed Professional \(LP\)](#) may obtain this permit, and all work must comply with the Dallas Building Code.

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## Gas Release

An [Building Module Plumbing Record](#) that allows the local utility provider (e.g., Atmos Energy, Oncor, etc.) to restore or initiate gas service to a property.

A gas release is typically granted after permitted gas line work has been completed by a [Master Plumber](#) and successfully inspected by the city. It confirms that the gas system is safe and compliant with city codes. Without a gas release, the utility company will not turn on or reconnect gas service.

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## General Contractor

A person or company licensed and registered with the City of Dallas to oversee and manage construction projects. A general contractor is responsible for hiring and supervising subcontractors, securing necessary permits, ensuring compliance with local building codes, and completing the project according to approved plans.

General contractors **must** register with the City's Planning & Development department before performing any work that requires a permit.

See also: [Contractor Registration](#), [General Registrations](#), [Licensed Professional \(LP\) Module](#)

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## General Registrations

General registrations refer to the City of Dallas's requirements for [Contractor Registration](#) of a [Licensed Professional \(LP\)](#) who may or may not be required to be licensed by the State of Texas but still perform work regulated by City code.

See also: [Module](#)

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## Green Builder Provider

A [Contractor Registration Module](#) type, under [General Registrations](#) sub-type for a [Licensed Professional \(LP\)](#) registered with the City of Dallas, a authorized to perform plan reviews and inspections to verify compliance with the Dallas Green Building Code with the Dallas Energy Code. The [contractor](#) must be added as a [sub-contractor](#) by the [applicant](#) when [creating an application](#).

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## Historic District

A designated area within the City of Dallas recognized for its historical, architectural, or cultural significance. Properties in historic districts are subject to design and preservation standards to protect the neighborhood's character. Any exterior changes typically require review may need a [Certificate of Appropriateness \(COA\)](#).

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## Inspection

Inspections are required evaluations performed by the City of Dallas Planning & Development Department to ensure that permitted construction and [Trade](#) work complies with applicable building codes, zoning regulations, and safety standards.

Inspections are scheduled at various stages of a project and must be passed before work can proceed to the next phase or be finalized. All permitted work—whether [Building](#), [Electrical](#), [Plumbing](#), [Mechanical](#), or fire-related—is subject to inspection. Only [Licensed Professional \(LP\)](#) may request inspections.

See also: [Scheduling an Inspection](#)

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## Irrigation

See [Lawn Irrigation](#)

## Lawn Irrigation

A [Record](#) permit required to install or modify an irrigation systems. In Dallas, it ensures systems are designed to prevent water waste and include proper [Backflow](#) prevention device.

See also: [Lawn Sprinkler Contractor](#), [Other Building Permits](#)

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## Lawn Sprinkler Contractor

A [Licensed Professional \(LP\)](#) type required to install, repair, or modify irrigation systems. Contractors must also be licensed by the Texas Commission on Environmental Quality (TCEQ).

See also: [Contractor Registration](#), [General Registrations](#), [Module](#)

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## License

A professional license or registration allowing permitted work in the City of Dallas, including a [general contractor](#).

See also: [Contractor Registration](#), [Licensee](#), [Licensed Professional \(LP\)](#), [Module](#)

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## Licensee

See: [Licensed Professional \(LP\)](#).

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## Licensed Professional (LP)

Any person or persons holding a professional license or registration allowing permitted work in the City of Dallas, including a [general contractor](#).

See also: [Contractor Registration](#), [Module](#)

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## Liquor License Alcohol Measurement

A service provided to measure and verify the distances between a proposed alcohol-selling business and schools, churches, or other restricted areas. Often required as part of a TABC (Texas Alcoholic Beverage Commission) application.

See also: [Other Building Permits](#)

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## Master Electrician

An individual who has achieved the highest level of electrical licensure through the Texas Department of Licensing and Regulation (TDLR). This license authorizes the holder to design, install, maintain, and supervise all types of [electrical](#) work. A Master Electrician must also register with the City to [create an application](#) for [commercial](#) or [residential](#) work, and takes responsibility for work performed under their supervision ensuring it meets the requirements of the Dallas Electrical Code and are completed safely and in compliance with applicable regulations.

See also: [Contractor Registration](#), [Electrical Contractor](#), [Electrical Registration](#), [Electrical Clean and Show / No Work Permit](#), [Licensed Professional \(LP\)](#), [MEP Registrations](#), [Module](#)

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## Master Plumber

A Master Plumber is an individual licensed by the Texas State Board of Plumbing Examiners (TSBPE) who is authorized to supervise and perform all types of plumbing work, including design, installation, repair, and inspection of water, sewer, and gas systems.

A Master Plumber must also be registered with the City to obtain [Plumbing](#) permits. The Master Plumber is responsible for ensuring that all work performed under their license complies with the Dallas Plumbing Code and passes required [Inspections](#).

**See also:** [Contractor Registration](#), [Licensed Professional \(LP\)](#), [MEP Registrations](#), [Module](#)

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## Master Sign Electrician

A Master Sign Electrician is a [Licensed Professional \(LP\)](#) by the Texas Department of Licensing and Regulation (TDLR) who is authorized to install, maintain, and repair electrical components specifically related to signage, including illuminated and electronic signs.

A Master Sign Electrician must also register with the City to obtain [sign-related electrical permits](#). This [Contractor Registration](#) allows them to supervise sign electrical work, ensure compliance with the Dallas Electrical Code, and request inspections. Work must follow both electrical safety standards and city sign regulations.

**See also:** [MEP Registrations](#), [Module](#), [Non-Premise Sign](#), [Sign Electrical Contractor](#), [Sign Electrician Registration](#)

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## Mechanical

A [Record](#) permit that authorizes the installation, alteration, or repair of mechanical systems such as heating, ventilation, air conditioning (HVAC), ductwork, and related equipment in [Residential](#) or [Commercial Buildings](#) or structures.

The permit ensures that all mechanical work complies with the Dallas Mechanical Code and is performed by a licensed [Air Conditioning \(HVAC\) Contractor](#). [Inspections](#) must be scheduled and passed before the system can be approved for use.

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## MEP Registrations

A [Contractor Registration Module](#) subtype, for [Mechanical](#), [Electrical](#), and [Plumbing Licensed Professional \(LP\)](#).

**See also:** [Electrical Contractor](#), [Electrical Registration](#), [Master Electrician](#), [Master Plumber](#), [Sign Electrical Contractor](#), [Sign Electrician Registration](#)

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## Miscellaneous Zoning

A [Planning Module](#), [Current Planning](#) subtype [Record](#) for various zoning-related requests that do not fall under standard rezoning or [zoning case applications](#). This may include corrections to zoning maps, clarification of zoning conditions, or adjustments to development standards. These requests are typically reviewed by Dallas Planning & Development staff and may require approval from city boards or commissions depending on the nature of the change.

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## Module

A collection of [application](#) types or [Record](#) types: [Building](#), [Contractor Registration](#), [Enforcement](#), [Planning](#), [Public Works](#).

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## Moving Contractor

A [Licensed Professional \(LP\) Contractor Registration](#) required in Dallas to relocate structures within, into, or out of the city. Ensures safety and route coordination with city departments.

See also: [General Registrations](#), [Module](#)

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## Moving Permit

A [Record](#) permit required to relocate a building or structure from one site to another within or outside Dallas. It ensures safety, route planning, and clearance from utility providers and city departments.

See also: [Moving Contractor](#), [Other Building Permits](#)

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## New Construction Permit

A type [Building Module Record](#) that authorizes new or construction of a brand-new structure, such as a [Residential](#) home, [Commercial](#) building, or multi-family development, on a vacant or redeveloped lot.

This record requires full plan review and approval of all structural, [Mechanical](#), [Electrical](#), [Plumbing](#), zoning, and [site-related](#) components before work can begin. Permits must be obtained by a [Licensed Professional \(LP\)](#), and all work must comply with applicable city codes and ordinances. Multiple [Trade](#) permits are typically pulled alongside the building permit, and [Inspections](#) are required at key stages throughout construction.

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## Non-Premise Sign

A [Record](#) permit for signs not located on the same property as the advertised business (e.g., billboards or off-site advertising). Strictly regulated by zoning and signage ordinances in Dallas.

See also: [Other Building Permits](#)

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## Other Building Permits

[Building Module application Record](#) type other than [Commercial](#), [Residential](#), or [Building Request](#).

See: [Access Control](#), [Cellular Tower / Antenna Permit](#), [Certificate of Occupancy \(CO\)](#), [Excavation and Grading Permit](#), [Fire Prevention Construction Permit](#), [Fire Specialty System](#), [Lawn Irrigation Permit](#), [Liquor License Alcohol Measurement](#), [Moving Permit](#), [Non-Premise Sign](#), [Sign Permit](#), [Tent Permit](#), [Tree Mitigation and Removal](#), [Water and Rainwater Harvesting](#)

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## Parcel

A piece of land that is officially recorded for taxation, development, or ownership purposes. In the City of Dallas, parcels are tracked by the Dallas Central Appraisal District (DCAD) and may include one or more lots under a single property identification number.

Parcels form the basis for assessing property taxes, assigning addresses, and determining zoning and development rights. While often used interchangeably with "lot," a parcel may not always align with platted or legally subdivided land unless it has gone through the city's formal platting process.

See also: [Parcel Number](#), [Plat](#), [Subdivision](#)

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## Parcel Number

A thirteen (13) character unique identifier number which can be generated automatically during the address search during the [application](#) process.

See also: [Creating an Application](#), [Parcel](#), [Plat](#), [Subdivision](#)

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## Parking Agreement

A formal agreement detailing shared or off-site parking arrangements to meet city code requirements. Dallas may require this when on-site parking is limited or shared between properties.

See also: [Building Requests](#)

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## Paving Contractor

A [Licensed Professional \(LP\) Contractor Registration](#) required in Dallas for contractors performing work on public sidewalks, driveways, streets, or alleys. Must meet City standards and bonding requirements.

See also: [General Registrations](#)

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## Paving and Drainage Permit

A [Public Works Module Record](#) type which refers to the review and permitting process for the construction or modification of driveways, sidewalks, parking lots, curbs, and stormwater drainage systems. This process ensures private development projects comply with city standards for water flow, street access, and pavement durability.

See also: [Paving Contractor](#)

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## Paving and Grading

See: [Drive Approach and Sidewalk](#)

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## Pay Fees

Payment of fees with Planning & Development. Fees must be paid before an [application](#) is submitted, before a plan review is completed, before a permit is issued, or before a [Certificate of Occupancy \(CO\)](#) is issued, etc.

See also: [Creating an Application](#), [Payment Due](#)

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## Payment Due

A [record](#) status that indicates a required [fee](#) or set of fees must be paid before proceeding to the next step in the workflow. This status often appears after [application](#) submission or prior to scheduling inspections, issuing permits, or initiating plan review. While in Payment Due status, the record may be on hold until payment is completed. It ensures that all applicable charges are collected in accordance with Planning & Development policies and fee schedules.

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## Permit

See: [Record](#)

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## Phase(s)

The division of a construction or development project into distinct, sequential parts, each with its own timeline, scope of work, and permitting requirements (e.g. a building floor, a single suite, etc.).

Large projects—such as [Residential Subdivisions](#) or [Commercial](#) buildings—are often approved and constructed in phases to allow for staged development and easier coordination with city reviews and [Inspections](#). Each phase requires its own permits, inspections, and cannot proceed to the next stage without meeting specific city code and safety requirements.

**See also:** [Building](#), [Module](#), [New Construction Permit](#), [Child Record](#), [Primary / Parent Record](#), [Record](#), [Related Record](#), [Temporary Certificate of Occupancy \(CO\)](#)

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## Planning

This [Module](#) type guides land use, zoning, urban design, conservation and historic districts, and long-term development strategy. Planning ensures that growth in the city is orderly, sustainable, and aligns with community goals and regulatory requirements. It includes reviewing development proposals, zoning changes, neighborhood plans, and land use policies to shape how the City evolves over time.

**See also:** [Certificate of Appropriateness \(COA\)](#), [Conservation District](#), [Current Planning](#), [Subdivision](#)

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## Plan Review Tab

A section within a [record](#) on the DallasNow Citizen Portal, used to manage, track, and document the review of submitted plans. It allows City staff to assign reviews to specific departments or individual reviewers, monitor the status of each review cycle, and enter comments, corrections, or conditions.

The tab supports coordination across multiple disciplines, such as building, fire, and zoning, ensuring that all required reviews are completed efficiently and transparently. This centralized tracking helps streamline the review process and keeps [applicants](#) informed about the status and any needed [revisions](#).

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## Plat

A detailed map or plan of a subdivision that shows the boundaries, dimensions, easements, streets, and lot lines of a property. A plat is submitted to and approved by the City of Dallas to legally create or modify lots/parcels, rights-of-way (with Dallas Public Works), and public spaces. Approved plats are recorded with the county to establish legal property descriptions.

**See also:** [Parcel](#), [Planning](#), [Subdivision](#)

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## Plumbing

A [Building Module Commercial](#) or [Residential Trade Record](#) type that authorizes the installation, alteration, or repair of plumbing systems, including water lines, sewer lines, fixtures, gas piping, and drainage systems.

**Only a licensed [Master Plumber](#), registered with the City of Dallas, may obtain a plumbing permit.** All permitted work must be inspected and approved by city officials before the system can be used.

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## Postponement

A [Planning Module, Current Planning](#) subtype [Record application](#), which is a formal request to delay the scheduled hearing or review of a zoning or land use case.

Postponements may be requested by the [applicant](#), city staff, or other parties and must be approved by the decision-making body, such as the City Plan Commission or City Council. Reasons may include the need for more preparation, additional public input, or changes to the proposal.

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## Pool / Spa Permit

A type [Building Module Record](#) issued for [Residential](#) and [Commercial](#) areas issued by the City of Dallas that authorizes the construction, installation, alteration, or repair of residential or commercial swimming pools, spas, and hot tubs.

This permit ensures that all work complies with the Dallas Building Code, including safety features such as fencing, barriers, [Electrical](#) wiring, and [Plumbing](#) associated with the pool or spa. [Applications](#) typically require detailed plans, and the permit process includes multiple inspections at different stages of construction to verify compliance. Only [Licensed Professional \(LP\)](#) registered with the city may obtain this permit.

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## Pre-Development Meeting

An optional, but recommended meeting, tailored to projects that are in the **initial planning and design phase**. This service offers opportunities for the [applicant](#) to assemble their development team and partner with City staff to review their preliminary development projects in a meeting setting.

The meeting is an advisory meeting where collaborative discussions can occur between City staff and the applicant, developer, design team and other consultants involved to identify, examine, and address project-related questions and concerns at the initial stages of planning and design.

**The meeting is not for permit review and no permit will be issued at its conclusion.**

See also: [Building Requests](#)

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## Primary / Parent Record

Overall [Record](#) for a [Building Module](#) for [Residential Subdivisions](#) or [Commercial](#) project may require [Phase\(s\)](#).

See also: [Related Record](#)

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## Property Owner

The individual or entity who owns the property for the [application](#).

See also: [Creating an Application](#), [Contact](#)

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## Pulling a Permit

See: [Creating an Application](#)

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## Public Works

Public Works [Module](#) oversees records and engineering reviews for [Escarpment](#), [Paving and Drainage](#), [Water-wastewater Engineering Submittals](#) and [Water-Wastewater Service Request](#).

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## Qualifying Individual

A Qualifying Individual is a person who meets the qualifications, experience, and licensing requirements set by the City of Dallas and the State of Texas to be responsible for the supervision and compliance of a licensed contractor's work.

This individual holds the necessary [Trade Licenses](#) (such as [Master Electrician](#), [Master Plumber](#), [HVAC license](#), etc.) and acts as the official representative for the contractor's registration and permits. The Qualifying Individual ensures that all work performed under the [Contractor Registrations](#) adheres to applicable codes, regulations, and safety standards.

See also: [Creating an Application](#), [Contact](#)

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## Record

Formerly referred to as a permit, records include objects such as [applications](#), [cases](#), [licenses](#), withing the [Building](#), [Planning](#), [Enforcement](#), and [Contractor Registration Modules](#).

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## Record Number

A unique number assigned to each [Record](#) in DallasNow.

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## Registration Number

The unique number assigned to each [Contractor Registrations](#), including [General Contractors](#).

### Examples:

- **BR100567\_059227150-001**. The number generated before the implementation of *DallasNow* to identify a [Licensed Professional \(LP\)](#). The 20-character number consisting of two letters that designate a contractor discipline EX. EL=electrical, PL= plumbing. Six numbers that correspond to an existing license number, an underscore (**\_**), nine numbers, a dash (**-**), and three numbers.
- **TL-GC-000000**. The number by *DallasNow* and a Contractor Registration [application](#) has been processes to identify a [Licensed Professional \(LP\)](#). The number generated by *DallasNow* will begin with "TL" for trade license, a dash, then two - three digits to identify the license type (e.g. GC = General Contractor, MPL = Master Plumber, etc.), followed by another dash, and six numerical digits that signify the number it was approved.

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## Related Record

A Related Record refers to any [Record](#) (permit), [case](#), [application](#), [Inspection](#), or official document (such as a [Certificate of Occupancy \(CO\)](#)) that is connected to or associated with another record within the City's *DallasNow* system. Related Records help link all relevant information for a single or [Phased](#) project, ensuring consistent tracking and review across departments.

**For example:** a [Building](#) record may have Related Records such as [Trade](#) permits. This linkage facilitates comprehensive case management and allows staff and customers to view all associated documents and actions in one place.

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## Remodel

See: [Alteration Addition Permit](#)

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## Residential

Residential refers to land, buildings, or areas primarily designated for dwelling purposes where people live. Residential projects allow construction, renovation, or alteration work on residential buildings—such as single-family homes and duplexes. Residential properties are subject to specific building codes, zoning regulations, and permit requirements that differ from commercial or industrial uses. Residential development often requires adherence to neighborhood compatibility standards, setback requirements, and infrastructure provisions.

These [Building Module Record](#) permits are obtained through the Dallas Planning & Development department and often require submitted plans, reviews, and [inspections](#) before work can begin.

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## Revision Required

A status used in the Plan Review process for a [record](#) to indicate that a submitted plan has been reviewed and found to contain issues that must be corrected before it can be approved.

This status is typically set by a reviewer when comments, corrections, or additional information are needed from the [applicant](#) on the [Plan Review Tab](#). Once marked as Revision Required, the system may trigger notifications to the applicant and pause further review progress until revised documents are submitted and re-reviewed. It helps ensure that plans meet all applicable codes, regulations, and standards before moving forward.

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## Roofing Permit

A Roofing Permit is a [Record](#) issued by the City of Dallas Planning & Development department that allows the installation, repair, or replacement of a roof on [Residential](#) or [Commercial](#) properties under the [Building Module](#).

This record type ensures that roofing work complies with the Dallas Building Code, including requirements for materials, structural integrity, fire resistance, and wind uplift. Roofing permits are required for most reroofing projects except minor repairs that do not affect the roof's structure or weatherproofing. A [General Contractor](#) is required to [create an application](#).

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## Save and resume later

Button found at lower left when [creating an application](#) pages which allows progressed to be saved, and continued at a later time at the customer's convenience. A temporary [Record Number](#) will be issued for the incomplete [application](#).

**The application must be completed for processing, including payment, as applicable.**

See also: [Continue Application](#), [Pay Fees](#)

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## Schedule an Inspection

Scheduling an inspection is the process by which a [Licensed Professional \(LP\)](#) requests an official evaluation of work performed for a City of Dallas [Commercial](#) or [Residential](#) Building Module [Record](#) permit.

[Inspections](#) ensure that construction or trade work complies with applicable codes, approved plans, and safety standards. Requests can typically be made through the DallasNow Citizen portal for the next five business days.

It is important to schedule inspections at required project milestones, such as foundation, framing, [electrical](#) rough-in, [plumbing](#), [mechanical](#), and final inspections. Failure to schedule and pass inspections may result in work stoppage or permit revocation.

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## Service Release No Work

See: [Electrical Clean and Show/No Work Permit](#)

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## Sidewalk/Drive Approach

See: [Drive Approach and Sidewalk Permit](#)

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## Sidewalk Waiver

A request to waive the requirement to build or repair sidewalks as part of a new development or remodel. Approval is typically contingent on factors such as street type, surrounding infrastructure, or city plans.

See also: [Building Requests](#)

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## Sign Electrical Contractor

A Sign Electrical Contractor is an individual or a [Business Entity](#) licensed by the Texas Department of Licensing and Regulation (TDLR) and to install, service, and maintain the electrical components of signs, including illuminated and electronic signage.

This contractor must employ a [Master Sign Electrician](#), who is responsible for supervising work and ensuring code compliance. Sign Electrical Contractors **must** have a [Contractor Registration](#) with the Planning & Development department to obtain [Record](#) permits and [Schedule an Inspections](#) for sign installations. All work must follow the Dallas Electrical Code and applicable sign regulations.

See also: [Sign Electrical Registration](#)

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## Sign Electrician Registration

For electricians who install, or repair illuminated signs. Must hold a state [Sign Electrician Contractor](#) license and register with the City of Dallas.

See also: [Contractor Registration](#), [Master Sign Electrician](#)

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## Sign Permit

A [Record](#) permit required to install, modify, or replace signage on a property. Covers wall signs, monument signs, pole signs, and more, and ensures compliance with the Dallas Sign Code (size, height, location, lighting). This [application](#) type must be submitted by a [Master Sign Electrician](#).

See also: [Creating an Application](#), [Other Building Permits](#)

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## Site Plan Review

A formal review process by City Planning & Development staff to evaluate proposed site layouts for compliance with zoning, access, parking, landscaping, drainage, and other requirements.

See also: [Building Requests](#)

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## Solar / PV Permit

A Solar/PV Permit is a type of [Record Electrical](#) permit in the [Building Module](#) that authorizes the installation of solar photovoltaic (PV) systems, including solar panels, inverters, and related wiring, on [Residential](#) or [Commercial](#) properties.

The permit ensures that the solar installation complies with the Dallas Electrical Code, local zoning regulations, and applicable building safety standards. Depending on the system design, additional permits—such as building or structural permits—may be required, particularly for roof-mounted arrays. Only an appropriate [Licensed Professional \(LP\)](#) registered with the City of Dallas may obtain this permit, and the installation must pass all required [Inspections](#) before it can be activated and interconnected with the utility grid.

See also: [Contractor Registration](#)

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## Specific Use Permit (SUP)

A Specific Use Permit (SUP) is a zoning tool used by the City of Dallas to allow certain land uses that are not automatically permitted within a zoning district but may be appropriate in specific locations under defined conditions. An SUP may include, but is not limited to, uses such as alcohol sales, [Cell Towers](#), drive-throughs, schools, or churches to operate legally when approved by the City Council after a public hearing and recommendation by the City Plan Commission. SUPs may also include special conditions—such as limits on hours of operation or site design—to minimize impact on surrounding properties. An SUP is tied to the property and may be time-limited or permanent, depending on the approval.

See also: [Planning](#), [Current Planning](#), [Zoning Case](#)

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## Stand Alone Permit

A [Record](#) that exists independently and is not linked to a [Primary / Parent Record](#), [application](#), or project structure. It is processed, tracked, and managed on its own, without dependencies on other related records.

See also: [Creating an Application](#), [Related Record](#), [Trade Permit](#)

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## Street Name Change and Ceremonial Street Topper

- **Street Name Change:** A formal request to change the official name of a public street in the City of Dallas. This involves review by city departments, notification to affected property owners, and approval by the City Council.
- **Ceremonial Street Topper:** A decorative street sign installed to honor a person, event, or organization without changing the official street name. Ceremonial toppers are approved through a separate city process and do not affect legal addresses.

See also: [Planning](#), [Subdivision](#)

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## Sub-Contractor

A [Licensed Professional \(LP\)](#) hired by the [General Contractor](#) to perform specific tasks or portions of work on a project. In *DallasNow*, sub-contractors are listed as [contacts](#) on **records** and their information is tracked to ensure proper licensing, compliance, and accountability throughout the permitting and inspection process. When a project requires an [Energy Code Contractors](#) and/or a [Green Building Provider](#) the [applicant](#) must include these sub-contractors when [Creating an Application](#).

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## Subdivision

The process of dividing a larger [Parcel](#) of land into smaller lots for development or sale. Subdivision approval typically requires submitting a [Plat](#) and may involve review by multiple city departments.

**See also:** [Planning](#)

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## Temporary Certificate of Occupancy (TCO)

A Temporary Certificate of Occupancy (TCO) is a short-term authorization that allows a building or a portion of it to be occupied before all final [Inspections](#) are completed on a [Building](#) project, provided that the space is safe and suitable for limited use. All TCO must be a [Phased](#) project.

A TCO is valid only for a set period and may be extended if justified. Once all requirements are fully met, a permanent [Certificate of Occupancy \(CO\)](#) is issued.

**See also:** [Commercial](#), [Trade](#)

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## Tent Permit

Required for temporary tent structures—often used for events, retail displays, or gatherings—over a certain size (typically over 400 sq ft). Ensures fire safety, structural stability, and accessibility compliance.

**See also:** [Other Building Permits](#)

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## Tree Mitigation and Removal Permit

A [Record](#) permit required to remove protected trees or mitigate (replace or pay fees for) removed trees during development. The City of Dallas has strict tree preservation ordinances to protect the urban canopy.

**See also:** [Other Building Permits](#)

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## Trade

A Trade is work involving a specific [licensed](#) trade—typically [electrical](#), [plumbing](#), [mechanical](#) (HVAC), or gas systems. Trade permits are required for both new construction and alterations to ensure work complies with local building codes and safety standards. Each trade requires its own permit and corresponding [inspections](#). Only [licensed professionals \(LP\)](#) by the State of Texas and registered with the City of Dallas may obtain trade permits. Trade permits are often issued in conjunction with a building permit but may also be pulled independently for repair or replacement work.

See also: [Contractor Registration](#)

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## Trade Permit

See: [Trade](#)

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## Validate/ Validating on a permit

See [Create an Application](#).

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## Water and Wastewater Bonded Contractor

A [licensed professional \(LP\)](#) who has filed the required surety bond with the Dallas Water Utilities (DWU), authorizing them to perform water and wastewater service connections. **Bonded status is required** to ensure compliance with city codes and to hold the contractor financially responsible for any damages or code violations.

See also: [Water-Wastewater Engineering Submittal](#), [Water-Wastewater Service Request](#)

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## Water Supply and Rainwater Harvesting Permit

Required for the installation of alternative water supply systems, such as rainwater collection or greywater reuse. Ensures [plumbing](#), health, and environmental safety standards are met.

See also: [Other Building Permits](#)

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## Water-Wastewater Engineering Submittal

A [Public Works Module Record](#) type required engineering plan submission for new or modified water and wastewater infrastructure. Developers or engineers submit detailed designs to ensure connections, extensions, or upgrades meet city specifications before construction begins.

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## Water-Wastewater Service Request

A [Public Works Module Record](#) type formal request to initiate, modify, or verify water and wastewater services for a property or development. This process may involve capacity checks, meter sizing, and identifying necessary infrastructure improvements to serve the proposed project.

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## Zoning Case

A formal [application](#) to change the zoning designation of a property in the City of Dallas. This process involves staff review, public notice, hearings before the City Plan Commission, and final approval by the City Council. Zoning cases may involve changing the permitted uses, density, building height, or development standards for a specific site.

See also: [Planning](#), [Current Planning](#), [Module](#)

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## Zoning Inspections

An on-site review conducted by zoning inspectors to verify that a property or proposed project complies with local zoning regulations, such as land use, setbacks, height limits, and other development standards outlined in the Dallas Development Code.

This [inspection](#) often occurs as part of the permitting process for [new construction](#), [additions](#), or changes in property use, and other processes not listed.

Zoning inspections are not automatic and **MUST** be scheduled by the customer.

**Example:** A zoning inspection must happen before a building inspection.

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## Zoning Verification and Determination

A formal confirmation from the city about the zoning classification of a property and whether a proposed use is allowed under current zoning rules. This request is often used in due diligence before buying, leasing, or developing property in Dallas.

See also: [Building Requests](#)

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