



Completing a Change of Scope Addendums in *DallasNow*

In **DallasNow (Accela)**, a **Change of Scope Addendum** is a formal update to a permit application that documents **significant changes to the project's work scope** after the initial permit has been approved. It ensures that all departments involved in review or inspection are made aware of and can evaluate the revised scope.

Step 1.

Sign in to the DallasNow Citizen Portal.

The screenshot shows the DallasNow Citizen Portal login page. At the top, there is a blue header with the City of Dallas logo and the text "WELCOME TO THE CITY OF DALLAS". Below the header, there is a navigation bar with links for Home, Building, Planning, Enforcement, Contractor Registration, Public Works, and more. A search bar is located in the top right corner. The main content area is divided into two columns. The left column contains a "Welcome to DallasNow our new Citizen Portal" message, a "Please Login" section, and a "New Users" section. The right column contains a "Sign In" form with fields for "USERNAME OR EMAIL" and "PASSWORD", a "Forgot Password?" link, a "SIGN IN" button, and a "Remember me on this device" checkbox. A "Not Registered?" link is at the bottom of the right column.

City of Dallas WELCOME TO THE CITY OF DALLAS

Register for an Account Login

Search...

Home Building Planning Enforcement Contractor Registration Public Works more

Advanced Search

Welcome to DallasNow our new Citizen Portal
DallasNow is a permitting system designed to simplify the process for users. You now have access to search for or create applications for planning and development services, including permits, inspections, and more, 24 hours a day, 7 days a week.

Need assistance? Our support team is available Monday through Friday from 8:00 a.m. to 4:30 p.m. Call us at (214) 948-4480.

Please Login
Many online services offered by the City of Dallas require login for security reasons. If you are an existing user, please enter your username and password in the box on the right.

New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Sign In

USERNAME OR EMAIL:*
J.Customer

PASSWORD:*

Forgot Password?

SIGN IN

☐ Remember me on this device

Not Registered?



Step 2.

Click on My Records.

The screenshot shows the DallasNow user interface. At the top, there is a navigation bar with links for 'Home', 'Building', 'Planning', 'Enforcement', 'Contractor Registration', 'Public Works', and a 'more' dropdown. Below this is a sub-navigation bar with 'Dashboard', 'My Records' (highlighted with a blue box), 'My Account', and 'Advanced Search'. The main content area displays 'Hello, John Customer' and two buttons: 'View Cart' and 'View Collections'.

Step 3.

Click on the record number for the change of scope.

The screenshot shows the DallasNow user interface with the 'My Records' tab selected. The 'Building' section is expanded, showing a list of records. The table has columns: Date, Record Number, Record Type, Address, Description, Project Name, Expiration Date, and Status. The record 'AMD-SCOPE-25-001011' is highlighted with a blue box.

☐	Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Status
☐	08/06/2025	AMD-SCOPE-25-001011	Change of Scope					Pen
☐	08/06/2025	COM-ALT-ADD-25-001137	Commercial Alteration Addition Permit				08/06/2027	Insp
☐	08/06/2025	COM-PH-ALT-ADD-25-001041	Phase - Alteration Addition				08/06/2027	Pen
☐	08/06/2025	COM-PH-ALT-ADD-25-001040	Phase - Alteration Addition				08/06/2027	Pen



Step 4.

Scroll Down on the Record page.

Home **Building** Planning Enforcement Contractor Registration Public Works more ▾

Create an Application Search Applications Schedule an Inspection

Record COM-ALT-ADD-25-001137:
Commercial Alteration Addition Permit
Record Status: Inspection Phase
Expiration Date: 08/06/2027

Add to cart
Add to collection

Record Info ▾ Payments ▾ Plan Review

Work Location

[Blurred map area]

Step 5.

Click on Provide Update.

Record Details

Applicant:
John Customer John Customer
Home Phone:9725555555
Work Phone:2145555555
Mobile Phone:4695555555
@dallas.gov
Mailing
Dallas, TX 75201
United States

Licensed Professional:
John Customer dsdtraining@dallas.gov
Home Phone:9725555555
Mobile Phone:4695555555
General Contractor TL-GC-000059

Project Description:
Adding additional Suite, and changing interior layout

Owner:
DALLAS

► More Details

Provide Update

**Step 6.****A. Select Change of Scope.****B. Click on Continue Application.****Step 7.****A. Type Total Building Area for the change of scope.****B. Type Estimated Total Cost for the change of scope.****C. Type Description of Change of Scope.**

**Step 8.**

Click on Add a Row, is applicable.

Project Details - Part 2

Details of Scope Change
In this section, add information for each change made to the approved plan(s).

Showing 0-0 of 0

Item	Original	New	Reason for Change
No records found.			

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application »](#)

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Step 9.

- A. Enter Item information.**
- B. Enter Original information.**
- C. Enter New information.**
- D. Type Reason for Change.**

Details of Scope Change
In this section, add information for each change made to the approved plan(s).

A *Item: **B** *Original: **C** *New:

D *Reason for Change:

[spell check](#)

[Submit](#) [Cancel](#)



Step 10.

Click on Submit.

The screenshot shows a modal window titled "Details of Scope Change" with a close button (X) in the top right corner. Below the title is a subtitle: "In this section, add information for each change made to the approved plan(s)." The form contains three input fields: "* Item:" with the value "outlet", "* Original:" with the value "1", and "* New:" with the value "3". Below these is a text area for "* Reason for Change:" containing the text "Adhere to IBC". At the bottom left of the form is a "spell check" link. At the bottom center are two buttons: "Submit" (in a blue box) and "Cancel" (in a light blue box). A vertical scrollbar is visible on the right side of the modal.

Step 11.

Click on Continue Application.

The screenshot shows a web page titled "Project Details - Part 2". Below the title is a section titled "Details of Scope Change" with the subtitle "In this section, add information for each change made to the approved plan(s)". Below this is a table with the following data:

	Item	Original	New	Reason for Change	
☐	outlet	1	3	Adhere to IBC	Actions ▼

Below the table are three buttons: "Add a Row" (with a dropdown arrow), "Edit Selected", and "Delete Selected". At the bottom of the page are two buttons: "Save and resume later" (in a blue box) and "Continue Application »" (in a blue box with a right-pointing arrow). At the very bottom of the page, there is a footer: "© 2024 City of Dallas, TX. All rights reserved."



Step 12.

Click on Add.

Change of Scope

1 Application Information

2 Support Documentation

3 Review

4 Pay Fees

5 Record Issuance

Step 2:Support Documentation>Support Documentation

In this page, upload documents to support your application.

* indicates a required field

Attachment

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

The maximum file size allowed is **256 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;wmd;wml;xls;xlsx;xml;zip are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later

Continue Application »

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Step 13.

Click on Add

File Upload [X]

The maximum file size allowed is 256 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

[Continue] [Add] [Remove All]

A horizontal scrollbar is visible at the bottom of the dialog box.

Step 14.

Locate and select file to upload.

File Upload [X]

The maximum file size allowed is 256 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

Electrical.pdf 0%

[Continue] [Add] [Remove All]

A horizontal scrollbar is visible at the bottom of the dialog box.



Step 15.

Click on Continue.

File Upload [X]

The maximum file size allowed is 256 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

Electrical.pdf 100%

[Continue] [Add] [Remove All]

Step 16.

A. Select Type from drop down menu.

B. Type Description.

Type: Plans - New Plans

File: Electrical.pdf 100%

Description: Pages 3 and 7 show outlet location changes. All other pages remain the same as on the original approved plans.

spell check

[Save] [Add] [Remove All]

[Save and resume later] [Continue Ap]



Step 17.

Click on **Save**.

Type:
Plans - New Plans Remove

File:
Electrical.pdf
100%

Description:
Pages 3 and 7 show outlet location changes. All other pages remain the same as on the original approved plans.

spell check

Save

Add

Remove All

Save and resume later

Continue Application »

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Step 18.

Click on **Continue Application**.

Attachment

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the "Save" button to attach it to your application.

The maximum file size allowed is 256 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Electrical.pdf	Plans - New Plans	2.37 MB	Pending	

Add

Save and resume later

Continue Application »

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Step 19.

Click on Continue Application.

Note: If any information needs to be revised, click on **Edit** for that section.

Record Type

Change of Scope

Project Details - Part 1

General Information [Edit](#)

Total Building Area (Sq. Ft): 250

Estimated Total Cost (Job Value): 3000

Description of Change of Scope: Moving 3 electrical outlets in

Project Details - Part 2

Details of Scope Change [Edit](#)

Item	Original	New	Reason for Change
outlet	1	3	Adhere to IBC

Attachment [Edit](#)

The maximum file size allowed is **256 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;set;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Electrical.pdf	Plans - New Plans	2.37 MB	08/06/2025	Actions ▼

[Save and resume later](#)[Continue Application »](#)

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Step 20.

Click on Check Out.

Change of Scope

1 Application Information

2 Support Documentation

3 Review

4 Pay Fees

5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Record Change	1	\$30.00

TOTAL FEES: \$30.00
Note: This does not include additional inspection fees which may be assessed later.

Check Out »

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Step 21.

Click on Checkout.

Cart

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
1 Application(s) | \$30.00
Change of Scope
25TMP-008753
Total due: \$30.00

Total amount to be paid: \$30.00
Note: This does not include additional inspection fees which may be assessed later.

Checkout » Edit Cart » Continue Shopping »



Step 22.

Click on Submit Payment.

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$30.00

☒ Pay with Credit Card
☐ Pay with Bank Account

Submit Payment »

Step 23.

Complete payment information and click on Pay.

Order Summary

Total \$ 30.00

Card Number *

Exp. Date *

Card Code

Billing Address

First Name

Last Name

Billing Country
USA ▼

Zip

Street Address

City

State

Phone Number

Email

Pay

Cancel



Step 25.

A. Look for the statement in green “Your application(s) has been successfully submitted.”

B. Click on the Record Number to view Record information.

Search...

Home Building Planning Enforcement Contractor Registration Public Works more ▾

Dashboard My Records My Account Advanced Search

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

A Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

[Print/View Receipt](#)

No Address

B [View Receipt](#)

[Print/View Receipt](#)

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You will be able to view the Record Status for your Change of Scope Addendum.

The screenshot shows the DallasNow web application interface. The top navigation bar includes links for Home, Building (highlighted), Planning, Enforcement, Contractor Registration, Public Works, and a more dropdown menu. Below the navigation bar is a light blue section with three buttons: Create an Application, Search Applications, and Schedule an Inspection. The main content area displays a record for 'Record AMD-SCOPE-25-001012: Change of Scope' with a 'Record Status: Pending'. To the right of the record are two links: 'Add to cart' and 'Add to collection'. Below the record are two tabs: 'Record Info' (selected) and 'Payments'. At the bottom of the record section is a 'Work Location' label.

Please note that when the Record Status is changed to Closed – Approve, it only indicates that a change of scope has been approved for the original record.

The original record will still need to go through Plan Review and be approved, and fees paid before an updated permit can be issued.

This screenshot shows the same DallasNow interface as the previous one, but the 'Record Status' for 'Record AMD-SCOPE-25-001012: Change of Scope' is now 'Closed - Approved'. The 'Record Info' tab is still selected, and the 'Payments' tab is visible. The 'Add to cart' and 'Add to collection' links remain on the right side of the record.