



Table of Contents

Access Citizen Services in <i>DallasNow</i>	2
Step 1: Application Information.....	2
Step 1: Application Information > Work Location	4
Step 1: Application Information > Project Information	6
Step 1: Application Information > Trade Information	6
Step 2: Contact Information > Contact Information.....	6
Step 2: Contact Information > Contractor Information.....	8
Step 2: Contact Information > Sub-Contractor Information	9
Step 3: Support Documentation > Support Documentation.....	9
Step 4: Review	10
Step 5: Pay Fees	10
Step 6: Record Issuance	11



Access Citizen Services in DallasNow

This how-to guides you through the process of completing an application for a **residential alteration** or **addition** to a project.

Step 1: Application Information

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

A screenshot of the 'Sign In' form in the DallasNow application. The form is titled 'Sign In' and contains two input fields: 'USERNAME OR EMAIL: *' and 'PASSWORD: *'. The password field is highlighted with a red border. Below the password field is a link 'Forgot Password?'. A blue button labeled 'SIGN IN' is highlighted with a red border. Below the button is a checkbox labeled 'Remember me on this device'. At the bottom, there is a link 'Not Registered?' and a blue link 'CREATE AN ACCOUNT'.

2. Click **Building**.

A screenshot of the DallasNow dashboard. The top navigation bar includes links for 'Home', 'Building', 'Planning', 'Enforcement', 'Contractor Registration', 'Public Works', and 'more'. The 'Building' link is highlighted with a red border. Below the navigation bar is a section with links for 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'.

3. Click **Create an Application**.

A screenshot of the DallasNow dashboard, showing the 'Building' section. The 'Building' link is highlighted with a red border. Below the navigation bar is a section with links for 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The 'Create an Application' link is highlighted with a red border.



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

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
The Planning and Development Department strives to ensure the accuracy and timeliness of the information provided on the *DallasNow* Citizens Portal. However, the department makes no warranties or representations regarding the website's functionality, availability, or condition, including its suitability for use, uninterrupted access, freedom from viruses, or non-infringement of proprietary rights. The materials available on this site are compiled from various sources and may be subject to change without notice due to updates or corrections.

☒ I have read and accepted the above terms.

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

Note: A general contractor will be required for this application. You will be provided the opportunity to enter a general contractor later in this application.

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

--Select--

--Select--

General Contractor TL-GC-000082

None Applicable

6. Click **Residential Permits**.

Search...

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

Create an Application Search Applications Schedule an Inspection

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

Commercial Permits

Residential Permits

Other Building Permits

Building Requests



7. Select **Residential Alteration Addition Permit**, then click **Continue Application**.

The screenshot shows the DallasNow application interface. At the top, there is a search bar and navigation tabs: Home, Building (selected), Planning, Enforcement, Contractor Registration, Public Works, and more. Below the navigation, there are three main actions: Create an Application, Search Applications, and Schedule an Inspection. The 'Select a Record Type' section is active, showing a list of available record types. Under 'Residential Permits', the 'Residential Alteration Addition Permit' is selected, indicated by a red circle and a blue checkmark. Other options include Commercial Permits, Residential Accessory Structure Permit, and Residential Demolition Permit.

Step 1: Application Information > Work Location

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

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

The screenshot shows the 'Step 1: Application Information > Work Location' form. At the top, there is a progress bar with five steps: 1 Application Information (selected), 2 Contact Information, 3 Support Documentation, 4 Review, and 5 Pay Fees. Below the progress bar, the title 'Step 1: Application Information > Work Location' is displayed. The instructions state: 'In this page, identify the physical address where the proposed work will take place.' A 'Show Map' button is located below the instructions. The 'Address' section contains several fields: 'Street #' (highlighted with a red box), 'Direction', 'Street Name', 'Street Type', 'Street Suffix', 'City', 'State', 'Zip', 'Appraisal Parcel ID', 'Building', 'Floor', and 'Suite'. A note at the bottom states: '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.'



9. 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 progress.

*Street #: Direction: Street Name: Street Type: Street Suffix:

City: State: Zip:

Appraisal Parcel ID: Building: Floor: Suite:

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

Address Search Result List ×

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

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



Step 1: Application Information > Project Information

12. Enter a **detailed description** of the project into the **Detailed Description** 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."

NOTE: Any scope of work that includes an addition do not qualify under the Homestead exemption, and a Contractor Registration is required.

* Detailed Description:

This project involves expanding the kitchen by 200 square feet and remodeling the existing space to create an open-concept layout with modern finishes.

Structural Additions

Foundation Extension: Pouring a new concrete slab adjacent to the existing structure, matched for elevation and strength.

Framing: Installing wood framing for new exterior walls, extending the roofline to cover the new space, and reinforcing ceiling joists for

13. 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 1: Application Information > Trade Information

14. 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: Contact Information > Contact Information

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

Note: An applicant and a property owner are required.

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 Account **Add New**



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

Select Contact from Account [X]

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 1-3 of 3

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

17. 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--** (dropdown menu open)

Select contact to attach to the record.

Showing 1-3 of 3

	Recipient	Address
☐ Authorized Agent		
☐ Design Professional		
☐ Property Owner		320 E George St.

18. Click **Add Additional Contact Address**.

Contact Information [X]

Preferred Channel: **--Select--**

First: Joy Middle: Last: Jones

Name of Business:

Home Phone: 6465554444 Work Phone: Mobile Phone: 6465554444

E-mail: jnoone@noone.com

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			



19. Add the **address** and click **Save and Close**, then click **Continue**.

Contact Address Information

* Address Type: ☐ Primary

* Address Line 1:

Address Line 2:

Address Line 3:

* City: * State: * ZIP Code: Country/Region:

20. Click **Select from Account** to add the next contact type and click **Continue**, then click **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
✓ Property Owner	1

✓ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Home Phone	Work Phone	Mobile Phone	E-mail	Action
Joy Jones		Applicant					Edit Delete
Joy Jones		Property					Edit Delete

Step 2: Contact Information > Contractor Information

21. Verify if a **primary contractor** is listed in the Primary Contractor section (depending on scope of work), then click **Continue Application**. If the scope of work requires a Primary Contractor, select one either by clicking **Select from Account** or by clicking **Look Up**.

Primary Contractor

Licensed Professional: Depending on the scope of your project, a licensed professional may be required to perform the work. In this section, you will supply information of all licensed professionals who will do the proposed work, including subcontractors. If a licensed professional is the applicant, he/she needs to communicate their license information in this section as well.

For all licensed professionals listed here, please make sure that their licenses are not expired.

Joy Jones
License Type: General Contractor
Registration Number: TL-GC-000002



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

- A paving sub-contractor is required if there is a drive approach involved. Be sure to include this sub-contractor to avoid additional fees.
- Sub-contractors can be added later in this application in the [review section](#).

Step 3: Support Documentation > Support Documentation

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

9



Step 4: Review

24. Review 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: 07/28/2025

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 the 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](#)