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How-To Complete the Commercial Alteration and Addition Application

This how-to guides you through the process of completing a *DallasNow* application for a **commercial alteration** or **addition** to a project. An **alteration/addition permit** authorizes changes (remodeling, expansion, or the addition of new square footage) to an **existing** commercial structure.

1. Enter your **username** or **email** and **password**, then click **Sign In**.

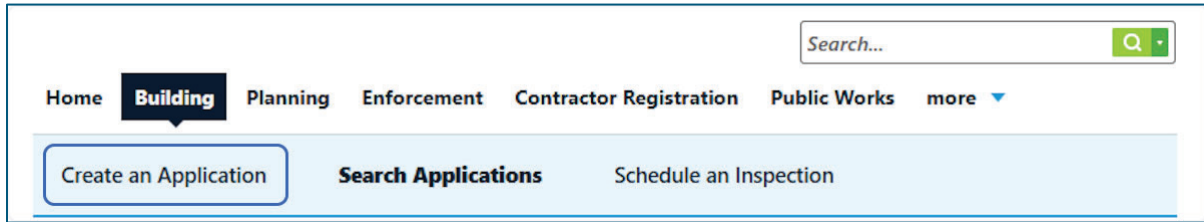
The screenshot shows a 'Sign In' form with two input fields: 'USERNAME OR EMAIL:*' and 'PASSWORD:*'. The password field has a toggle icon for visibility. Below the fields is a link for 'Forgot Password?'. A blue 'SIGN IN' button is centered below the link. At the bottom, there is a checkbox labeled 'Remember me on this device' and a link 'Not Registered? CREATE AN ACCOUNT'.

2. Click **Building**.

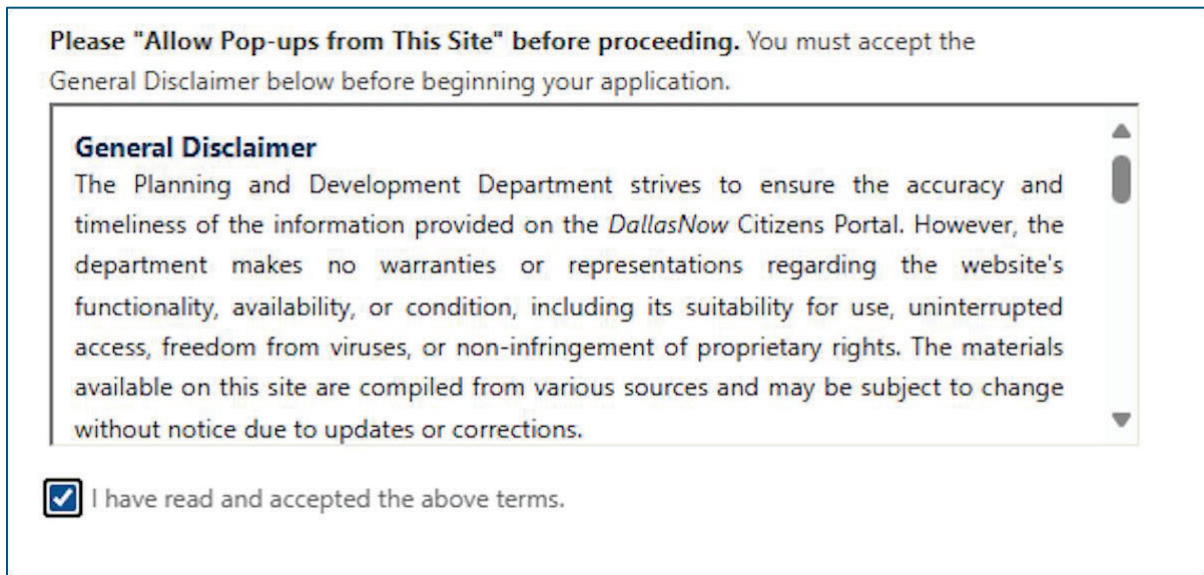
The screenshot shows a navigation bar with a search box on the right. The main navigation menu includes 'Home', 'Building' (highlighted with a blue background), 'Planning', 'Enforcement', 'Contractor Registration', 'Public Works', and a 'more' dropdown. Below this, a secondary menu contains 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'.



3. Click **Create an Application**.

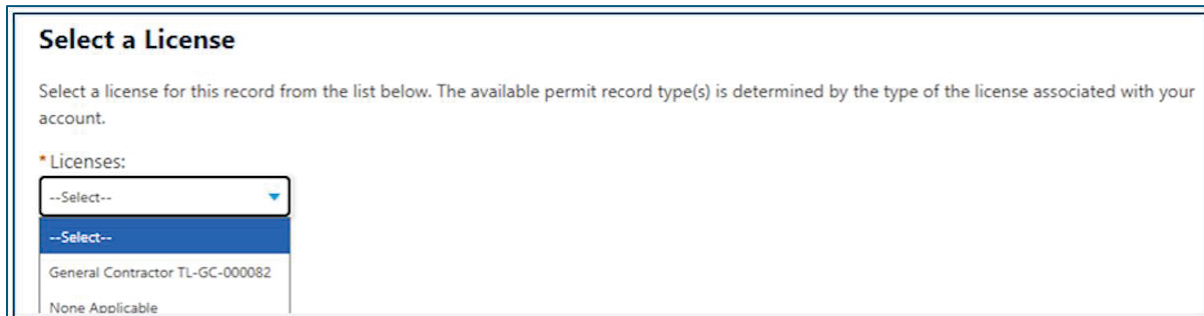


4. Check **I have read and accepted the above terms**, then click **Continue Application**.



5. Select a **General Contractor** or select **None Applicable**, then click **Continue Application**.

Note: A **general contractor** will be required for this application. Choosing a general contractor in this section is advised. You will also be provided the opportunity to enter a general contractor in the [review](#) section of this application.





6. Click Commercial Permits.

The screenshot shows the DallasNow website interface. At the top, there is a search bar with the text "Search..." and a green magnifying glass icon. Below the search bar is a navigation menu with the following items: Home, Building (highlighted with a dark blue background and white text), Planning, Enforcement, Contractor Registration, Public Works, and more (with a dropdown arrow). Below the navigation menu is a light blue horizontal bar with three buttons: "Create an Application", "Search Applications", and "Schedule an Inspection". Below this bar is the "Select a Record Type" section. It contains the text "Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us." followed by a search input field with a funnel icon and a blue "Search" button. Below the search field is a list of record types: "Commercial Permits" (highlighted with a blue border and a right-pointing arrow), "Residential Permits", "Other Building Permits", and "Building Requests".

7. Select Commercial Alteration Addition Permit, then click Continue Application.

The screenshot shows the DallasNow website interface, similar to the previous one. The "Building" tab is still highlighted. The "Create an Application" button is now highlighted with a light blue background. Below the "Select a Record Type" section, the "Commercial Permits" dropdown menu is expanded, showing a list of options: "Commercial Accessory Structure Permit", "Commercial Alteration Addition Permit" (selected with a blue radio button), "Commercial Backup Generator", and "Commercial Demolition Permit". A blue question mark icon is visible next to the "Commercial Alteration Addition Permit" option.



Step 1: Contact Information > Contact Information

8. Click **Select from Account** to add the required contact type.

Note: An **applicant** and a **property owner** are required. When both have been selected, there will be check marks next to Applicant and Property Owner.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
 Applicant	1
 Property Owner	1

Select from AccountAdd New

9. Select a **contact** to attach to this application, then click **Continue**.

Select Contact from Account

×

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
☒ Associated Contact	Individual	Joy Jones
☐ Associated License	General Contractor	Joy Jones General Contractor TL-GC-000082

10. Choose the **contact type**, then click **Continue**. Existing addresses are auto selected; if none, add the required ones.

Select Contact from Account

Joy Jones

*Type: --Select--

Select contact to attach to the record.

Showing

☐	Applicant	Address
☐	Authorized Agent	
☐	Design Professional	
☐	Property Owner	320 E George St,



11. Click **Select from Account** to add the next contact type and click **Continue**.

Contact List

To add new contacts, click the Select from Account or Add New

	Required Contact Type	Minimum
✓	Applicant	1
⚠	Property Owner	1

Select from AccountAdd New

✓ **Contact added successfully**

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Home Phone
Joy Jones		Applicant	6462452193

12. Select a contact from the list, then click **Continue**.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
☐ Associated Contact	Individual	Joy Jones
☒ Associated License	General Contractor	Joy Jones General Contractor TL-GC-000082



13. Click **Add Additional Contact Address**, complete the required fields, and click **Save and Close**, then click **Continue**.

14. Click **Select from Account** to choose a sub-contractor or click **Lookup** to find a sub-contractor, then click **Continue Application**.

Step 2: Application Information > Work Location

15. Enter the **street number** of the work location into the **Street # field**.

Note: In this section, enter only the **street number** and **street name**.



16. Enter the **street name** of the work location into the **Street Name field**, then click **Search**.

Address

If you are unable to find your address or parcel, please contact DEVaddressing@dallas.gov for assistance. You may use the "Save and Resume Later" button below to save your current prog

* Street #: 320 Direction: --Select-- Street Name: Jefferson Street Type: --Select-- Street Suffix: --Select--

City: State: --Select-- Zip:

Appraisal Parcel ID: ? Building: Floor: Suite:

17. Choose an **address from the list** if the **Address Search Result List** box opens and choose the first entry. View the chosen **associated parcel number** and the chosen **associated owner**, then click **Select**.

Address Search Result List x

Addresses

Showing 1-3 of 3

Address	City	State	Zip
☒ 320 E E JEFFERSON BLVD, Dallas Dallas TX 75203	Dallas	TX	75203
☐ 320 E E JEFFERSON BLVD, Dallas Dallas TX 75203	Dallas	TX	75203
☐ 320 W W JEFFERSON BLVD, Dallas Dallas TX 75208	Dallas	TX	75208

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
☒ 003095011202A0000			

Associated Owners

Showing 1-1 of 1

Name	Address
☒ City of Dallas	1500 MARILLA ST DALLAS TEXAS 752016318

18. Review the **work location**, **associated parcels**, and **associated owners** on the next screen, then click **Continue Application**.



Step 2: Application Information > Project Information

19. Enter a **detailed description** of the project into the **Detailed Description** field.

Step 2: Application Information > Project Information

In this page, fill in detailed information for your proposed work. The information in this page needs to be complete in order for the city staff to review your application.

* indicates a required field.

Detail Information

Please briefly describe your proposed work.

The Description of Work must convey a detailed account of the work identified on the plans. Do NOT state "Please see attached plans."

*** Detailed Description:**

Converting an existing retail unit into a new fast-casual restaurant. This could involve demolishing interior walls, installing kitchen equipment, rerouting HVAC ducts, adding new finishes, new electrical layout, and reassigning occupant load—all within the same building footprint

spell check

Project Details - Part 1

General Project Information

*** Type of Work:**

*** Is this a phased project?:** ☐ Yes ☐ No

20. Complete all required fields in the **Project Details - Parts 1 and 2 sections** under **General Project Information** and **District Information**, then click **Continue Application**.

Step 2: Application Information > Trade Information

21. Choose **trade information**. If there is trade information for this application, choose **Yes** and then choose the trades from the list, then click **Continue Application**.

TRADE INFORMATION

*** Additional Trades for this Application?:**

☐ Yes ☒ No



Step 2: Application Information > Review Request Information

22. Select the **type of review request** and choose if you would like to **expedite** the review process, then click **Continue Application**.

Note: If **Q-Team Review** is selected, there is no option to expedite the review process.

Review Request

* Type of Review Request: Standard Review ▼

Would you like to expedite one review for an additional cost of \$500?: ☐ Yes ☐ No

Step 3: Support Documentation > Support Documentation

23. Add **supporting documentation** for each of the required documents listed, then click **Continue Application**.

Required Documentation and Forms include the following:

- [Building Permit Application](#)
- [Current Permit Fee Estimate Worksheet](#)
- [Commercial Remodel Checklist](#) or Commercial New Construction/Addition Checklist
- [Certificate of Occupancy \(CO\) Checklist](#) and [CO Application](#)
- [Predevelopment Meeting Information](#), [Gas Test Guide](#), [Zoning Maps](#), and [Green Forms](#)

Note: To add more documents, after application submittal, go to the **Record Info** tab under this application.



Step 4: Review

24. Review and/ or edit the **application** and check the **certification agreement box**, then click **Continue Application**.

Note: You will be given the opportunity to **edit** the application in this section.

The following is applicable to all applications for building permits that are accepted and routed for any reviews. As required by Texas Local Government Code Section 214.904, the City of Dallas will grant (Approve) or deny your building permit application to erect or improve a building or other structure no later than the 45th day after the application is submitted. Denial of a permit application in review that requires revisions or corrections may be avoided by agreeing to allow the City the following additional time to review the application.

I hereby agree to a deadline of 14 days to grant or deny the permit after the date of the approval of all of the following reviews, as applicable, where the applicant has provided the plans examiners the requested corrections, plans and actions:

☒ By checking this box, I agree to the above certification.

Date: 08/06/2025

Step 5: Pay Fees

25. See **Application Fees**, then click **Check Out**.

Note: More application fees may be assessed later, including a permit fee and a plan review fee. See the [fee schedule](#).

Application Fees		
Fees	Qty.	Amount
Technology Fee	1	\$15.00
TOTAL FEES: \$15.00		
Note: This does not include additional inspection fees which may be assessed later.		

26. Select a **payment option**, then click **Submit Payment**.

Payment Options

Amount to be charged: \$15.00

☒ Pay with Credit Card

☐ Pay with Bank Account



27. See **Order Summary** page. Input **credit card** or **bank account** information, then click **Pay**.

Note: When entering **bank account** information, verify that the **account number** is entered before the **routing number** is entered.

Order Summary

Total\$15.00

Card Number *
VISA 4111 1111 1111 1111

Exp. Date *
11/29

Card Code
123

Billing Address

First Name
Test

Last Name
Test

Billing Country
USA ▼

Zip

Street Address
320 E Jefferson

City
Dallas

State
Texas

Phone Number
2145556666

Email
noone@noone.com



Step 6: Record Issuance

28. Receive **Receipt/Record Issuance** for printing and a confirmation email.

Note: Find a copy of the receipt under the **Fees** tab in this application. The confirmation email will come from a **Dallas.gov** address.

Step 3: Receipt/Record Issuance

Receipt



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

[Print/View Receipt](#)

320 E JEFFERSON BLVD, Dallas TX 75203

RES-ALT-ADD- 25-001033	View Receipt
RES-ALT-ADD- 25-001034	View Receipt