GENERAL PROJECT REQUIREMENTS CHECKLIST

City of Dallas

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

PERMIT SUBMITTAL

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

Consult our [How-to Guide for e-Plan Submittals](#) for specific instructions on how start your permit application. For assistance on your submittal, please send your questions to [biprojectdox@dallascityhall.com](#), 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 [Project Dox](#) the required Engineering Paving and Drainage and Water/Wastewater plans. Contact the [Engineering Division](#), and consult the [Engineering Release Work Flow Chart](#) to learn when a full engineering submittal is required.
- Complete your [Building Permit Application](#)
- Ensure you have all required construction documents and plans, drawn to standard scale and legible. For specific information on plans required, consult the [list of forms and checklists](#) 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 [City of Dallas Administrative Procedures for the Construction Codes](#), the [Texas Board of Architectural Examiners Flow Chart](#), and the [Texas Board of Professional Engineers Flow Chart](#)
- Complete a [Certificate of Occupancy application](#) [required for commercial projects only]
- Learn if your project is subject to the [Parkland Dedication](#) by reviewing the [Parkland Dedication Flowchart](#), and complete the [Parkland Dedication Fee Worksheet](#)
- Submit your permit application, construction documents and plans to your [Project Dox](#) account.
- Submit your [Fire Alarm](#) and/or [Fire Sprinkler](#) 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 [BI Districts Map](#)
- 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 [schedule an inspection Online](#). For question on how to schedule inspections, contact your corresponding [District Inspection Office](#)

▪▪

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

ProjectDox®

Electronic Plan Solutions

Permit Application Submittal

Manage my Project

Quick Reference Guide

BUILDING INSPECTIONS

City of Dallas, TX

City of Dallas

1. 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

Invitation

Hello John Doe:

You have been invited to the project listed below.

Your Login:	john.doe@hotmai.com
Project Name:	1809121001
Project Description	
Login to ProjectDox	
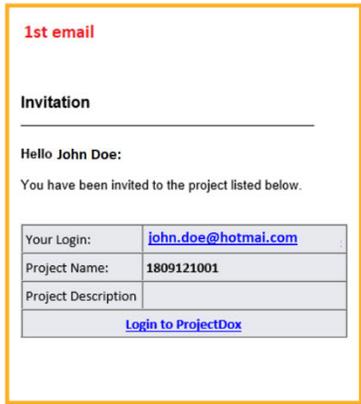
Applicant Upload Task Assignment   **2nd email**

Attention John:

You have been assigned a task on Project: **1809121001**

Please Login to ProjectDox to begin your task.

Project:	1809121001
Task:	Applicant Upload
Project Access	

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 biadmin@dallascityhall.com if you have questions regarding this project.

Please do not reply to this email.

2. The Login to ProjectDox 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.**

ProjectDox

1809121001

Main Contact:

Expand current | Collapse | New house on block #2

⊟ 1809121001 ⬅ **Poject Number**
  ├ Coversheet (1 Files - 0 New)
  ├ Drawings
  ├ Documents
  ├ Submission Requirements (1 Files - 0 New)
  ├ Approved
  ├ Reviewer Attachments
  └ Quick Review

Task List

Start Workflow Refresh Save Settings
☐ Show all tasks for all users

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TY...	STATUS	PRIORITY
	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
▭ 🖳 ➡	Applicant Upload Task	1809121001	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Applicant	FirstInGroup	Pending	⚠ Medium

1 - 1 of 1 records

Workflow Instances

	NAME	COORDINATOR GROUP	STATE	VERSION	STARTED
⛗	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Facilitator	Active	Initial Version (Version 1)	9/13/2018 3:41:18 PM

1 - 1 of 1 records

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.**

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.

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

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

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

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

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.

1) After logging back in, click on

2) Click on the **Projects** tab. (If the background color of the tab is white, this means it is selected)
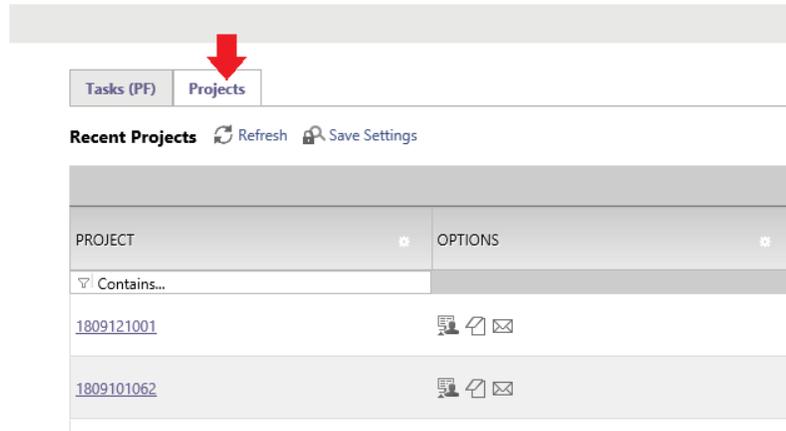
3) If you find your project, go to next step (4), otherwise click on **All Projects** and, under **PROJECT,** enter the project number and press **Enter**.

4) Click on your project number.
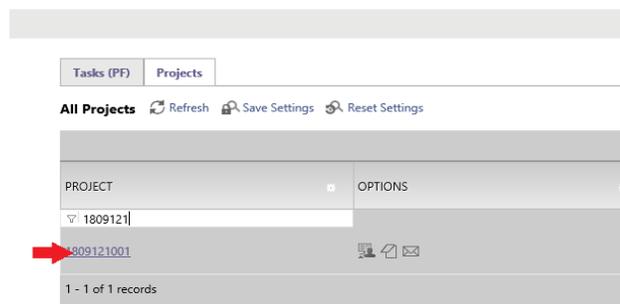
5. Upload the required documents and plans. Click on **Application Upload Task**.

ProjectDox®

1809121001

Main Contact:

Expand current | Collapse | New house on block #2

- ⊟ **1809121001**
  - 📁 Coversheet (1 Files - 0 New)
  - 📁 Drawings
  - 📁 Documents
  - 📁 Submission Requirements (1 Files - 0 New)
  - 📁 Approved
  - 📁 Reviewer Attachments
  - 📁 Quick Review

Task List

📋 Start Workflow 🔄 Refresh 🔖 Save Settings
☐ Show all tasks for all users

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TY...	STATUS	PRIORITY
	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
💬 🖳 ➡	Applicant Upload Task	1809121001	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Applicant	FirstInGroup	Pending	⚠ Medium

1 - 1 of 1 records

Workflow Instances

	NAME	COORDINATOR GROUP	STATE	VERSION	STARTED
⚙	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Facilitator	Active	Initial Version (Version 1)	9/13/2018 3:41:18 PM

1 - 1 of 1 records

6. Maximize the window and open the section related to the project number.

APPLICANT UPLOAD

Permit Information	Fee Balance	Review Information	Resources

Name	1809121001
Description	New house on block #2
Status	Applicant Upload
Location	1500 MARILLA ST Ste:7TH
Contact	
Email	
Phone	2149484152
Posse Job ID	116474436

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Notify Dallas" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Project: 1809121001

Select destination folder for files:

- ▾ 📁 1809121001
  - 📁 Coversheet (1 Files - 0 New)
  - 📁 Drawings
  - 📁 Documents
  - 📁 Submission Requirements (1 Files - 0 New)
  - 📁 Approved
  - 📁 Reviewer Attachments
  - 📁 Quick Review

☐ Upload Task Complete (I have uploaded all required drawings and/or documents)

[Upload Complete - Notify the City of Dallas] [Close]

7. 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.
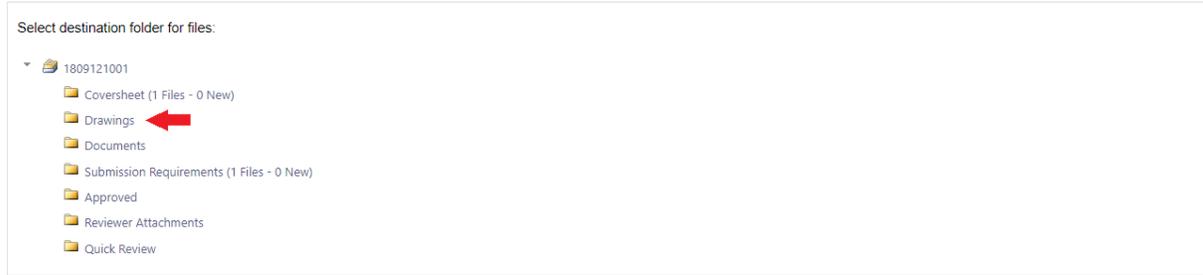
8. Click on **Select Files to Upload**.
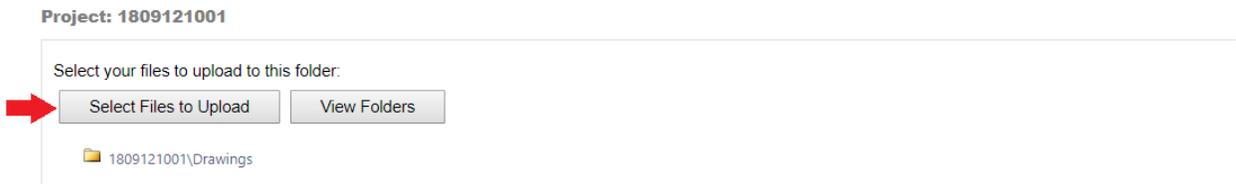
9. On the upload window you can use one of two methods to upload files; **drag and drop** or the **traditional** method.

   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.
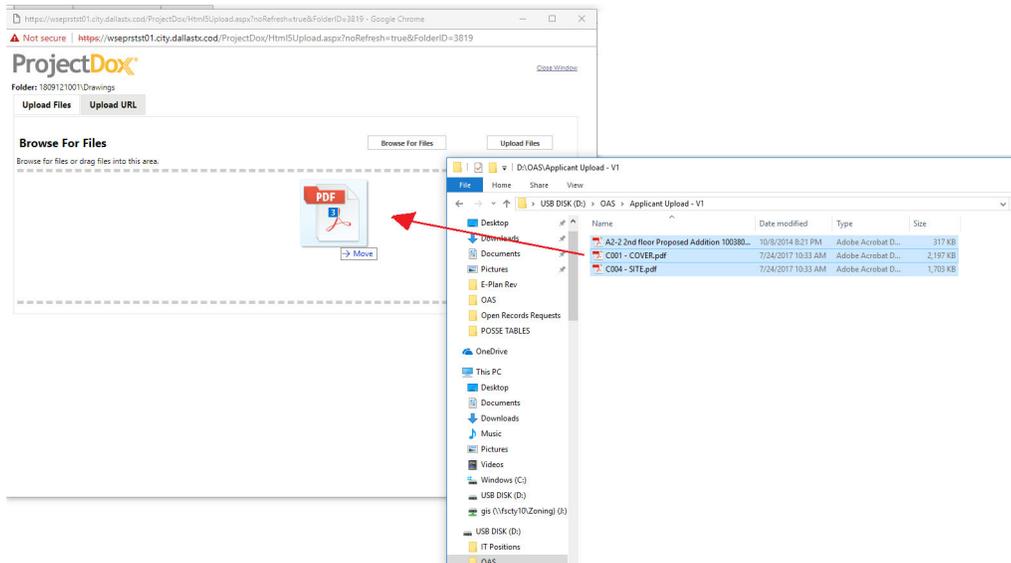
   b. **Traditional**. Click on **Browse** and select all documents (required documents or plans) to be uploaded and click on **Open**. Notice that more than one file can be selected at once.
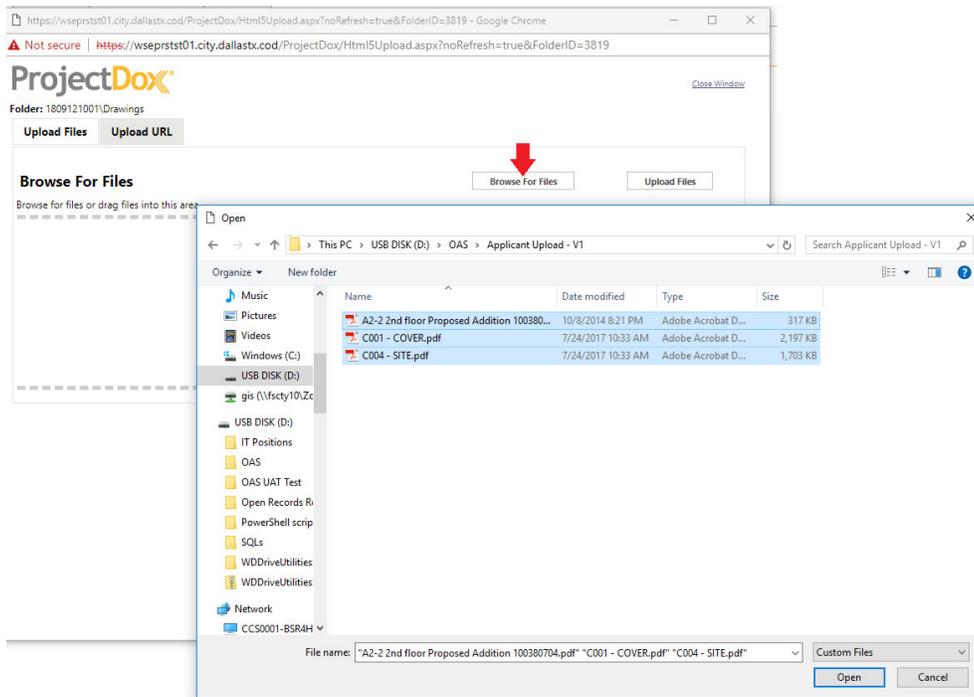
10. **Uploading progress window**. After selecting all files, a window with a list of selected files will show up. Click on *Upload Files* to proceed.
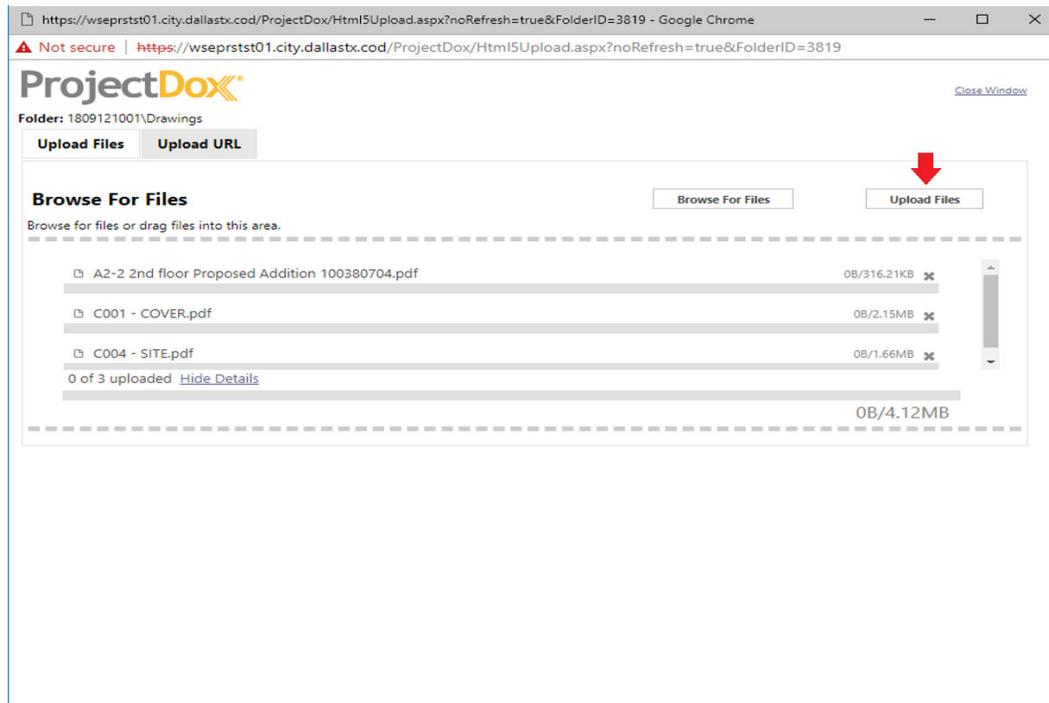
11. The upload process will open a window with a list of files that have been uploaded. Click on **Close** to return to the previous window (applicant upload window).
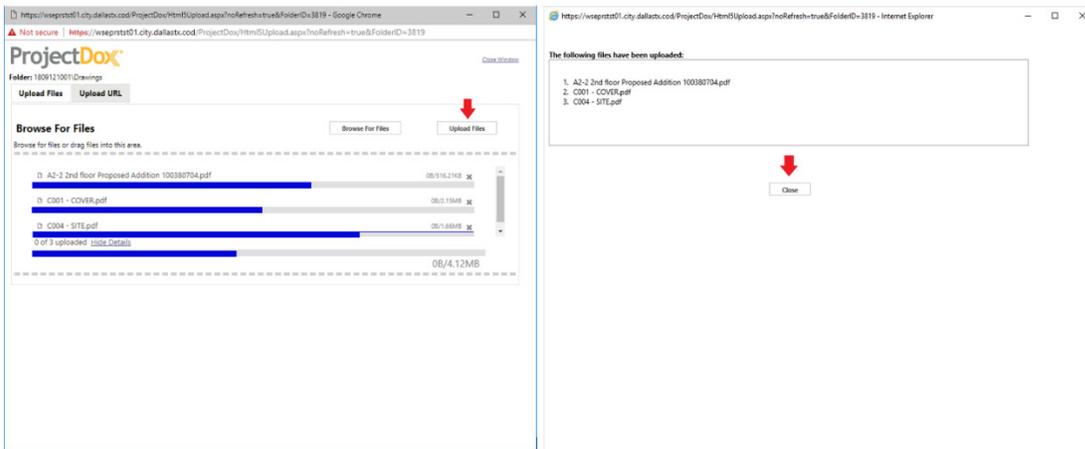
12. Notice the Project section of the **applicant upload** window has changed. If any of the files have been uploaded by mistake, you can remove them by clicking on the red **X**.
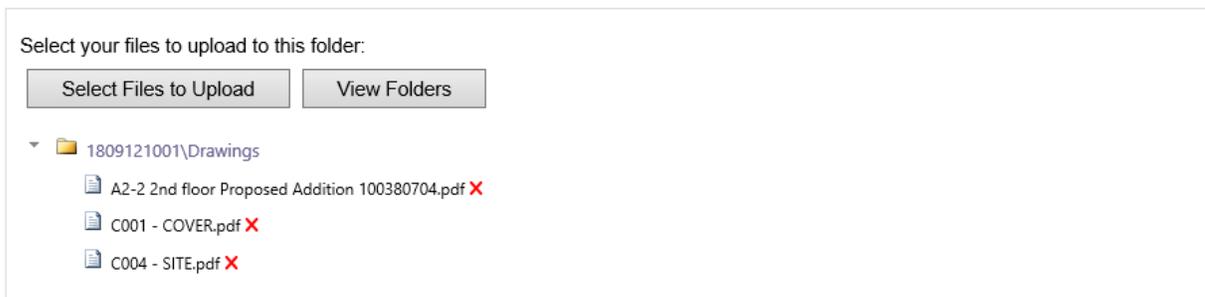
13. Now click on **View folders**. Notice **Document folder** displays the total number of files imported inside the parenthesis ().
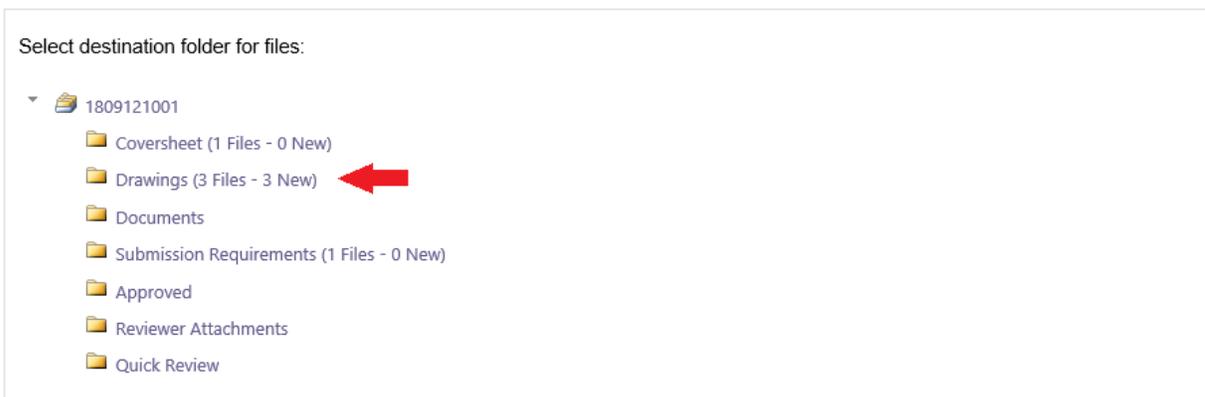
14. Go down to the end of the window.
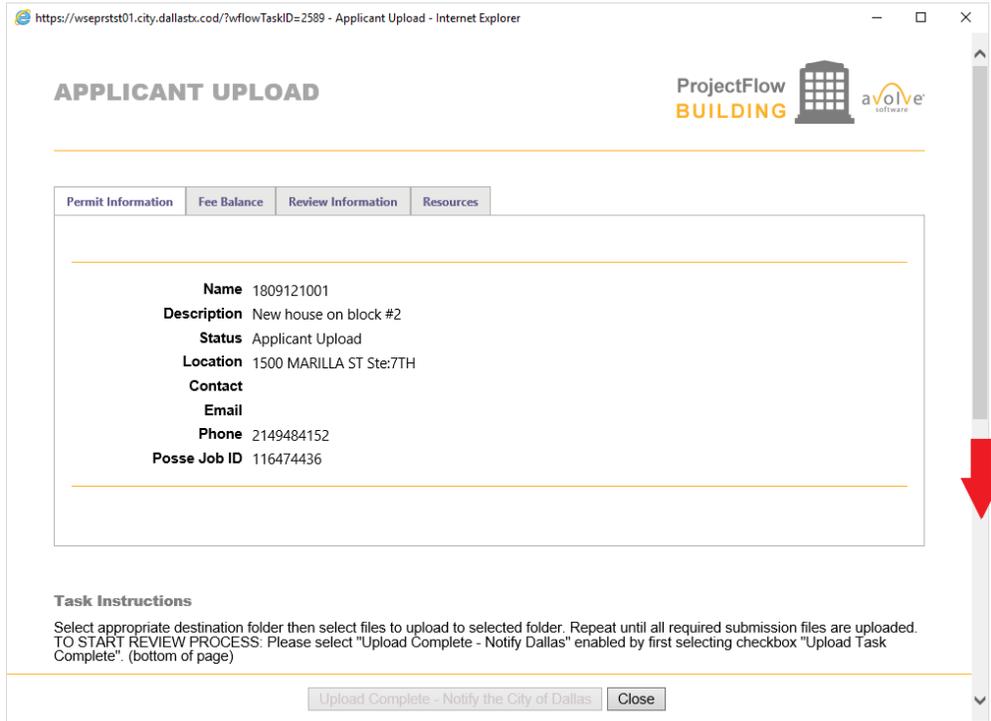
15. Verify that all drawings and required documents are there and select the checkbox **Upload Task Complete (I have uploaded all required drawings and/or documents)** and click on the **Upload Complete – Notify the City of Dallas** button.

16. Once you receive the following message, proceed to close it.
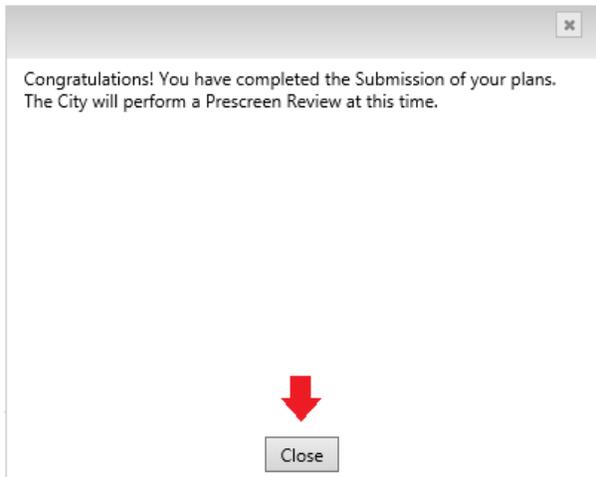
17. An email message will be delivered to you indicating that the application upload task is complete, and the application is in the pre-screen process.

Applicant Upload Complete

Attention John:

Thank you for completing your APPLICANT UPLOAD task on Project: **1809121001**. Your request is now in the PRE-SCREEN stage. You cannot upload additional information at this stage. We will pre-screen your request for the minimum application requirements and ePlans submission standards.

Contact the City of Dallas at (214)-948-4480 or biadmin@dallascityhall.com if you have questions regarding this project.

Please do not reply to this email.

At this time your application is under pre-screening 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 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.

ProjectDox®
Project Fees Due Notification

Attention John:

Thank you for using the City of Dallas Electronic Plan Review System.

In order for your permit to move on to the next step in the process, please remit payment for the permit fee. You may pay on-line or in person at the City of Dallas Building Department.

To pay for fees online, please login to ProjectDox and click on the "Fee Payment" task.

After fees are paid your permit will move to the next step in the review process.

Project:	**1809121001**
Task:	**Initial Fee Payment**
Project Access	

Contact the City of Dallas at (214)-948-4480 or biadmin@dallascityhall.com if you have questions regarding this project.

Please do not reply to this email.

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

ProjectDox®

1809121001

Main Contact:

Expand current | Collapse | ☑ New house on block #2

- □ **1809121001**
  - 📁 Coversheet (1 Files - 0 New)
  - 📁 Drawings (3 Files - 3 New)
  - 📁 Documents (1 Files - 1 New)
  - 📁 Submission Requirements (1 Files - 0 New)
  - 📁 Approved
  - 📁 Reviewer Attachments
  - 📁 Quick Review

Task List

📋 Start Workflow   🔄 Refresh   🔐 Save Settings
☐ Show all tasks for all users

OPTIONS	⚙	TASK	⚙	PROJECT	⚙	INSTANCE	⚙	
		▽ Contains...		▽ Contains...		▽ Contains...		
💬 📑		Initial Fee Payment		1809121001		1809121001 - Master Permit - 9/13/2018 10:41:17 AM		A

1 - 1 of 1 records

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

Message from webpage   ✕

❓ Do you want to accept this task?

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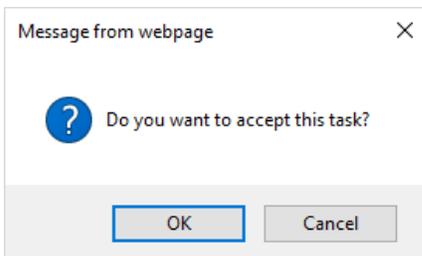
22. Proceed to enter your credit card information and click Pay.

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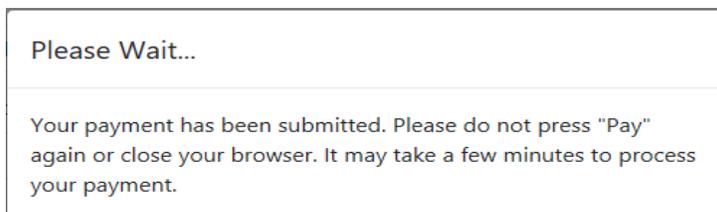
Please Wait...

Your payment has been submitted. Please do not press "Pay" again or close your browser. It may take a few minutes to process your payment.

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

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.

Thank you for your VISA payment of $450.00 to City of Dallas Building Inspection, made at Friday, September 14, 2018 11:59 AM for payment of fees applied to project #116474436-001.

If you would like a printable receipt for your payment, please click here:
https://wststposse01/Test/Payment/Home/PaymentSuccess?
project=116474436&transactionID=5c4ee1d4-cb5e-4b65-83cf-59a0fc228df6.

The receipt numbers and permit numbers covered by your payment include:

Receipt No.:	Permit No.:
00034384	1809121001

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.

City of Dallas

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

```
                        City of Dallas

Building       Inspection
----------------------------------------
        320 E. Jeferson, Rm #118
                214-948-4480
        Date: 9/14/2018 11:59:47 AM
                Office: CWEB
----------------------------------------

Receipt Number:              00034384
File Number:                1809121001
Project:                     116474436
Sequence:                            1
0721 UNKNOWN PAYCLASS          $450.00
        Payment Total:        $450.00
- - - - - - - - - - - - - - - - - - -
        Transaction Total:    $450.00
            VISA Tendered:     $450.00

        Thank you for your payment.
                Have a nice day!
```

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 FEE PAYMENT

ProjectFlow
BUILDING avolve software

| Permit Information | Fee Balance | Review Information | Resources |

Name	1809121001
Description	New house on block #2
Status	Prescreen
Location	1500 MARILLA ST Ste:7TH
Contact	
Email	
Phone	2149484152
Posse Job ID	116474436

Task Instructions
NEED INSTRUCTIONS

Payment Receipt URL: Click to view receipt...
Payment Status: success
Payment Transaction ID: 5c4ee1d4-cb5e-4b65-83cf-59a0fc228df6
Payment Project: 116474436
Payment Receipts: 00034384
Thank you for your payment to the City of Dallas Building Inspection. Please see above for a link to a printable receipt.

☑ I have paid all outstanding fees. ⬅

Fees Paid   Close

26. Click OK on the next message.

This site says...

Completing this task signifies all fees have been paid. Are you sure you want to complete the task?

OK   Cancel
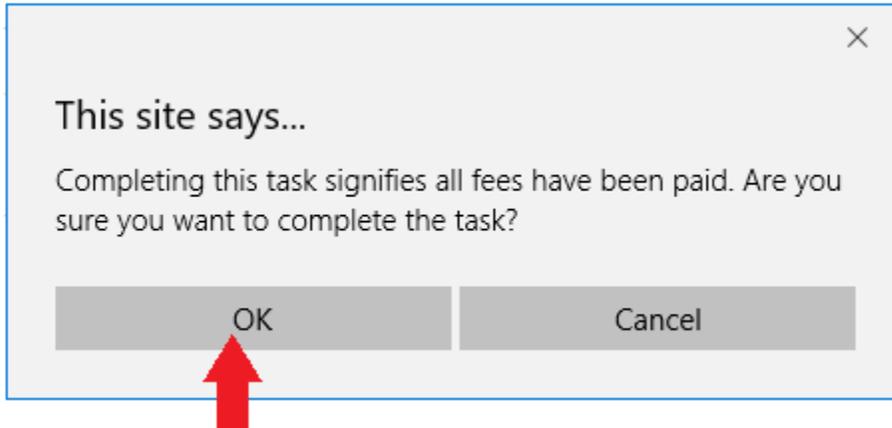
27. At this time your application is under review and there is no action required on your part except to wait for another email communication from **ProjectDox** to continue with the next step (**Step 22**) of the workflow.

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:

ProjectDox®

Project Fees Due Notification

Attention John:

Thank you for using the City of Dallas Electronic Plan Review System.

In order for your permit to move on to the next step in the process, please remit payment for the permit fee. You may pay on-line or in person at the City of Dallas Building Department.

To pay for fees online, please login to ProjectDox and click on the "Fee Payment" task.

After fees are paid your permit will move to the next step in the review process.

Project:	1809121001
Task:	**Final Fee Payment**
Project Access	

Contact the City of Dallas at (214)-948-4480 or biadmin@dallascityhall.com if you have questions regarding this project.

Please do not reply to this email.

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.

ProjectDox®

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:	**1809121001**
Project Access	**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.

ProjectDox®

1809121001

Main Contact:

Expand current | Collapse | New house on block #2

]-- **1809121001**
- Coversheet (1 Files - 0 New)
- Drawings (3 Files - 3 New)
- Documents (1 Files - 1 New)
- Submission Requirements (1 Files - 0 New)
- Approved ⬅
- Reviewer Attachments
- Quick Review

Task List

Start Workflow   Refresh
☐ Show all tasks for all users

Workflow Instances

	NAME
🖧	1809121001 - Master Permit - 9/13/2018 10:41:17 AM

1 - 1 of 1 records

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