



Development Services

Service First Bulletin #201

RAPID SINGLE-FAMILY VIP (RSVP) PROGRAM

PURPOSE

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin (IB) 201 to inform internal and external customers of the new residential Rapid Single-Family VIP Program (RSVP). This program is an expedited plan review service designed to service qualifying new single-family projects. This initiative was implemented on September 2nd, 2022. *Revised on December 28th, 2022 to remove the maximum square footage limitations.*

SCOPE

The intent of the program is to provide a quality, personalized, and expedited plan review service while partnering City staff with applicants. The program is designed to facilitate the issuance of new single-family permits the same day the permit application is submitted and paid. This program is available to any registered developer, homeowner, architect, engineer, or contractor. A minimum expedited plan review fee of \$200.00 per hour will be assessed to qualifying projects.

Upon submittal of a qualifying project, City staff will partner with the applicant and perform a review of the building plans and supporting documentation. City staff will issue a building permit pending compliance with the minimum building code and zoning ordinance requirements. Any unresolved review comments will be documented as revision comments.

In the event of a delayed approval, the applicant may request a partial permit approval to start construction. A partial permit approval allows the applicant to begin site development, utility installation, and foundation pouring while revisions are resubmitted. Partial permit approvals do not authorize vertical construction. All partial permit approvals are at the discretion of the Building Official or his/her designee. All revision resubmittals and addendums will be reviewed within seven (7) calendar days of City staff receiving the revised building plans and supporting documentation.

The following parameters have been set to qualify for this service:

- Project must be a new single-family home (excluding duplexes)
- No minimum or maximum square footage requirements
- Maximum of three (3) stories (no basements)

- Must not be in a special overlay district (Historic, Floodplain, Conservation, Complex PD, or Shared Access)
- Property must be platted or have early release approvals
- Complete permit submittal package

To schedule or cancel an appointment, applicants may contact the RSVP team by phone or email:

214. 671.RSVP(7787) or DEVServicesRSVP@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 Monday through Thursday from 8:00 am-2:30 pm. A minimum of a two (2) hour review time slot may be reserved for each application submittal. Customers will be required to make an appointment no sooner than five (5) business days in advance and will be limited to the submittal of four (4) applications per week. Appointment cancellations must be made three (3) business days in advance. This will allow city staff to coordinate appropriate staffing levels and allow more customers to take advantage of the program.

Applicants may submit online and hard copy documents. Appointments are site specific and substitutions of project sites are not allowed.

Summary

This bulletin is intended for informational purposes only and the Department reserves the right to administer the program. The Department wishes to improve permitting times by providing additional plan review options. The Department will review this program and make progressive adjustments as needed.

If you have any questions or concerns related to this process, please feel free to email the Director at buildingofficial@dallascityhall.com.

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