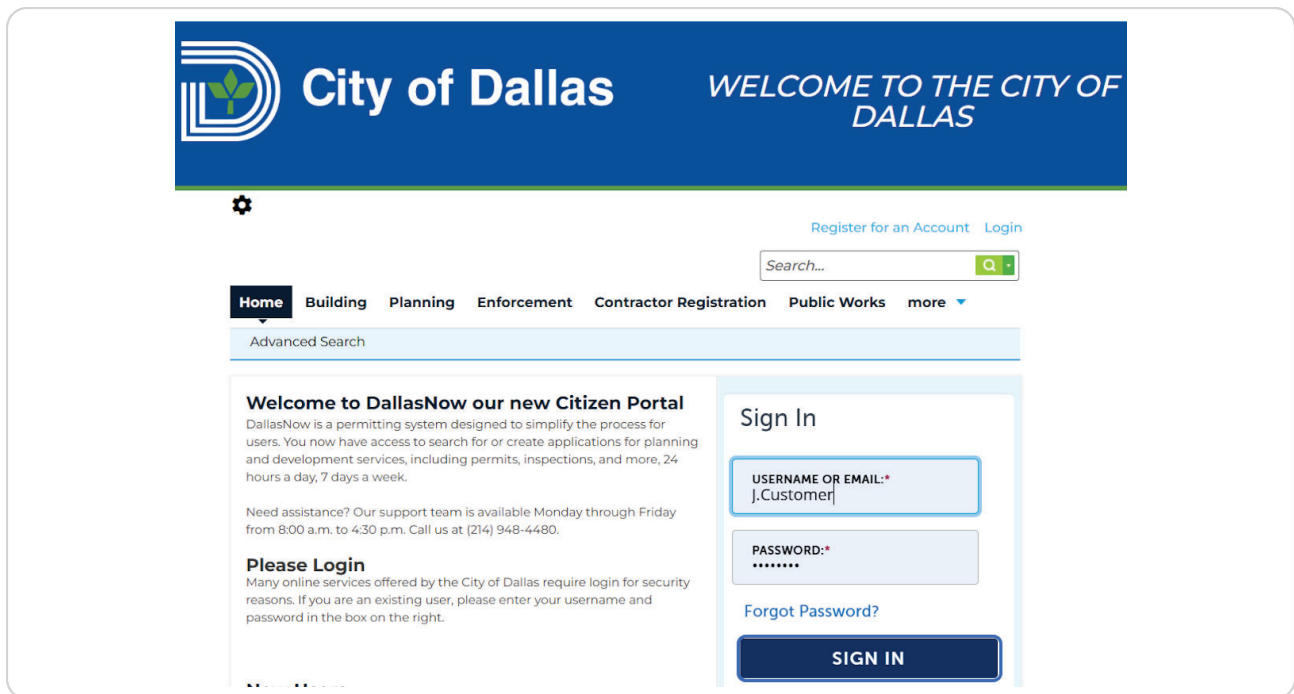


Applying for a Temporary Certificate of Occupancy (TCO)

STEP 1

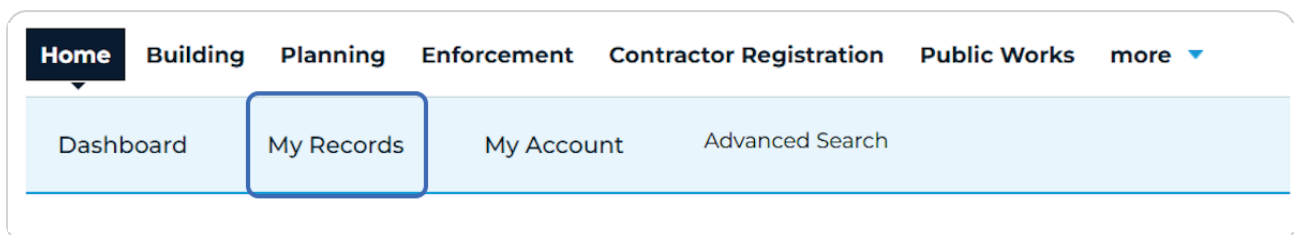
Complete your log in information and click on SIGN IN.



The screenshot shows the City of Dallas DallasNow portal. At the top is a blue banner with the City of Dallas logo and the text "WELCOME TO THE CITY OF DALLAS". Below the banner is a navigation bar with links: Home, Building, Planning, Enforcement, Contractor Registration, Public Works, and a "more" dropdown. A search bar is located to the right of the navigation bar. Below the navigation bar is a "Sign In" section with a "Welcome to DallasNow our new Citizen Portal" message. The message states: "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." It also provides contact information for support: "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." Below this is a "Please Login" section with the text: "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." The "Sign In" box contains two input fields: "USERNAME OR EMAIL:*" with the text "J.Customer" and "PASSWORD:*" with masked characters "*****". There is a "Forgot Password?" link and a "SIGN IN" button.

STEP 2

Click on My Records.



The screenshot shows the navigation bar of the City of Dallas DallasNow portal. The "Home" link is highlighted. Below the navigation bar is a secondary navigation bar with links: Dashboard, My Records, My Account, and Advanced Search. The "My Records" link is highlighted with a blue border.

STEP 3

Locate and click on the Record Number.

Showing 11-20 of 25 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

☐	Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Status
☐	04/29/2025	25TMP-005826	Fire Specialty System					
☐	04/28/2025	COM-NEW-25-001539	Commercial New Construction Permit		3 Story Office Building		10/25/2025	Payment
☐	04/28/2025	COM-NEW-25-001540	Commercial New Construction Permit		3 Story Office Building		10/28/2025	Inspect
☐	04/28/2025	COM-PH-NEW-25-001360	Phase - New Construction				10/28/2025	Inspect
☐	04/28/2025	COM-PH-NEW-25-001361	Phase - New Construction				10/28/2025	Inspect
☐	04/28/2025	COM-PH-NEW-25-001362	Phase - New Construction				10/28/2025	Inspect

STEP 4

Scroll Down on the Record Page and click on Provide Update.

Record Details

Applicant:
John Customer John Customer
Home Phone:9725555555
Work Phone:2145555555
Mobile Phone:4695555555

Licensed Professional:
John Customer

Mailing
Dallas, TX 75201
United States

Business
Dallas
1

Owner:

[More Details](#)

[Provide Update](#)

2024 City of Dallas, TX. All rights reserved.

STEP 5

The application for a TCO will display the required contacts, and auto-populate available from the record.

Applicant: This information pertains to the person applying for approval. In this section, you will supply the legal name of the applicant as it will be shown on your permit. It is important that you carefully and accurately communicate that information.

An Authorized Agent may submit this application on behalf of the Applicant. Please add contact information of the authorized agent in such case.

* indicates a required field.

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

⚠ Business Owner

1

✓ Property Owner

1

Select from Account

Add New

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Home Phone	Work Phone	Mobile Phone	E-mail	Action
John Customer		Applicant	9725555555	2145555555	4695555555		Edit De
		Property Owner					Edit De

Save and resume later

Continue Application »

2024 City of Dallas, TX. All rights reserved.

STEP 6

Click Select from Account if the missing required information is attached to your account, or Click Add New to complete the missing required Contact Information.

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

⚠ Business Owner

1

✓ Property Owner

1

Select from Account

Add New

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Home Phone	Work Phone	Mo
John Customer		Applicant	9725555555	2145555555	469
		Property Owner			

STEP 7

Once all required Contacts have been added successfully, click on Continue Application.

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

✓ Business Owner 1

✓ Property Owner 1

Select from Account

Add New

✓ Contact added successfully

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Home Phone	Work Phone	Mobile Phone	E-mail	Action
John Customer		Applicant	9725555555	2145555555	4695555555	dsdtraining@dallas.gov	Edit Delete
		Property Owner					Edit Delete
Bob Smith	BRIGHT LIGHTS ELECTRIC	Business Owner			972-555-9876	brightlightselectric@email.com	Edit Delete

Save and resume later

Continue Application »

2024 City of Dallas, TX. All rights reserved.

STEP 8

Verify Work Location Information which will be auto-populated based on the Record information.

1 Contact Information

2 Application Information

3 Support Documentation

4 Review

5 Pay Fees

6

Step 2: Application Information > Work Location

Show Map

* Indicates a required field.

Address

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

Street #: 123

Direction: W

Street Name:

Street Type: AVE

Street Suffix: --Select--

City: Dallas

State: TX

Zip: 75224

Appraisal Parcel ID:

Building:

Floor:

Suite:

Search

Clear

Parcel

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

STEP 9

Click on Continue Application.

Parcel Number:

Search

Clear

Owner

This section may not have the most recent information. When applicable, you will be asked to provide property owner contact information later in this process.

Owner Full Name:

Mailing Street Address:

Address Care Of:

City:

DALLAS

Search

Clear

Save and resume later

Continue Application »

2024 City of Dallas, TX. All rights reserved.

STEP 10

Complete Detailed Description .

Step 2:Application Information>Project Information

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

* indicates a required field.

Description of Use

Please briefly describe your proposed use.

The Proposed Use must convey a detailed account of the use identified on the plans. Do NOT state "Please see attached plans."

*Detailed Description:

TCO for First Floor

spell check

Project Details - Part 1

General Project Information

*CO Type:

Temporary Certificate of Occupancy

*Business Name:

Building Up

STEP 11

Complete Project Details – Part 1 Information

Some of the information will auto-populated from the record. Fields with the red asterick (*) are required.

Project Details - Part 1

General Project Information

*CO Type:
Temporary Certificate of Occupancy

*Business Name:
Building Up

*Is there an existing active permit?:
☐ Yes ☐ No

*Racking Systems?: [?](#)
☐ Yes ☐ No

*Is this a nonconforming use?: [?](#)
☐ Yes ☐ No

Existing Land Use Category:
--Select--

Existing Land Use:
--Select--

*Is this for one of the following uses: Dance Hall, Amusement center, Billiard Hall, or SOB?:
☐ Yes ☐ No

STEP 12

A. Verify / Update / Complete Project Details – Part 2, as applicable.

B. Click on Continue Application/

*Will there be a dance floor?:
☐ Yes ☒ No

*Does it include the display or sale of smoking paraphernalia?: [?](#)
☐ Yes ☒ No

High-pile storage over 12 ft?: [?](#)
☐ Yes ☒ No

Project Details - Part 2

Permit Information

*Total Building Area (Gross Sq. Ft):
50000

*Building Height (Stories):
3

Save and resume later

B Continue Application »

2024 City of Dallas, TX. All rights reserved.

STEP 13

Click on Add to upload Required Documents.

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

Create an Application Search Applications Schedule an Inspection

Certificate of Occupancy

1 Contact Information

2 Application Information

3 Support Documentation

4 Review

5 Pay Fees

6

Step 3:Support Documentation>Support Documentation
In this page, upload documents to support your application.

* indicates a required field

Attachment

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

*** Required Documents**

1. Building Permit - Plans - Floor Plan

Add

2. Building Permit - Plans - Site Plan

Add

Save and resume later

Continue Application »

2024 City of Dallas, TX. All rights reserved.

STEP 14

Click on Continue Application.

Certificate of Occupancy

1 Contact Information

2 Application Information

3 Support Documentation

4 Review

5 Pay Fees

6

Step 3:Support Documentation>Support Documentation
In this page, upload documents to support your application.

* indicates a required field.

Attachment

The maximum file size allowed is 256 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;json;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;scd;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

*** Required Documents**

1. Building Permit - Plans - Floor Plan

c3t

Add

2. Building Permit - Plans - Site Plan

c2t

Add

Save and resume later

Continue Application »

2024 City of Dallas, TX. All rights reserved.

 City of Dallas

7

STEP 15

A. Review information on the application.

B. If information needs to be changed, click on Edit.

Certificate of Occupancy

1

2 Application Information

3 Support Documentation

4 Review

5 Pay Fees

6 Record Issuance

A

Step 4: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Certificate of Occupancy

Contact List

B

Edit

Required Contact Type

Minimum

✓

Applicant1

✓

Business Owner1

✓

Property Owner1

STEP 16

A. Read through the disclosure certification.

B. Select checkbox to agree to the certification

Attachment

Edit

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

Name	Type	Size	Latest Update	Action
c3		89.27 KB	07/01/2025	Actions ▼
c2l		74.59 KB	07/01/2025	Actions ▼

A

I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.

B

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

Date: 07/01/2025

Save and resume later

Continue Application »

2024 City of Dallas, TX. All rights reserved.

STEP 17

Click on Continue Application.

I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.

☒ By checking this box, I agree to the above certification. Date: 07/01/2025

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

2024 City of Dallas, TX. All rights reserved.

STEP 18

Click on Check Out »

[Home](#) [Building](#) [Planning](#) [Enforcement](#) [Contractor Registration](#) [Public Works](#) [more](#)

[Create an Application](#) [Search Applications](#) [Schedule an Inspection](#)

Certificate of Occupancy

1	2 Application Information	3 Support Documentation	4 Review	5 Pay Fees	6 Record Issuance
---	---------------------------	-------------------------	----------	------------	-------------------

Step 5: 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
Technology Fee	1	\$15.00

TOTAL FEES: \$15.00
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

2024 City of Dallas, TX. All rights reserved.

STEP 19

Click on Checkout.

Search...

Home Building Planning Enforcement Contractor Registration Public Works more

Dashboard My Records My Account Advanced Search

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

123 Dallas TX 75224

1 Application(s) | \$15.00

Certificate of Occupancy
25TMP-007865

Total due: \$15.00

Total amount to be paid: \$15.00

Note: This does not include additional inspection fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

2024 City of Dallas, TX. All rights reserved.

STEP 20

Click on Submit Payment.

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 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: \$15.00

☒ Pay with Credit Card

☐ Pay with Bank Account

Submit Payment »

STEP 21

Complete required payment information, and click on pay.

Required fields have an astericks.

Order Summary

Total\$15.00

 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

The TCO application has been submitted.

Home Building Planning Enforcement Contractor Registration Public Works more

DashboardMy RecordsMy AccountAdvanced Search

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

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

123Dallas TX 75224

CO-25-001292View Receipt

Print/View Receipt

2024 City of Dallas, TX. All rights reserved.