

GENERAL PROJECT REQUIREMENTS CHECKLIST

This is a general list of the requirements on any permit submittal. For the requirements on specific types of permits, please visit the <u>Building</u> <u>Inspections webpage</u> to access the list of forms and checklists pertaining to each permit type.

PRE-SUBMITTAL RESOURCES

Depending on each project, the City of Dallas Development process may involve different steps from beginning to end. Below is a list of resources that will help you in taking the initial steps for a successful permit submittal. Not every project requires to undergo these processes; however, it is recommended to review this information to understand which may apply to your project as they may impact the timelines.

- Know your zoning district. By using the <u>Zoning Map</u>, you can identify the zoning district of your property.
- Know your zoning district regulations and verify whether the zoning district allows the proposed use by consulting the <u>Dallas Development Code</u> or the <u>Planned Development</u> <u>District Regulations</u>
- Request a zoning verification letter submitting a <u>Request for Zoning Verification</u> <u>application</u> [optional]
- Request a zoning consultation via email to <u>biadmin@dallascityhall.com</u> or visit our offices at <u>320 E. Jefferson Blvd. Dallas TX. 75203</u> Room 118, walk-ins welcome on a first-come, first-served basis.
- Request a pre-development meeting submitting a <u>Predevelopment Meeting application</u> to <u>DEVpredevelopmentmeeting@dallascityhall.com</u> [optional, but recommended for commercial and multifamily developments]
- If a zoning change is required, submit your <u>application</u> to the <u>Current Planning Division</u> in the <u>Planning and Urban Design</u> Department.
- If property is in a Conservation District, submit your <u>Conservation District Work Review</u> <u>Application and Checklist</u> to our <u>Conservation District Division</u>. Consult our complete <u>list</u> <u>of Conservation Districts and maps</u>.
- If property is in a Historic District Overlay or has Historic Designation, contact the <u>Office</u> <u>of Historic Preservation</u> to submit an <u>Application for a Certificate of Appropriateness</u>.
- If platting is required, submit your <u>Platting Application</u> to our <u>Subdivision Department</u>. Consult the <u>Platting Guidelines</u> and the <u>Plat Submittal Dates</u>.
- To request the abandonment of right-of-way abutting your property, contact the <u>Real</u> <u>Estate Division</u> of the Public Works Department and consult the <u>Abandonment Guidelines</u>.
- Know if a permit is required by reading Section 301 of the <u>City of Dallas Administrative</u> <u>Procedures for the Construction Codes</u>

PERMIT SUBMITTAL

The City of Dallas primarily accepts permit submittals via our Electronic Platform <u>Project Dox</u>. You will need to configure your computer and create an account following these <u>instructions</u>.

Consult our <u>How-to Guide for e-Plan Submittals</u> for specific instructions on how start your permit application. For assistance on your submittal, please send your questions to <u>biprojectdox@dallascityhall.com</u>, or call our call center at (214)948-4480. In this section you will find general information on how to submit for your building permit.

- **Coming 2023: pre-application consultations will be available at the Oak Cliff Municipal Center***
- For projects undergoing a platting process, or requiring full Civil Engineering Review, submit via <u>Project Dox</u> the required Engineering Paving and Drainage and Water/Wastewater plans. Contact the <u>Engineering Division</u>, and consult the <u>Engineering</u> <u>Release Work Flow Chart</u> to learn when a full engineering submittal is required.
- Complete your <u>Building Permit Application</u>
- Ensure you have all required construction documents and plans, drawn to standard scale and legible. For specific information on plans required, consult the <u>list of forms and checklists</u> according to the type of permit being applied for.
- Know if your plans require a design professional's seal by reading Section 301.4.7.3 of the <u>City of Dallas Administrative Procedures for the Construction Codes</u>, the <u>Texas Board</u> <u>of Architectural Examiners Flow Chart</u>, and the <u>Texas Board of Professional Engineers</u> <u>Flow Chart</u>
- Complete a <u>Certificate of Occupancy application</u> [required for commercial projects only]
- Learn if your project is subject to the <u>Parkland Dedication</u> by reviewing the <u>Parkland</u> <u>Dedication Flowchart</u>, and complete the <u>Parkland Dedication Fee Worksheet</u>
- Submit your permit application, construction documents and plans to your <u>Project Dox</u> account.
- Submit your <u>Fire Alarm</u> and/or <u>Fire Sprinkler</u> plans for review.
- Pay permit and plan review fees according to the type of permit being applied for.

INSPECTIONS

After a building permit and/or a Certificate of Occupancy have been issued, our field inspectors are required to inspect work in progress for conformity with approved plans and the City codes. In addition, inspectors ensure the City's site management requirements are met.

- Find your Building Inspection District using the <u>BI Districts Map</u>
- Find the work that requires inspection and the corresponding three-digit code using the Inspections Code Directory
- Schedule your required inspection by calling (214)670-5313 or <u>schedule an inspection</u>
 <u>Online</u>. For question on how to schedule inspections, contact your corresponding <u>District</u>
 <u>Inspection Office</u>
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OTHER USEFUL RESOURCES

- 2021 Dallas Development Guide
- Landscape Tree Manual
- Dallas Green and Energy Codes
- Online Records

Project Description: To ensure project gets routed to the proper department, on the application submittal of the Online Application for a building project please begin the description of work with one of the following phrases which most resembles your permit type: Q-Team Review, Commercial New, Commercial Remodel, Commercial Addition, Residential New, Residential Addition, Residential Addition/Remodel, Residential Remodel.

Single Page Files: All drawing files shall be single page files. No multi-page drawing files will be accepted.

Batch Stamp Location: All drawings must have a clear area for City approved stamp.

Correct File Orientation: Drawing and document files need to be uploaded in the correct orientation. (Landscape).

Uploading Plans: Before submitting the plans to the City, please review the uploaded plans for correct orientation. If the thumbnail of the plans or documents are not shown, delete the file and try uploading again.

File Naming Standard: Please follow our file naming convention.

File Name Limits: Please limit the number of characters in the file name to 20 characters or less, no special characters please, and abbreviations are okay.

Drawing Scale: A scale bar is required on all drawings.

Drawing Layers: Clean and purge all extraneous layers from the drawings.

Revised Sheets: All revised sheets that are uploaded must be named the same as the original file to allow for versioning.

Revisions: Ensure that all revisions are clouded, include a narrative of what those changes are.

Respond to Plan Review Comments: Plan Review comments can come in two ways:

- Change mark which is a page specific correction.
- Checklist Item general information that could be information-only or require a correction.

Both of these correction items will require a response from the Applicant on how the item was corrected. This is similar to a narrative response but, comes in the electronic form which opens when accepting the task. Please ask if you have any questions.

Payments: The task to pay fees will direct the applicant to a payment portal to pay the fees. The applicant must return to their project in PDOX and complete the fee task after they receive confirmation from the payment portal that the fee was accepted as payment.

Updating Team Members: A project team member can be removed or added from the system when the City is notified through the team email within the project.

Automatic Sign Outs: The system will time automatically sign you out after 120 minutes of inactivity. Please save and save often!

Internal City of Dallas ProjectDox IT assistance: Biprojectdox@dallas.gov (214)-948-4480





Electronic Plan Solutions

Permit Application Submittal Manage my Project Quick Reference Guide BUILDING INSPECTIONS City of Dallas, TX





 The first communications received from ProjectDox after submitting an application are two emails titled: *Invitation and Applicant Upload Task Assignment*. The first is just an informational email. The second email asks the applicant to upload the required documents (Plans and any other required document) to start the review process.

1st email	Applicant Upload Task Assignment 2nd email
Invitation Hello John Doe: You have been invited to the project listed below.	Attention John: You have been assigned a task on Project: 1809121001 Please Login to ProjectDox to begin your task.
	Project: 1809121001
Your Login: john.doe@hotmai.com	Task: Applicant Upload
Project Name: 1809121001	Project Access
Project Description	Once in ProjectDox, click on Application Upload Task, under the Task List pane, to upload your plans and any additional documents Contact the City of Dallas at (214)-948-4480 or <u>biadmin@dallascityhall.com</u> if you have questions regarding this project. Please do not reply to this email.

- 2. The <u>Login to ProjectDox</u> link in the *Applicant Upload Task Assignment* email will open the login window for the applicant to log into the system.
- 3. After logging in, two things can occur:
 - a. If popup blocker is active on the browser, the web portal of the project will show up. Notice the project # is on the left pane on the portal and the *Applicant Upload Task* is in the Task List.

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b. If popup blocker is not active on the browser, a message will popup asking if you want to accept the task. Click on No, the project web portal will show up. Notice the project # is on the left pane on the portal and the *Applicant Upload Task* is in the Task List.

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4. Required documents. All permits require a set of documents that must be downloaded, fill out and upload it back into the system along with plans. These documents are located in the Submission Requirements folder.

Follow these steps to download the required documents and upload them back into the system.

a. Click on the Submission Requirements folder.

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b.For each individual file listed, do the following:

Select the file and click on the download arrow. Make sure the checkbox located left ١. of the file name is selected.



ProjectDox[®]

1809121001



II. Depending on the browser, the download and Save window will pop up.

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III. Save the file on your computer or other media (an USB drive for example).



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- IV. Depending on the software that is installed on the computer, you can either: edit the file and save it back into the computer or media, or, print it/fill out/scan and save it back into the computer or media.
- V. Once the file is filled out and saved back on the computer or media, the document must be uploaded back into the system inside the **Documents** folder.
- VI. If the editing process took time, it's most likely that the system logged you out from the session.

If you need to log in, continue to next step; (1), otherwise continue to step 5.

	Manage My Existing Projects
After logging back in, click on	
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2) Click on the **Projects** tab. (If the background color of the tab is white, this means it is selected)

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 If you find your project, go to next step (4), otherwise click on All Projects and, under PROJECT, enter the project number and press Enter.

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4) Click on your project number.





5. Upload the required documents and plans. Click on Application Upload Task.



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For requirement documents select the *Documents* folder and for plans select the *Drawings* folder.
 For demonstration purposes, I will upload plans in this example, but the same process applies for uploading required documents into the *Documents* folder.

Click on *Drawings* folder to upload your plans.



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8. Click on *Select Files to Upload*.

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- 9. On the upload window you can use one of two methods to upload files; **drag and drop** or the **traditional** method.
 - a. **Drag and drop**. Notice that more than one file can be selected at once, so you can select all documents (required documents or plans) at once.

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b. **Traditional**. Click on **Browse** and select all documents (required documents or plans) to be uploaded and click on **Open**. Notice that more than one file can be selected at once.



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10. **Uploading progress window**. After selecting all files, a window with a list of selected files will show up. Click on *Upload Files* to proceed.

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11. The upload process will open a window with a list of files that have been uploaded. Click on **Close** to return to the previous window (applicant upload window).



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12. Notice the Project section of the **applicant upload** window has changed. If any of the files have been uploaded by mistake, you can remove them by clicking on the red **X**.

Project: 1809121001

Sel	ct your files to upload to this folder:
	Select Files to Upload View Folders
-	1809121001\Drawings
	A2-2 2nd floor Proposed Addition 100380704.pdf >
	C001 - COVER.pdf ×
	🗎 C004 - SITE.pdf 🗙

13. Now click on **View folders**. Notice **Document folder** displays the total number of files imported inside the parenthesis ().







14. Go down to the end of the window.

https://wseprstst01.city.dalla	stx.cod/?wflowTa	skID=2589 - Applicant Uplo	ad - Internet Exp	lorer			-		;
APPLICAN	IT UPLO	DAD			ProjectFlow BUILDING		avoi	e.	
Permit Information	Fee Balance	Review Information	Resources						
	Name 180	9121001							
De	scription Nev	w house on block #2							
	Status App	plicant Upload							
	Location 150	0 MARILLA ST Ste:7TH	1						
	Contact								
	Email								
	Phone 214	9484152							
Poss	se Job ID 116	6474436							
								-	,
Task Instruction	S								
Select appropriate d TO START REVIEW Complete". (bottom of	estination folde / PROCESS: F of page)	er then select files to u Please select "Upload	pload to sele Complete - N	cted folder. Repe otify Dallas" ena	eat until all required submission bled by first selecting checkbo	on files are ox "Upload	uploade Task	ed.	
		Upload Comple			Close				

15. Verify that all drawings and required documents are there and select the checkbox **Upload Task Complete (I have uploaded all required drawings and/or documents)** and click on the **Upload Complete – Notify the City of Dallas** button.

Select d	estination folder for files.
* 🎒 1	809121001
	Coversheet (1 Files - 0 New)
1	Drawings (3 Files - 3 New)
6	Documents (1 Files - 1 New)
0	Submission Requirements (1 Files - 0 New)
0	Approved
6	Reviewer Attachments
0	Quick Review
1 Uploa	d Task Complete (I have uploaded all required drawings and/or documents)

16. Once you receive the following message, proceed to close it.





17. An email message will be delivered to you indicating that the application upload task is complete, and the application is in the pre-screen process.



except to wait for another email communication from **ProjectDox** to continue with the next step (**Step** 11) of the workflow.

- 18. No matter if all required documents are in order or more information is needed, an email communication will be sent to the applicant indicating process success or more information is needed. For the purpose of this tutorial, the prescreen process succeeded.
- 19. After the prescreen process succeeds, an email communication will be sent to the applicant indicating that initial fees must be paid before continuing with the review process.





Contact the City of Dallas at (214)-948-4480 or <u>biadmin@dallascityhall.com</u> if you have questions regarding this project. Please do not reply to this email.

20. Click on either links; <u>ProjectDox</u> or <u>Project Access</u> on the email to start the **Initial Fess Payment** process.



21. Click **OK** on the next question.





22. Proceed to enter your credit card information and click Pay.

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ayment Page	1.0.0.0 © 2016 - City of Dallas		

23. The following message will appear while the transaction is being processed.



- 24. When the transaction is finished, you will receive a series of confirmation messages:
 - a. **ProjectDox**. Initial Payment Window.



NITIAL FEE PAYMENT ProjectFlow						
Permit Information Fee Bala	nce Review Information Resour	ces				
Name Description Status Location Contact Email Phone Posse Job ID	1809121001 New house on block #2 Prescreen 1500 MARILLA ST Ste:7TH 2149484152 116474436					
Task Instructions NEED INSTRUCTIONS Payment Receipt URL: Click Payment Status: success Payment Transaction ID: 5c- Payment Project: 116474438 Payment Receipts: 0003438 Thank you for your payment t	to view receipt 4ee1d4-cb5e-4b05-83cf-59a0fc22 5 4 the City of Dallas Building Inspec	3df6 tion. Please see above for a link to a printable receipt.				
I have paid all outstanding	g fees.					
		Paid Close				

b. **Email confirmation**. The applicant will receive an email with the link to view a receipt. Notice there will be a permit # in the email.

≡ [City	of Dallas
Thank you for your Friday, September 001.	VISA payment of \$450.00 t 14, 2018 11:59 AM for payr	o City of Dallas Building Inspection, made at nent of fees applied to project #116474436-
If you would like a p https://wststposse0 project=116474436	printable receipt for your pay 1/Test/Payment/Home/Paym &transactionID=5c4ee1d4-c	rment, please click here: <u>nentSuccess?</u> <u>:b5e-4b65-83cf-59a0fc228df6</u> .
The receipt number	rs and permit numbers cove Receipt No.:	red by your payment include: Permit No.:

c. Click on the link to view the receipt. Note that the web browser will alert you again to open the web page. Proceed with the instructions on step 15 above to view the receipt.



Payment Success

Your payment has been made successfully. You may print this receipt for your records.



Payment Page 1.0.0.0 © 2018 - City of Dallas

25. On the Project Dox Initial Payment Window, click on checkbox I have paid all outstanding fees and click on the Fees Paid button.

INITIAL FEI	E PAY	MENT				ProjectFlow BUILDING		avoire
Permit Information	Fee Balance	Review Information	Resources					
Desc Lc C	Name 18 ription Ne Status Pr ocation 15 Contact Email Phone 21	09121001 ew house on block #2 escreen 00 MARILLA ST Ste:7TH 49484152	1					
Posse	Job ID 11	6474436						
VEED INSTRUCTION	S L: Click to v	view receipt						
Payment Transaction	ID: 5c4ee	1d4-cb5e-4b65-83cf-59	a0fc228df6					
Payment Project: 116	6474436							
Payment Receipts: 00 Thank you for your pay	/ment to th	e City of Dallas Buildin	g Inspection. F	Please see abov	e for a link to a	printable receipt	t	
☑ I have paid all outs	standing fe	es.						
		-	 Fees Paid 	Close				



26. Click OK on the next message.



- 27. At this time your application is under review and there is no action required on your part except to wait for another email communication from **ProjectDox** to continue with the next step (**Step 22**) of the workflow.
- 28. During the review process two outcomes can occur; *Waiting for Information* or *Approved*. No matter the outcome, an email communication will be sent to the applicant for either; asking for additional information or, if approved, to pay any final outstanding fees (if any).
- 29. For the purpose of this exercise, we will assume the review process was approved and additional fees are outstanding. The applicant will receive a communication email similar to:



30. Repeat steps 15 through 20 above to pay outstanding fees and receive a confirmation message.



31. At this time your application is complete, and a final email will be sent to the applicant asking to log in and download the approved plans.



Approved Plans Ready for Download Notification

Attention John:

Congratulations, your approved plans are ready for download for Project 1809121001.

In order to download your approved plans Login to ProjectDox and download your plans from the Approved Plans and Approved Supporting Docs folders.

Project:	18	809121001
Project Access	I	Login to ProjectDox

If you do not have access to the specified folder, please contact the Project Administrator.

Please do not reply to this email.

32. Review step 3-b above for instructions on how to download files from a folder. The only difference here is that step 3-b explains how to download the files from the **Submission Requirements** folder, the approved plans will be in the **Approved** folder instead.



1809121001

Main Contact:	
Expand current Collapse	New house on block #2
 1809121001 <u>Coversheet</u> (1 Files - 0 New) <u>Drawings</u> (3 Files - 3 New) <u>Documents</u> (1 Files - 1 New) <u>Submission Requirements</u> (1 Files - 0 New) <u>Approved</u> <u>Reviewer Attachments</u> <u>Quick Review</u> 	Task List Start Workflow C Refresh Show all tasks for all users Workflow Instances
	NAME 1809121001 - Master Permit - 9/13/2018 10:41:17 1 - 1 of 1 records

33. After downloading the drawings, you can logout from the system.