



# Development Services Department

320 E Jefferson Blvd, Dallas TX 75203  
(214) 948-4480

## EXCAVATION PERMIT

### APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

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By checking each requirement, you are stating that you have supplied correct and complete information. If the required information is not contained in the submitted documents, you will be notified of the deficiency. **Failure to supply the additional requested information may result in your application being delayed, denied, and eventually discarded.** A new application, complete plans, and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as new application and will be processed in the order of receipt.

- 1. Complete Permit Application.
- 2. Three (3) sets of the site plan drawn to standard scale and dimensioned showing the extent of the excavation
- 3. If excavation depth is 12 feet or greater. Three (3) sets of the retention system design, drawn to scale and dimensioned, bearing the seal and signature of a registered Professional Engineer
- 4. Three (3) copies of a completed Excavation Permit Supplement form (attached
- 5. Completed Special Inspections Checklist (attached)
- 6. Indemnity documents
- 7. Tree survey identifying any protected trees within 50ft. of excavation or any construction activity

### **ACKNOWLEDGEMENT**

I, \_\_\_\_\_ have read the above information and acknowledge that all required  
Please Print  
documents have been provided.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that staff cannot accept incomplete applications or illegible applications.**