

ORDINANCE NO. 33080

An ordinance amending Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code by amending Sections 303.5, 303.6, 303.10, 303.11, 303.12, and 303.16; amending fees for mover’s license, technology permit, Q-Team review, non-premise signs registration, and table B-I alterations or repairs; removing fees for duplicate, temporary, or partial certificate of occupancy, postage and handling, inspection scheduling; providing a saving clause; providing a severability clause; and providing an effective date.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

SECTION 1. That Subparagraph 303.5.8.4, “Fees For Mover’s License,” of Paragraph 303.5.8, “Fees For Pre-Move Inspections and Permits to Move Structures,” of Subsection 303.5, “Other Fees,” of Section 303, “Fees,” of Subchapter 3, “Permits and Inspections,” of Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code is amended to read as follows:

“303.5.8.4 Fee for mover’s license. The annual fee for a building mover’s license is \$260 for each moving company.~~[The fee for issuing a duplicate license for one that has been lost, destroyed, or mutilated is \$25.]~~ Fees are payable to the building official upon issuance of a license. No refund of a fee will be made.”

SECTION 2. That Subparagraph 303.5.9.6, “Duplicate, Temporary, or Partial Certificate of Occupancy,” of Paragraph 303.5.9, “Fee For a Certificate of Occupancy,” of Subsection 303.5, “Other Fees,” of Section 303, “Fees,” of Subchapter 3, “Permits and Inspections,” of Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code is amended to read as follows:

“303.5.9.6 Reserved. ~~[Duplicate, temporary, or partial certificate of occupancy. A nonrefundable fee of \$30 shall be paid for each duplicate copy of a certificate of occupancy, a temporary certificate of occupancy, or a partial certificate of occupancy.]”~~

SECTION 3. That Paragraph 303.5.11, “Postage and Handling Fees,” of Subsection 303.5, “Other Fees,” of Section 303, “Fees,” of Subchapter 3, “Permits and Inspections,” of Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code is amended to read as follows:

“303.5.11 Reserved. [~~Postage and handling fees.~~ A \$2.00 postage and handling fee shall be paid for each permit issued by mail or by electronic data transmission.]”

SECTION 4. That Paragraph 303.5.28, “Inspection Scheduling Fee,” of Subsection 303.5, “Other Fees,” of Section 303, “Fees,” of Subchapter 3, “Permits and Inspections,” of Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code is amended to read as follows:

“303.5.28 Reserved. [~~Inspection scheduling fee.~~ The building official shall assess a nonrefundable inspection scheduling fee of \$5.00 with each inspection request. The building official shall not assess an inspection fee when the applicant, owner, or authorized agent utilizes the online portal or if the online portal is non-operational.]”

SECTION 5. That Paragraph 303.5.29, “Technology Permit Fee,” of Subsection 303.5, “Other Fees,” of Section 303, “Fees,” of Subchapter 3, “Permits and Inspections,” of Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code is amended to read as follows:

“303.5.29 Technology permit fee. The building official shall assess a nonrefundable technology fee of \$15.00 for each application, permit, plan, or other related construction document submitted through the land management system [~~to the building official~~].”

SECTION 6. That Paragraph 303.6.1, “Q-Team Review,” of Subsection 303.6, “Alternative Plan Review,” of Section 303, “Fees,” of Subchapter 3, “Permits and Inspections,” of Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code is amended to read as follows:

“303.6.1 Q-Team review. An applicant for one or more permits for a construction/development project may request a Q-Team review of all plans required for the issuance of the permits. The fee for a Q-Team review is \$1,000 an hour for in-person meetings unless the applicant and the building official agree otherwise. This fee is in addition to all other fees required under this chapter. The fee is capped at the following maximums:

PROJECT SIZE	FEE
Less than 10,000 square feet	\$10,000 [\$2,000]
10,000-50,000 square feet	\$12,500
50,001-100,000 square feet	\$27,500
Greater than 100,000 square feet	\$50,000”

SECTION 7. That Subsection 303.10, “Fees For Registration of Non-Premise Signs” of Section 303, “Fees,” of Subchapter 3, “Permits and Inspections,” of Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code is amended to read as follows:

“303.10 Fees for registration of non-premise signs. The following fees must be paid for registration of a non-premise sign under Subchapter 7 of this chapter:

TYPE OF APPLICATION	FEE
Annual registration or renewal of registration for each sign	\$116
[Replacement of a registration sticker	“\$5”

SECTION 8. That Table B-I, “Alterations or Repairs,” of Subsection 303.11, “Fees For Registration of Backflow Prevention Testers,” of Section 303, “Fees,” of Subchapter 3, “Permits and Inspections,” of Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code is amended to read as follows:

“TABLE B-I

ALTERATIONS OR REPAIRS	
Value of Proposed Work	Multiplier
	(Minimum permit fee is \$175 [also see minimum fee schedule])
\$0 – 2,000	X 0.009652 X 1.33 [0 + \$132]
\$2,001 – 25,000	X 0.009652 X 1.33 [0.0057394 + \$143]
\$25,001 – 60,000	X 0.009652 X 1.33 [0.004312869 + \$259]
\$60,001 – 100,000	X 0.009652 X 1.33 [0.003997634 + \$400]
\$100,001 – 300,000	X (0.009525 [0.002464894] + \$13 [\$739]) X 1.33
\$300,001 – 500,000	X (0.009410 [0.002764076] + \$47 [1,382]) X 1.33
\$500,001 – 700,000	X (0.009285 [0.002456814] + \$110 [\$2,336]) X 1.33
\$700,001 – 900,000	X (0.009155 [0.002596076] + \$201 [\$1,720]) X 1.33
\$900,001 – 1,100,000	X (0.009045 [0.002793145] + \$300 [\$3,072]) X 1.33
\$1,100,001 – 2,500,000	X (0.008894 [0.00151757] + \$465 [\$3,794]) X 1.33
\$2,500,001 – 5,000,000	X (0.008768 [0.001209584] + \$780 [\$6,048]) X 1.33
\$5,000,001 – 10,000,000	X (0.008641 [0.001073154] + \$1,416 [\$10,732]) X 1.33
\$10,000,001 or more	X (0.007940 [0.002153246] + \$8,426 [\$21,532]) X 1.33
TRADE INSPECTION [MINIMUM] FEE SCHEDULE [(based on # of trades or valuation whichever is greater)]	
Number of Trades	Minimum Permit Fee
1	\$ 125.00
2	\$ 250.00
3	\$ 375.00
4	\$ 500.00
5	\$ 625.00
6	\$ 750.00
7	\$ 875.00
8	\$ 1,000.00
9 or more	\$ 1,125.00”

SECTION 9. That Subparagraph 303.12.2.4, “Letter Fee,” of Paragraph 303.12.2, “Fee For Zoning Verification Letter,” of Section 303, “Fees,” of Subchapter 3, “Permits and Inspections,” of Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code is amended to read as follows:

“**303.12.2.4 Letter fee.** The standard fee for a letter of zoning verification is \$302 [~~\$282~~] per letter. A minimum processing time of three business [~~seven~~] days is required after payment. [~~of the standard fee. If expedited processing is requested, a surcharge must be paid in accordance with the following schedule:~~]

Processing Time	Surcharge
1 day	\$25.00
2-3 days	\$20.00
4-5 days	\$15.00
6 days	\$10.00]

SECTION 10. That Paragraph 303.16.2, "Address or Suite Assignment Fees," of Subsection 303.16 "Geospatial Information Systems Fees," of Section 303, "Fees," of Subchapter 3, "Permits and Inspections," of Chapter 52, "Administrative Procedures for the Construction Codes," of the Dallas City Code is amended to read as follows:

"303.16.2 Address or suite assignment fees.

[303.16.2.1 General.] The building official shall assess an address or suite assignment fee of \$50 per address and/or suite for each application, permit, plan, or other related construction documents submitted to the building official.

[303.16.2.2 Fee schedule.

TYPE OF ADDRESS ASSIGNMENT OR REASSIGNMENT	FEE
Individual address or suite	\$50.00 per building or structure
One and two family dwellings	\$50.00 per building or structure
0-5 buildings and structures on one site	\$100.00 per building or structure
6-10 buildings and structures on one site	\$75.00 per building or structure
11 or more buildings and structures on one site	\$50.00 per building or structure]

SECTION 11. That Chapter 52 of the Dallas City Code shall remain in full force and effect, save and except as amended by this ordinance.

SECTION 12. That any act done or right vested or accrued, or any proceeding, suit, or prosecution had or commenced in any action before the amendment or repeal of any ordinance, or part thereof, shall not be affected or impaired by amendment or repeal of any ordinance, or part thereof, and shall be treated as still remaining in full force and effect for all intents and purposes as if the amended or repealed ordinance, or part thereof, had remained in force.

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SECTION 13. That the terms and provisions of this ordinance are severable and are governed by Section 1-4 of Chapter 1 of the Dallas City Code, as amended.

SECTION 14. That this ordinance shall take effect on July 1, 2025, and it is accordingly so ordained.

APPROVED AS TO FORM:

TAMMY L. PALOMINO, City Attorney

By


Assistant City Attorney

Passed

APR 23 2025



PROOF OF PUBLICATION – LEGAL ADVERTISING

The legal advertisement required for the noted ordinance was published in the Dallas Morning News, the official newspaper of the city, as required by law, and the Dallas City Charter, Chapter XVIII, Section 7.

DATE ADOPTED BY CITY COUNCIL APR 23 2025

ORDINANCE NUMBER 33080

DATE PUBLISHED APR 26 2025

ATTESTED BY: