



Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

COMMERCIAL BUILDING FINISH-OUT, REMODEL AND RENOVATIONS CHECKLIST AND REQUIRED DOCUMENTS (1 of 2)

- ☐ 1. These plans comply with the Dallas Energy Conservation Code and the Green Building Ordinance. For a first time *Tenant Finish Out*, provide a Commercial Green Building Program Plan Review Compliance
 - ☐ Affidavit & Checklist from a Registered Third-Party Green Building Provider, and an Energy Code Compliance Path form from a Registered Third-Party Energy Code Provider with the permit application.
 - ☐ For all permits, an *Energy Code Compliance Certificate* must be provided prior to final inspection.
- ☐ 2. If needed, an asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules and the National Emission Standards for Hazardous Air Pollutants for the area being renovated and/or demolished. (Permit cannot be issued prior to notification of survey being conducted).
- ☐ 3. Proof that plans and specifications were submitted to the Texas Department of Licensing and Regulation that complies with the Texas Accessibility Standards (TAS) by a Registered Accessibility Specialist (independent contract provider)
- ☐ 4. Completed permit application and commercial permit processing information sheet.
- ☐ 5. If this project is for the construction of any of the following: **hotel or motel, multifamily housing; college dormitory; fraternity or sorority house**, and this project produce a **net increase** in dwelling units, sleeping rooms or guest rooms on the property from its existing conditions see attached example of the fee worksheet. Visit the following link
[www.https://dallascityhall.com/departments/sustainabledevelopment/Pages/default.aspx](https://dallascityhall.com/departments/sustainabledevelopment/Pages/default.aspx) to fill out the required information to submit with your building permit application packet.
- ☐ 6. Copy of information sheets to include:
 - ☐ Scope of work.
 - ☐ Total area in square feet of buildings with each building identified by occupancy or use.
 - ☐ Occupancy type, if known.
 - ☐ Number of dwelling units (apartments) or guest rooms (hotel or motel)
 - ☐ Fire sprinkler status and intentions.
 - ☐ Parking requirements calculations.
 - ☐ Texas Department of Transportation (TXDOT) approval, if applicable.
- ☐ 7. Copy of a site plan drawn to scale to include:
 - ☐ Must show exits to exterior of buildings or key plans that show exits.
 - ☐ For a change in building use, site plan must be of the entire property showing all property lines and parking spaces.



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- ☐ 8. Legible and fully dimensioned building plans of the following drawn to a standard scale with design professional seals and signatures where required:
- ☐ Building floor key plan does not need to be scale but must show the location of the tenant space and all other tenant spaces on that floor. Identify tenant spaces by their suite number. A floor plan drawn to a standard scale of the entire tenant space as it currently exists or an interior demolition plan.
 - ☐ Floor plans drawn to a standard scale of the entire tenant space showing the area of construction with each room identified as to its use.
 - ☐ Additional architectural plans to include, but not limited to means of egress, elevations, wall sections, area separation wall locations and fire ratings, occupancy separation locations and fire ratings, equipment, and furniture layout plan (if applicable), door and window schedules, shaft locations and fire rating.
 - ☐ Foundation plans and other engineered structural plans if applicable.
 - ☐ Mechanical, electrical, and plumbing plans (refer to specific permit type for additional information).
 - ☐ (If needed) Floor plans showing equipment and plumbing fixtures layout including floor drains.
 - ☐ (If needed) Plans showing finish schedules for floors, walls, and ceilings.
 - ☐ (If needed) Menus and cut sheets of equipment being installed, if available.
- ☐ 9. All aspects of the construction project comply with the Environmental Protection Agency (EPA) Lead; Renovation, Repair and Painting Program Rule; 40 CFR, Part 745.

NOTE: Additional information required by the Building Official may be necessary for the issuance of the permit (Ordinance no. 26029).

Please note that staff cannot accept incomplete applications or illegible construction documents. (2 of 2)