

Step #1 begins @ the Develop Dallas website.

Department of Development Services - Windows Internet Explorer provided by City of Dallas

https://developdallas.dallascityhall.com/

File Edit View Favorites Tools Help

Department of Development Services

Home News Services Community Business Government Visitors Info

Department of Development Services

Searches...

- Projects by Project #
- COs by Date
- Addresses
- Projects by Date

Contractor Sign-In...

Username

Password

Sign In or Sign Up

**Dallas Online**  
Applications & Inspections

Available from 4 AM to midnight\*  
<<< Please choose an option from the left menu

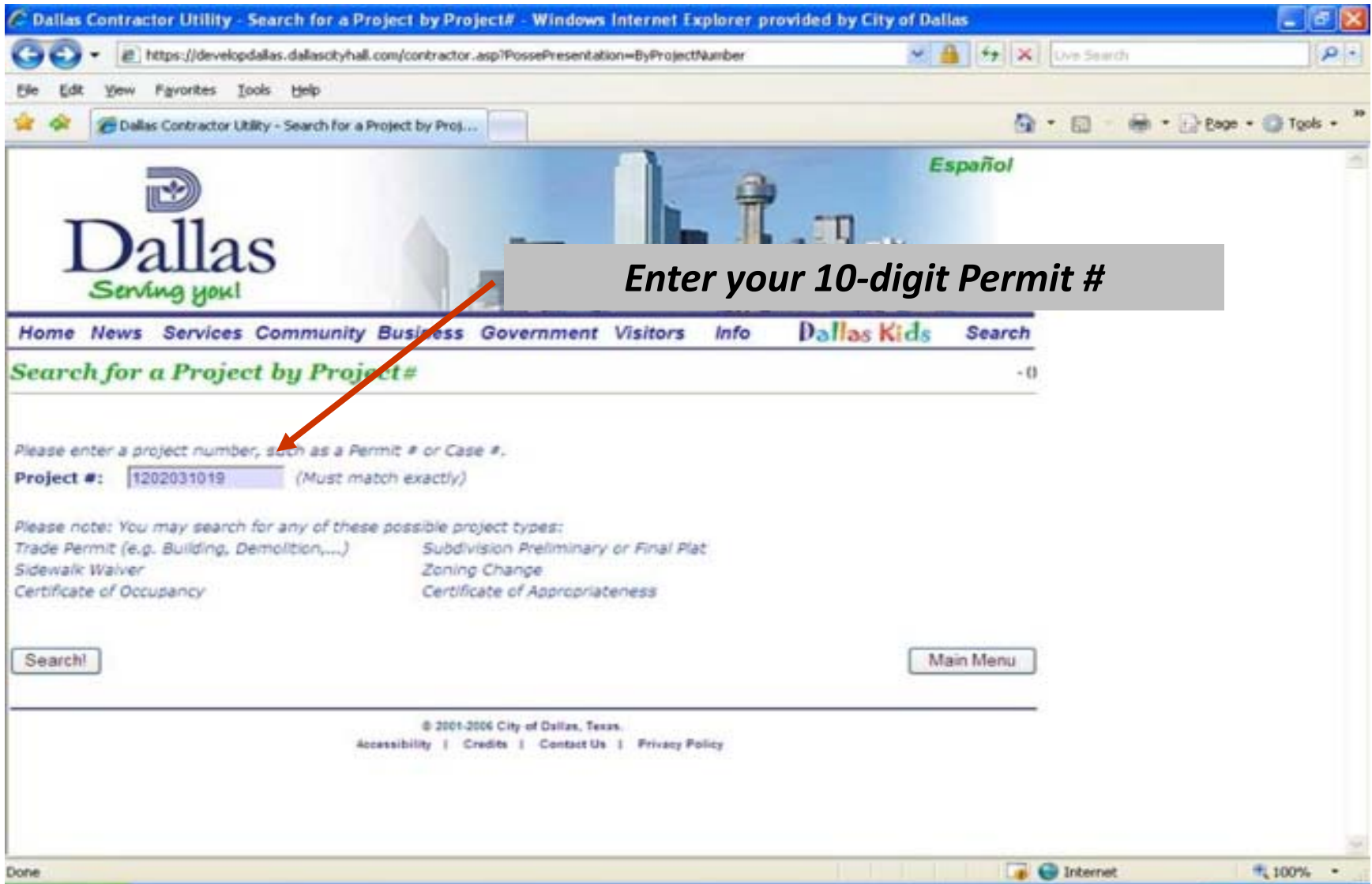
\*Regular maintenance hours - midnight to 4 AM

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Done Internet 100%

*Click on Projects by Project # if you have your Permit # or on Addresses if not.*

## Step #2a, If you are going by Permit #



The screenshot shows a web browser window titled "Dallas Contractor Utility - Search for a Project by Project# - Windows Internet Explorer provided by City of Dallas". The address bar contains the URL: <https://developdallas.dallascityhall.com/contractor.asp?PossePresentation=ByProjectNumber>. The page features the Dallas logo with the tagline "Serving you!" and a navigation menu with links for Home, News, Services, Community, Business, Government, Visitors, Info, Dallas Kids, and Search. A search bar is prominently displayed with the text "Search for a Project by Project#". Below the search bar, a prompt reads: "Please enter a project number, such as a Permit # or Case #." The "Project #:" field contains the value "1202031019" and is followed by the instruction "(Must match exactly)". A list of project types is provided, including Trade Permit (e.g. Building, Demolition,...), Subdivision Preliminary or Final Plat, Sidewalk Waiver, Zoning Change, Certificate of Occupancy, and Certificate of Appropriateness. A "Search!" button and a "Main Menu" button are located at the bottom of the search area. The footer contains copyright information: "© 2001-2006 City of Dallas, Texas." and links for Accessibility, Credits, Contact Us, and Privacy Policy. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

**Enter your 10-digit Permit #**

Project #:  (Must match exactly)

Please note: You may search for any of these possible project types:

- Trade Permit (e.g. Building, Demolition,...)
- Subdivision Preliminary or Final Plat
- Sidewalk Waiver
- Zoning Change
- Certificate of Occupancy
- Certificate of Appropriateness

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## Step #2b, If you are going by Address

Dallas Contractor Utility - Address Search - Windows Internet Explorer provided by City of Dallas

https://developdallas.dallascityhall.com/contractor.asp?PossePresentation=SearchForAddresses

File Edit View Favorites Tools Help

Dallas Contractor Utility - Address Search

**Dallas**  
Serving you!

Home News Services Community Business Government Visitors Info **Dallas Kids** Search

**Address Search**

Spanish

Please enter a range of House #s, or an exact House #, and a Street Name. The Street Name requires at least three characters, the pre-direction (if applicable), and leave off the street type, i.e. 320 E JEFFERSON. Mandatory fields are labeled in bold.

Exact House #:  or House # Range:  -

**Street Name:**  (min. of 3 characters)

Suite:

Search! Main Menu

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Done Internet 100%

start Microsoft Office O... draft outline of BI ZIP... Dallas Contractor Util... 3:07 PM

*Enter the address of the permit*

## Step #3

Dallas Contractor Utility - Certificate of Occupancy - 1202031019 - Windows Internet Explorer provided by City of Dallas

https://developdallas.dallascityhall.com/contractor.asp?PossePresentation=COPublicsPosseObjectId=64041292

File Edit View Favorites Tools Help

Dallas Serving you!

Home News Services Community Business Government Visitors Info Dallas Kids Search

### Certificate of Occupancy - 1202031019

Details Holds Documents Zoning Info

**Property**

Street Address  
View 12400 COIT RD Ste 500

Status: CO Issued Application Date: Feb 03, 2012  
Issue Date: Feb 3, 2012  
Completed Date: Feb 05, 2012

Applicant: JUDD JONES

Owner Category:  
PRIVATE

Land Use Description: OFFICE BUILDING

Temporary Address:

**Project**

Doing business as: ACT

Certificate Type: CO

Health Permit Number:

Use of Property: 6300

Occupancy: B Selling Alcohol:  Dwelling Units:

Done Internet 100%

*Click on the Documents Tab*

## Step #4

Dallas Contractor Utility - Certificate of Occupancy - 1202031019 - Windows Internet Explorer provided by City of Dallas

https://developdallas.dallascityhall.com/contractor.asp?PossePresentation=COPublic&PosseObjectId=64041292

File Edit View Favorites Tools Help

Dallas Contractor Utility - Certificate of Occupancy - 1...

Home News Services Community Business Government Visitors Info Dallas Kids Search

Certificate of Occupancy - 1202031019 -0

Details Holds Documents Zoning Info

Description	Created
View Certificate Of Occupancy	Feb 6, 2012

Save Changes Main Menu

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Done Internet 100%

**Click on the View Button**

# Step #5


https://developdallas.dallascityhall.com/download.asp?PosseObjectId=64066954 - Windows Internet Explorer provided by City of Da

https://developdallas.dallascityhall.com/download.asp?PosseObjectId=64066954

File Edit Go To Favorites Help

https://developdallas.dallascityhall.com/download.as...

Page Tools



## Certificate of Occupancy

City of Dallas

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**Address:** 12400 COIT RD Ste:600 75251 **Issued Date:** 02/06/2012

**Owner:** ACT  
12400 COIT RD #600 DALLAS TX 75251

**DBA:** ACT

**Land Use:** (6300) OFFICE BUILDING


**C.O.#:** 1202031019

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Lot: 8	Block: A/7752	Zoning: MU-3	PDD:	SUP:
Historic Dist:	Consv Dist:	Pro Park:	Req Park:	Park Agmt: N
Dwg Units:	Stories:	Occ Code: B	Lot Area: 115695	Total Area: 2310
Type Const: IA	Sprinkler: All	Occ Load:	Alcohol: N	Dance FloorN

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Remarks: CO#0805091004

  
Lloyd Denman, Building Official

Done

Unknown Zone

This certificate shall be displayed on the above premise at all times.  
Development Services Department | Building Inspection Division | 214-940-4450 | www.dallascityhall.com