



Development Services

Service First Bulletin #202

RESIDENTIAL PLAN REVIEW PARTIAL PERMIT PROCESS

PURPOSE

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin (IB) 202 to inform internal and external customers of the residential partial permit process. This new business process is intended to allow applicants to request a partial approval for qualifying projects. This new process will be effective October 1st, 2022.

SCOPE

Customers seeking to begin construction while certain conditions are being met and prior to the full permit being issued may request the Building Official to issue a partial foundation permit. This will allow the construction to commence while pending plan review corrections are resubmitted by the applicant. Partial permits may only be applied for after and the first round of building and zoning reviews have been completed.

Applicants must submit the request in writing using the Residential Partial Permit Application Form and submit to piresidential@dallascityhall.com. The application must be signed by the applicant and counter signed by the owner. DSD staff will process requests within three (3) calendar days.

All permit fees will be collected when the partial permit is issued and no additional fee for processing will be charged for the issuance of a foundation permit. The work commenced by the applicant will be at the owner's own risk. Vertical construction inspections will not be generated or performed until the full permit is issued. Any work that is commenced and is not part of the partial permit scope of work will be considered, "Work Without Permit". Contractors exceeding the partial permit scope of work may be subject to administrative penalties and suspension/revocation of their certificate of registration.

A partial foundation permit will allow the applicant to commence with site work, private utility, basement excavation, foundation and footing installation.

The following items are examples of when a partial foundation permit may be issued:

- Project is missing minor information on design plans
- Minor denial comments have not been resubmitted
- Missing minor documentation, forms, and letters

- Other non-building or fire related denial comments

The following items are examples that may prevent the issuance of a foundation permit:

- Property is not platted or early release is not on file
- Missing survey or noncompliant setbacks/easement encroachments
- Area footprint exceeds maximum allowances
- Missing foundation and retaining wall structural drawings
- Project is in a floodplain overlay
- Any life/safety building or fire related denial comment that has not been resolved

Upon the issuance of a partial foundation permit, City staff will notify the applicant and insert specific comments in the permit application and generate the applicable inspections associated with site, utility, and foundation requests. Partial permits will expire after 90 days of inactivity on the project site or when a good-faith effort to correct pending permit issues is not demonstrated by the applicant.

Summary

This bulletin is intended for informational purposes only and the Department reserves the right to administer this program. The Department wishes to partner with the development community and progressively implement initiatives to help customers with their projects.

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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PARTIAL/CONDITIONAL BUILDING PERMIT REQUEST FORM

DEVELOPMENT SERVICES
320 E. JEFFERSON, ROOM 105
DALLAS, TX 75203

APPLICANT/OWNER INFORMATION

Please complete all of the following information. (Please print)

Applicant Name:			Phone:
Address:			Cell:
City:	State:	Zip:	Email:
Owner's Name:			Phone:
Address:			Cell:
City:	State:	Zip:	Email:

PROJECT INFORMATION

Project Name:	Project Number:
Project Address:	

REQUEST CONDITIONAL PERMIT SCOPE OF WORK

Please select all that apply.

Site Work	Yes	No
Foundation Piers	Yes	No
Site Utilities	Yes	No

ACKNOWLEDGEMENT

Please initial the following:

	In order for construction to start before receiving a complete building permit, the owner asks that a partial/conditional building permit be issued for the previously mentioned project for the scope of work stated above.	
	I understand that if permission is granted, I will be proceeding at my own risk and there is no guarantee that a permit will be obtained for the complete work or project. For any expenditure, error, or omission resulting in such issue, I am waiving any claims and indemnifying and holding the City of Dallas, its officers, employees, agents, and any assignee harmless. If the City of Dallas decides at any point that the allowed construction has to be moved, repaired, or modified in any way, we will be responsible for paying for the removal or corrective work.	
Applicant Signature:		Date:
Owner's Signature (if different from applicant):		Date:

DSD OFFICIAL ACTION

Approved:	Denied:
Print Name:	Date:
Signature:	Title:
Comments and Expiration Date:	