



Development Services Department

7800 Stemmons Frwy Dallas, TX 75247

(214) 948-4480

Q-TEAM PRE-SCREEN CHECKLIST

By checking each applicable 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.

Street Address of proposed project _____

DOCUMENTATION

- Prequalification Q-Team Review
- Q-Team Qualitative List
- Permit Application(s)
- Recorded Final Plat or Preliminary Plat
- Early Release
- Site Plan Review Application
- Pre-Development Meeting (new & addition)
- Certificate of Occupancy Application
- Current Codes with Dallas Amendments

ZONING

- MIHDB-Approved Verification Letter(verify)
- Development Plan-CPC & CC Approval(verify)
- Certificate of Appropriateness-Historic(verify)
- Design Standards-Shown in Drawings(verify)
- Park Land Dedication Fee(verify)
- Building Area & Lot Area Tabular Data
- Parking Analysis for Uses on Site
- Lighting Photometrics
- Matching Architecture, Landscape, Civil
- Property Lines per Plat/Legal Build Site
- Quantities for Parking & Loading Areas
- Dumpster Location or Signed Waiver

BUILDING

- Special Inspection Requirements Form
- Life Safety Plans
- Occupancy Load Calculations

ACKNOWLEDGEMENT

I, _____ have read the above information and acknowledge that all required documents

Please Print

have been provided.

Signature _____

Date: _____

FIRE

- Dimensional Control Plan
- Utility Plan
- Emergency Responder Radio Coverage
- Hose Lay Compliance-Exceeding 150 Feet

ARBORIST

- Landscape Plan Required If:
 - New Construction-Undeveloped Property
 - Existing Building-Increasing Height & Adding Stories
 - Existing Building- Adding 10,000+ Sq. ft or 35%+ of Existing Floor Space, whichever is less
 - Nonpermeable Coverage-Adding 2000+ Sq. ft
- Tree Survey
- Mitigation Chart-Removing Existing Trees

MECHANICAL

- Kitchen Equipment Schedule

ELECTRICAL

- One-Line Diagrams

PLUMBING

- Riser-Stack Diagrams
- Plumbing Fixture Chart

CIVIL

- City Approved Water/Wastewater Drawings
- City Approved Drainage/Paving Drawings
- City Approved Other (Transportation, Traffic, etc.)