



# 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 new process will be effective September 2<sup>nd</sup>, 2022.

#### SCOPE

The intent of the program is to provide a quality, personalized, and expeditious plan review service delivery, 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 joint review of the design drawings and documentations. City staff will issue the permit if it is determined that the submittal meets the minimum building and zoning standards. Any review comments that cannot be resolved after the joint review is performed by City staff and the applicant will be documented as denial comments and the applicant will be given the option to request a partial permit approval to commence the start of the project.

This partial permit approval will allow the applicant to begin site development, utility installation, and foundation pouring while corrections are resubmitted. Partial approvals do not authorize vertical construction. All partial approvals are left to the discretion of the Building Official or his/her designee. All correction resubmittals or addendums will be reviewed within seven (7) calendar days of City staff receiving revised documents.

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

- Project must be a new single-family home (excluding duplexes)
- Maximum of 3,000 square feet
- Maximum of three (3) stories (no basements)

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

To schedule or cancel an appointment, applicants shall submit a written request to the following City contacts:

[destiney.keith@dallas.gov](mailto:destiney.keith@dallas.gov) or [willie.franklin@dallas.gov](mailto:willie.franklin@dallas.gov)

For questions and concerns: **214.671.7787(RSVP)**

City staff will respond within 24 hours or the next business day with the schedule of available time slots and instructions. Review appointment dates will only be scheduled to occur on Monday, Wednesday, and Friday 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 project specific and substitution of project sites after the appointment has been made will not be 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](mailto:buildingofficial@dallascityhall.com).

**Prepared by:** James McKey, Assistant Building Official

**Reviewed by:** James Metzgar, Deputy Building Official

**Authorized by:** Andrew Espinoza, CBO, MCP, CCEA, Chief Building Official/Director