

# DALLAS DEVELOPMENT GUIDE



Photo by Miguel A. Casanova

DEVELOPMENT SERVICES DEPARTMENT  
CITY OF DALLAS

SEPTEMBER, 2006

# Dallas Development Guide

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# FOREWORD

The City of Dallas is committed to being a helpful and enthusiastic partner in the private development process. Continuing changes in the way development services are provided is an indication of the importance Dallas places on development.

On October 2002, the Dallas City Council created the Department of Development Services. The department is a combination of former departments -- and divisions within other departments -- that provided permit and plan review, approval and inspection services for private development. The former departments and divisions that were incorporated into the new department include:

- Planning and Development, including Building Inspection
- Economic Development Department
- Office of Property Management
- Private Development Section of Public Works/Transportation
- Private Development Section of Dallas Water Utilities
- New and Remodeled Restaurant Plan Review and Inspection, Environmental and Health Services
- Fire Code Plan Review Engineers, Fire Department

The organization is designed to be more responsive to customers and more effective and efficient in internal communications. The Department of Development Services is structured such that a person wanting to build in Dallas can conduct business within one department, under the leadership of one director and one assistant city manager.

Our goal is to provide high-quality customer service, while protecting the health, safety and welfare of Dallas residents. Part of that effort involves helping you understand what is required in the development process, and how to navigate through the various points of reviews and approvals that may be required for your project. That is the reason for this Development Guide.

The Development Guide addresses as many facets of the development process as possible. The Guide includes sections on Business Development, Property Development, Construction Review, Special Review Processes, and Development Coordination in the City of Dallas, as well as directories for business and property development, fee schedules, and an index to codes, ordinances, resolutions, and manuals.

The Guide is not intended to provide technical details or the requirements of each review that makes up the development review process; it is intended to provide an overview of the whole system.

This year's version of The Guide includes a high level flow chart (Appendix I) to aid in determining which processes will be needed for individual projects. You can also use the checklist on page 7 to assist with planning the review and approval of development.

Every effort has been made to ensure accuracy and completeness. To prevent any misunderstanding or problems that may arise from out-of-date information, always contact the appropriate City staff indicated in this guide before beginning any of the development review processes. Please contact Senior Development Coordinators, Ed Bateman, at 214/948-4329 or Frances Estes, at 214/948-4023 if you need assistance.

We look forward to working with you in the continuing development of Dallas.

Theresa O'Donnell  
Director, Development Services

1/18/2007

# PURPOSE

This guide to the Development Review Process provides an *overview* of the entire process, describes what circumstances will trigger a particular review process, and provides flow charts showing the chronological processes that must be completed before proceeding to further reviews. It is not intended to provide every technical detail or requirement of each review that makes up the development review process.

The City of Dallas' policies, standards, and regulations on land use, property development and construction review are designed to help ensure the health, safety, and welfare of its citizens, while protecting the rights and privileges of property owners. The development review process is the City's administrative system to efficiently and consistently enforce these policies, standards, and regulations.

The Guide examines two types of processes that may be required in order to develop property or build and occupy a building, Land Development and Construction Review. Examples of these processes are the Platting, Zoning processes and the Building Permit and Construction Approval processes.

The number of processes you will need depends on your development plans and the existing circumstances of your property. At the earliest stages of planning your project, you should be aware of which of these steps will be required. You will also need to know where each process should be initiated, what information will be required, who will be involved, what will happen, how long it will take, and how much it will cost.

The Development Guide is intended to provide answers to these and other such questions.

# PERMIT CENTER

## LOCATION

Oak Cliff Municipal Center  
Development Services / Permit Center  
320 E. Jefferson Blvd., Room 118  
Hours: Monday - Friday, 8:00 a.m. to 4:30 p.m.  
Don Caldera, Permit Center Manager, 214/948-4352

## PURPOSE

This center has been created in order to simplify the construction and development application and review processes and allow individuals to conduct most of the related transactions at one convenient location. Permits to perform the following types of construction work may be obtained at the Permit Center.

- barricade
- building
- demolition
- electrical
- excavation
- fence
- fire alarm
- fire extinguishing system
- flammable liquids
- landscape and tree removal
- lawn sprinkler
- liquid petroleum
- mechanical
- moving
- paving (sidewalks & drive approaches) & grading
- plumbing
- septic tank
- sign
- site plan review
- swimming pools
- tent

The following applications can be submitted at the Permit Center. Professional staff is available for consultation prior to application in Room 105. The primary phone number for Building Inspection is 214/948-4480.

- development impact review
- residential adjacency review
- subdivision of property
- certificate of occupancy
- food service permit applications
- water and wastewater permits

Additional services available include:

- code book sales
- contractor registration
- cashiering
- residential plan review
- plat and addressing information
- zoning verification letter

# DEVELOPMENT COORDINATION

Since it is important that you remain informed and can obtain ready assistance through the development processes, development coordination services were established to provide project coordination for development projects, and troubleshooting, problem solving, and problem intervention in the development processes.

## LOCATION

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 204  
Development Services / Building Inspection  
Hours: Monday - Friday, 8:00 a.m. to 4:30 p.m.  
Frances Estes, Acting Assistant Building Official 214/948-4023  
Ed Bateman, Development Coordinator 214/948-4329  
Steve Smith, Development Coordinator 214/948-4207

## INFORMATION TO PROVIDE

Your project coordinator will help you to determine what information you will need, but at a minimum you need to provide information on the type of project and its location.

## WHO MAY BE INVOLVED

Your project coordinator will help you to determine what agencies and processes you will need to successfully complete your project, but the following list includes many of the most common groups:

City of Dallas:

- Development Services Department
  - Current Planning Division
  - Real Estate Division
  - Building Inspection Division
  - Engineering Division
- City Attorney Staff
- Street Department
- Park and Recreation Department
- Office of Economic Development
- Dallas Water Utilities

Utilities:

Oncor Electric and Gas	TCI Cable Vision of Dallas, Inc.
Southwestern Bell	FiberOptic Cable Companies
Dallas Area Rapid Transit (DART)	Western Union

## COST

There is no fee for Development Coordination.

## DEVELOPMENT AND CONSTRUCTION REVIEW CHECKLIST

The checklist on the next page is intended for use in planning development projects. It should be used along with Appendix I, the "Development Flow Chart," to help determine which processes will be needed for your development project.

# DEVELOPMENT AND CONSTRUCTION REVIEW CHECKLIST

Check one

Process	Check one			Development Guide Reference	Typical Process Time	Notes
	Need	Don't Need	Don't Know			

## Land Development Review

Development Coordination				Page 7	1 week	Voluntary, no cost service
Zoning Change				Page 19	12 weeks	Requires both City Plan Commission and City Council review. May require a "Traffic Impact Analysis"
Abandonment/Private License				Page 10	12 weeks	Requires City Council review
Platting Process				Page 13	8 weeks varies	Determine if site is a "legal building site". Requires City Plan Commission review
Development Plan				Page 22	4 weeks	City Plan Commission review. Usually only required in Planned Development Districts
Board of Adjustment				Page 25	8 weeks	BDA does not meet in July
Tree Survey				Page 28	Varies	May be required when applying for a plat, zoning change or building permit. A tree removal permit may be required under some circumstances
Escarpment Review				Page 43	4 weeks	Review by city staff
Engineering Review Paving and Drainage				Page 17	4 weeks varies	Required when infrastructure improvements are made (typically associated with platting). Storm water drainage plans are checked
Engineering Review-Water/Wastewater/Fire Protection				Page 18	4 week varies	Required when infrastructure improvements are made (typically associated with platting). Capacity of water/wastewater lines need to be checked.
Floodplain Fill Permit				Page 45	3 to 5 months	Requires Corp of Engineers and FEMA involvement
Amend Thoroughfare Plan				Page 29	14 weeks	Requires City Plan Commission and City Council vote
Research: Is my site a former landfill?				N/A		Research the "Interactive Maps"-See page 84
Research: Has my site been a cemetery?				N/A		Research the "Interactive Maps"-See page 84
Research: Is my site a "Brownfield"?				N/A		Go to <a href="http://dallascityhall.org">dallascityhall.org</a> , click on "City Departments"; "Office of Economic Development"; "Brownfields"
Research: Is my site close to an Airport?				N/A		Platting close to an airport may require an "avigation" easement.

## Construction Review

Paving and Grading Permit				N/A	varies	Allows a project to get started prior to approval of the Building Permit. May also require Tree Removal Permit and Storm Water Pollution Prevention Plan
Street Name Change				Page 53	4 months	Requires City Council vote
Certificate of Appropriateness				Page 39	4 weeks average	Needed for historic buildings & may require Landmark Commission hearing
Special Parking Agreement				Page 49	2 weeks	Used for off-site parking. Agreement becomes a Deed Restriction
Street Lighting				Page 51	4 weeks	Involves Public Works and Transportation and Oncor Electric
	Need	Don't	Don't	Development	Typical	Notes

Process	Need Know		Guide Reference	Process Time	
Sidewalk Waiver			Page 47	2 weeks	Sidewalks are generally required, but can be waived
Development Impact Review			Page 41	10 days	Processed concurrently with construction permit. Requires expanded site plan
Site Plan Review			Page 32	3 weeks	Can be submitted with building permit application or separately. Detailed layout required including parking and ingress/egress points
Building Permit Review			Page 32	3 weeks	Includes landscape plan review-see page 55
Express Plan Review			Page 35	2 weeks	Expedited site and building permit review for extra fees. Development processes & Construction plans & documents should be complete
Sign Permit Review			Page 57	6 weeks	Review time varies from 2 days to 6 weeks
Residential Adjacency Review			Page 41	2 weeks	Processed concurrently with building permit review
Construction Approval/ Certificate of Occupancy			Page 37	varies	Larger projects typically schedule a pre-construction conference with Building Inspection District Mgr.
Storm Water Pollution Prevention Plan (SWPPP)			N/A	varies	Review City internet site for "Storm Water"

# **Land Development Review Process**

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# ABANDONMENT/PRIVATE LICENSE

Abandonment or issuance of a private license allows a citizen to purchase or use public right-of-way as part of a development. **Abandonment** is the process where the City agrees to abandon ownership rights to excess City-owned right-of-way at market value to the applicant. A **License** grants the applicant the right to limited use of City-owned right-of-way for a limited period of time for a designated purpose as part of a development. Sometimes, a private license may be more appropriate than abandonment if the applicant's uses are not considered permanent, or if the requested City property is considered necessary, and should remain in public ownership.

If your property abuts City-owned property and you want to purchase the City property for your development project, or you want to use public right-of-way for your development, you must follow the Abandonment/License process and in most cases you must also go through the platting process.

## LOCATION

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 203  
Real Estate Division / Development Services

Hours: Monday - Friday, 8:00 a.m. to 5:00 p.m.

Abandonment:	Reginald Collins, Senior Real Estate Specialist	214/948-4159
	Dianne Hahn, Senior Real Estate Specialist	214/948-4104
	Pam Ponthieu, Senior Real Estate Specialist	214-948-4096
Private Licenses:	Jamie Johnson, Senior Real Estate Specialist	214/948-4107

## INFORMATION TO PROVIDE

- Application letter requesting abandonment or license of abutting City-owned right-of-way.
- Written concurrence of all persons who own property abutting to the area proposed for Abandonment or License.
- Copies of recorded deeds showing current ownership of all property abutting to the area proposed for Abandonment or License.
- Plat showing the area requested for Abandonment or License.
- Metes and bounds description of the area to be abandoned or licensed, signed and sealed by a registered licensed surveyor of Texas.
- Appraisal Fee for a street, alley or floodway management area (abandonment only).

Note: All taxes due and owing must be paid prior to scheduling an item for City Council hearing. All code violations must be resolved prior to scheduling for the council agenda.

## WHO MAY BE INVOLVED

City of Dallas:

Development Services  
Economic Development  
City Attorney's Office  
Fire Department  
Dallas Water Utilities  
Sanitation Services

Parks and Recreation  
Street Department  
Public Works & Transportation  
Floodplain Management

Utilities:

Oncor Electric	Comcast
Southwestern Bell	Level 3 Communications
Intermedia Communications	Hollywood Communications
Dallas Area Rapid Transit (DART)	E-Z Phone Services
Dallas County	Austico Telecom
State of Texas	Atmos Energy (gas)

**HOW THE ABANDONMENT/PRIVATE LICENSE PROCESS WORKS**

See Figure 1.

**HOW LONG IT WILL TAKE**

The Abandonment/Private License process currently averages three months with a complete application.

**COST**

The application fee for abandonment is \$2,500.00. The application fee for a license is \$750.00. Both applications require an additional \$50.00 recording fee. If the request is approved, there also will be a property purchase price based on market value for the land or license fee based on use and Dallas Central Appraisal District tax assessed land values usually based on market rate for the land. The \$750.00 portion of the application fee is applied toward the first year license fee. The appraisal fee is \$2500 and should be submitted with the request for abandonment when required.

### Abandonment / Private License Process

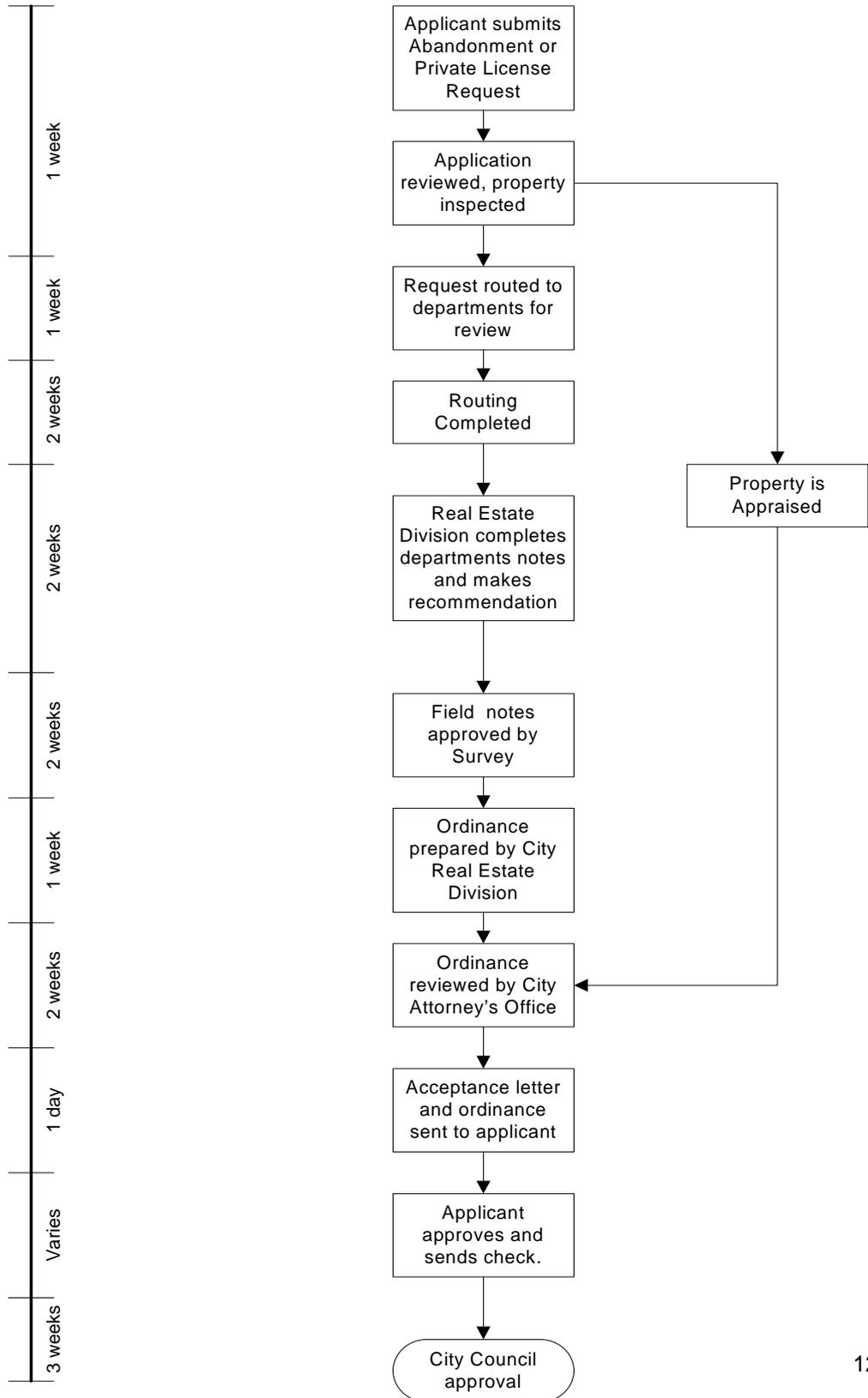


Figure 1

# PLATTING PROCESS

The Platting Process for the City of Dallas was established to subdivide, plat, or re-plat land and to prepare infrastructure for development in a comprehensively planned manner. A plat is a legal document by which land is subdivided or combined. It establishes a legal building site and is generally required before a building permit or certificate of occupancy can be issued.

The two major components of the Platting Process are the **Preliminary Plat Approval** and the **Final Plat Approval** processes.

A plat is considered a **minor plat** by meeting the following requirements:

- 5 acres or less in size for residential zoning districts (single family, duplex, and townhouse)
- 3 acres or less for all other zoning districts
- No proposed streets or alleys
- Fronts on an approved public or private street
- Requires no new public infrastructure such as streets, water, wastewater, paving, and drainage improvements.

A plat that does not meet the requirements of a minor plat is a **major plat**.

On occasion, **early release** of a building permit may be issued by the Subdivision Coordinator to allow, upon specific stipulations by technical staff, that a building permit or foundation permit may be issued after City Plan Commission approval of a preliminary plat, but before approval of a final plat. However, a certificate of occupancy will not be issued until the final plat is approved and recorded, and 15 recorded copies returned to the subdivision section. The Engineering Division of Development Services may require approval of grading and/or engineering plans prior to signing off an early release request.

## LOCATION

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118  
Development Services / Building and Fire Code Inspection  
Phone: 214/948-4454 or 214/948-4344

Hours: Monday - Friday, 8:00 a.m. to 4:30 p.m.

Paul Nelson, Subdivision Administrator                      214/948-4452

## INFORMATION TO PROVIDE

The City of Dallas Platting Process Guidelines are available from staff at 320 E. Jefferson, room 118. The following section lists different documents required.

### **PRELIMINARY PLAT APPROVAL:**

- Application form completed and signed by the applicant. If the applicant is not the property owner, then a notarized letter of authorization from the property owner is required. (NOTE: The potential buyer of property in escrow is not the property owner.)
- Tree survey
- 28 copies of the proposed plat, folded according to the Platting Process

Guidelines

- One 8 ½ x 11" clear transparency reduction of the plat
- 25 - 11x 17" copies of the preliminary plat folded to 8 ½ x 11" for the City Plan Commission
- One 8 ½ x 11" zoning map
- Fees
- For residential replats, a certified copy of the original plat must be obtained from the county clerk. (NOTE: This requirement is for replats of areas zoned for single family, townhouse, or duplex land use, or for areas which within the last five years were zoned for single family, townhouse, or duplex use.) **Property that has NEVER been platted is exempt from this requirement.**
- Property zoned to allow more than 2 units per lot is exempt from the residential replat requirements.

**Deadline:** The deadline for submitting the above required items is 4:30 p.m. on the Tuesday three weeks prior to the City Plan Commission (CPC) meeting at which the preliminary plat will be heard.

An approved preliminary plat is effective for one year from the date of Commission action.

**ENGINEERING PLAN REVIEW**

Site/Grading plan, engineering plans, bonds, and contracts are frequently required in the Platting Process for major plats (e.g. drawings and specifications for paving, storm water drainage, and water and wastewater utilities). These are necessary to assure proper and adequate infrastructure to serve the proposed development. They also help to ensure that street geometrics, storm drainage, and utility provisions required by the development do not and will not create adverse impacts on the property owner and/or on property owners of land adjacent to the proposed development.

**LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 200  
Development Services, Engineering Review Section  
Hours: Monday - Friday, 8:00 a.m. to 4:30 p.m.  
Lupe Lomas, Office Assistant, 214/948-4205

See the Dallas Water Utilities Private Development Policies and Procedures for further information. The review of water and wastewater engineering plans can be initiated at the following location:

Development Services, Engineering Review Section  
Hours: Monday - Friday, 9:00 a.m. to 11:30 a.m. and 12:30 p.m. to 3:30 p.m.  
Dorian Franck, Private Development Coordinator, 214/948-4602

**FINAL PLAT APPROVAL**

No final plat application will be accepted until all departments requiring releases have approved the plan and a final plat fee has been paid. (Minor plats require no final plat fees.)

The final plat submitted for the Plan Commission Chairman's signature will be reviewed by the Survey Section to ensure it is the plat originally released by the Survey Section.

All property taxes due for the property being platted must be paid before the final plat is

recorded with the appropriate County Clerk.

All final plats submitted will be retained by the county in which the property is located and the City of Dallas. If additional copies are desired, they must be submitted with the required number of plats.

A final plat approved by the City Plan Commission should be filed in the office of the appropriate county clerk **within (30) thirty days** of the date of the Commission's approval. Failure to record the final plat will result in the Plan Commission's approval becoming **void**.

Failure to return the recorded plats to the Subdivision Section may result in holds being placed on your Building Permits/Certificates of Occupancy or revocation of permits and/or Certificates-of-Occupancy.

**Deadline:** The deadline for submitting the above required items is Tuesday, 4:00 p.m. the **week prior** to the City Plan Commission hearing. The final plat will be routed to the Survey Section of the Development Services Engineering Division to determine if the plat meets the requirements for recording. This determination can take up to ten days to complete. The city has (30) thirty days in which to act on the final plat.

#### **WHO MAY BE INVOLVED**

City of Dallas:

Development Services	Fire Department
Water Utilities	Street Department
Public Works & Transportation	Parks & Recreation

Utilities:

- TXU Electric
- Atmos Energy (Gas)
- Southwestern Bell
- Fiber Optic Cable Companies
- Dallas Area Rapid Transit (DART)
- Dallas Independent School District (DISD)
- U.S. Post Office

#### **HOW THE PLATTING PROCESS WORKS**

See Figure 2.

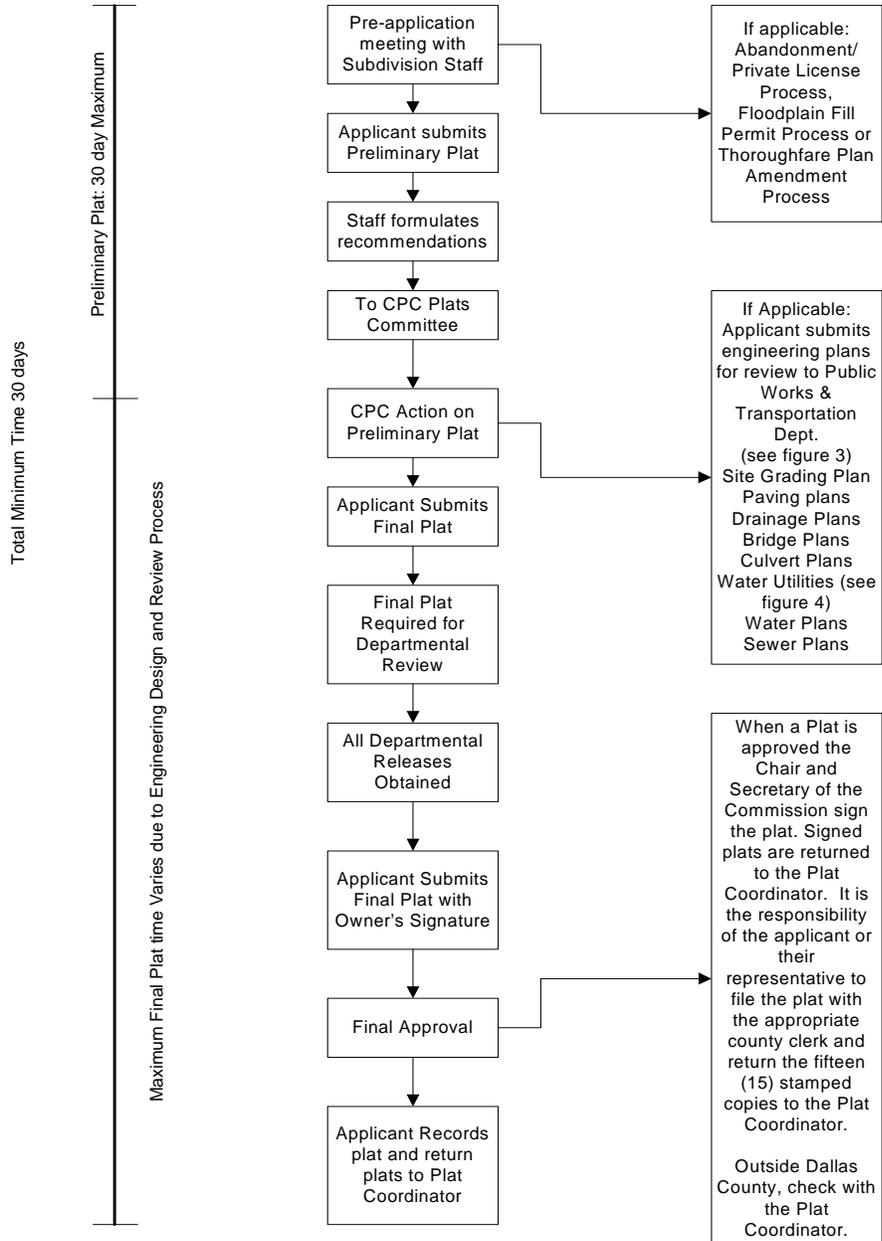
#### **HOW LONG IT WILL TAKE**

The City Plan Commission must render a decision on a minor plat or preliminary plat within 30 days of application according to state law. The time to get approval on final plats varies depending on the completeness of information submitted, consultation time between City staff and the property owner, and revisions made by the applicant at its own facilities.

#### **COST**

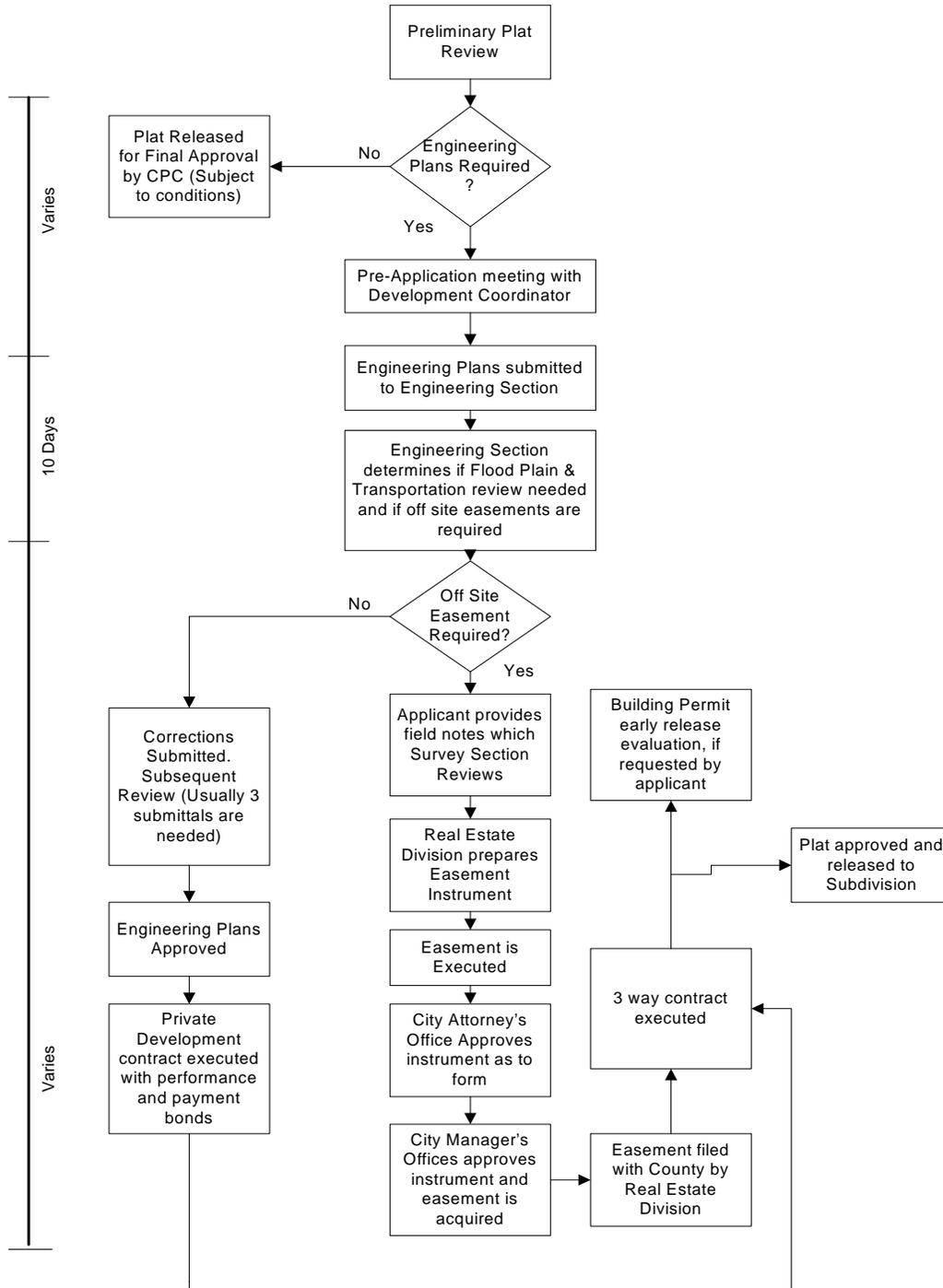
See Appendix IV.

### Platting Process



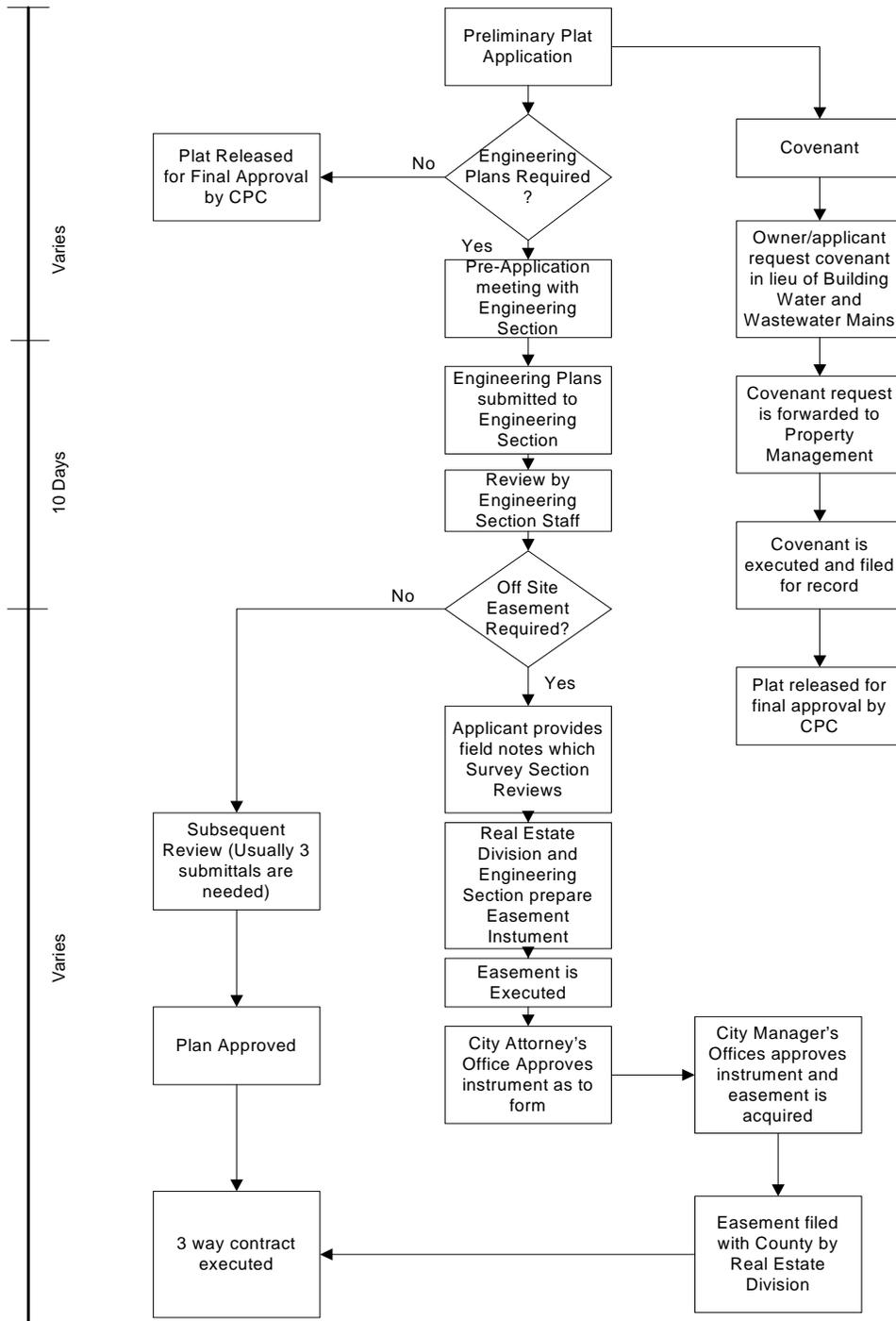
**Figure 2**

**Engineering Review - Paving and Storm Drainage Section**



**Figure 3**

### Engineering Review-Water/Wastewater



**Figure 4**

# ZONING CHANGE

Zoning is the division of land into districts based on the allowable use of the land. These districts have uniform zoning regulations that provide for permitted uses, height, setbacks, lot size, density, coverage, and floor-area ratio (F.A.R.)

## LOCATION

Dallas City Hall, 1500 Marilla Street, Room 5/B/North

Development Services, Current Planning Division, Counter Operations Section

Hours: Monday - Friday, 8:15 a.m. to 5:15 p.m.

General Information, 214/670-4209

Prior to submitting an application, you may contact the Development Services, Current Planning Division at 214/670-4209 to schedule a pre-application meeting.

## INFORMATION TO PROVIDE

The zoning change application package you submit must include:

- Completed application form
- Fees
- Certification that no taxes are owed on the property to be considered
- Certification that no liens by the City of Dallas are on the property to be considered
- Two 8 ½" x 11" current zoning maps showing area boundaries on the property to be considered in red.
- Two tax plats showing the boundaries of the area to be considered in red or two survey maps showing certified metes and bounds with the commencing point coming off a street intersection.
- If property is not platted or a partial lot is in the request area, a survey map showing certified metes and bounds with the commencing point coming off a street intersection and a clean, typed property description of the requested site is required.
- Statement of proposed land use and justification for zoning change request with identification of surrounding uses.
- Property owner's signature authorizing the zoning change. If ownership is a corporation or partnership, a resolution authorizing the zoning change, signed by an officer, partners, or general partner should be provided.
- Traffic Impact Study (if the proposed development will generate more than 1,000 vehicle trips per day or have F.A.R. greater than or equal to 1:1). For details on the Traffic Impact Study, the applicant should contact the Engineering Section of the Development Services Department at (214) 948-4205.
- If property is in a floodplain or escarpment area, see the Dallas Development Code for additional required information.
- For a specific use permit: 10 full size (24" x 36") site plans, folded, & 1-8.5x11 reduction.
- For planned Development District: 10 full size (24" x 36") conceptual and /or development plans, folded, & 1-8.5x11 reduction.

## WHO MAY BE INVOLVED

City of Dallas:

Development Services  
Economic Development  
Aviation  
City Attorney's Office  
Housing  
Public Works & Transportation  
Park and Recreation  
Environmental and Health Services  
Police Department

Utilities:

Dallas Area Rapid Transit (DART)  
Independent School Districts:  
Dallas  
Richardson  
Plano  
Duncanville

**HOW THE ZONING CHANGE PROCESS WORKS**

See Figure 5.

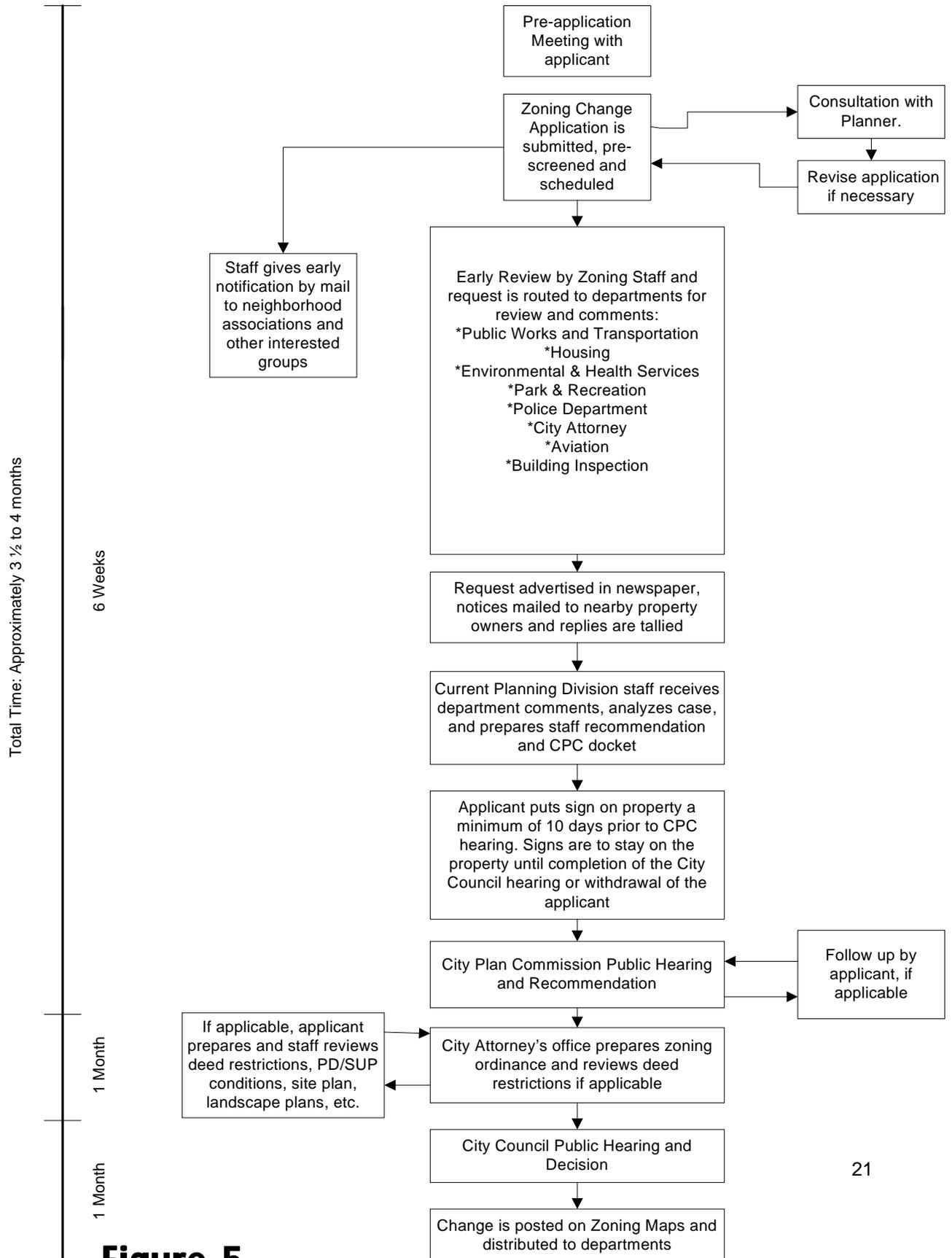
**HOW LONG IT WILL TAKE**

The time required to process a zoning change application varies depending on the complexity of the case and on any revisions that result from City Plan Commission and/or City Council public hearings, however the average time is 10 - 12 weeks. Due to the annual Council July recess, scheduling will be affected and should be considered prior to submission of an application.

**COST**

See Appendix IV.

## Zoning Change



**Figure 5**

# DEVELOPMENT PLAN

When a Planned Development District (PD) is approved with a conceptual plan, a development and/or landscape plan must be approved by the City Plan Commission before the issuance of a building permit. The development and/or landscape plan must comply with the conceptual plan and the conditions of the PD ordinance.

## LOCATION

Dallas City Hall, 1500 Marilla Street, Room 5/B/North  
Development Services, Current Planning Division  
Hours: Monday-Friday, 8:15 to 5:15p.m.  
Phone: (214) 670-4209

## INFORMATION TO PROVIDE

The development plan application package you submit must include:

- Completed application form
- Fees
- Statement of request
- Letter of authorization from property owner (if not individual). If ownership is a corporation or partnership, a resolution authorizing the zoning change, signed by an officer, partners, or general partner should be provided.
- 10 full size (24" x36") plans, folded
- One 8 ½ x11" reduction of plan
- One zoning map with PD area outlined in red

The development plan may be on a single drawing and must clearly indicate:

- Any proposed public or private streets and alleys
- Building sites
- Areas proposed for dedication or reserved as parks, open space, parkways, easements, etc.
- Points of ingress and egress from existing public streets
- Accurate survey of the boundaries of the site
- Topography of the sites with contour intervals of not less than five feet
- Location of proposed land uses
- Location of buildings and the minimum distance between buildings and property lines, street and alley rights-of-way, and private streets
- Arrangement of off-street parking and loading
- Special traffic regulation facilities proposed or required
- For a landscape plan, show required landscaping with respect to approved or requested development plan.
- Screening, landscaping, and major tree groupings to be retained if this information is essential to the proper arrangement of the development in relation to adjacent property and internal land uses
- Indication of each phase of development, if separate phases are proposed

**WHO MAY BE INVOLVED**

City of Dallas  
Development Services Department:  
Current Planning Division  
Engineering Review Section  
Building Inspection Division

**HOW THE DEVELOPMENT PLAN PROCESS WORKS**

See Figure 5a.

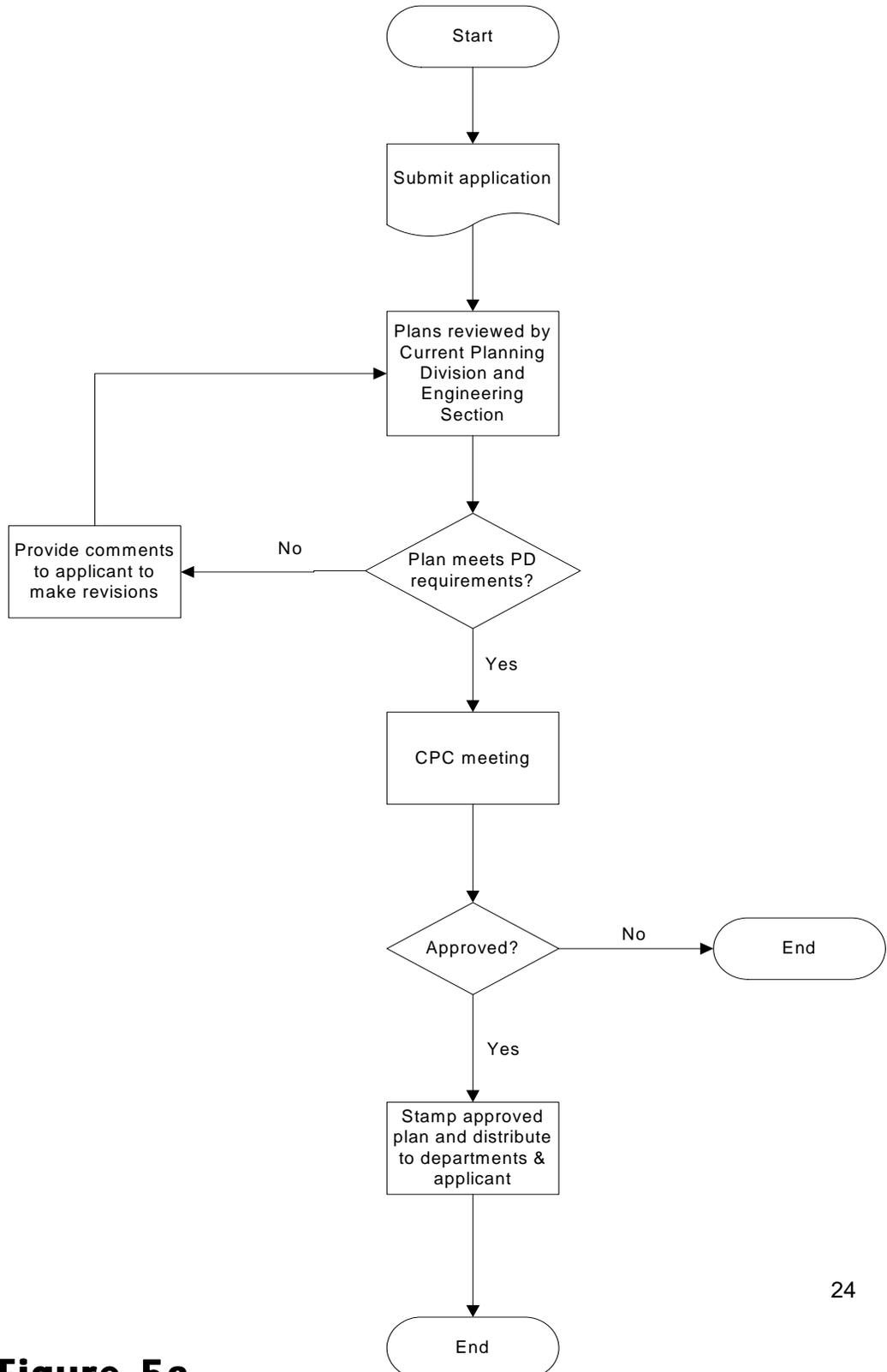
**HOW LONG WILL IT TAKE**

The time required to process a development plan varies depending on the complexity of the PD and the plan. The average time is four weeks.

**COST**

See Appendix IV.

### DEVELOPMENT PLAN PROCESS



**Figure 5a**

# BOARD OF ADJUSTMENT VARIANCE OR SPECIAL EXCEPTION

The Board of Adjustment is a 15-member citizen board, divided into three panels and appointed by City Council to hear and take appropriate action on requests for variances and special exceptions to Development Code regulations. Staff will review these requests and make recommendations to the Board prior to the hearing.

If you wish to appeal the decision of the Building Official regarding Chapter 51 or 51A; if your project needs a special exception as provided in Chapter 51 or 51A or a variance to requirements such as setbacks, lot width or depth, floor area ratios, or height, you may choose to go to the Board of Adjustment.

An applicant must obtain the approval from (75) seventy five percent of the five panel members who are considering the application. If four members are present to consider a case, the applicant must obtain a unanimous decision in order to have their case approved. Failure to obtain this approval will render a decision of denial with prejudice (unless stated otherwise by the Board). This prohibits the applicant from resubmitting the same application for two years unless circumstances change significantly.

## LOCATION

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105  
Development Services / Building Inspection,  
Technical Services Section  
Phone: 214/948-4480

Hours: Monday - Friday, 8:00 a.m. to 4:15 p.m.

Danny Sipes, Senior Plans Examiner

214/948-4483

Steve Long, Board of Adjustment Administrator

214/670-4666

## INFORMATION TO PROVIDE FOR VARIANCES OR SPECIAL EXCEPTIONS

**Incomplete applications will not be scheduled for a Board hearing. Additionally, one copy of each required plan must be submitted on an 8 ½ x 11 inch size.**

### **Required Information**

- 2 original appeal forms completely filled out and notarized, stating the specific type of relief requested and reason(s) why relief should be granted.
- 2 copies – Affidavit (obtain from Building Inspection). Required only if the owner of the property is not the applicant for the special exception or variance.
- 1 original and 1 copy – Certified Warranty Deed for the subject property (obtain from the County).
- Tax Certificate or proof that taxes have been paid (real & personal) (obtain from the County)
- Lien Certificate or proof showing that there are no liens on the property. Obtain at Dallas City Hall, 2DS.
- 4 copies of the site plan or survey to scale, showing the entire property and all existing and proposed improvements.
- 3 copies of the zoning map (outline property in RED and initial); maps available at 320 E. Jefferson Blvd., room 115.
- 3 copies of the plat map (outline property in RED and initial) maps available at 320 E. Jefferson Blvd., room 115.
- 1 sign affidavit. Sign(s) must be posted on the property for Board of Adjustment cases. One sign is required per each 5 acres (Max of 5 signs @ \$10.00 each).

**The following items may be needed depending on the type of application**

- 4 copies of the elevation plan to scale (show property line and setback required).
- 4 copies of the landscaping plans to scale specifying size and species of all existing and proposed landscaping. Please contact the arborist about your landscape or mitigation plan.
- 4 copies of the tree survey to scale.
- 4 copies of the floor plan to scale.
- 4 copies of a parking analysis to scale showing all uses, the square footage of all the uses and all the parking to be provided and required parking.
- 1 copy of the Building Inspection Permit Application.

**ALL PLANS AND SURVEYS MUST BE DRAWN TO SCALE. ALL FEES MUST BE PAID AT THE TIME AN APPLICATION IS FILED.**

**WHO MAY BE INVOLVED**

City of Dallas:

Aviation

Development Services:

Development Review Section

Engineering Review Section

Attorney's Office

**HOW THE BOARD OF ADJUSTMENT PROCESS WORKS**

See Figure 6.

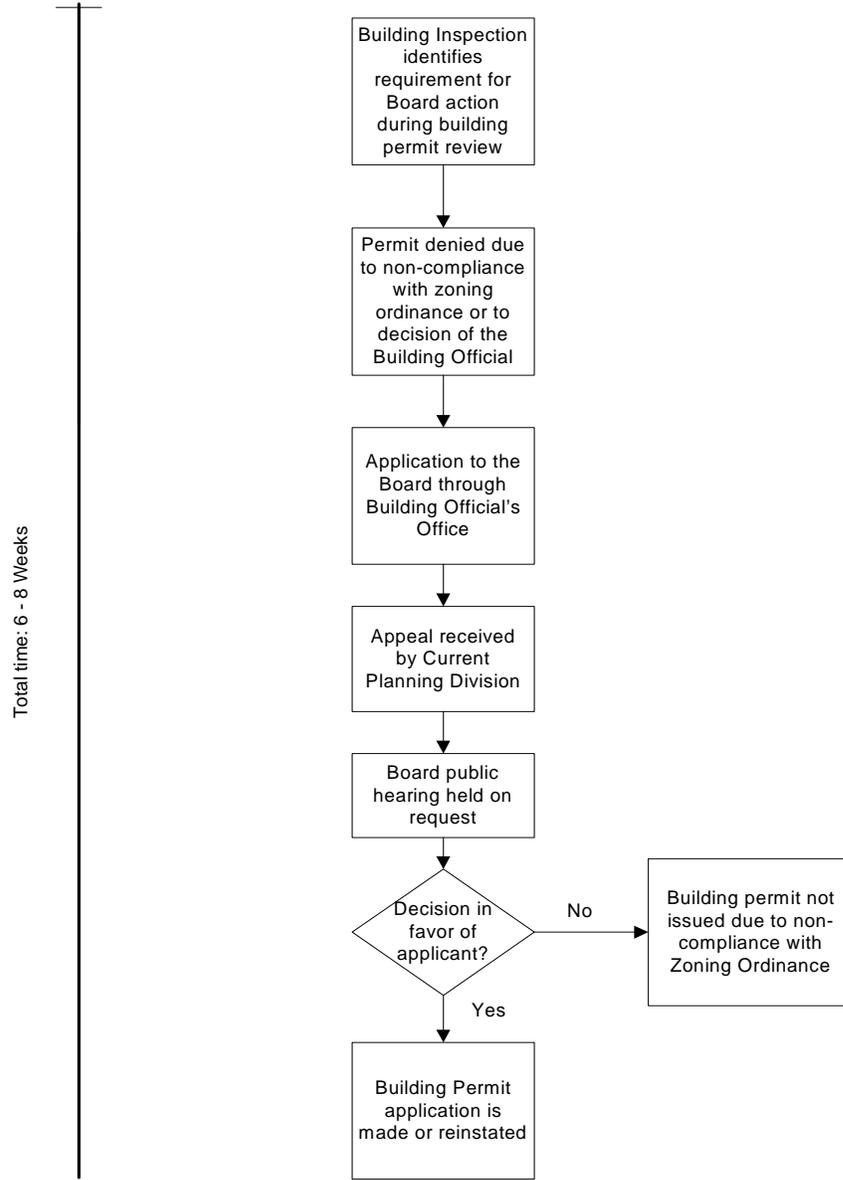
**HOW LONG IT WILL TAKE**

The process averages 6 to 8 weeks. The Board of Adjustment does not meet during the month of July.

**COST**

See Appendix IV.

### Zoning Board of Adjustment



**Figure 6**

# TREE SURVEY REVIEW PROCESS

The Tree Survey Review Process for the City of Dallas was established in May of 1994 to assess the amount of trees that may be impacted by development of property. A tree survey is designed to document the presence of protected trees on property within the City of Dallas.

A protected tree is defined as a tree having a diameter at breast height of eight inches or greater. The following species of trees are not protected regardless of size: *Acer saccharinum* (Silver Maple), *Ailanthus altissima* (Tree of Heaven), *Albizia julibrissen* (Mimosa or Silk tree), *Celtis occidentalis/laevigata* (Hackberry or Sugarberry), *Fraxinus velutina* (Arizona Ash), *Maclura pomifera* {female only} (Bois d'Arc or Horseapple), *Melia azedarach* (Chinaberry), *Salix nigra* (Black Willow), *Sabium sebiferum* (Chinese Tallow), and *Ulmus pumila* (Siberian Elm).

A tree survey may be required when applying for a plat, zoning change or building permit. Additionally, a tree survey may be required when grading, demolition or house moving occurs on a lot within the City of Dallas. The survey must be supplied in time to be reviewed prior to any plat, zoning change, or building permit approval. The deadlines are therefore the same as any required for those mentioned above.

## LOCATION

Development Services, Building Inspection, Development Review Section  
Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105

Hours: Monday-Friday, 8:00 a.m. to 4:30 p.m.

Michael Sultan, Chief Arborist	214/948-4172
Phil Erwin, Arborist	214/948-4117
Tina Standeford, Arborist	214/948-4484
Clay Walker, Arborist	214/948-4471
Peter Blanchette, Arborist	214/948-4465

## INFORMATION TO PROVIDE

A tree survey must contain the following information:

- Location on the lot
- Diameter at breast height (4.5 feet above ground) in inches
- Name (both common and scientific)
- Date, scale, north point, and the names, addresses, and telephone numbers of each property owner and the person preparing the plan.
- Location of existing boundary lines and dimensions of the lot, the zoning classification of the lot, and the zoning classification of adjacent properties. A vicinity map should also be attached to or made part of the plan.
- Project name, street address, and lot and block description.

All protected trees on the lot must be shown.

The survey **does not** have to be prepared by a registered surveyor, architect, or landscape architect.

## HOW THE TREE SURVEY REVIEW PROCESS WORKS

Tree surveys are reviewed by the City of Dallas Arborists. If a tree survey is verified as correct by the arborist, the process is continued. If the survey is incorrect, the responsible arborist will notify the applicant of the necessary changes.

## COST

There is no fee for the tree survey review process.

# THOROUGHFARE PLAN AMENDMENT

The Thoroughfare Plan (Ordinance #20860) is a comprehensive plan for development of the street system to meet existing and future travel demands. The plan divides the classification of city streets into two thoroughfare classifications - function and dimension; defines minimum standards for each classification; incorporates an official Thoroughfare Map delineating thoroughfare routes, classifications, and locations; and provides for a process to amend the Thoroughfare Plan. Residential streets are not shown on the Thoroughfare Plan.

Construction of a thoroughfare that does not conform to the plan must first receive City Council approval through a Thoroughfare Plan amendment.

## **LOCATION**

Dallas City Hall, 1500 Marilla St., Room L1/B/North  
Public Works and Transportation Department  
Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.  
Tanya Brooks, Transportation Planner, 214/670-2083

## **INFORMATION TO PROVIDE**

- application form
- application fee

## **WHO MAY BE INVOLVED**

City of Dallas  
Park & Recreation  
Development Services  
Fire Department  
Dallas Water Utilities  
Dallas County  
DART  
DISD

## **HOW THE THOROUGHFARE PLAN AMENDMENT PROCESS WORKS**

See Figure 17.

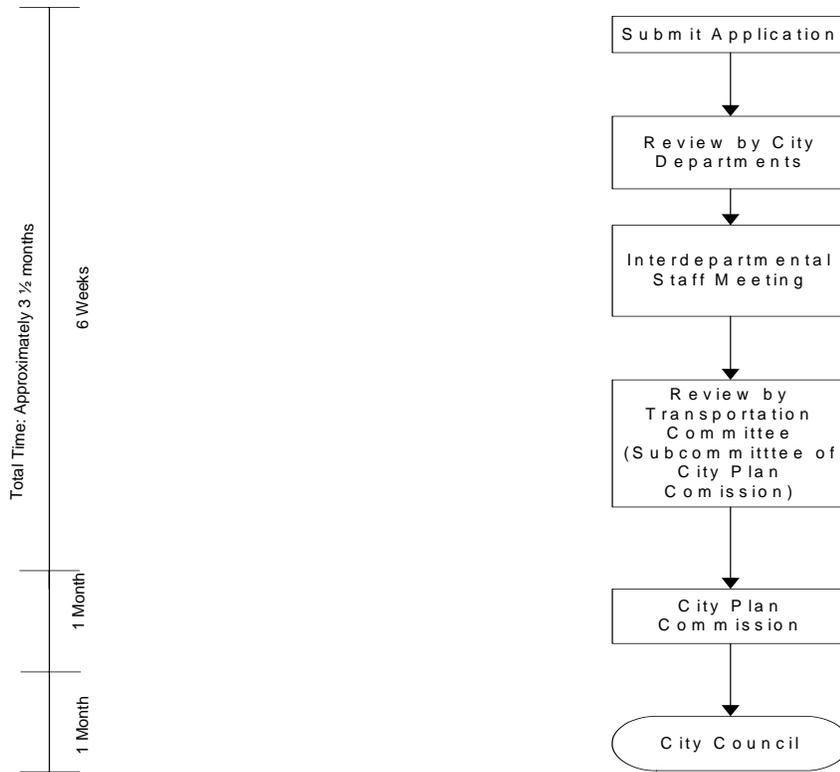
## **HOW LONG IT WILL TAKE**

The Thoroughfare Plan Amendment process averages 3-4 months.

## **COST**

\$1,115 per application for area of request up to 1,320 linear feet.  
\$0.87 for each linear foot greater than 1,320.

### Thoroughfare Amendment Process



**Figure 17**

# **Construction Review Process**

---

# SITE PLAN REVIEW AND BUILDING PERMIT PROCESS

A site plan review is needed before a building permit review can be finalized. No site plan review is required for single-family dwelling and duplex uses on lots less than two acres. A building permit represents the City's authorization to begin construction. This permit is issued only after comprehensive review of development and construction plans to check for compliance with City ordinances, policies, regulations and standards for land use, development and construction.

If you want to erect, construct, enlarge, add to, alter, repair, replace, move, improve, remove, install, convert, demolish, equip, use, occupy, or maintain a building, structure, or building service equipment, you must follow the Building Permit process.

## **LOCATION**

***For all permits:*** Permit Center  
Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118  
Development Services / Building Inspection  
Hours: Monday - Friday, 8:00 a.m. to 4:30 p.m.  
Phone: 214/948-4480

## **INFORMATION TO PROVIDE**

- Applicable fee
- Completed application form

For Construction Permit, if plan review is required:

- Two copies of building plans
- Four copies of the site plan
- Two Landscape plans (if your project is for new commercial or multi-family construction)

For Site Plan Review:

- Three copies of site plan
- Three copies of landscape
- Three copies of exterior elevations
- Three copies of floor plan (if your project is for a church, theater, dancehall, labor hall, bus terminal, and hazardous occupancies)

Contact the Building Inspection Division, Technical Services Section (214/948-4480) for information required on plans.

For major new construction, contact Technical Services Section for a pre-application conference. This conference is recommended during the early stages of project design and particularly before starting working drawings: or visit on a "first come first served" basis with any of our code specialists (Building, Fire, Zoning, Plumbing, Mechanical, Electrical), no appointments necessary.

## **WHO MAY BE INVOLVED**

City of Dallas  
Aviation  
Sanitation Services  
Street Services  
Code Compliance  
Environmental and Health Services  
Dallas Water Utilities  
Development Services  
Dallas Area Rapid Transit System (DART)

**For permits where no review is necessary, or for addition of a valid subcontractor to a master permit, contact one of the following field offices:**

BUILDING INSPECTION FIELD OFFICES  
Field Office Hours: Monday - Friday, 7:30 a.m. - 4:30 p.m.  
(Inspectors available by phone 8:00 - 8:30 a.m. and 4:00 - 4:30 p.m.)

**INFORMATION TO PROVIDE**

- Applicable fee
- Completed application form

**Northwest:** Jim O'Neill, District Manager  
9803 Harry Hines - 214/670-6113

**North Central:** Bruce Benedict, District Manager  
6969 McCallum - 214/670-7297

**Southwest:** Michael Norman, District Manager  
542 E. Jefferson - 214/671-0851

**Southeast:** Jimmy Etti-Williams, District Manager  
725 N. Jim Miller - 214/670-8178

**HOW THE BUILDING PERMIT PROCESS WORKS**

See Figure 7.

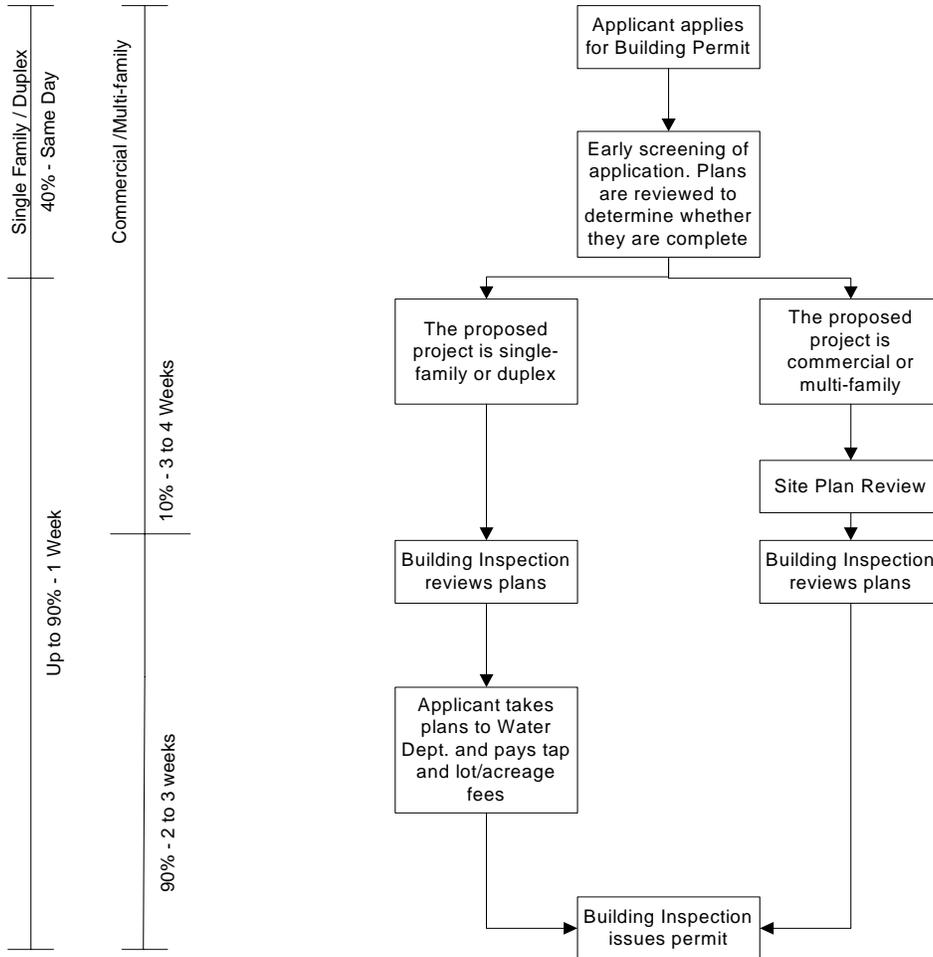
**HOW LONG IT WILL TAKE**

The Site Plan Review process averages three weeks. The Building Permit process averages two to three weeks for commercial permits, and two to three days for single family permits.

**COST**

See Appendix IV.

### Building Permit Process for Construction



**Figure 7**

# EXPRESS PLAN REVIEW PROCESS

An Express Plan Review is an alternative plan review that allows individuals to take advantage of an accelerated plan review process for an additional fee. The Express Plan Review will expedite the building permit process from several weeks to a single review session. If the plans meet necessary requirements of respective codes and ordinances, permits may be issued following the review meeting. Please note that certain items such as the legal requirements of a legal building site or special zoning issues may delay the processing of your building permit application. Fire protection issues must also be addressed in addition to public infrastructure requirements such as upgrading / new public water / waste water lines, and fire hydrants as well as storm water drainage system and paving improvements. The Development Services Engineering Division determines the public infrastructure requirements. Please be advised that you may not be able to proceed with your construction and obtain construction permits if the public infrastructure needs have not been met.

We have expanded the Express Plan Review process to include the review and approval of the public infrastructure requirements. If you would like to take advantage of these extended services please let us know and we will set up a meeting with the engineering staff as soon as possible.

## **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 201  
Development Services / Express Plan Review Team  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
Frances Estes, Interim Assistant Building Official      Phone: 214/948-4023

## **INFORMATION TO PROVIDE**

- Applicable Fee
- Completed Checklists
- Completed Site Plan Review
- Express Plan Review Application
- Two copies of building plans
- Four copies of the site plan
- Two Landscape plans (if your project is for new commercial or multi-family construction)

## **WHO SHOULD ATTEND REVIEW MEETINGS**

All project consultants are encouraged to attend to make 'on the spot' decisions, changes, etc. as required. Contractors and owners are encouraged to, but are not required to attend.

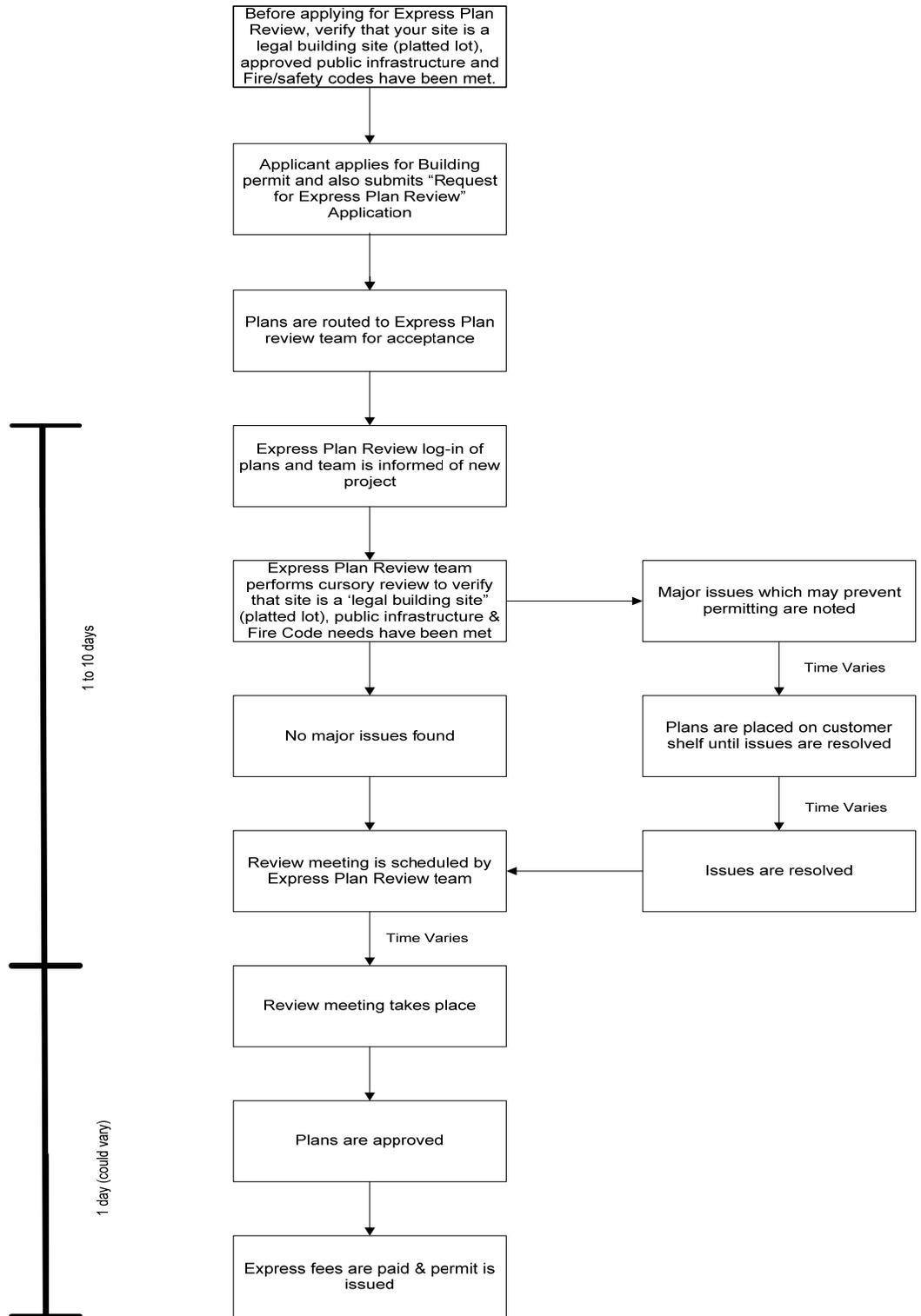
## **HOW LONG IT WILL TAKE**

Once the plans are logged into the Express Plan Review system, a cursory review is conducted by the Express Plan Review Team. Usually within 1-10 working days a review meeting is scheduled. If there are no major issues which would prohibit a permit from being issued, a review meeting takes place and a permit is issued.

## **HOW MUCH DOES IT COST**

Normal application plan review fees, (see Appendix III) plus an additional non-refundable fee of \$500.00 is charged at the time of application. An additional \$500.00 per hour for each hour of the actual Express Plan Review meeting will be charged at the end of the plan review before a permit is issued.

### Express Plan Review Process For New Construction Permits



# CONSTRUCTION APPROVAL/CERTIFICATE OF OCCUPANCY

After a Master Permit is issued and construction begins, City staff must verify that the building is being built according to the Dallas development and construction codes. This is accomplished through the Construction Approval process which provides for inspection of the work in progress at varying stages of construction. A permit expires within 120 days of issuance if work has not been started.

After the final inspection has been conducted and before the building can be occupied, a Certificate-of-Occupancy (CO) must be approved. You will typically apply for a CO at the time you apply for a construction permit. A CO is not required for single-family or duplex homes. However, utility services will not be activated unless these structures meet City codes. Temporary and/or partial certificates of occupancy may be issued prior to total completion of the entire building. Contact the appropriate district manager for specific details (see below).

If you are doing work that requires a building permit or intend to occupy a building in Dallas, you must follow the Construction Approval process.

## BUILDING INSPECTION FIELD OFFICES

Field Office Hours: Monday - Friday, 7:30 a.m. - 4:30 p.m.  
(Inspectors available by phone 8:00 - 8:30 a.m. and 4:00 - 4:30 p.m.)

**Northwest**  
9803 Harry Hines - 214/670-6115  
**Southwest**  
542 E. Jefferson - 214/671-0885

**North Central**  
6969 McCallum - 214/670-7278  
**Southeast**  
725 N. Jim Miller - 214/670-8160

## HOW LONG IT WILL TAKE

Construction inspections can usually be conducted the next working day or on the same day, if scheduled before 7:00 a.m. by the Automated Inspection Request System. They can be scheduled on the next working day if scheduled through a field office.

*To request an inspection:*

- 1) To use the Automated Inspection Request System, call 214/670-5313. This is an automated "phone-in" system that allows you to schedule an inspection over the phone. You can call this number 7 days a week, 24 hours a day.
- 2) For special requests call the appropriate building inspection field office listed above.
- 3) To access the automated system through the internet, go to [www.dallascityhall.com](http://www.dallascityhall.com)

## PROCESS TO FOLLOW

- Approved plans must be on site
- The Master Permit must be posted on site
- Address of site must be posted and visible from the street
- You must ensure the inspector is notified of the need for an inspection at each required stage of construction. The inspector must have access to the interior of the building for a scheduled inspection, and the job stage must be completed before inspection has been scheduled. A re-inspection fee will be charged if these requirements are not met.

## WHO MAY BE INVOLVED

City codes may require special inspectors for various stages or circumstances of your project.

## HOW THE CONSTRUCTION APPROVAL PROCESS WORKS

See Figure 8.

## COST

Inspections are paid for through permit fees. A Certificate of Occupancy costs \$215.00. Partial or temporary Certificates of Occupancy are \$104. See Appendix IV.

### Subcontractor Approval Process for Construction Inspection

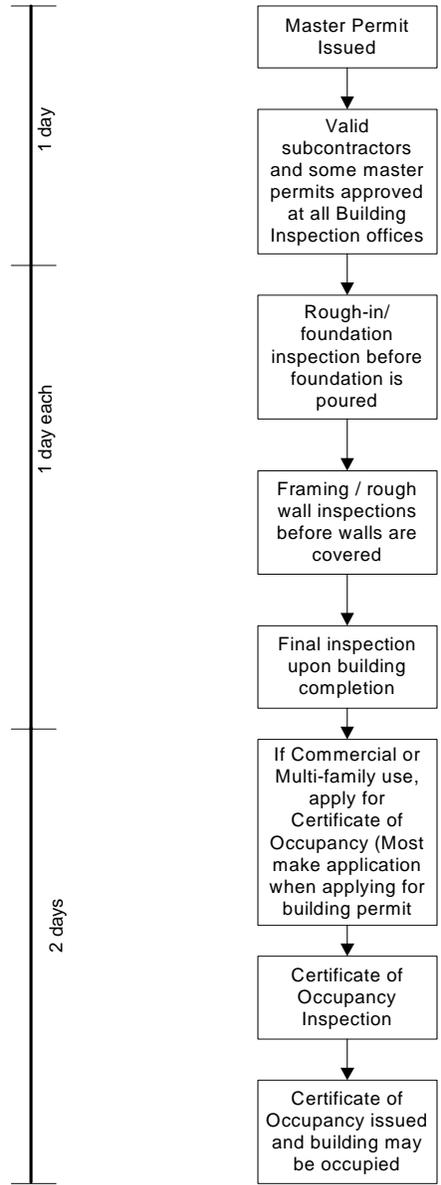


Figure 8

# CERTIFICATE OF APPROPRIATENESS

There are 125 historic overlay zoning districts (16 large districts and 109 sites) in Dallas.

The City of Dallas Code requires an approved Certificate-of-Appropriateness in order for approval of a Master Permit for exterior renovation, new construction, or demolition to be issued for work in these districts or on these structures. The City conducts a detailed review of the proposed work. The work for which the permit is being requested must be consistent with architectural and design standards established for the district/structure.

You must follow the Certificate-of-Appropriateness process in order to apply for a required Master Permit for any exterior construction or renovation work or demolition within a historic district. Certificates-of-Appropriateness are required for all exterior work including all repairs, painting, etc., even if a building permit is not required.

## **LOCATION**

Dallas City Hall, 1500 Marilla Street, Room 5/C/North  
Development Services / Long-Range Planning Division

Hours: Monday - Friday, 8:15 a.m. to 5:15 p.m.

Jim Anderson, Historic Preservation Planner 214/670-4131

Mark Doty, Historic Preservation Planner 214/670-9260

## **INFORMATION TO PROVIDE**

- A Certificate-of-Appropriateness or Certificate-for-Demolition or removal application
- Photographs
- Work plans and drawings
- Shingle, brick, paint color and other samples
- Additional information necessary to illustrate the work for which your building permit is requested

## **WHO MAY BE INVOLVED**

**Landmark Commission:** The Landmark Commission is appointed by the City Council. Decisions by the Landmark Commission consider recommendations from its Neighborhood Task Forces and City staff. The Landmark Commission meets on the first Monday of each month. The Landmark Commission has 8 Neighborhood Task Forces who provide recommendations to the Landmark Commission. Task Force members are comprised of historic neighborhood residents and outside professional volunteers. A decision by the Landmark Commission may be appealed to the City Plan Commission.

## **HOW THE CERTIFICATE-OF-APPROPRIATENESS PROCESS WORKS**

See Figure 9.

## **HOW LONG IT WILL TAKE**

The Certificate-of-Appropriateness process averages 30 days. Section 51A-4.501 of the Dallas Development Code limits the process to a maximum of 65 days. Routine maintenance and replacement Certificates-of-Appropriateness are limited to a maximum of 10 days and take an average of 3 days.

## **COST**

There is no fee associated with the Certificate-of-Appropriateness process.

### Certificate of Appropriateness Process

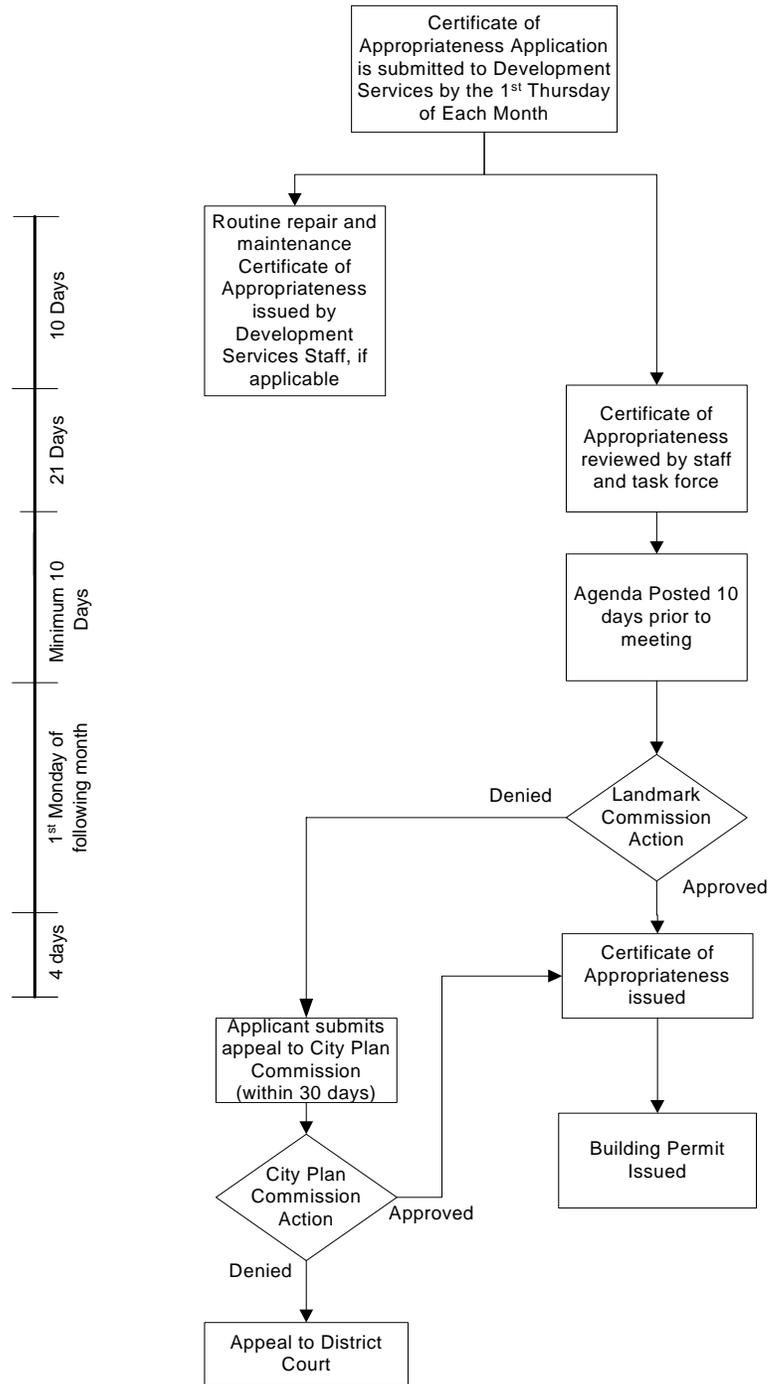


Figure 9

# DEVELOPMENT IMPACT REVIEW and RESIDENTIAL ADJACENCY REVIEW

When City staff determines, based on standards adopted by City Council, that a development is likely to have a significant impact on surrounding land uses and the need and demand for infrastructure, a Development Impact Review (DIR) is required to assess the extent of that impact before a building permit will be issued. Staff will review the proposed development's impact based on traffic generation, building site and layout, buffering, landscaping, and other data.

You must follow the Development Impact Review process if you need a building permit and your development will have estimated trips generated from uses in the development greater than or equal to 6,000 trips per day and 500 trips per day per acre, and your zoning is a non-residential district [except CA-1(a) or CA-2(a)], or you intend to build a use which requires DIR as listed in the district and use regulations of the Development Code.

A Residential Adjacency Review (RAR) may be required if the lot has a residential adjacency and contains a use for which an RAR is required by the district and use regulations.

## **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105  
Development Services / Building Inspection  
Development Review Section  
Phone: 214/948-4480  
Hours: Monday - Friday, 8:00 a.m. - 4:15 p.m.

## **INFORMATION TO PROVIDE**

- Completed application form (see Appendix VI)
- 2 copies of the site plan

## **WHO MAY BE INVOLVED**

City of Dallas  
Development Services-Development Review Section & Engineering Review Section  
Building Inspection Division  
Environmental and Health Services

## **HOW THE PROCESS WORKS**

See Figure 10.

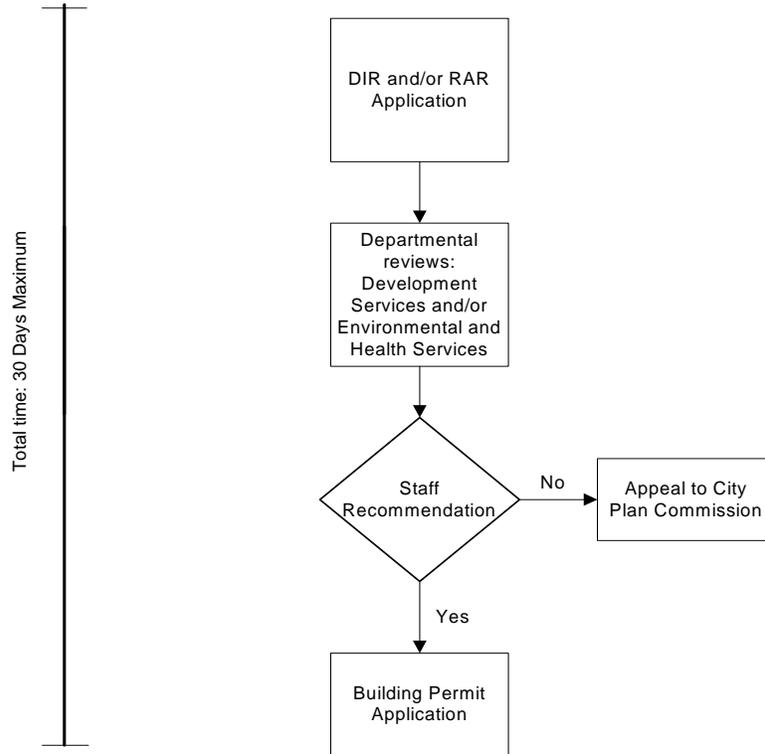
## **HOW LONG IT WILL TAKE**

The DIR and RAR processes may take no more than 30 days after submittal of a completed application. They are normally processed within 10 working days concurrently with the Building Permit Review.

## **COST**

The fee for a DIR is \$50.00. The fee for a RAR is \$50 or \$.004 per sq. ft. of building area or area to be paved or graded, whichever is greater.

### Development Impact Review (DIR) & Residential Adjacency Review (RAR)



**Figure 10**

# ESCARPMENT PERMIT

The escarpment is a steep, wooded, environmentally fragile bluff located in Southwest Dallas. It is the contact line between two geological formations - the Austin Chalk and the Eagle Ford Shale. The escarpment is defined in the Dallas Development Code. Section 51A-5.201, as a linear corridor within a width the distance between:

- a) the greater of 125 feet above chalk and shale contact, or 35 feet beyond the crest (that point above the escarpment line where the slope becomes less than 4:1); and
- b) the greater of 85 feet below the chalk and shale contact, or 10 feet beyond the toe (that point below the escarpment line where the slope becomes less than 5:1).

No development is permitted in the escarpment. However, development may be permitted in the Geologically Similar Area of the escarpment. The Escarpment Permit process ensures that any development in the Geologically Similar Area of the escarpment is sensitive to its impact on the fragile environmental conditions. It also seeks to prevent damage to development due to unstable slopes and soils.

If your proposed development is in the Geologically Similar Area of the escarpment you must follow the Escarpment Permit process. You must have proper zoning to begin the Escarpment Permit process.

## **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson, Room 200  
Development Services / Engineering Review Section  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
Elias K. Sassoon, P.E., Chief Engineer/Asst. Director, 214/948-4205

## **INFORMATION TO PROVIDE**

- Completed application form
- Plan showing the escarpment zone
- Name and address of owner and of person who prepared the application
- General vicinity map of proposed site
- 1"=800' scale locator map
- Property limits on 1"=100' scale contour map, with 2' contour intervals, and details of terrain and area drainage
- 1"=50' scale cross section and plan review of proposed project structure
- Slope stability test data and results
- Soil erosion control plans
- Grading plan
- Vegetation and tree mitigation proposals
- Drainage plan including detention system

## **WHO MAY BE INVOLVED**

Other City staff will review an Escarpment Permit application for potential impact from the proposed project. These participants comprise the Escarpment Area Review Committee (EARC). The EARC is an advisory committee comprised of at least one representative from the Engineering Section, Public Works and Transportation and the Park & Recreation Department. The committee meets as required to review applications. Please call Elias K. Sassoon, at 214/948-4205 to schedule a presentation to the committee.

### Escarpment Permit Process

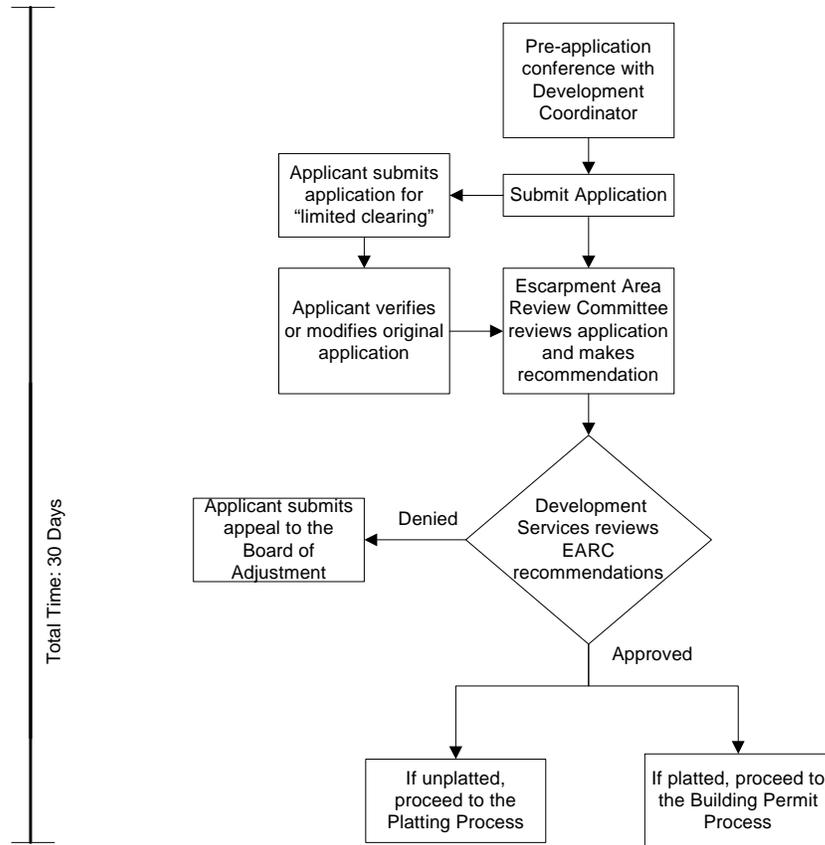


Figure 11

# FLOODPLAIN FILL PERMIT

A floodplain is any land area susceptible to inundation by flooding during a 100-year flood. The floodplain fill permit process was established to ensure that reclamation by filling of a floodplain area does not occur without the proper engineering analyses outlined in Section 51A-5.100, Part II of the Dallas Development Code.

## **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 307  
Floodplain Management, Public Works & Transportation  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
Steve Parker, P.E., Program Manager, 214-948-4690

## **INFORMATION TO PROVIDE**

- Fill permit application form with letter of request and application fee
- Vicinity map
- Acreage figures for the entire tract, the area located in the floodplain, and the area proposed to be filled, and description of proposed land use
- Description of hydrologic and hydraulic analyses conducted, with copies of input and output, and a disk containing data files
- Plots of water surface profiles and cross-sections
- Table of values for engineering criteria
- Tree survey with inventory of trees of 6-inch or greater caliper
- Landscape and erosion control plan
- Grading plan
- Environmental Impact Study, if applicable

## **WHO MAY BE INVOLVED**

City of Dallas  
Park & Recreation  
Dallas Water Utilities  
Development Services  
Public Works and Transportation  
U.S. Army Corps of Engineers  
Federal Emergency Management Agency

## **HOW THE FLOODPLAIN FILL PERMIT PROCESS WORKS**

See Figure 12.

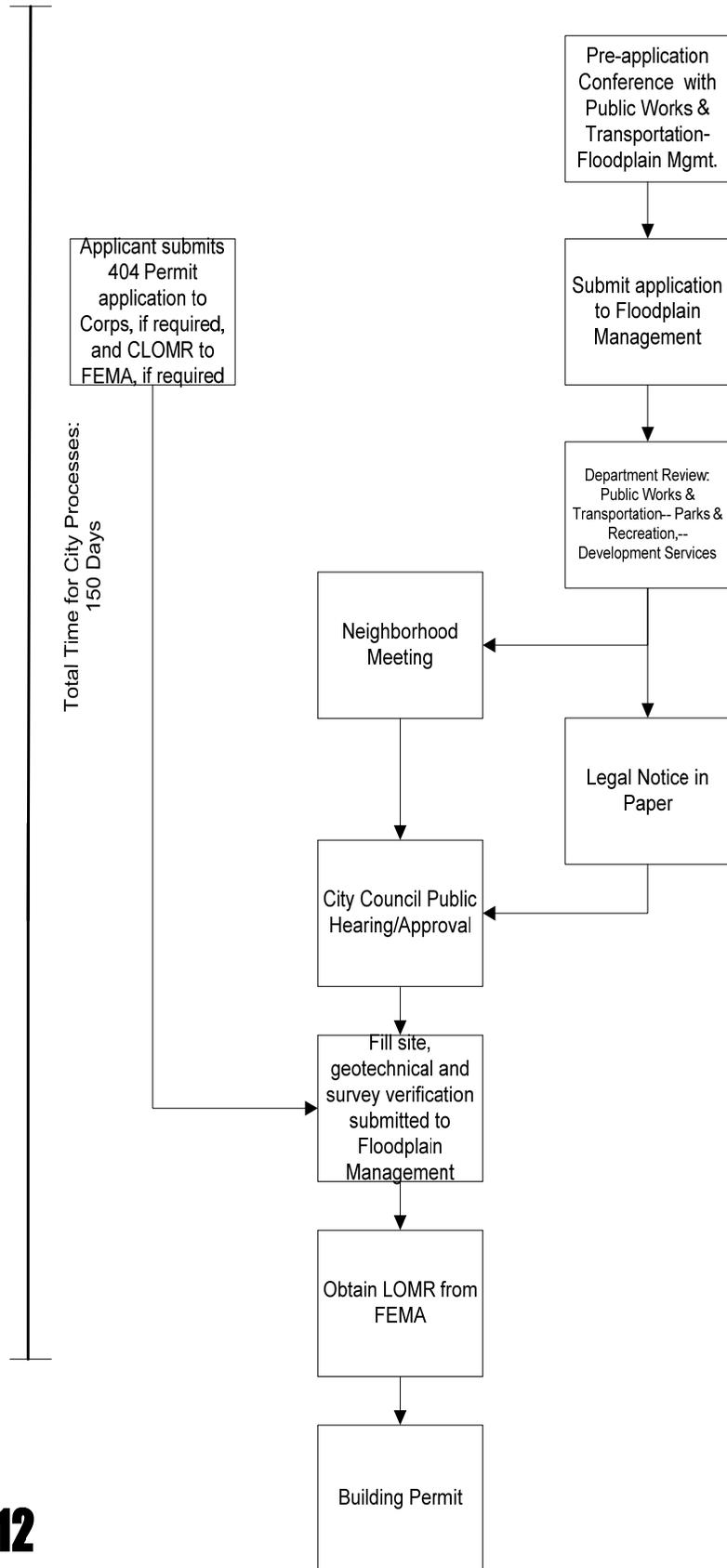
## **HOW LONG IT WILL TAKE**

The Floodplain Fill permit process averages 3-5 months.

## **COST**

\$1,400 for a permit to fill a single residential lot  
\$3,500 for a permit to fill the in Trinity River or Elm Fork floodplain  
\$5,300 for all other permits

### Floodplain Fill Permit Process



**Figure 12**

# SIDEWALK WAIVER

Sidewalks are required to be installed before a new structure is occupied. This is especially important in areas near schools, parks, and bus stops. Only the Director of Development Services can waive this requirement. Reasons for waiving the sidewalk requirement include:

- a) The potential pedestrian traffic is so minimal that sidewalks are not warranted.
- b) In a single family or duplex zoning district, at least 50 percent of the lots located on the same side of the block as the proposed plat have been developed with completed, approved structures without sidewalks.
- c) A permanent line and grade cannot be set within the public street right-of-way.
- d) It is desirable to preserve a natural topography or vegetation preexisting the proposed plat, and pedestrian traffic can be accommodated internally on the property. (Ord. Nos. 20092; 23384)

## **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105  
Development Services / Building Inspection  
Development Review Section  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

## **INFORMATION TO PROVIDE**

- A letter containing valid reasons why you should be granted a sidewalk waiver
- Photograph(s) illustrating items listed in the letter mentioned above
- Notarized "Standard Agreement" (see Appendix VI)
- Two (2) 8 ½" x 11" copies of the building permit
- Two (2) 8 ½" x 11" copies of the official City of Dallas zoning map (center property on copy and highlight)

## **HOW THE SIDEWALK WAIVER PROCESS WORKS**

See Figure 13.

## **WHO MAY BE INVOLVED**

City of Dallas, Development Services

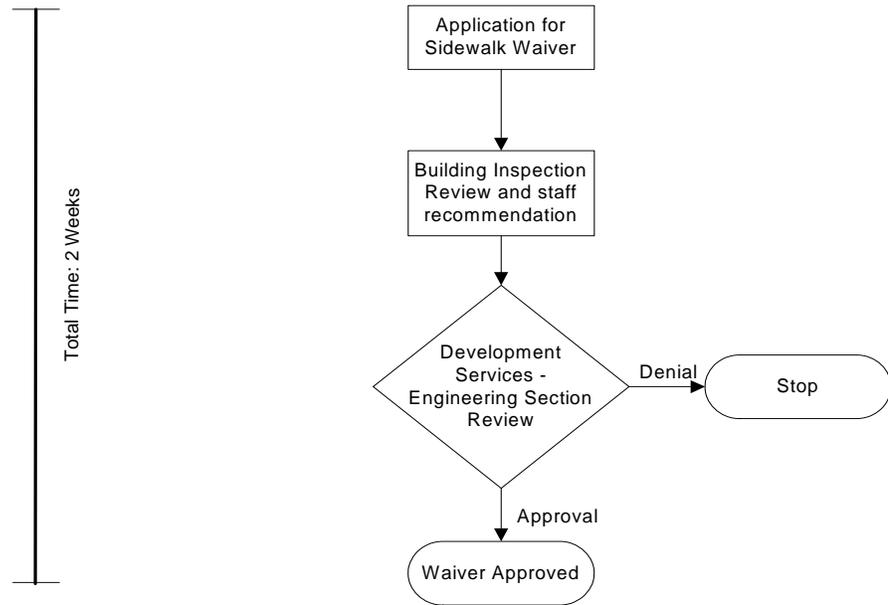
## **HOW LONG IT WILL TAKE**

The Sidewalk Waiver Review process usually takes two weeks.

## **COST**

A processing fee of \$208.00 is required for a Sidewalk Waiver request.

### Sidewalk Waiver Process



**Figure 13**

# SPECIAL PARKING AGREEMENT

A special parking agreement allows a citizen to provide part or all of the required parking for his development on a site other than that of the main use, and/or to share some required parking spaces with another development. A special parking agreement operates as a covenant on the property providing the parking.

If it is difficult or impossible to provide the required number of parking spaces for a development, or if it is difficult or impossible to provide the required parking spaces on the same site as the main use, a Shared Parking Agreement, a Remote Parking Agreement, or a Packed Parking Agreement can provide flexibility in providing the required parking.

## **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105  
Development Services / Building Inspection  
Development Review Section  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.  
Contact any Zoning Plans Examiner, 214/948-4480

## **INFORMATION TO PROVIDE**

- Five (5) copies of the parking analysis
- Five (5) copies of a site plan, drawn to scale
- A list of all uses showing floor areas and hours of operation for each (5 copies)
- Proof of ownership of property (5 copies)

## **WHO MAY BE INVOLVED**

City of Dallas  
City Attorney's Office  
Development Services:  
    Building Inspection  
    Development Review Section  
    Engineering Review Section

## **HOW THE SPECIAL PARKING AGREEMENT PROCESS WORKS**

See Figure 14.

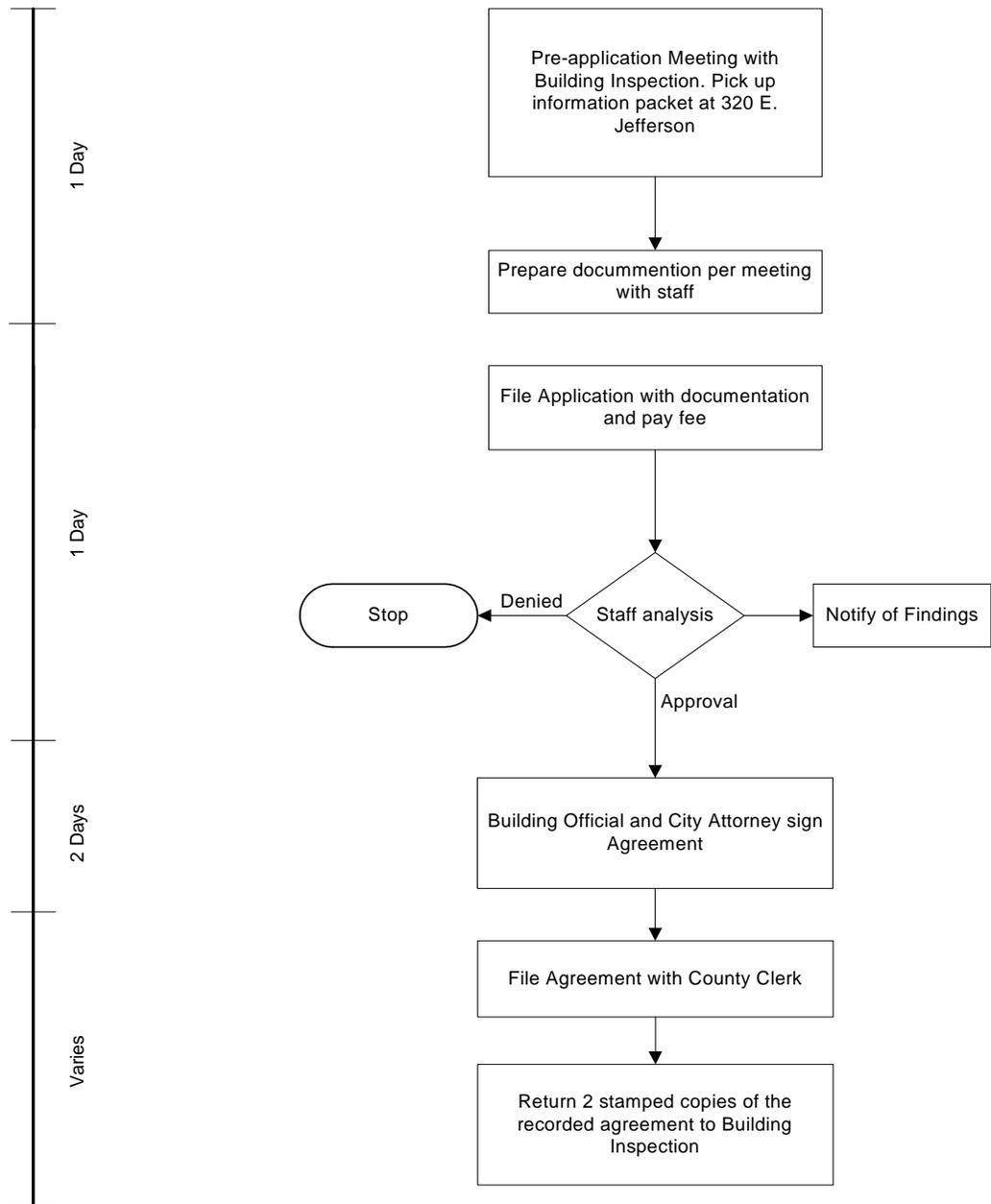
## **HOW LONG IT WILL TAKE**

The Special Parking Agreement process averages two weeks.

## **COST**

\$375 - first 50 special parking spaces, plus \$12.50 per space for each space over 50.

### Special Parking Process



**Figure 14**

# STREET LIGHTING

Street lighting is installed on City of Dallas streets for the primary purpose of traffic and pedestrian safety. A secondary benefit of street lighting is the security that it provides for residential neighborhoods and motorists who may experience automotive breakdowns while on the street.

If you are constructing a new street within or adjacent to your development, the City's platting regulations require the installation of street lighting at the time of development.

## **LOCATION**

City Hall, 1500 Marilla, Room L1/B/North  
Public Works & Transportation Department, Street Lighting Section  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
Brad Moss, 214/670-1229

## **INFORMATION TO PROVIDE**

- The type of electrical distribution service for the subdivision (overhead on wood poles or underground, front or rear service)
- Two copies of the plat, if requested
- Estimated starting and completion dates for street construction
- Type of street lighting hardware preferred

## **WHO MAY BE INVOLVED**

TXU Electric

## **HOW THE STREET LIGHTING PROCESS WORKS**

See Figure 15.

## **HOW LONG IT WILL TAKE**

The Street Lighting process time is primarily dependent upon the applicant. The minimum time is about one month.

## **COST**

There are no processing fees. Minimum cost for a street light is \$500.00. The average cost is \$1,000 per light.

### Public Works Street Lighting Review

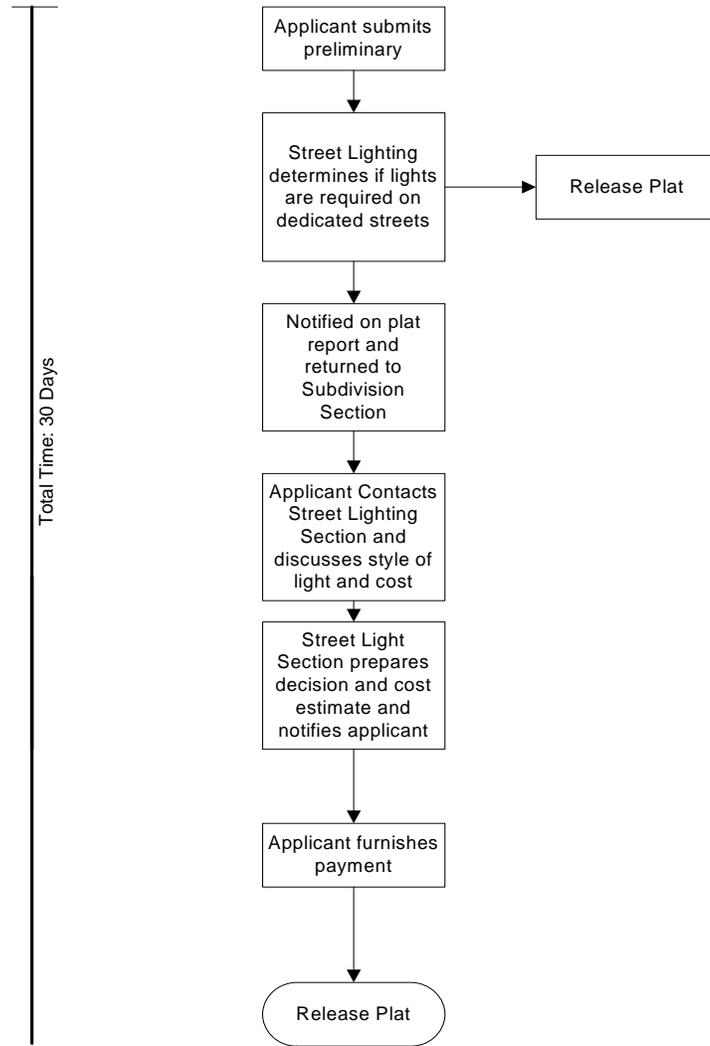


Figure 15

# STREET NAME CHANGE

If you are renaming a street within the City of Dallas, you will need to consult the Development Services Department to be certain you are not duplicating an existing street name or creating a street name so similar to an existing street name that confusion might be caused.

## **LOCATION**

Development Services  
320 E. Jefferson, Room 115  
Hours: Monday - Friday, 8:00 a.m. – 5:00 p.m.  
Paul Nelson, Subdivision Administrator 214/948-4452

## **INFORMATION TO PROVIDE**

Completed application stating the reasons supporting a street name change  
Application fee (\$500 minimum depending on street length)  
Existing and proposed status (Thoroughfare Plan designation)  
Petition indicating 51% of owners abutting the street approve  
Site plan showing street location

## **WHO MAY BE INVOLVED**

See Figure 16.

## **HOW THE STREET NAMING PROCESS WORKS**

See Figure 16.

## **HOW LONG IT WILL TAKE**

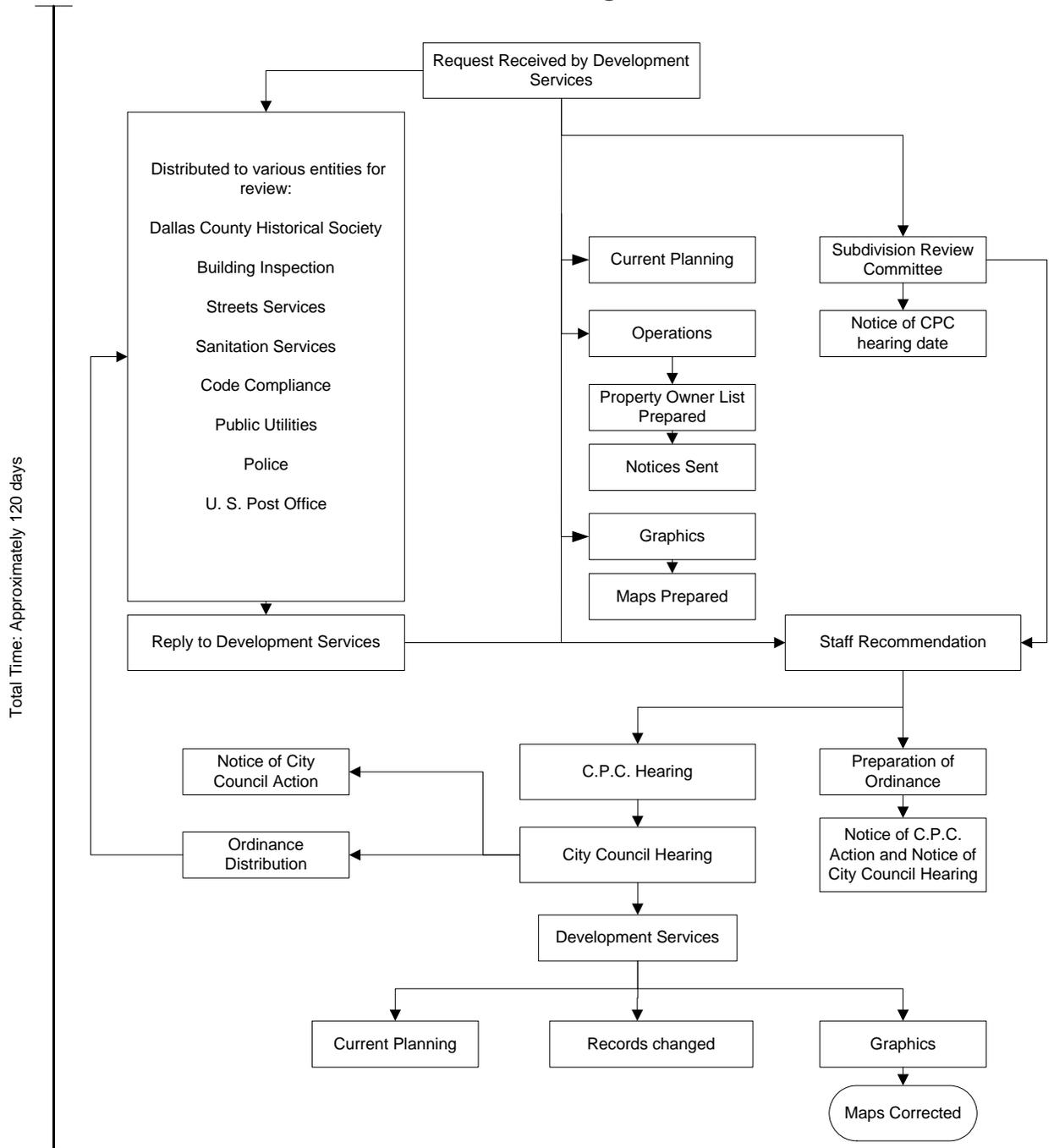
Approximately 120 days.

## **COST**

The fee is based on street length and the cost of replacing the street name blades:

- |                                      |   |
|--------------------------------------|---|
| • ¼ mile or less                     | \$750.00  |
| • ¼ to ½ mile                        | \$1,050.00  |
| • ½ to 1 mile                        | \$1,350.00  |
| • 1 mile or more                     | \$900.00 plus \$300 for each ¼ mile                     |
| • Street name blade                  | \$113.00  |
| • Mast Arm                           | \$233.00  |
| • Texas Department of Transportation | To be determined based on TEXDOT actual cost            |
| • Change of Address Fee              | To be determined based on the number of address changes |

**Street Name Change Process**



**Figure 16**

## LANDSCAPE PLAN REVIEW PROCESS

Landscape plans are required for all new developments and some expansions under Article X of the Dallas Development Code. This division only becomes applicable to a lot or tract when the nonpermeable coverage on the lot or tract increases by more than 2,000 square feet within a 24-month period, or when an application is made for building permit for construction work that

increases the number of stories in a building on the lot; or

increases by more than 35 percent or 10,000 square feet, whichever is less, the combined floor areas of all buildings on the lot within a 24-month period. The increase in combined floor area is determined by adding the floor area of all buildings on the lot within the 24 months prior to application for a building permit, deducting any floor area that has been demolished in that time or will be demolished as part of the building permit, and comparing this figure with the total combined floor area after construction.

The requirements for landscaping in the City of Dallas are detailed in Article X of the Dallas Development Code. A "Landscape Checklist" is included in Appendix VII.

Different or additional landscape requirements may be applicable if the subject property is located in a Specific Use Permit (SUP) area or in a Planned Development (PD). These requirements may be explained by the zoning staff of Building Inspection Division.

### LOCATION

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105  
Development Services / Building Inspection  
Development Review Section

Hours: Monday-Friday, 8:00 a.m. to 4:30 p.m.

Michael Sultan, Chief Arborist	214/948-4172
Phil Erwin, Arborist (Southwest)	214/948-4117
Peter Blanchette, Arborist (Northcentral)	214/948-4465
Clay Walker, Arborist (Northwest)	214/948-4471
Tina Standeford, Arborist (Southeast)	214/948-4484

### INFORMATION TO PROVIDE

- Date, scale, north point, and the names, addresses, and telephone numbers of each property owner and the person preparing the plan.
- Location of existing boundary lines and dimensions of the lot, the zoning classification of the lot, and the zoning classification of adjacent properties. A vicinity map should also be attached to or made part of the plan.
- Approximate centerlines of existing watercourses and the location of the flood plain, escarpment zone, and geographically similar areas, as those terms are defined in Article V, if applicable; the approximate location of significant drainage features and the location and size of existing and proposed streets and alleys, utility easements, driveways, and sidewalks on or adjacent to the lot.
- Project name, street address, and lot and block description.
- Location, height, and material of proposed screening and fencing (with berms to be delineated by one-foot contours).
- Locations and dimensions of proposed landscape buffer strips.

- Complete description of plant materials shown on the plan, including names (common and scientific), locations, quantities, container or caliper size at installation, heights, spread, and spacing. The location and type of all existing trees on the lot over six inches in caliper must be specifically indicated.
- Complete description of landscaping and screening to be provided in or near off-street parking and loading areas, including information as to the amount (in square feet) of landscape area to be provided internal to parking areas and the number and location of required off-street parking and loading spaces.
- An indication of which protected trees will be removed during construction and how healthy, existing trees proposed to be retained will be protected from damage during construction.
- Size, height, location and material of proposed seating, lighting, planters, sculptures, and water features.
- A description of proposed watering methods.
- Location of visibility triangles on the lot (if applicable).

### **HOW THE LANDSCAPE PLAN REVIEW PROCESS WORKS**

A landscape plan must be submitted with building permit applications. An application cannot be permitted without a compliant landscape plan. Additionally, landscape plans may be required for the authorization of some Planned Developments. The plan must be submitted within the required time line for Planned Development reviews.

# SIGN PERMIT PROCESS

A sign permit will be required in the following cases:

- All signs more than twenty square feet in size
- All signs more than eight feet height
- All illuminated signs
- All signs with movement
- All signs erected in public right-of-way
- All signs projecting more than 18 inches from wall, roof, parapet or eave

## **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118  
(Technical assistance is available in Room 105)  
Phone: 214/948-4480  
Hours: Monday - Friday 8:00 a.m. to 4:30 p.m.

**Northwest:** Glenda Bergmann, Sign Inspector  
9803 Harry Hines - 214/670-6135  
**North Central:** Oscar Lozoya, Sign Inspector  
6969 McCallum - 214/670-7288  
**Southwest:** (Vacant) Sign Inspector  
542 E. Jefferson – 214/671-0870  
**Southeast:** Joe Aguirre, Sign Inspector  
725 N. Jim Miller - 214/670-8132

## **INFORMATION TO PROVIDE**

- Applicable Fee (see Appendix III)
- Completed permit application
- Two copies of the proposed sign elevation showing
  - a. The placement of sign on the building
  - b. The clearance from the ground
  - c. Exact wording to appear on the sign
  - d. The letter height of each word and the length of each word on the sign
  - e. The overall dimension of the sign
  - f. Any other existing sign on the building
- Two copies to show how sign will be mounted on the building (side view)

## **IN ADDITION FOR DETACHED SIGNS THE FOLLOWING IS REQUIRED**

- Two “sign premise warranty” forms signed by the property owner or property manager
- Two scaled site plans of entire property showing location of sign and all existing detached signs on the property
- For signs along a state highway, a copy of state license for the sign (non-premise signs only)
- For signs larger than 32 sq. ft. or more than 8 ft. tall, two copies of drawings with engineer certification that sign will be able to withstand minimum 30 per square feet wind load.
- The size and type of construction materials must be included.

Signs within 250 feet of a non-business zoning district are limited to monument signs only. All permits for illuminated signs must be obtained by a registered electrical sign contractor.

**WHO MAY BE INVOLVED**

City of Dallas  
Development Services  
Aviation  
Public Works and Transportation

**HOW LONG WILL IT TAKE**

Detached sign- 1 to 2 weeks (require pre-inspection)  
Attached sign- 1 to 2 days  
SPSD sign- 6 weeks

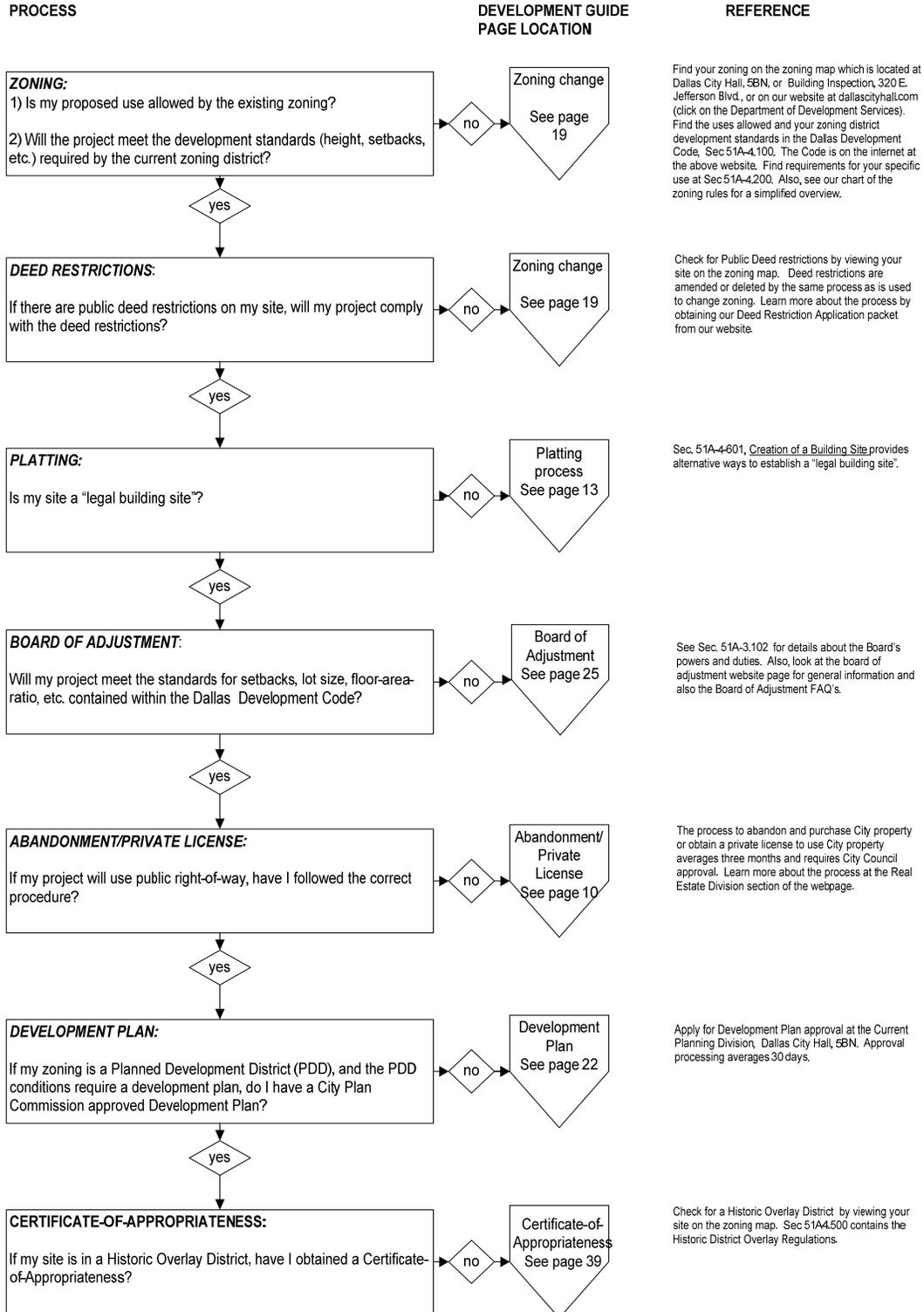
**COST**

See Appendix IV.  
SPSD sign requiring a hearing will have \$345 processing fee.

# **Appendices**

APPENDIX I

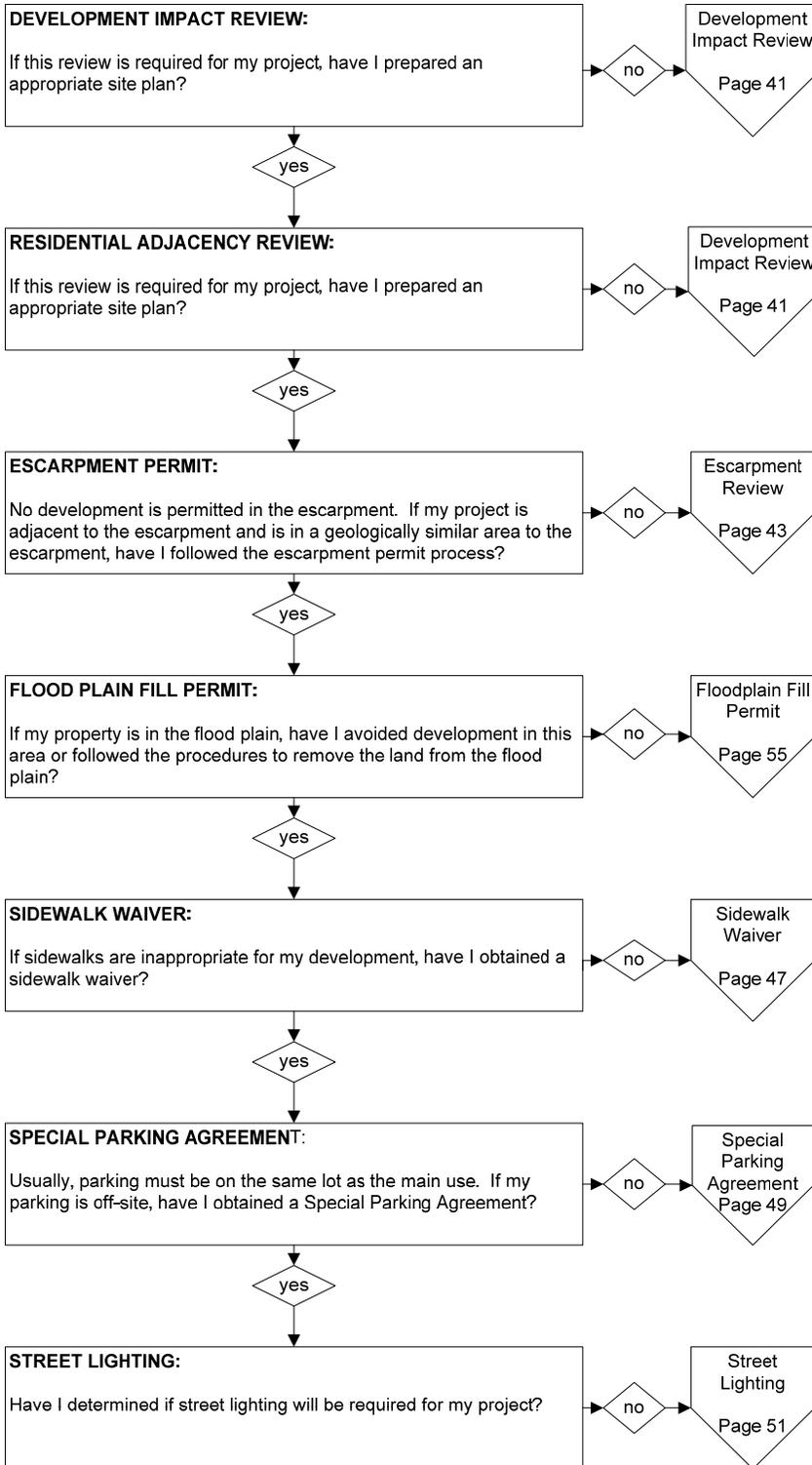
Development Flow Chart



PROCESS

DEVELOPMENT GUIDE  
PAGE LOCATION

REFERENCE



To determine if this review is necessary, look at Sec 51A-4.800. Generally, a DIR is required if vehicle trip generation exceeds the threshold in the ordinance or a DIR is required by the use regulations, see Sec 51A-4.200.

See Sec 51A-4.803(a)(1)(C), which requires an RAR if the lot has a residential adjacency and also contains a use for which an RAR is required by the use regulations (Sec 51A-4.200)

Initially, determine if your site may be in the escarpment by looking at the zoning map. The zoning map designation is only an approximation of the escarpment so it will be necessary to conduct a contour survey per Sec 51A-5.200.

Initially, determine if your site may be in the flood plain by looking at the zoning map. The zoning map designation is only an approximation of the flood plain so it will be necessary to conduct a survey to determine the exact contours of the flood plain.

Generally, sidewalks are required for new development unless one of the reasons described in the Dallas Development Guide, page 47, exists. Look at Sec 51A-8.606 for sidewalk standards.

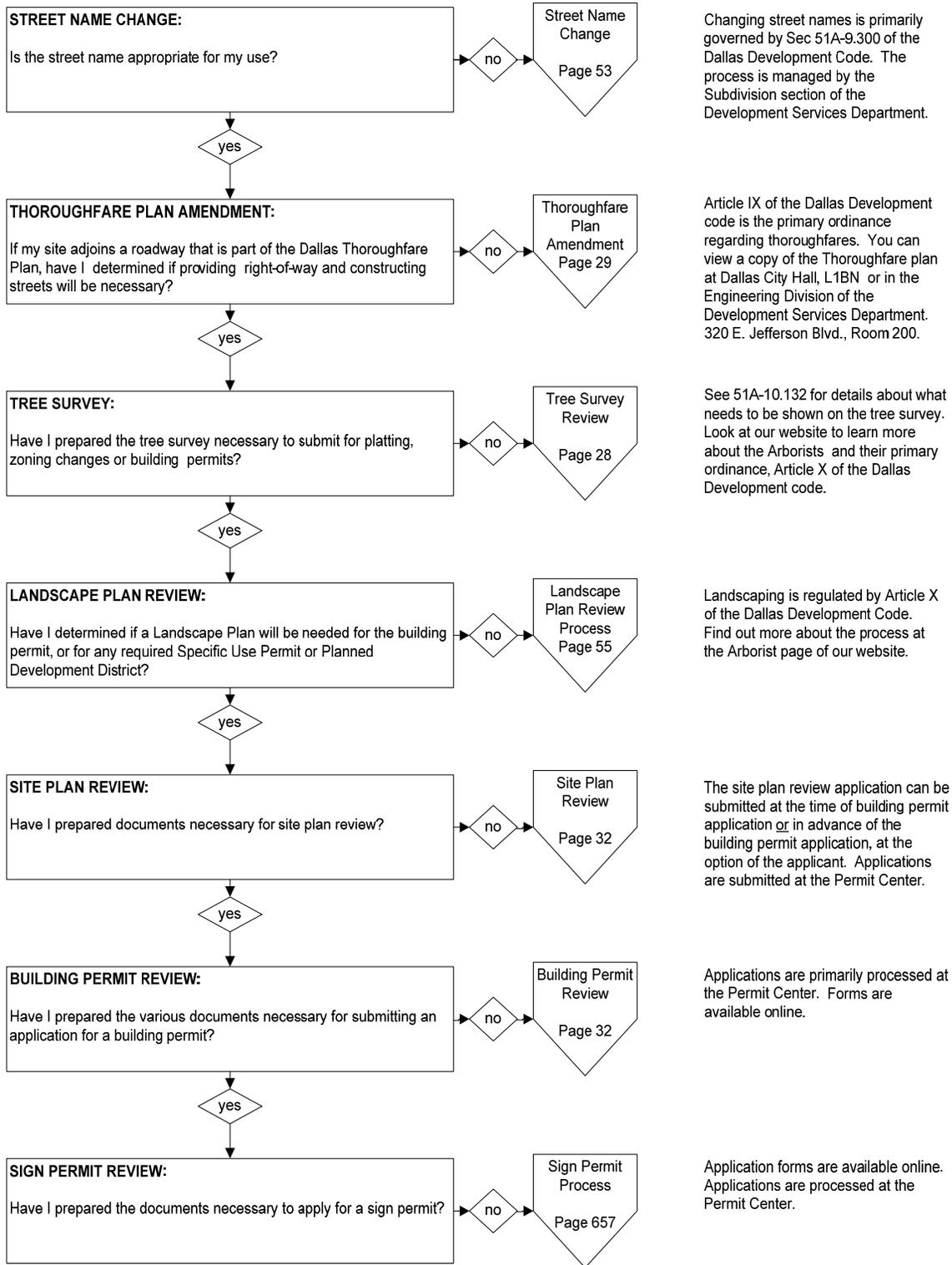
See Sec 51A-4.300 for off-street parking and loading regulations. The specific rules for Special Parking are contained within Sec 51A-4.320.

The requirement for street lighting is triggered by the platting process and is regulated by the Public Works and Transportation Department, Street Lighting Section.

PROCESS

DEVELOPMENT GUIDE  
PAGE LOCATION

REFERENCE

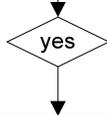


**PROCESS**

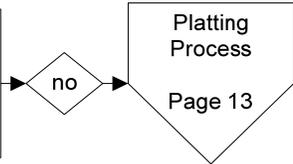
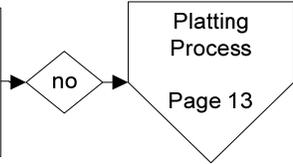
**DEVELOPMENT GUIDE  
PAGE LOCATION**

**REFERENCE**

**ENGINEERING REVIEW-WATER & WASTEWATER:**  
If my development includes off site improvements to water/  
wastewater lines, or my plat conditions require engineering review,  
have I prepared drawings and specifications?



**ENGINEERING REVIEW-DRAINAGE & PAVING:**  
If my development includes off-site infrastructure improvements, or  
my plat conditions require engineering review, have I prepared  
drawings and specifications?



This review is managed by the Development Services Department, Engineering Review Section.

This review is managed by the Development Services Department, Engineering Review Section.

## APPENDIX II

### Glossary of Development Terms

**ABANDONMENT:** The sale of excess City-owned property for private use.

**BDA (ZONING BOARD OF ADJUSTMENT):** The 15-member board, divided into three panels, appointed by the City Council to hear and decide on various requests and appeals regarding conformity with regulations in Chapter 51 and 51A of the Dallas Development Code.

**CERTIFICATE OF APPROPRIATENESS (C.A.):** Indicates compliance with special provisions for construction, demolition, or exterior remodeling in a historic district/structure.

**CERTIFICATE OF OCCUPANCY (C.O.):** Approval from the Building Official to occupy a building or use land after review for compliance with all City construction and development codes.

**CITY COUNCIL (CC):** The governing body of authority for the City of Dallas.

**CITY PLAN COMMISSION (CPC):** The body appointed by the City Council to administer long-range planning direction of the City and review matters relating to zoning and subdivisions.

**DEVELOPMENT STANDARDS:** Regulations within the Dallas Development Code regarding height, setbacks, parking, site coverage, and other standards.

**ESCARPMENT:** The steep, wooded, environmentally fragile bluff located in Southwest Dallas.

**FLOODPLAIN (F.P.):** An area adjacent to a river or stream subject to inundation by flood waters.

**FLOOR AREA RATIO (F.A.R.):** The relationship of a building's floor area to its lot size.

**INFRASTRUCTURE:** Any street, storm drainage, bridge, culvert, water, or sanitary sewer improvement that will be added to the public capital inventory for maintenance.

**OFF-SITE EASEMENT:** An easement that is outside the boundaries of a subdivision plat but is required in order to provide an infrastructure to that subdivision.

**PLANNED DEVELOPMENT DISTRICT (P.D.):** A zoning district that allows for a mix of land use and development standards as outlined in a City Council-adopted plan.

**PRIVATE DEVELOPMENT CONTRACT:** A legal agreement between a private developer and a contractor, witnessed by the City, for construction of infrastructure improvements. Sometimes called a "P" contract.

**PRIVATE LICENSE:** A license that allows private use of public property.

**PROPERTY DEDICATION:** The transfer of property by deed to someone else.

**SPECIFIC USE PERMIT (S.U.P.):** A permit that allows specific additional use not allowed by right in a zoning district.

**TRADE OUT AGREEMENT:** A City of Dallas policy for participation in the cost of the extra pavement width and thickness of streets on the Thoroughfare Plan when they are greater than 37 feet in width and six inches in thickness. This pavement and curb construction trade-out is in the form of a contract advertised, awarded, and administered by the City.

# APPENDIX III

## Directory of City Staff Involved in the Development Review Process

### Aviation

Dallas Love Field 214/670-6073  
 Monday - Friday, 8:15 a.m. - 5:15 p.m.  
 Carolyn McKnight-Bray, Interim Director..... 214/670-6077

### City Attorney

City Hall, 1500 Marilla, Room 7/C/North..... 214/670-3491  
 Monday - Friday, 8:15 a.m. - 5:15 p.m.

### City Secretary

City Hall, 1500 Marilla, Room 5/C/South..... 214/670-3738  
 Monday - Friday, 8:15 a.m. - 5:15 p.m.

### Development Services

City Hall, 1500 Marilla, Room 5/D/N  
 Monday - Friday, 8:15 a.m. - 5:15 p.m.  
 Theresa O'Donnell, Director..... 214/670-4127

### Building Inspection Division,

Oak Cliff Municipal Center,..... 214/948-4480  
 320 E. Jefferson Blvd.  
 Monday - Friday, 8:00 a.m. - 5:00 p.m.  
 Ed Levine, Acting Building Official ..... 214/948-4327  
 Larry Holmes, Assistant Building Official ..... 214-948-4330  
 Lonnie Erwin, Chief Mechanical/Plumbing Code ..... 214/948-4464  
 Larry Heckler, Chief Electrical Code Inspector ..... 214/948-4466  
 Little David Session, Chief Building Code Inspector.. 214/948-4474  
 Tito Olaleye, Plans Examining & Review Manager.... 214-948-4485  
 Phil Sikes, Chief Planner (Zoning)..... 214-948-4325

### Building Inspection Field Offices

Northwest District Office, Jim O'Neill, Manager..... 214/670-6113  
 9803 Harry Hines Blvd  
 North Central District Office, Bruce Benedict, Manager... 214/670-7297  
 6969 McCallum, Suite A  
 Southwest District Office, Michael Norman, Manager..... 214/671-0851  
 542 E. Jefferson Blvd  
 Southeast District Office, Jimmy Etti-Williams, Manager... 214/670-8178  
 725 N. Jim Miller Rd.

### Engineering

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 200  
 Monday – Friday, 8:00 a.m. - 5:00 p.m.  
 Elias Sassoon, Assistant Director..... 214/948-4205  
 Surveyor..... 214/948-4142  
 Dorian Franck, Private Dev. Coordinator, West Area..... 214/948-4602  
 Gordon Robinson, Private Dev. Coordinator, East Area.... 214/948-4633

### Current Planning Division, Development Services

City Hall, 1500 Marilla, Room 5/D/North..... 214/670-4209  
 Monday - Friday, 8:15 a.m. - 5:15 p.m.  
 David Cossum, Assistant Director..... 214/670-4216

Neva Dean, Chief Planner, Zoning.....	214/670-5803
Steve Long, Board of Adjustment Administrator.....	214/670-4666
Jim Anderson, Sr. Historic Preservation Planner.....	214/670-4131
Mike Finley, Chief Planner Subdivision.....	214/670-3718
Donnie Moore, Chief Planner, Annexation, Board of Adjustment	214/670-4130
<b>Development Coordination, Development Services</b>	
Oak Cliff Municipal Center, 320 E. Jefferson Blvd. Room 204	
Monday – Friday, 8:00 a.m. – 4:30 p.m.	
Ed Batemen, Sr. Development Coordinator.....	214/948-4329
Steve Smith, Sr. Development Coordinator .....	214/948-4207
<b>Office of Economic Development</b>	
City Hall, 1500 Marilla, Room 5/C/South.....	
Monday - Friday, 8:15 a.m. - 5:15 p.m.	
Karl Zavitkovsky, Director.....	214/670-1685
	214/670-1696
<b>Fire Plan Review, Development Services</b>	
Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105	
Monday - Friday, 8:00 a.m. - 4:30 p.m.	
Jay Loucks, Senior Engineer.....	214/948-4693
Daniel LeClair, Senior Engineer.....	214/948-4694
Rick Matsuda, Senior Engineer.....	214/948-4478
La Tonya Webster, Engineer Assistant .....	214/948-4559
<b>Long Range Planning Division, Development Services</b>	
City Hall, 1500 Marilla, Suite 5/B/North	
Peer Chacko, Planning Manager.....	214/670-3972
<b>Permit Center</b>	
Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118	
Monday - Friday, 8:00 a.m. - 4:30 p.m.	
Don Caldera, Manager.....	214/948-4495
	214/948-4480
	214/948-4352
<b>Real Estate Division, Development Services</b>	
Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 203	
Monday - Friday, 8:00 a.m. - 5:00 p.m.	
Abandonments: Dianne Hahn.....	214/948-4104
Licenses: Jamie Johnson.....	214/948-4119
<b>Environmental and Health Services</b>	
City Hall, 1500 Marilla, Room 7/A/North.....	
Monday - Friday, 8:15 a.m. - 5:15 p.m.	
Karen Rayzer, Director.....	214/670-5711
	214/670-5113
<b>Park and Recreation</b>	
City Hall, 1500 Marilla, Room 6/F/North.....	
Monday - Friday, 8:15 a.m. - 5:15 p.m.	
Paul Dyer, Director.....	214/670-4071
	214/670-4071
<b>Street Services Department</b>	
3112 Canton Street, Suite 200	
Monday - Friday, 8:00 a.m. - 5:00 p.m.	
Forest Turner, Director.....	214/670-4491
<b>Public Works &amp; Transportation</b>	
City Hall, 1500 Marilla, Suite L1/B/North	
Lloyd Denman, Program Manager.....	214/670-5273

# Appendix IV- CITY OF DALLAS BUILDING INSPECTIONS PERMIT FEES AND SERVICE FEES

PERMIT SERVICE	Minimum Fee	Fee Calculation
Master Permit	\$60	Table A-I, A-II, A-III & B Attached
Site Plan Review Fee	\$50	\$50 or .004 per sq ft of bldg area or area to be paved or graded whichever is greater
Plan Review Fee	\$150	\$150 or .012 per sq ft of bldg area whichever is greater
Fire Sprinkler Plans	\$150	\$150 or .008 per sq ft of bldg area whichever is greater
Demolition	\$NA	\$42 + .021 per sq ft of bldg area
Barricade	\$45	.006 per sq ft per day
Excavation	\$125	\$100 + \$25 per week until filled to grade
Certificate of Occupancy	\$215	Basic application fee
Temporary C. O.	\$104	\$104 Inspection fee + \$215 C.O. application
Partial C. O.	\$104	\$104 Inspection fee + \$215 C.O. application
Sidewalk Waiver	\$208	\$208 each
Plan Check Addendum Fee	\$25	\$25 per hour for each substitution or addition to plans
Infrastructure Inspection	\$600	See table B-I
Development Impact	\$50	\$50 per application
Residential Agency Review	\$50	
PD/SUP/Deed Restriction		10% non-refundable surcharge of total fee if work includes building construction component
Postage and Handling		\$2 per permit issued by mail (FAX)
Record Change Fee		\$30 (see Chapter 52 for exceptions)
Special Service Fee		\$75 per hour; minimum charge of \$173 (after hour inspection)
Refund Processing		\$104 service charge for processing
NSF checks		\$25 per returned check
Early Release of Master Permit		\$300 per permit released
Zoning Verification		\$90 each
Moving Fees		\$156 for each structure or part of a structure
Pre-Move Inspection		\$104 if structure moved to location inside City of Dallas \$208 if structure moved from location outside City of Dallas plus time and travel expense of inspector not within Dallas, Tarrant, Ellis, Kaufman, Rockwall, Collin, Denton, Johnson or Hunt Counties.
<b>Registrations</b>		
Electrical Contractor	\$160	
Electrical Sign Contractor	\$160	
Elevator Contractor	\$160	
Master Electrician/Electrical License	\$200	
Journeyman Electrician	\$40	
Journeyman Sign Electrician	\$40	
Elevator specialist electrician	\$40	
Residential specialist electrician	\$40	
Moving Contractor	\$260	
Medical Gas Contractor	\$35	
Back Flow Prevention	\$35	
<b>Inspections</b>		
Back Flow Prevention	\$15 filing fee	
Customer Service	\$15 filing fee	
Re-inspection	\$25 for first re-inspection, \$50 for second, \$75 third and each subsequent inspection	

CITY OF DALLAS  
PERMIT FEE SCHEDULE

Table A-I New Single Family Construction		
Value	Multiplier	Add Factor
0-60,000	X .0095	
60,001 – 200,000	X .0025	+ 418
200,001 – 900,000	X .00203	+ 512
900,001 – 2,500,000	X .000826	+ 1,596
2,500,001 or greater	X .0004	+ 2,661
Minimum Fee Schedule (based upon the number of trades or valuation whichever is greater.)		
# of Trades Fee	Maximum value of Proposed Work	Minimum Permit
1	6,000	\$ 60
2	12,000	\$ 120
3	18,000	\$ 180
4	24,000	\$ 240
5	30,000	\$ 300
6	36,000	\$ 360
7	42,000	\$ 420
8	48,000	\$ 480

TABLE A-II New Multi-Family Construction	
\$215 per dwelling unit	

Table A-III New Commercial Construction		
Value	Multiplier	Add Factor
0-60,000	X .009525	
60,001-200,000	X .004964	+ 274
200,001-900,000	X .003914	+ 484
900,001-1,500,000	X .002862	+ 1,431
1,500,001-2,500,000	X .002197	+ 2,429
2,500,001-5,000,000	X .001417	+ 4,379
5,000,001-10,000,000	X .001036	+ 8,286
10,000,001 or greater	X .000767	+ 8,977
Minimum fee Schedule (based upon the number of trades or valuation whichever is greater.)		
# of Trades Fees	Maximum value of Proposed Work	Minimum Permit
1	6,000	\$ 60
2	12,000	\$ 120
3	18,000	\$ 180
4	24,000	\$ 240
5	30,000	\$ 300
6	36,000	\$ 360
7	42,000	\$ 420
8	48,000	\$ 480

Table B Remodel		
Value	Multiplier	Add Factor
0-100,000	x .009652	
100,001-300,000	x.009525	+ 13
300,001-500,000	x .009410	+ 47
500,001-700,000	x .009285	+ 110
700,001-900,000	x .009155	+ 201
900,001-1,100,000	x .009045	+ 300
1,100,001-2,500,000	x .008894	+ 465
2,500,001-5,000,000	x .008768	+ 780
5,000,001-10,000,000	x .008641	+ 1,416
10,000,001 or greater	x .007940	+ 8,426
Minimum Fee Schedule (based upon the number of trades or valuation whichever is greater.)		
# of Trades	Maximum Value of Proposed Work	Minimum Permit Fee
1	6,000	\$ 60
2	12,000	\$ 120
3	18,000	\$ 180
4	24,000	\$ 240
5	30,000	\$ 300
6	36,000	\$ 360
7	42,000	\$ 420
8	48,000	\$ 480

Sign Fees		
Effective Area	Premise Signs	Non-Premise Signs
Up to 20 sq. ft	\$ 45	\$ 48
21 to 50 sq. ft	\$ 81	\$ 84
51 to 100 sq ft	\$ 110	\$ 216
101 to 200 sq ft	\$ 136	\$ 242
201 to 300 sq ft	\$ 188	\$ 294
301 to 400 sq ft	\$ 216	\$ 324
401 to 500 sq ft	\$ 242	\$ 350
501 to 700 sq ft	\$ 268	\$ 376
701 to 900 sq ft	\$ 322	Not Permitted
901 sq ft or greater	\$ 374	Not Permitted
The fee for removing or demolishing a sign is \$ 78.		
The fee for erecting, constructing, altering, rebuilding, enlarging, extending, converting, replacing or relocating any special purpose sign is \$40.		

Table B-I Infrastructure Inspection	
Value	Fee
12,500 or less	\$ 600
12,501-25,000	\$ 1,000
25,001-100,000	\$ 1,000 + .035x value >\$25,001
100,001-500,000	\$ 3,625 + .03 x value > \$100,001
500,001-1,000,000	\$ 15,625 + .025 x value >\$500,001
1,000,001 or greater	\$ 28,125 + .02 x value > \$1,000,001

## Appendix V-Automated Inspection Request System

\*For tone generating telephones only.

The Automated Inspection Request System is designed to dispatch requests for the next working day for valid permits (or Certificate of Occupancy applications) only. **The cut-off time for same day inspections is 7:00 a.m.**

For special inspection requests or assistance, or if your request for inspection includes testing of a portion of a system, you must call the phone number in the box on the lower portion of your permit between 8:00 a.m. and 4:30 p.m. Monday through Friday.

### INSTRUCTIONS

1. Dial (214) 670-5313, 24 hours.
2. You will hear a welcome message in English and Spanish.
3. To skip message and go immediately to instructions in English, press "1". To go immediately to instructions in Spanish, press "9".
4. Press "1" to continue.
5. Enter 10-digit validation number for CO's followed by # key. For all other permits, enter 13-digit number followed by # key.
6. Number is repeated. If correct, press # key. If wrong, press \* key and try again.
7. Enter 3-digit inspection code listed on lower part of contractor's authorization or see reverse side for directory. If correct, press # key. If wrong, press \* and try again.
8. If request has been accepted, you will be informed verbally.
9. For another request, press # key. If none, hang up.

If your request is accepted by the computer and inspection does not occur within 36 hours, call the phone number in the box on the lower portion of your permit. **Please have permit number available.**

**WARNING: Re-inspection fees will be charged if work is not ready or door is locked, etc.**

# Automated Inspection Request System (continued)

## INSPECTION CODES DIRECTORY

### Building Inspections

- 110 Sidewalk and/or drive approach  
(public property)
- 112 Swimming pool
- 115 Liquor license final
- 120 Pier, foundation, etc.
- 130 Framing/tent
- 133 Barricade
- 144 Demo final
- 140 Final

### Plumbing Inspections

- 210 Yard service for gas, sewer or  
water
- 211 Lawn sprinkler backflow  
preventer
- 212 Swimming pool
- 220 Rough below floor level; DWV, water, etc.
- 230 Rough above floor level; DWV, gas, shower  
pan, etc.
- 240 Final

### Electrical Inspections

- 310 Electrical service
- 311 Landscape lighting
- 312 Swimming pool
- 313 Clean and show
- 320 Rough below floor level  
electrical
- 321 Rough walls
- 322 Rough ceiling
- 330 Rough above floor level  
electrical
- 331 Elevator
- 340 Final

### Fire Sprinkler/Fire Alarm

- 640 Final/No test required

### Landscape

- 940 Final

### Electrical Sign Inspections

- 710 Service for electric sign
- 720 Underground/electric/pier
- 730 Underground/electric sign can  
wire
- 740 Final

### Mechanical Inspections

- 420 Rough below floor level for heating,  
ventilation, or air conditioning
- 430 Rough above floor level for heating,  
ventilation, or air conditioning
- 431 Commercial kitchen exhaust  
system
- 440 Final

### Sign Inspections

- 530 Sign Foundations
- 540 Final

### Special Purpose Sign Inspections

- 830 SP Sign Foundation
- 840 SP Final

### Certificate of Occupancy Applications

- 150 Certificate of Occupancy for building  
inspector only
- 250 Certificate of Occupancy for plumbing  
inspector only
- 350 Certificate of Occupancy for electrical  
inspector only
- 450 Certificate of Occupancy for  
mechanical inspector only
- 650 All Certificate of Occupancy  
inspections

## BUILDING INSPECTION DISTRICT OFFICES

North Central District Office  
(214) 670-7278

Southeast District Office  
(214) 670-8160

Northwest District Office  
(214) 670-6115

Southwest District Office  
(214) 671-0885

# APPENDIX VI

<b>TYPE APPLICATION</b>	
<input type="radio"/> PERMIT	<input type="radio"/> CO
<input type="radio"/> OTHER _____	



DATE		USE OF PROPERTY			ADDRESS OF PROPOSED PROJECT				
OWNER/TENANT		ADDRESS			CITY		STATE	ZIP	
DBA (IF APPLICABLE)									
APPLICANT (PRINT)		CONTR.#		PIN# (IF APPLICABLE)			COMPANY NAME		
ADDRESS		CITY	STATE	ZIP		PHONE #		FAX #	
DESCRIPTION OF PROPOSED PROJECT				NEW SQ FT		VALUE		NEW CONST \$	
				REMODEL SQ FT				REMODEL \$	
				LEASE				TOTAL \$	
				TOTAL					

PLEASE INDICATE ALL TYPES OF WORK THAT WILL BE PART OF THIS PROJECT BY CHECKING THE APPROPRIATE CIRCLE AND PROVIDE CONTRACTOR/SUBCONTRACTOR INFORMATION ON THE BACK OF THIS FORM FOR THIS PROJECT.

- BUILDING  
  PLUMBING  
  LAWN SPRINKER  
  FENCE  
  SWIMMING POOL  
  CUSTOMER SERVICE  
  ELECTRICAL  
 FIRE SPKR  
  FLAMLIQUID  
  BARRICADE  
  FIRE ALARM  
  BACKFLOW  
  MECHANICAL  
  LANDSCAPE  
  DRIVE APPROACH  
 SIGN  
  OTHER \_\_\_\_\_

WILL YOU SELL/SERVE ALCOHOL?  YES (AFFIDAVIT REQUIRED)    NO   DO YOU HAVE A DANCE FLOOR?  YES  NO

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.

APPLICANT SIGNATURE

**BELOW FOR OFFICE USE ONLY**

Land Use	Type Work	Act.	Own.	Occ	Block		Lot	Base Zoning	
Pd.	SUP.	DR.	FP.	Dry	Hist.	Type Const.	Req. Park	Pro Park	
Lot Area	Spkler.	Bdrm.	Bath	Dwl. Units	Stories	BDA			
Prkg. Agrmt.	Early Release	RAR	DIR	Spec. Inspec.	LL	Airpt.			

REMARKS:

ROUTE TO	CH'KD	DATE	COMMENTS	FEE CALCULATIONS
PRE-SCREEN				PERMIT FEE
PRE-INSP				
ZONING				SURCHARGE
BUILDING				
ELECTRICAL				PLAN REV.
PLUMB/MECH				
HISTORICAL				POSTAGE
PUB. WORKS				
WATER				OTHER FEES
HEALTH				Page 71
FIRE				
AVIATION				
LANDSCAPE				TOTAL FEE
OTHER				

# APPENDIX VII

## Standard Agreement-Sidewalk Waiver

I, \_\_\_\_\_, owner of the property located at

\_\_\_\_\_, \_\_\_\_\_  
(Street Address) (Legal Description – Lot/Block)

do hereby agree to install sidewalks in accordance with Dallas City Council Resolution No. 68-1038 at the above listed location specifically adjacent to \_\_\_\_\_ within thirty (30) days of receipt of notification that the City Council for Dallas, Texas has denied my request for a waiver of the required sidewalks at the above address.

Further, I understand that should I fail to install sidewalks as required by Resolution No. 68-1038, after notification of denial of my request for waiver by the City Council, that authorization for occupancy may be withdrawn and utility services terminated until such time as the required sidewalks are installed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property Owner)

Subscribed and sworn to, before me, this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_.

**SEAL**

NOTARY PUBLIC IN AND FOR DALLAS, COUNTY, TEXAS

# APPENDIX VIII

## LANDSCAPE CHECKLIST-Ordinance 22053 (Article X)

ADDRESS: \_\_\_\_\_ TRACE#: \_\_\_\_\_

**MANDATORY PROVISIONS** (must comply when applicable) - this section includes single family and duplex uses

\_\_\_\_\_ **Tree Survey**-must include trees 6" caliper and greater on the lot and/or within 50' of construction.

\_\_\_\_\_ **Tree protection**-permanent protective fencing placed around the dripline of each protected tree to remain...see *Sec. 51A-10.136 for detailed requirements.*

\_\_\_\_\_ **Protected tree mitigation**-Replacement trees must equal, in caliper, the caliper of protected tree(s) removed. Approved replacement trees are defined in *Sec. 51A-10.134(b)* and must be 2" caliper. A tree survey, landscape plan, and building permit or tree removal permit are required to consider protected tree removal.

\_\_\_\_\_ **Site trees**  **single family and duplex uses**-Required \_\_\_\_\_ Provided \_\_\_\_\_ Must have three 2" caliper trees per lot with a minimum of two trees in the front yard.  
 **other**-Required \_\_\_\_\_ Provided \_\_\_\_\_ Must have one 2" caliper tree per 4,000 square feet of lot area with minimum of 4 trees. All site trees must be located on the lot.  
 **IM and IR zoning**-Required \_\_\_\_\_ Provided \_\_\_\_\_ Must have one 2" caliper tree per 6,000 square feet, **when contains the same use**  
 ➤ *site tree credits-eligibility based upon protective measures taken, health of the tree(s), diameter measurement and species...see Sec. 51A-10.125(b)(3) for details.*

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below does not apply to single family and duplex uses

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\_\_\_\_\_ **Perimeter landscape buffer strip**-Must be provided along the entire length of the portion of the perimeter of the lot where a residential adjacency exists, and at least 10' wide. Must contain buffer plant materials as defined in *Sec. 51A-10.125(b)(7).*

\_\_\_\_\_ **Screening of off-street loading spaces**-Must be screened from residential adjacency. Must also be screened from all adjacent public streets, except CS and industrial districts. Minimum 6' height. See *Sec. 51A-4.602(b)(3)* for methods of screening...*automatic irrigation required for any screening plant materials.*

\_\_\_\_\_ **Street trees**-Required \_\_\_\_\_ Provided \_\_\_\_\_ Must have one 3" caliper large tree per 50' of street frontage with a minimum of 2 trees. All street trees must be located within 30' of the projected street curb.

\_\_\_\_\_ **Parking lot trees**-All required parking spaces must be located within 120' of the trunk of a 2" caliper large canopy tree. Parking lot trees may not be planted closer than 2.5' to the paved portion of the parking lot...*Not required for IM and IR uses in IM and IR zoning when increase the street tree density to 1 tree per 25' of street frontage.*

**DESIGN STANDARDS** (must pick 2)

- \_\_\_\_\_ **Enhanced perimeter buffer**-Enhance the perimeter landscape buffer strip (mandatory provision) to a minimum average width equal to or greater than 15 feet. Must contain buffer plant materials as defined in Sec. 51A-10.125(b)(7).
- \_\_\_\_\_ **Street buffers**-Provide a landscape buffer strip along the entire adjacent public street frontage. Minimum width of 10 feet or 10% lot depth, whichever is less. Must contain buffer plant materials as defined in Sec. 51A-10.125(b)(7).
- \_\_\_\_\_ **Screening of off-street parking**-Screen all parking lots on the lot along the entire adjacent public street frontages. Screening must be voluntary. Must be voluntary and at least 3 feet in height (ex. large evergreen shrubs, 3' height, 7-9 gallon, 3' on center, 3' wide bed, or 3' tall solid fence, or 3' tall berm, or a combination). *Mandatory in NO(A), LO(A), LO-1, LO-2, LO-3, MO(A), MO-1, MO-2 and GO(A) districts...automatic irrigation required for any screening plant materials.*
- \_\_\_\_\_ **Enhanced vehicular pavement**-25% of all outdoor vehicular pavement must be any permeable or non-permeable decorative pavement. The same pavement cannot satisfy this requirement and permeable vehicular pavement. (ex. brick, stone or grass pavers, exposed aggregate concrete, or stamped and stained concrete).
- \_\_\_\_\_ **Permeable vehicular pavement**-25% of all outdoor vehicular pavement must be a paving material that permits water penetration to a soil depth of 18" or more. The same pavement cannot satisfy this requirement and enhanced vehicular pavement. (ex. brick, stone or grass pavers).
- \_\_\_\_\_ **Pedestrian facilities**-Publicly accessible special pedestrian facilities such as plazas, covered walkways, fountains, lakes, ponds, seating areas and outdoor recreation facilities. These facilities and features must occupy at least 5% of the lot area.
- \_\_\_\_\_ **Foundation planting strip**-Large evergreen shrubs (3' height, 7-9 gallon, 3' to 6' on center) in a 3' wide bed along the foundation of the building that extends along at least 50% of the portion of the foundation that faces a street.
- \_\_\_\_\_ **Understory preservation**-Preserve existing healthy understory which is a grouping of natural low-level woody, herbaceous or groundcover species. Must occupy at least 5% of the lot area.
- \_\_\_\_\_ **Enhanced pedestrian walkways**-Walkways must consist of enhanced pavement intended for pedestrian use and occupy at least 5% of the lot. See enhanced vehicular pavement for examples.

## **APPENDIX IX**

### **Internet access to Building Inspection Website**

The city maintains a website at [www.dallascityhall.com](http://www.dallascityhall.com). To obtain details about Building Inspections, first click on City Departments, then click on Department of Development Services to access the following useful information including this Development Guide.

- Comprehensive Plan
- Agendas
- Applications Forms
- Building Inspection
- Current Planning
- Economic Development
- FAQs
- Long Range Planning
- Fees and Rates
- Real Estate
- Zoning Maps
- Development Code
- Single Family Task Force
- Development Guide
- Interactive Maps