



# Development Services

## Service First Bulletin #305

### COMMERCIAL Q-TEAM EXPRESS PLAN REVIEW PROCESS

#### PURPOSE

As a customer service initiative, the Development Services Department (DSD) created this Service First Bulletin (SFB) #305 to inform our customers of the Q-Team commercial express plan review option. This process is intended to clarify this commercial permitting expedited appointment fee-based program and return to the “Same Day” permit issuance business model. *(Revised on June 10<sup>th</sup>, 2024, to edit the minimum square foot requirements, to modify projects that do not qualify, to add permit cancellation information, to add Monday as an additional day for technical review meetings, to amend the implementation date of this SFB to March 1<sup>st</sup>, 2024 and to clarify that acceptance of qualifying projects must include an Early Release and approval of a preliminary plat.)*

#### SCOPE

In 2004, the Department implemented the in-person appointment-based Q-Team plan review model to help facilitate “Same Day” commercial permitting issuance for qualifying projects. Owners, applicants, design professionals, along with City staff would meet and review projects for compliance. This partnership allowed the applicant and DSD staff to quickly identify design deficiencies and correct them on the spot. The team was well received by our development community. However, the “Same Day” permitting approach changed due to the COVID-19 pandemic and limited DSD staff.

#### PROCESS

Before the plan review team conducts the official review, the applicant must make an appointment and submit all the required plans and documents with the permit application to ensure the completeness of the submitted documentation. The property must be properly zoned and platted. A preliminary plat, or an Early Release will also grant application acceptance. Approval from other appropriate divisions and Departments (Conservation, Historic, Engineering, Floodplain, Planning and Urban design, Real Estate, etc) may also be required to qualify for same-day permit issuance. Failure to meet the requirements outlined below may result in the cancellation of the permit and will require permit resubmittal.

The following qualifying projects may be submitted:

- ❖ Scope of work greater than 5,000 square feet for new construction
- ❖ Scope of work greater than 5,000 square feet for exterior additions
- ❖ Scope of work greater than 10,000 square feet for interior remodels
- ❖ New site/full development construction projects (ground up)
- ❖ Exterior building renovations/modifications
- ❖ All occupancy uses and classifications

- ❖ Interior finish outs, renovations, or expansions within existing building footprint
- ❖ Projects with Early Release
- ❖ Projects that have a preliminary plat

The following are examples of projects that would not qualify:

- ❖ All projects that are not properly zoned for intended use
- ❖ All projects that are not platted or can validate a legal build site
- ❖ All projects that have not received the appropriate approvals from other Departments in advance (Planning, Conservation, Historic, Floodplain, etc.)
- ❖ All projects that have not received the appropriate approvals from Paving/Drainage Engineering and Water/Wastewater Engineering
- ❖ Less than 5,000 square feet total for new construction
- ❖ Less than 5,000 square feet total for exterior additions
- ❖ Less than 10,000 square feet total for interior remodels
- ❖ Sitework projects
- ❖ Projects that have not had a Pre-Development Meeting

Customers seeking to utilize this service will be required to first submit all the required plans and documents with the permit application and pay the initial completeness review fee. Once the application is accepted, staff will provide the applicant with the schedule of available time slots and instructions. Appointments will be scheduled at least five days (5) in advance and can be held on Monday, Tuesday, Wednesday, and Thursday during a full-day or half-day meeting.

Applicants may contact the Plan Review Q-Team by phone or email:

**214.948.4385 or [kamil.miskowiec@dallas.gov](mailto:kamil.miskowiec@dallas.gov)**

City staff will respond within 24 hours or the next business day with the schedule of available time slots and instructions. Appointments are scheduled for Monday, Tuesday, Wednesday, and Thursday.

Appointment cancellations must be made three (3) business days in advance. These processes will facilitate permitting times and allow DSD to coordinate appropriate staffing levels, allowing more customers to take advantage of the program. Applicants must submit electronic documents. Appointments are address specific, and substitutions of project sites are not allowed.

**FEES**

A non-refundable fee for the initial completeness/intake review must be paid at the time of application submittal. This will ensure all applicable documentation is included and will mitigate permitting and plan review delays. The following completeness/intake fees apply:

<u>Project Size</u>	<u>FEE</u>
Less than 10,000 square feet	\$500.00
10,000-50,000 square feet	\$750.00
50,001-100,000 square feet	\$1,000.00
Greater than 100,000 square feet	\$1,250.00

An applicant may submit for one or more qualifying permits utilizing this program. The fee for a Q-Team review is assessed at a rate of \$1,000.00 per hour (all technical trades) with a capped maximum fee in the following format:

<u>Project Size</u>	<u>FEE</u>
Less than 10,000 square feet	\$2,000.00
10,000-50,000 square feet	\$12,500.00
50,001-100,000 square feet	\$27,500.00
Greater than 100,000 square feet	\$50,000.00

The official technical review of the project begins within five (5) business days after the permit has been reviewed for completeness and has been accepted. All requested corrective revisions will be reviewed within five (5) business days upon resubmittal. The final technical trade reviews will occur on the day of the appointment. Customers submitting projects that do not qualify are encouraged to review the services available provided by the [Minor Commercial Q-Team Express Plan Review Service First Bulletin](#).

## SUMMARY

This Bulletin is intended for information purposes and should be used by commercial permitting applicants seeking to fast track their development projects. The Department reserves the right to modify and administer this program progressively. If you have any questions or concerns about this process, please email the Director at [buildingofficial@dallascityhall.com](mailto:buildingofficial@dallascityhall.com).

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