



DEVELOPMENT QUICK GUIDE

City of Dallas — COMMERCIAL —



Together we are building a safe and united Dallas!





ABOUT DEVELOPMENT SERVICES

The City of Dallas Development Services Department serves the residents and stakeholders of the Dallas community by facilitating safe, sustainable development through plan review and inspection services. The department is comprised of three divisions: Plan Review & Field Service Inspections, Land Development, and Customer Advocate. Each team works together to provide seamless plan review and inspections services to our customers.



City of Dallas

Development Services Quick Guide

For Commercial
Projects



WELCOME TO THE CITY OF DALLAS!

Thank you for choosing to build in the City of Dallas and becoming our partner. We know you are embarking on an exciting mission and you may have many questions. The Development Services Department (DSD) has created this helpful Development Quick Guide to provide our customers with a streamlined overview of the development process. While there is no “one size fits all” approach to permitting, our goal with this guide is to outline the common steps involved when developing a property in the city of Dallas. We look forward to working together and making our City the very best!



COMMERCIAL DEVELOPMENT WORKFLOW

1

10 DAYS
FOR
APPOINTMENT

PRE-DEVELOPMENT MEETING

These optional collaborative sessions are available for all commercial projects and are highly recommended during the early stages of project design.

2A

15 DAYS
FOR INITIAL
REVIEW

SITE PERMIT PLAN REVIEW

The sitework permit is an optional and fast way of starting construction while the building permit is being processed.

3

15 DAYS
FOR INITIAL
REVIEW

BUILDING PERMIT PLAN REVIEW

The building permit application is a contract between the applicant and the City that initiates reviews of construction plans and design documents to check for compliance with City standards.

4

1 DAY
FOR
SCHEDULING
INSPECTIONS

DSD INSPECTIONS

The scheduled inspections occur throughout the construction process to ensure compliance with the approved plans.

PRESCREEN/INTAKE

Customers complete an application for site or building permit. City staff prescreens and accepts permitting fees.

2

5 DAYS

SITE PERMIT GRANTED

An issued site permit represents the City's authorization to begin construction.



BUILDING PERMIT GRANTED

An issued building permit represents the City's authorization to begin construction.



CERTIFICATE OF OCCUPANCY

After the final inspections have been conducted and before the building can be occupied, a Certificate of Occupancy (CofO) must be approved.



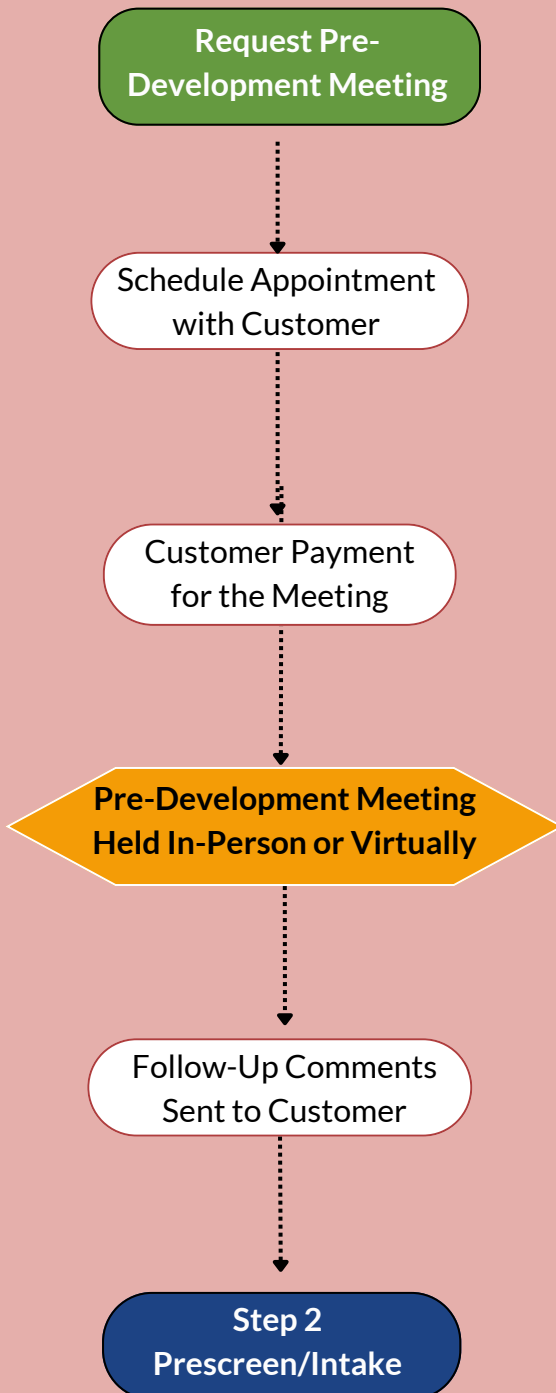
PRE-DEVELOPMENT MEETING



STEP 1

The pre-development plan review is an optional, appointment-based meeting that can help minimize delays and streamline the permitting process and more importantly allows our City team to partner with the applicant's design team.

10 BUSINESS DAYS



PURPOSE

Our top priority is customer service. In this collaborative working session, we work hard to help you understand the timelines and typically unforeseen developer delays.

Everything from addressing, utilities, infrastructure, drainage, platting, zoning, and easement dedication can be openly discussed with our team members. Pre-development sessions allow an applicant to:


- Share initial design drawings identifying location of proposed utilities.
- Confirm access points and other civil site details.
- Receive City staff's guidance by communicating common submittal and design errors.
- Learn the latest codes and ordinance requirements.

There are two meetings per day held on Tuesday, Wednesday, and Thursday. These 3-hour meetings are conducted via Microsoft Teams at 9:00 AM and 1:30 PM. Please book your appointment using the QR code below!

CONTACT US

 DEVPredevelopmentmeeting@dallas.gov

 **2 weeks** appointment scheduling time

 214-948-4538



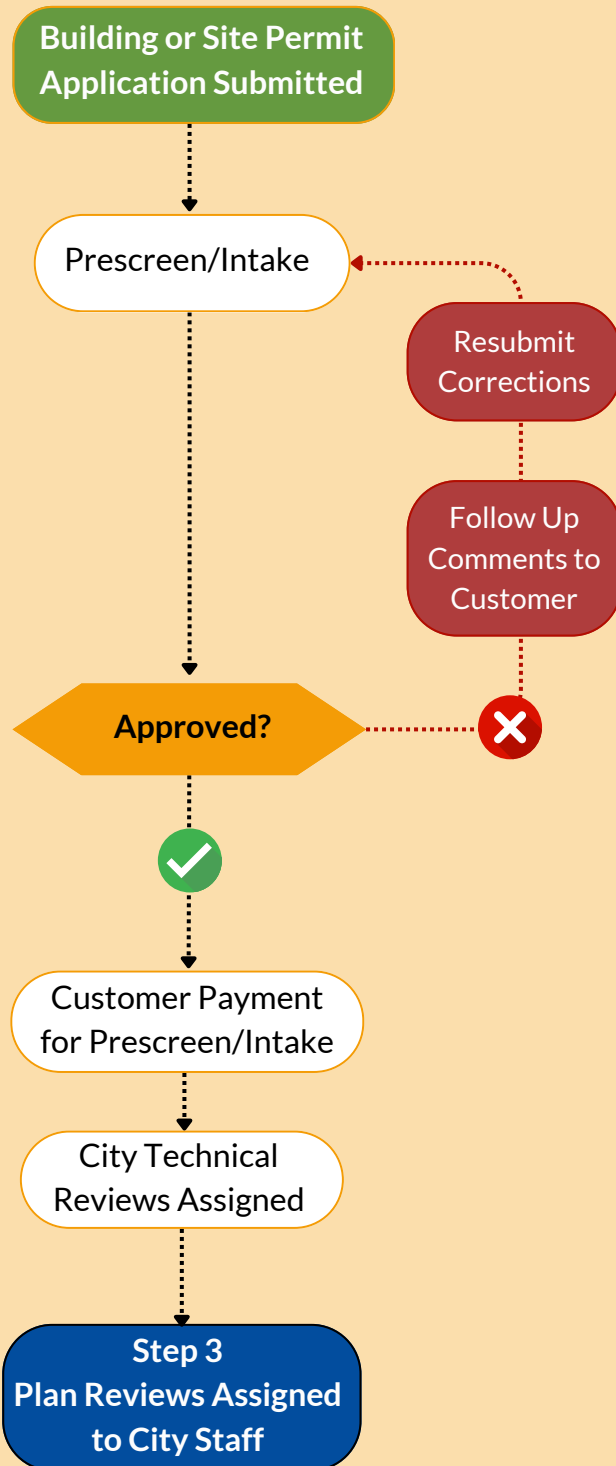
SCAN FOR MORE INFORMATION & TO SCHEDULE A MEETING

PRESCREEN/ INTAKE

STEP 2

One of the most critical processes for any permit submittal is the accuracy, completeness, and quality of permit documents turned into the City for review. The intake or pre-screen process confirms the minimum documentation is ready for official intake and acceptance.

5 BUSINESS DAYS



PURPOSE

We understand your time is valuable, and our goal is to partner with you to make our permitting process as efficient as possible. Before you submit a permit application, please check our commercial permitting checklists on our website. Our checklists are created to help our customers ensure a complete submittal is turned in *one-time*, so DSD can be on-time.

Please note that the City's permitting timeclock officially starts once the customer pays the initial fees.

HELPFUL TIPS

- 1 Plans are drawn to a standard scale and legible.
- 2 Provide key plan and code analysis.
- 3 Floor plans show existing conditions.
- 4 Label uses of rooms/spaces.
- 5 Provide Accessibility registration number details.

CONTACT US

- ✉ BIProjectDox@dallas.gov
- ⚙️ **5 days** turnaround time
- ☎️ 214-948-4538



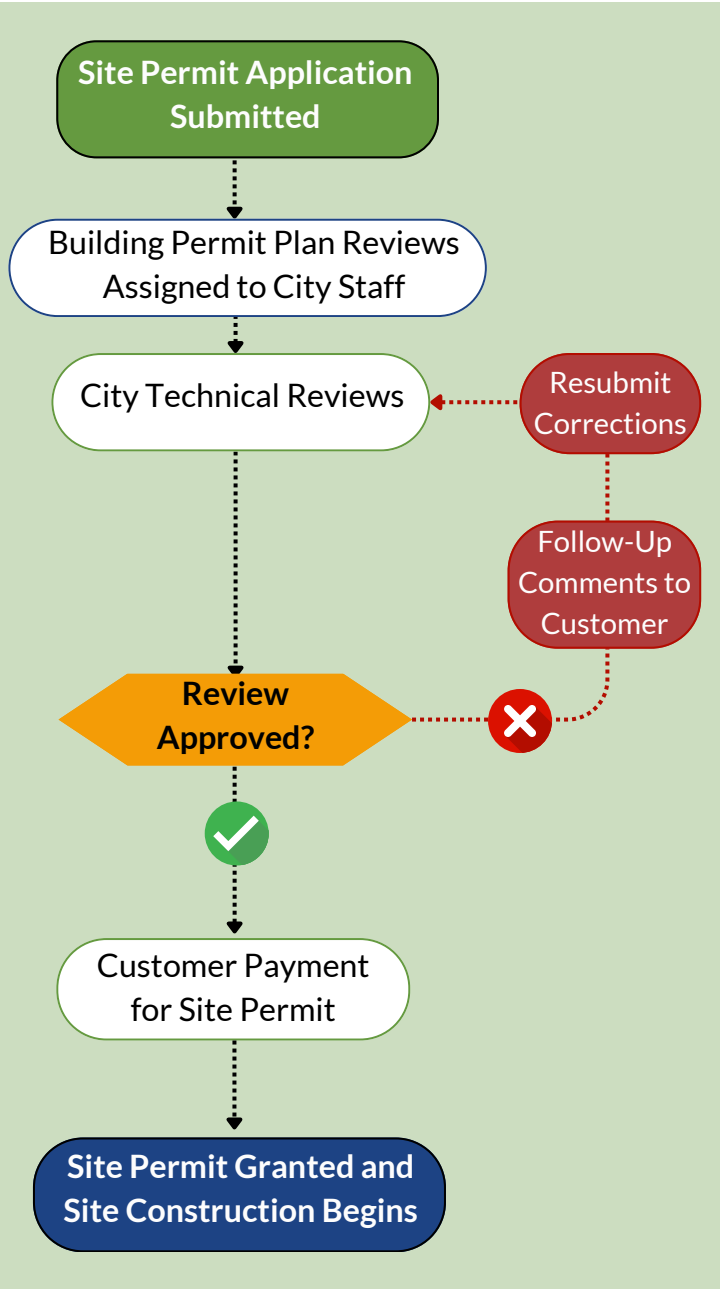
SCAN TO SEE
OUR INTAKE
CHECKLISTS

SITE DEVELOPMENT

STEP 2A

The site development phased review process includes subdivision plats, engineering plans, tree preservation, signs, and zoning for compliance with City Code. The group also reviews public infrastructure for compliance with City Standards. This optional phased permitting process allows customers to start site construction while a building permit is being processed.

15 BUSINESS DAYS



PLATTING

Platting is the first step in permitting through which a parcel of property is subdivided into legal lots or tracts of land.



WATER/WASTEWATER & DRAINAGE/PAVING

Ensures that the infrastructure is adequate to serve the proposed development.



FLOODPLAIN

Guides the applicant's engineering team through the Federal Floodplain Regulations.



REAL ESTATE/ RIGHT OF WAY

To guide customers on the need to reserve land for future roadways, sidewalks, utility easements, and other public use dedications as required.



ARBORIST/LANDSCAPING

Landscape assessment guides developers to formulate a plan for responsible and sustainable development projects.

HELPFUL TIPS

- 1 Submit engineering plans in a timely manner.
- 2 The quality and accuracy of submittals improves review time.
- 3 Pre-coordinate with other City departments.

CONTACT



EngAdmin@dallas.gov



214-948-4205



<https://plansubmittal.dallascityhall.com>



SCAN FOR MORE INFORMATION

BUILDING PERMIT PLAN REVIEW

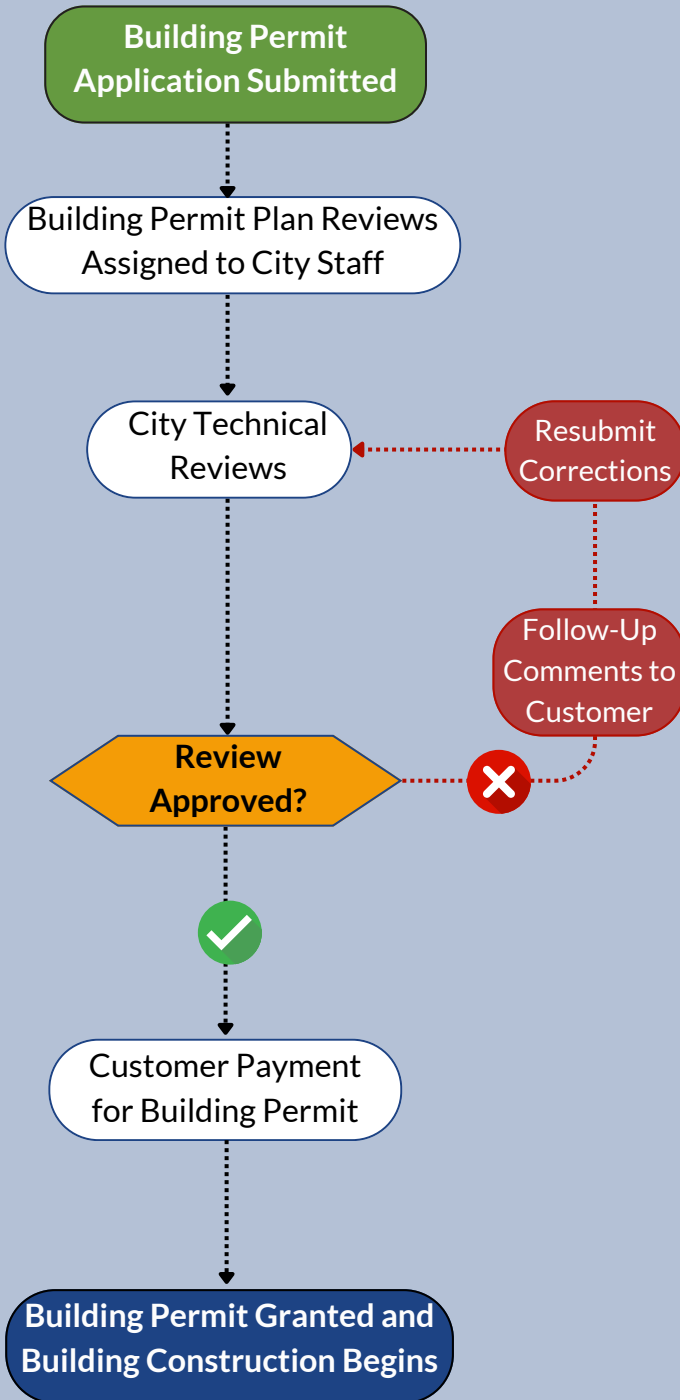
STEP 3



The building permit is issued only after a comprehensive review of development and construction plans are checked for compliance with City standards and land use. Our plan review team is here to assist and guide you through this process.



15 BUSINESS DAYS



MEET THE TEAM

Q-TEAM

The Q-Team is an appointment-based, alternate option for a **same-day** review for qualifying complex commercial projects.

- 10,000 sq. ft. or larger
- Based on project size starting at \$1,000/hr
- All occupancy types

2ND Q-TEAM

The 2nd Q-Team is an appointment-based, **same-day** review for minor interior renovations and finish-out projects.

- 9,999 sq. ft. or less
- Based on project size starting at \$1,000/hr
- All occupancy types

CONTACT US

- biadmin@dallas.gov
- 214-948-4480
- <http://bit.ly/Commercial-Review>



SCAN FOR CITY OF DALLAS BUILDING-RELATED CODES

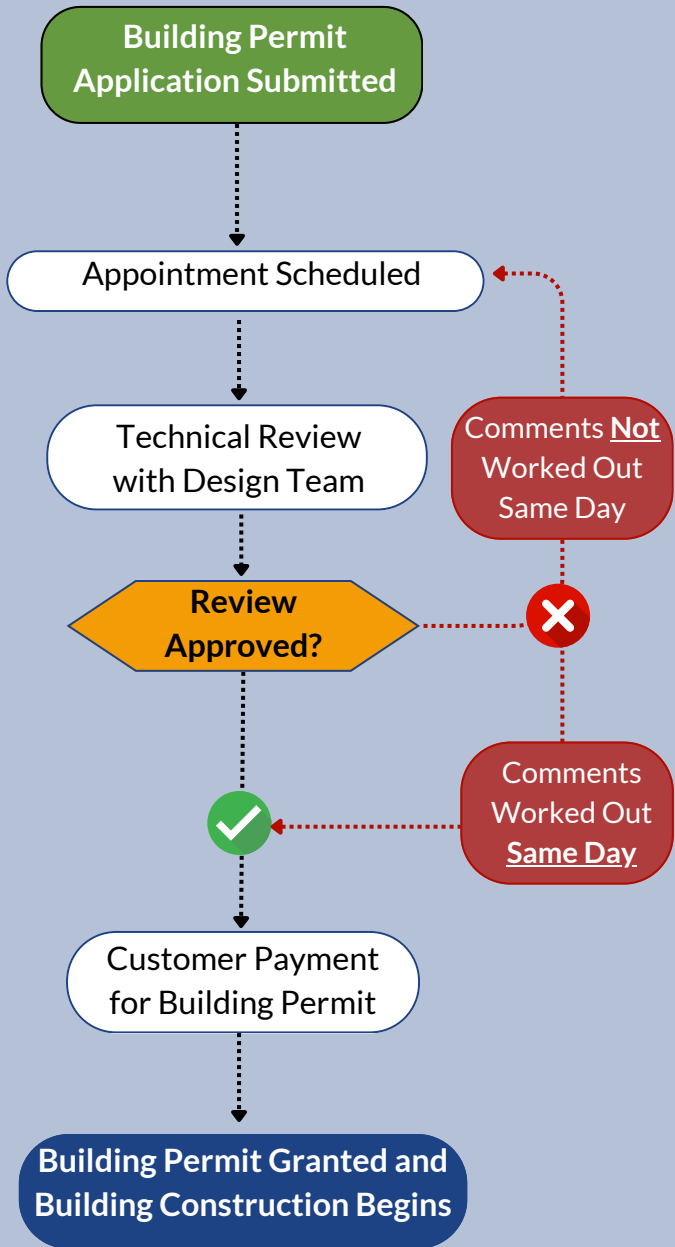
Q-TEAM

SAME DAY

STEP 3

The applicant and design professionals are encouraged to bring stamps and seals to this premier review service to make immediate changes to the drawings. If revisions are required to be resubmitted, a follow-up meeting can be scheduled. The ultimate goal for this premier service is to issue the permit the same day.

1 BUSINESS DAY



TECHNICAL REVIEWS

The following reviews are part of this premier service. Please check the Development Services website for all of the latest application forms and checklists.

- Site Review (Civil Engineering)
- Zoning Review
- Building Code
- Electrical Code
- Plumbing Code
- Mechanical Code
- Green/Energy Code
- Fire Plan Review
- Fire Protection System
- Tree/Landscaping

HELPFUL TIPS

- 1 Ensure you have civil engineering approval and private development contracts.
- 2 Plans are “Ready for Construction” documents.
- 3 Property is properly platted.
- 4 Project is compliant with zoning ordinance.
- 5 Landscape is compliant with ordinance.

CONTACT

-  advance2qteam@dallas.gov
-  214-948-4337
-  <https://bit.ly/Q-team>
- <https://bit.ly/minor-Q>

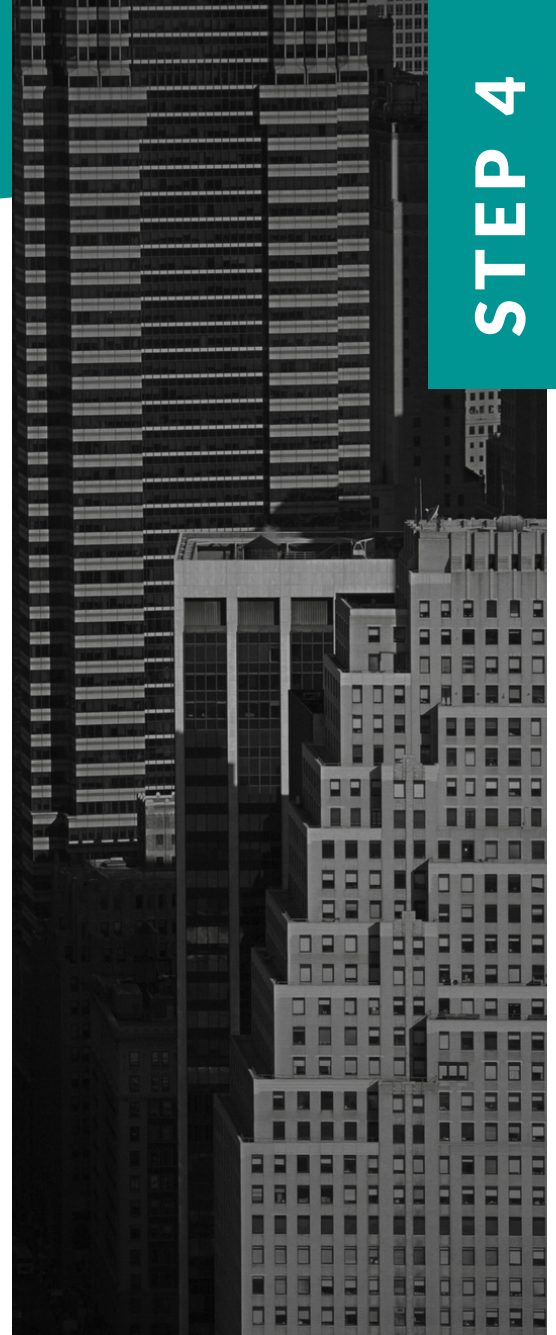


SCAN FOR
MORE
INFORMATION
ABOUT Q-TEAM

INSPECTIONS

HELPFUL TIPS

- 1 Approved plans must be onsite.
- 2 The permit must be posted onsite.
- 3 Construction information signs must be posted and visible from the street.
- 4 Schedule your inspections 24 hours in advance.
- 5 The City must have access to the job site to perform scheduled inspection.
- 6 Keep project site free of debris, construction litter, graffiti, and high weeds.
- 7 Schedule your inspections when they're ready.
- 8 Work only during approved construction hours. (M-F 7 a.m.- 7 p.m. Sat 8 a.m. - 6 p.m.)
- 9 Work within the scope of City-approved permits.
- 10 "Lot-to-lot drainage"—don't allow storm water run-off from your job site to affect surrounding areas.



DISTRICT OFFICES

Northeast

11910 Greenville Ave.
Suite 100
Dallas, TX 75243
214-670-7278

Northwest

7800 N. Stemmons
Dallas, TX 75247
214-948-4480




Southeast

4850 Olson Dr.
Dallas, TX 75227
214-670-8160

Southwest

2730 Coombs Creek Dr.
Dallas, TX 75203
214-671-1531

TO REQUEST AN INSPECTION

-  Call our 24/7 Automated Inspection Request System at 214-670-5313.
-  For special requests, please contact the appropriate district office.
-  Visit developdallas.dallascityhall.com/



← SCAN TO
SCHEDULE AN
INSPECTION

CERTIFICATE OF OCCUPANCY



PURPOSE

At the time of final inspection, city inspectors will confirm all trade permits and construction is completed. The final inspections are critical because this is the City's last opportunity to ensure that the building is safe for occupancy and for move-in. The City may require certain final tests of critical features like fire alarm systems, electrical systems, gas piping, and other important details that ensure the building is safe. Occupants may move in when all final inspections are completed and approved. It is at this point that a full Certificate of Occupancy (CofO) is issued.

If occupancy occurs prior to the approval of all final inspections, applicants may be subject to penalties. As an alternative to the issuance of a full CofO, the City can also issue a Temporary Certificate of Occupancy (TCO) which allows occupants to move in under certain conditions. Development Services will help coordinate approvals from other City Department to ensure the minimum safety standards have been met prior to the issuance of a TCO.



CONTACT



bicommercial@dallas.gov



1-10 days for initial review



214-948-4480

SCAN FOR
MORE
INFORMATION



HELPFUL TIPS

To Get Your Certificate of Occupancy

- 1 Double-check for open/incomplete permits.
- 2 Complete any pending inspections.
- 3 Ensure the City has access to perform Final Inspections.
- 4 Make any pending payments in full.



City of Dallas

DEVELOPMENT SERVICES

QUICK GUIDE TO COMMERCIAL DEVELOPMENT IN DALLAS



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[CITY-OF-DALLAS-DEVELOPMENT-SERVICES](https://www.linkedin.com/company/city-of-dallas-development-services)

320 E. JEFFERSON BLVD.
214-948-4480

[DALLASCITYHALL.COM/SUSTAINABLEDEVELOPMENT](https://www.dallascityhall.com/sustainabledevelopment)

Together we are building a safe and united Dallas!

