

Chapter 52:
Administrative Procedures for the Construction Codes



Current through March 27, 2024

Chapter 52 of the Dallas City Code was recodified by Ordinance No. 26029, passed by the Dallas City Council on June 22, 2005. This booklet integrates Ordinance No. 26029 and subsequent amendments to Chapter 52. Each section of Chapter 52 is followed by the ordinance number which created or amended the section. This booklet is for informational purposes only. The user should refer to the ordinances cited after each section for the official language of Chapter 52. While every effort will be made to keep this booklet up to date, the user should be aware that additional amendments may have been made to Chapter 52 which are not yet reflected in this document.

TABLE OF CONTENTS

<i>Subchapter 1 Title and Scope</i>	1
Section 101 Title; Scope.....	1
Section 102 Purpose of the Codes	2
Section 103 Scope of the Codes	6
Section 104 Application of the Codes to Existing Structures and Building Service Equipment.....	8
Section 105 Tests.....	14
Section 106 Alternate Materials and Methods of Construction.....	14
Section 107 Other Laws and Ordinances.....	15
Section 108 Authority of the Building Official	15
<i>Subchapter 2 Organization and Enforcement</i>	16
Section 201 Building Official.....	16
Section 202 Powers and Duties of the Building Official.....	16
Section 203 Unsafe Structures, Appendages, Electrical Equipment, and Excavations	17
Section 204 Advisory, Examining and Appeals Board	19
Section 205 Qualifications of Board Members.....	19
Section 206 Board Procedure	21
Section 207 Powers and Duties of the Board	21
Section 208 Appeal Procedure	22
Section 209 Amendment Procedure	22
Section 210 Violations and Penalties	23
<i>Subchapter 3 Permits and Inspections</i>	25
Section 301 Permits	25
Section 302 Application for and Issuance of Permit; Retention of Plans; Suspension or Revocations; Suspension of Permit Privileges	45
Section 303 Fees.....	51
Section 304 Inspections.....	81
Section 305 Special Inspections	87
Section 306 Certificate of Occupancy	87
Section 307 Certificate of Approval.....	94
Section 308 Interference with Existing Electrical Installations	94
Section 309 Connection to Electrical Service.....	94
Section 310 Backflow Prevention; Inspection and Fees.....	94
Section 311 Project; Expiration of Project	96
<i>Subchapter 4 Registration of Plumbing Contractors</i>	97
Section 401 Definitions	97
Section 402 Registration Required	97
Section 403 Application for Registration of Plumbing Contractors.....	98
Section 404 Licensed Supervision.....	98
Section 405 Suspension; Revocation.....	98
Section 406 Expiration; Renewal	99
Section 407 Advertisement.....	99
Section 408 Vehicle Identification Required.....	100
Section 409 Exemption.....	100
<i>Subchapter 4-a Registration of Plumbing Contractors for Medical Gas and Vacuum Systems</i>	101
Section 410 Definitions	101
Section 411 Registration Required	101
Section 412 Application for Registration of Plumbing Contractors.....	102
Section 413 Licensed Supervision.....	102
Section 414 Reserved	103

Section 415	Expiration; Renewal	103
Section 416	Advertisement.....	103
Section 417	Vehicle Identification Required.....	103
Section 418	Suspension; Revocation.....	104
<i>Subchapter 4-b Registration of Plumbing Contractors for Multipurpose Residential Fire Protection</i>		
	<i>Sprinkler Specialist Work</i>	105
Section 420	Definitions	105
Section 421	Registration Required	105
Section 422	Application for Registration of Plumbing Contractors for Multipurpose Residential Fire Protection Sprinkler Specialist Work	106
Section 423	Licensed Supervision.....	106
Section 424	Reserved	107
Section 425	Expiration; Renewal	107
Section 426	Advertisement.....	107
Section 427	Vehicle Identification Required.....	108
Section 428	Suspension; Revocation.....	108
<i>Subchapter 4-c Registration of Plumbing Contractors for Water Supply Protection Specialist Work</i> 109		
Section 430	Definitions	109
Section 431	Registration Required	109
Section 432	Application for Registration of Plumbing Contractors	110
Section 433	Licensed Supervision.....	110
Section 434	Reserved	111
Section 435	Expiration; Renewal	111
Section 436	Advertisement.....	111
Section 437	Vehicle Identification Required.....	111
Section 438	Suspension; Revocation.....	112
<i>Subchapter 5 Registration of Mechanical Contractors</i> 113		
Section 501	Mechanical Contractor Defined.....	113
Section 502	Registration Required	113
Section 503	Application for Registration	113
Section 504	Licensed Supervision.....	114
Section 505	Fees.....	114
Section 506	Expiration; Renewal	114
Section 507	Exemptions	115
Section 508	Vehicle Identification Required.....	115
Section 509	Suspension; Revocation.....	115
<i>Subchapter 6 Construction Site Management</i> 116		
Section 601	General	116
Section 602	Construction Information Signs.....	116
Section 603	Preconstruction Meetings; Special Conditions	118
Section 604	Protection of Public Property.....	118
Section 605	Construction Truck Traffic	118
Section 606	Trackage and Spillage Control	119
Section 607	Erosion and Siltation Control	119
Section 608	Drainage and Dewatering	119
Section 609	Litter Control	120
Section 610	Rest Breaks	120
<i>Subchapter 7 Registration of Non-Premise Signs</i> 121		
Section 701	Definitions	121
Section 702	Registration Required	121
Section 703	Application for Registration	122

Section 704	Issuance, Content, Nontransferability, and Replacement of Registration Sticker	122
Section 705	Expiration and Renewal of Registration	123
Section 706	Fees.....	123
Section 707	Inspection by Building Official	123
Section 708	Effect of Registration.....	123
Subchapter 8	Registration of Backflow Prevention Testers	124
Section 801	Definitions	124
Section 802	Registration Required for Backflow Preventions Testers.....	124
Section 803	Application for Registration	124
Section 804	Fees.....	125
Section 805	Registration Expiration; Renewal.....	125
Section 806	Suspension; Revocation.....	125
Subchapter 9	Registration of Irrigation Contractors.....	126
Section 901	Irrigation Contractors Defined.....	126
Section 902	Registration Required	126
Section 903	Application for Registration	126
Section 904	Licensed Supervision.....	127
Section 905	Fees.....	127
Section 906	Registration Expiration; Renewal.....	127
Section 907	Exemptions	128
Section 908	Vehicle Identification Required.....	128
Section 909	Suspension; Revocation.....	128
Subchapter 10	Green Building Program	130
Section 1001	Purpose; Administration; Compliance	130
Section 1002	Program Requirements	130
Section 1003	Reserved	130
Section 1004	Regulations	130
Section 1005	Public Outreach	131
Subchapter 11	Registration of Miscellaneous Contractors	132
Section 1101	Contractors Defined.....	132
Section 1102	Registration Required	133
Section 1103	Application for Registration	134
Section 1104	Fees.....	134
Section 1105	Expiration; Renewal	135
Section 1106	Suspension; Revocation.....	135
Subchapter 12	Registration of Water Treatment Specialists Contractors	136
Section 1201	Definitions	136
Section 1202	Registration Required	136
Section 1203	Application for Registration of Water Treatment Specialist Contractors	137
Section 1204	Licensed Supervision.....	137
Section 1205	Fees.....	138
Section 1206	Suspension; Revocation.....	138
Section 1207	Expiration; Renewal	138
Section 1208	Advertisement.....	138
Section 1209	Vehicle Identification Required.....	139
Section 1210	Exemption.....	139
Subchapter 13	Private Providers.....	140
Section 1301	Private Providers.....	140

**CHAPTER 52
ADMINISTRATIVE PROCEDURES FOR
THE CONSTRUCTION CODES**

**SUBCHAPTER 1
TITLE AND SCOPE**

**SECTION 101
TITLE; SCOPE**

101.1 Title. This chapter shall be known as the “Administrative Procedures for the Construction Codes.” It may be cited by that title and will be referred to herein as “this chapter.” (Ord. 26029)

101.2 Scope. The provisions of the chapter apply to the following:

1. The *Dallas Building Code*, Chapter 53 of the *Dallas City Code*.
2. The *Dallas Plumbing Code*, Chapter 54 of the *Dallas City Code*.
3. The *Dallas Mechanical Code*, Chapter 55 of the *Dallas City Code*.
4. The *Dallas Electrical Code*, Chapter 56 of the *Dallas City Code*.
5. The *Dallas One- and Two-Family Dwelling Code*, Chapter 57 of the *Dallas City Code*.
6. The *Dallas Existing Building Code*, Chapter 58 of the *Dallas City Code*.
7. The *Dallas Energy Conservation Code*, Chapter 59 of the *Dallas City Code*.
8. The *Dallas Fuel Gas Code*, Chapter 60 of the *Dallas City Code*.
9. The *Dallas Green Construction Code*, Chapter 61 of the *Dallas City Code*.
10. The *Dallas Swimming Pool and Spa Code*, Chapter 62 of the *Dallas City Code*.
11. The *Dallas Fire Code*, Chapter 16 of the *Dallas City Code*, but only to the extent it is being applied to the construction of a building or structure. (Ord. 26029; 28813; 32196)

101.3 Reference. The codes listed in Section 101.2 are the construction codes for the city and will be referred to in this chapter as “the codes.” (Ord. 26029)

101.4 Referenced codes and standards. The codes and standards referenced in this chapter are considered part of the requirements of this chapter to the prescribed extent of each such reference only when such codes and standards have been specifically adopted by the City of Dallas. Whenever amendments have been adopted to the referenced codes and standards, each reference to the codes and standards is considered to reference the amendments as well. Any reference made to NFPA 70 or the ICC Electrical Code means the *Dallas Electrical Code*, as amended. References

made to the *International Building Code*, *International Mechanical Code*, the *International Plumbing Code*, the *International Fire Code*, the *International Energy Conservation Code*, the *International Fuel Gas Code*, the *International Existing Building Code*, the *International Residential Code*, the *International Green Construction Code* and the *International Swimming Pool and Spa Code* respectively mean the *Dallas Building Code*, the *Dallas Mechanical Code*, the *Dallas Plumbing Code*, the *Dallas Fire Code*, the *Dallas Energy Conservation Code*, the *Dallas Fuel Gas Code*, the *Dallas Existing Building Code*, the *Dallas One- and Two-Family Dwelling Code*, the *Dallas Green Construction Code* and the *Dallas Swimming Pool and Spa Code*, as amended. Where differences occur between provisions of this chapter and referenced codes and standards, the provisions of this chapter apply.

101.4.1 Similar provisions in referenced codes and standards. Where the extent of the reference to a referenced code or standard includes subject matter that is within the scope of this chapter or the International Codes listed in Section 101.4, as applicable, the provisions of this chapter or the International Codes listed in Section 101.4 take precedence over the provisions in the referenced code or standard. (Ord. 30320; 32196)

SECTION 102 PURPOSE OF THE CODES

102.1 General. The purpose of the codes is to provide minimum standards to safeguard life, limb, health, property, and the public welfare by regulating and controlling the design, construction, quality of materials, use, occupancy, location, and maintenance with regard to all structures and building service equipment in the city. (Ord. 26029)

102.2 No special protection or benefits. The purpose of the codes is not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of the codes. (Ord. 26029)

102.3 Definitions. For the purpose of the codes:

APARTMENT HOUSE means any multiple dwelling unit or portion thereof not defined as a multiple building townhouse.

APPLICANT means the person, firm or corporation expected to perform the work in accordance with Section 301 of this chapter. In addition, the applicant is the recognized owner of the permit application for the purposes of the codes and the primary contact for questions and other additional information needed for the purposes of the codes.

BUILDING CODE means Chapter 53 of the *Dallas City Code* based on the *International Building Code* as adopted by this jurisdiction.

BUILDING PERMIT means a permit issued to perform work described in Section 301, excluding permits to erect signs, barricade public property or public ways, or move or demolish structures.

BUILDING SERVICE EQUIPMENT means the plumbing, mechanical, electrical, and elevator equipment, including, but not limited to, wiring, fixtures, and other accessories that provide sanitation, lighting, heating, ventilation, cooling, refrigeration, fire-fighting, and transportation facilities essential for the occupation of the structure for its designated use and occupancy.

CHANGE OF OCCUPANCY means a change as defined in Section 202 of the *Dallas Existing Building Code*.

COMMERCIAL DWELLING SITE means three or more dwelling units on a lot.

[A]CONSTRUCTION DOCUMENT means written, graphic and pictorial documents prepared or assembled for describing the design, location and physical characteristics of the elements of a project necessary for obtaining a building *permit*. This definition may apply to any document from any source as required by the building official during any phase of the means of submittal.

CONTRACTOR AGENT IN RESPONSIBLE CHARGE means a contractor engaged by the owner or the owner's authorized agent to construct or install, review and coordinate certain aspects of the construction and installation, as determined by the building official, for compatibility with the city approved documents of the building or structure, including submittal documents prepared by others, deferred submittal documents and phased submittal documents. The contractor agent in responsible charge is responsible for reviewing the completed work prior to the request for applicable inspections.

DEVELOPMENT CODE means Chapters 51, 51A and 51P of the *Dallas City Code*.

ELECTRICAL CODE means Chapter 56 of the *Dallas City Code* based on the *National Electrical Code* as adopted by this jurisdiction.

ENERGY CODE means Chapter 59 of the *Dallas City Code* based on the *International Energy Conservation Code* as adopted by this jurisdiction.

EXISTING BUILDING means an existing building as defined in Section 202 of the *Dallas Existing Building Code* and a building previously occupied as described in Section 101.4 of the *Dallas Existing Building Code*.

EXISTING BUILDING CODE means Chapter 58 of the *Dallas City Code* based on the *International Existing Building Code* as adopted by this jurisdiction.

FIRE CODE means Chapter 16 of the *Dallas City Code* based on the *International Fire Code* as adopted by this jurisdiction.

FUEL GAS CODE means Chapter 60 of the *Dallas City Code* based on the *International Fuel Gas Code* as adopted by this jurisdiction.

GENERAL REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

means a registered design professional engaged by the owner or the owner’s agent to review or coordinate certain aspects of the project, as determined by the building official, for compatibility with the design of the building or structure, including deferred submittal documents and phased submittal documents. This professional role is distinct from the duties of a special inspector.

GREEN BUILDING means structures and their surrounding landscapes designed, constructed, and maintained to decrease energy and water usage and costs, to improve the efficiency and longevity of building systems, and to decrease the burdens imposed on the environment and public health.

GREEN BUILT TEXAS means an initiative of the Homebuilders Association of Greater Dallas that provides climate-specific guidelines and verification systems for residential and multifamily green buildings.

GREEN BUILT TEXAS-CERTIFIABLE means a proposed project that is not required to be registered with the Home Builders Association of Greater Dallas but is planned, designed, and constructed to meet or exceed a certified rating using version 2.0 of the Green Built Texas rating system.

GREEN CONSTRUCTION CODE means Chapter 61 of the *Dallas City Code* as adopted by this jurisdiction.

HOME REPAIR means the addition, improvement, remodeling, repair, or replacement to an existing single-family or duplex dwelling or to the fixtures, land, or other permanent structures that are part of the premises on which the dwelling is located, and includes, but is not limited to, addition, improvement, remodeling, repair, or replacement of driveways, swimming pools, porches, garages, landscaping, fences, roofs, floor covering, and central heat and air conditioning. Home repair does not include addition, improvement, remodeling, repair, or replacement of removable appliances or furnishings (as illustrated by, but not limited to, stoves, refrigerators, window air conditioners, and draperies).

HOME REPAIR LICENSE means a license issued under Article X, “Home Repair,” of Chapter 50, “Consumer Affairs,” of the *Dallas City Code*.

LEED means the Leadership in Energy and Environmental Design green building rating systems which are nationally accepted standards for green buildings developed by the USGBC.

LEED-CERTIFIABLE means a proposed project that is not required to be registered with the USGBC but is planned, designed, and constructed to meet or exceed a certified rating using the most recent versions of LEED NC (new construction), LEED CS (core and shell), LEED CI (commercial interiors), LEED for schools, LEED for healthcare, LEED for retail, or LEED for homes.

MEANS OF SUBMITTAL means an ideal processing path involving the submission of any of the minimum documents from the first form of an application for a permit to construct or occupy a building or structure to the end user's occupancy or use of the building or structure. The *means of submittal* consists of seven separate and distinct parts: the intake, the prescreen, the code review, the code approval, the permit issuance, inspections, and the certificate of occupancy issuance. The minimum actions, plans and document needed to satisfy each of the seven parts are often not necessarily be the same.

MECHANICAL CODE means Chapter 55 of the *Dallas City Code* based on the *International Mechanical Code* as adopted by this jurisdiction.

MULTIPLE DWELLING means any structure or portion thereof that contains more than one dwelling unit.

MULTIPLE BUILDING TOWNHOUSE means a *multiple dwelling unit* located on a *commercial dwelling site* and constructed with a maximum of two units located between exterior walls or fire walls complying with Section 706 of the *Dallas Building Code* in which each unit extends from foundation to roof and with a *yard* or public way on at least two sides.

NONREGISTERED PROFESSIONAL IN CHARGE means a nonregistered professional engaged by the owner or the owner's authorized agent to review and coordinate certain aspects of the project, as determined by the building official, for compatibility with the design of the building or structure, including submittal of documents prepared by others, deferred submittal documents and phased submittal documents. These responsibilities include the review of the means of submittal for compliance with the codes prior to each submission to the building official.

PLUMBING CODE means Chapter 54 of the *Dallas City Code* based on the *International Plumbing Code* as adopted by this jurisdiction.

PRIVATE PROVIDER means a private organization hired by an applicant to perform plan reviews and inspections.

PROPOSED PROJECT means, for purposes of the green building program, the erection of any new structure for which a person, firm, or corporation is required to obtain a building permit.

RESIDENTIAL CODE means Chapter 57 of the *Dallas City Code* based on the *International Residential Code* as adopted by this jurisdiction.

ROOFING SQUARE means an area equivalent to 100 square feet of roofing material.

SINGLE BUILDING TOWNHOUSE means a *multiple dwelling unit* located on a *commercial dwelling site* and constructed with more than two units between *exterior walls* or fire walls complying with Section 706 with each unit extending from its foundation to its roof and that has a *yard* or *public way* on at least two sides.

SWIMMING POOL AND SPA CODE means Chapter 62 of the *Dallas City Code* based on the *International Swimming Pool and Spa Code* as adopted by this jurisdiction.

TEMPORARY STRUCTURE means any new structure erected for 31 days or less.

TENT means any structure, enclosure or shelter constructed of fabric or other pliable material supported by any manner except by air or the contents protected by the material.

TOWER STRUCTURE means a structure other than a building that has a height normally greater than its largest horizontal dimension. Examples of tower structures include antenna supports, chimneys, tank supports, sign supports, equipment supports, and other structures as determined by the building official.

TOWNHOME means a dwelling located on a single-family or duplex dwelling site and constructed in a group of abutting structures separated by property lines with each dwelling extending from its foundation to its roof and has a yard or public way on at least two sides.

USGBC means the U.S. Green Building Council, a nonprofit organization comprised of leaders from the building industry formed to encourage sustainability by promoting buildings that are environmentally responsible, profitable, and healthy places to live and work.

VALUE OR VALUATION means the total value of all work, including materials and labor, for which a permit is issued, as well as all finish work, painting, roofing, electrical, gas, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and any other permanent systems, and includes any work which does not require a permit under Section 301.2 and which is marked out on any submitted plans or applications as not included as part of the subject project.

WORK OF ART means paintings, mural decorations, stained glass, statues, bas-reliefs or other sculptures, monuments, fountains, arches or other structures of a permanent or temporary character intended for ornament or commemoration. (Ord. 26029; 27131; 28386; 28707; 29160; 30320; 32071; 32196)

SECTION 103 SCOPE OF THE CODES

103.1 General. The provisions of the codes apply to the construction, quality of materials, alteration, installation, moving, demolition, repair, use, occupancy, location, relocation, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures. This includes the maintenance of all structures and building service equipment.

103.1.1 Detached one- and two-family dwellings no more than three stories. Detached one- and two-family *dwellings* and *townhomes* not more than three *stories* above *grade plane* in height with a separate *means of egress* and their accessory structures may comply with the *Dallas One- and Two-Family Dwelling Code*.

103.1.1.1 Live/work units. Live/work units located in townhouses and complying with the requirements of Section 419 of the *Dallas Building Code* shall be permitted to be constructed in accordance with the *Dallas One- and Two-Family Dwelling Code*. Fire suppression required by Section 419.5 of the *Dallas Building Code* where constructed under the *Dallas One- and Two-Family Dwelling Code* shall be permitted to conform to Section P2904 of the *Dallas One- and Two-Family Dwelling Code*.

103.1.1.2 Owner-occupied lodging houses. Owner-occupied lodging houses with five or fewer guestrooms shall be permitted to be constructed in accordance with the *Dallas One- and Two-Family Dwelling Code* where equipped with a fire sprinkler system in accordance with Section P2904 of the *Dallas One- and Two-Family Dwelling Code*.

Exception: A sprinkler system is not required for a lodging house which complies with Section 903.2.13 of the *Dallas Building Code*.

103.1.2 Detached one- and two-family dwellings more than three stories. Detached one- and two-family *dwellings* more than three *stories* above grade plane in height with a separate *means of egress* and their accessory structures must comply with the *Dallas Building Code*.

103.1.3 Single building townhouse. A single building *townhouse* must comply with the *Dallas Building Code* as an R-2 occupancy.

103.1.4 Industrialized structures. Industrial structures shall be governed as follows:

1. The installation, moving, demolition, repair, location, and maintenance of all commercial and residential industrialized (modular) structures and building service equipment shall comply with the codes.
2. The construction, use, and occupancy of new commercial and residential industrialized structures shall comply with the Texas Industrialized Housing and Buildings Act (Article 5221f, Vernon's Texas Civil Statutes), as amended.
3. The use and occupancy of relocated commercial industrialized structures shall comply with the Texas Industrialized Housing and Buildings Act (Article 5221f, Vernon's Texas Civil Statutes), as amended, and the *Dallas Existing Building Code*, as applicable.
4. The use and occupancy of relocated residential industrialized structures (industrialized housing) shall comply with the *Dallas Existing Building Code*. (Ord. 26029)

103.2 Codes not applicable. The provisions of the codes do not apply to:

1. Construction work conducted by a political subdivision or public utility operating under a franchise with the city for work that is located primarily in a public way;
2. Public utility towers and poles;

3. Hydraulic flood control and drainage structures;
4. Installations used by electricity supply, electrical railway, or communication agencies in the generation, transmission, or distribution of electricity or for the operation of the street railways, street signals, or the transmission of intelligence when the structure or equipment is located within or on a public thoroughfare, public building, or premises used exclusively by an agency operating under a franchise agreement with the city;
5. Electrical equipment used for radio and television transmission, provided that this exception does not exempt:
 - 5.1. equipment used for the power supply to the transmitting equipment; or
 - 5.2. the installation of towers and antennas; and
6. Manufactured housing. (Ord. 26029)

103.3 Conflict of laws. Where, in any specific case, different provisions of the codes specify different materials, methods of construction, or other requirements, the most restrictive provision governs. To the extent of any conflict between a general requirement and a specific requirement, the specific requirement applies. (Ord. 26029)

SECTION 104 APPLICATION OF THE CODES TO EXISTING STRUCTURES AND BUILDING SERVICE EQUIPMENT

104.1 Scope.

104.1.1 Structures other than one- and two-family dwellings. Except as provided in Section 104.1.2, the *Dallas Existing Building Code* shall apply to the repair, renovation, alteration, reconstruction, change of occupancy, addition, and relocation of existing structures. Repairs, renovations, alterations, reconstruction, change of occupancy, existing structures to which additions are made, historic structures, and relocated structures complying with the provisions of the *Dallas Building Code*, the *Dallas Plumbing Code*, the *Dallas Mechanical Code*, the *Dallas Electrical Code*, the *Dallas Fuel Gas Code*, and the *Dallas Energy Conservation Code*, as applicable, shall be considered in compliance with the provisions of the *Dallas Existing Building Code*. (Ord. 26029; 32196)

104.1.2 One- and two-family dwellings. Appendix J of the *Dallas One- and Two-Family Dwelling Code* shall apply to the repair, renovation, alteration, reconstruction, change of occupancy, addition, and relocation of existing one- and two-family dwellings, except that compliance with the *Dallas Existing Building Code* will be considered compliance with Appendix J. See Section 313.2.1 of the *Dallas One- and Two-Family Dwelling Code* for provisions requiring installation of smoke detectors in existing one- and two-family dwellings and townhomes. See Appendix G of the *Dallas One- and Two-Family Dwelling Code* for

provisions requiring installation of self-closing and latching devices on gates and doors opening directly into a swimming pool enclosure. (Ord. 26029; 26175; 27110)

104.2 Intent. The purpose of the codes on existing structures is to establish the minimum requirements to safeguard the public health, safety, and welfare insofar as they are affected by the repair, alteration, renovation, reconstruction, change of occupancy, addition, and relocation of existing structures. (Ord. 26029)

104.3 Occupancy of existing structures. The legal occupancy of any structure existing on July 1, 2004 shall be permitted to continue without change, except as is specifically covered in the *Dallas Existing Building Code*, the *Dallas One- and Two-Family Dwelling Code*, the *Dallas Fire Code*, or Chapter 27, “Minimum Urban Rehabilitation Standards,” of the *Dallas City Code*, whichever applies, or as is deemed necessary by the building official for the general safety and welfare of the occupants of the structure and the public. (Ord. 26029)

104.4 Additions and alterations to existing structures. No addition or alteration may be made to an existing structure when the existing structure is not in full compliance with the codes, unless the addition or alteration will result in the existing structure being no more hazardous, based on life safety, fire safety, and sanitation, than before the addition or alteration was undertaken. All newly constructed elements, components, structures, and portions thereof, systems, and spaces shall comply with the requirements of this code.” (Ord. 26029; 30320)

104.5 Changes in use and occupancy of existing structures. Any change in the use or occupancy of any existing structure must comply with Section 306 of this chapter and Chapter 8 of the *Dallas Existing Building Code*. (Ord. 26029)

104.6 Maintenance. Structures and parts of structures shall be maintained in a safe and sanitary condition. The provisions of Chapter 27, “Minimum Urban Rehabilitation Standards,” of the *Dallas City Code* shall apply to the maintenance of existing structures and premises; equipment and facilities; light, ventilation, space heating, sanitation, life and safety hazards; responsibilities of owners, operators and occupants; and occupancy of existing premises and structures. All existing devices or safeguards shall be maintained in all existing buildings. The owner or the owner’s designated agent shall be responsible for the maintenance of the structure. To determine compliance with this subsection, the building official or other authorized code official shall have the authority to require a building to be reinspected. Except where specifically permitted by this code, the code shall not provide the basis for removal or abrogation of fire protection and safety systems and devices in existing structures.

104.6.1 Repairs. Application or notice to the building official is not required for repairs to structures as listed in Section 301.2 of this chapter, provided that such repairs do not include any of the following:

1. The cutting away of any wall, partition, or portion thereof.
2. The removal of any structural beam or load-bearing support.

3. The removal of any required means of egress or rearrangement of parts of a structure affecting the egress requirements.
4. Any addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage leader, gas, soil, waste, vent, or simple piping, or electrical wiring.
5. Mechanical or other work affecting public health or general safety.

104.6.2 Repair permits. A general repair permit does not authorize any work listed in Section 104.6.1 or any similar work. (Ord. 26029; 32196)

104.7 Unsafe structures and equipment. No addition or alteration may be made to an existing structure or existing equipment that will cause the existing structure or equipment to become unsafe. (Ord. 26029)

104.8 Work on individual components or portions. Where the building official or other authorized code official determines that a component or a portion of an existing structure is in need of repair, strengthening, or replacement under a provision of the *Dallas Existing Building Code* or the *Dallas One- and Two-Family Dwelling Code*, whichever applies, only that specific component or portion shall be required to be repaired, strengthened, or replaced unless specifically required by another provision of the *Dallas Existing Building Code* or the *Dallas One- and Two-Family Dwelling Code*. (Ord. 26029)

104.9 Design values for existing materials and construction. The incorporation of existing materials, construction, and detailing into the structural system shall be permitted when approved by the building official. Minimum quality levels and maximum strength values shall comply with the *Dallas Existing Building Code* or the *Dallas One- and Two-Family Dwelling Code*, whichever applies. (Ord. 26029)

104.10 Correction of violations of other codes. Repairs or alterations mandated by any property, housing, or fire safety maintenance code or mandated by any licensing rule or ordinance adopted pursuant to law shall conform only to the requirements of that code, rule, or ordinance and shall not be required to conform to the *Dallas Existing Building Code* or Appendix J of the *Dallas One- and Two-Family Dwelling Code*, whichever applies, unless the code requiring such repair or alteration so provides. (Ord. 26029)

104.11 Energy Conservation Code requirements for existing structures. Applicability. The administration and enforcement of energy conservation requirements for existing buildings shall be governed by Chapter 1 of the *Dallas Energy Conservation Code*, unless otherwise required by this chapter. (Ord. 26029)

104.12 Compliance with other codes, standards, and guides. Compliance with the structural provisions of the *Dallas Building Code* shall be deemed exceeding or equivalent to compliance with the structural provisions of the *Dallas Existing Building Code*. (Ord. 26029)

104.13 Preliminary meeting for classification of work. A permit applicant is strongly encouraged to meet with the building official to discuss plans for proposed work on, or a proposed change of occupancy to, an existing structure prior to the application for a construction permit in order to establish the specific applicability of the provisions of the *Dallas Existing Building Code* or other applicable codes.

Exception: Repairs. (Ord. 26029; 32196)

104.14 Building evaluation. The building official is authorized to require an existing building to be investigated and evaluated by a registered design professional based upon the circumstances agreed upon at the preliminary meeting to determine the existence of any potential nonconformance with the *Dallas Existing Building Code*. (Ord. 26029)

104.15 Used materials and equipment. The use of used materials that meet the requirements of the *Dallas Existing Building Code* for new materials is permitted. Used equipment and devices shall not be reused unless approved by the building official. Evidence of compliance may be required as outlined in Sections 105 and 106 of this chapter. (Ord. 26029)

104.16 Temporary structures. A temporary structure such as a reviewing stand or any other miscellaneous structure, shed, canopy, or fence used for the protection of the public around and in conjunction with construction work may be erected by special permit from the building official for a limited period of time. A temporary structure need not comply with the type of construction or fire-resistive time periods required by the codes. A temporary structure must be completely removed upon expiration of the time limit stated in the permit. (Ord. 26029)

104.17 Existing office building sprinkler retrofit agreement.

104.17.1 Authorization. The building official may treat an existing non-sprinklered office building as a fully sprinklered building for purposes of the codes if a written agreement is executed in accordance with this section on a form provided by the city.

104.17.1.1 Formal request. The owner of a building wishing to enter an agreement under this section must submit a formal request on company letterhead. The submittal must contain the following information:

1. The building's street address.
2. The name of the building's owner.
3. The year the building was constructed.
4. The number of basement levels in the building.
5. The number of stories above grade.
6. A description of any parking garages or other structures connected to the building.

7. A description of any existing sprinklers in the building.
8. The location of any standpipes or hoses in the building.
9. A description of the fire alarm system.
10. The building's occupancy rate.
11. A document depicting the critical path method, or an equivalent enumerated time line, for completion of the work required to fully sprinkler the building. A list of all activities required to complete the work must be included, along with a description of the time it will take to complete each activity and a description of any dependencies between activities.

104.17.1.2 Agreement required. If the application for an existing office sprinkler retrofit agreement is approved, an existing office sprinkler retrofit agreement must be filed in accordance with this section. A standard agreement form may be obtained from the building official. The agreement must:

1. Contain a legal description of the property where the building is located.
2. Set forth adequate consideration between the parties.
3. State that in order for all uses on the property to operate in compliance with the *Dallas Fire Code* and the *Dallas Building Code* and receive the benefits of a fully sprinklered building, the owner agrees to install a fire suppression system throughout the building in phases, as set forth in the agreement.
4. State that the owner understands and agrees that the agreement is for the purpose of authorizing the building official to issue building permits or certificates of occupancy for uses located in the building.
5. State that the owner understands and agrees that the agreement does not affect the ability of the city to strictly enforce the codes or the right of the city council to exercise its legislative duties and powers insofar as zoning of the property is concerned.
6. Be a covenant running with the land.
7. State that the owner agrees that the city has the right to enforce the agreement by any lawful means, including filing an action in a court of competent jurisdiction, at law or in equity, against any person violating or attempting to violate the restrictions contained in the agreement, either to prevent the violation or to require its correction.

8. State that the owner agrees that if the city substantially prevails in a legal proceeding to enforce the agreement, the city is entitled to recover damages, reasonable attorney's fees, and court costs, and that, as a further remedy, the city may withhold any certificate of occupancy or final inspection necessary to for the lawful use of the property until the restrictions are complied with.
9. State that all parties agree to defend, indemnify, and hold harmless the city from and against all claims or liabilities arising out of or in connection with the agreement.
10. Be governed by the laws of the state of Texas.
11. Be signed by all owners of the affected property.
12. Be signed by all lienholders, other than taxing entities, that have an interest in the or an improvement on the property.
13. State that the agreement may only be amended or terminated in accordance with Section 104.17.2.
14. Be approved by the building official and approved as to form by the city attorney.

104.17.1.3 Agreement must be filed. An agreement entered under this section is not effective until a true and correct copy of the approved agreement is filed in the deed records of the county or counties in which the property is located and two file-marked copies of the agreement are filed with the building official.

104.17.2 Amendment or termination of agreement. An agreement entered under this section may only be amended or terminated by a written instrument that is executed in accordance with this section on a form provided by the city.

104.17.2.1 Requirements. The instrument must:

1. Be signed by the owner and any lienholders, other than taxing entities, of the property where the building is located.
2. Be approved by the building official.
3. Be approved as to form by the city attorney.
4. Be filed and made a part of the deed records of the county or counties where the property is located.

104.17.2.2 Approval by the building official. The building official shall approve an instrument amending or terminated an agreement entered under this section only if all buildings governed by the agreement fully comply with the agreement, the *Dallas Building Code*, and the *Dallas Fire Code*. The amending or terminating instrument is not effective until filed in the deed records in accordance with Section 104.17.2.1 and a file-marked copy of the instrument is filed with the building official.

104.17.3 Fee must be paid. An application to enter, amend, or terminate an existing office building sprinkler retrofit agreement will not be processed until the fee has been paid in accordance with Section 303.25. (Ord. 29160)

SECTION 105 TESTS

105.1 Proof of compliance. Whenever there is insufficient evidence of compliance with the codes, or evidence that any material or method of construction does not conform to the requirements of the codes, or in order to substantiate claims for alternate materials or methods of construction, the building official may require tests as proof of compliance to be made at the expense of the owner or the owner's agent by an approved agency. (Ord. 26029)

105.2 Method of testing. A test method must be as specified by the codes for the material in question, or by other nationally recognized test standards. If there is no recognized and accepted test method for the proposed alternate, the building official or the appropriate appeals board shall determine the test procedure. (Ord. 26029)

SECTION 106 ALTERNATE MATERIALS AND METHODS OF CONSTRUCTION

106.1 General. The codes are not intended to prevent the use of any material or method of construction not specifically prescribed by the codes, if the alternate material or method has been approved by the building official. (Ord. 26029)

106.2 Approval of alternate material or method. The building official may approve an alternate material or method if the building official finds that the proposed design is satisfactory and that the material, method, or work offered is, for the purpose intended, at least the equivalent of that prescribed in the codes in quality, strength, effectiveness, fire resistance, durability, safety, and sanitation as applicable. (Ord. 26029; 28707; 29160)

106.3 Proof; recording. The building official shall require that sufficient evidence or proof be submitted to substantiate any claims that may be made regarding the use of any alternate material or method. The details of each action approving an alternate material or method must be recorded and maintained in the building inspection division's permanent files. (Ord. 26029)

106.4 Research reports. Any supporting data supplied to assist in the approval of a material or method of construction not specifically prescribed by the codes must consist of a valid research report produced by the International Code Council Evaluation Service or an equivalent agency approved by the building official. (Ord. 28707)

**SECTION 107
OTHER LAWS AND ORDINANCES**

107.1 General. The provisions of the codes do not waive or set aside provisions in other ordinances of the city or laws of the state of Texas. To the extent of any conflict between the codes and other city ordinances, the codes prevail. (Ord. 26029)

**SECTION 108
AUTHORITY OF THE BUILDING OFFICIAL**

108.1 General. Whenever the codes provide that anything may or shall be done upon the approval of or subject to the direction of the building official or a chief code administrator, this language shall be construed to give the building official or the chief code administrator only the authority to determine whether the regulations established by the codes have been complied with and shall not be construed as giving the building official or a chief code administrator discretionary powers. (Ord. 26029)

**SUBCHAPTER 2
ORGANIZATION AND ENFORCEMENT**

**SECTION 201
BUILDING OFFICIAL**

201.1 General. The building official, who shall be appointed by the city manager, shall be in administrative and operational charge of the division of building inspection. The building official must be an architect or engineer legally registered under the laws of this state or have a degree in an associated field of study including public administration, business administration, or law or meet alternative requirements approved by the director. The building official must also have at least 10 years' experience as an architect, engineer, building inspector, building inspection administrator or building contractor, five years of which shall have been in directing the work of others. Preference will be given to candidates certified as a building official by the International Code Council. A candidate who does not possess certification as a building official shall obtain certification within six months after appointment as building official. (Ord. 26029; 28707; 32196)

**SECTION 202
POWERS AND DUTIES OF THE BUILDING OFFICIAL**

202.1 General. The building official is authorized and directed to enforce all the provisions of the codes. The building official shall have the power to render interpretations of the codes and to adopt and enforce rules and regulations supplemental to the codes as are deemed necessary in order to clarify the application of the codes. Such interpretations, rules, and regulations must be in conformity with the intent and purpose of the codes. (Ord. 26029)

202.2 Assistants. From time to time and in accordance with prescribed procedures, the building official may appoint technical officers and inspectors and other employees to act as authorized representatives. Appointment and removal of these employees must comply with the rules and regulations of the civil service board. (Ord. 26029)

202.3 Right of entry.

202.3.1 General. Whenever necessary to make an inspection to enforce any provision of the codes, or whenever the building official or an authorized representative has reasonable cause to believe that there exists in any structure or upon any premises any condition or code violation that makes the structure or premises unsafe, dangerous or hazardous, the building official or an authorized representative may enter the structure or premises at all reasonable times to inspect or to perform any duty imposed upon the building official by the codes, provided that if the structure or premises is occupied, the building official or authorized representative must first present proper credentials and request entry, and if the building or premises is unoccupied, the building official or authorized representative must first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. If entry is refused, or unattainable, the building official or authorized representative shall have recourse to every remedy provided by law to secure entry. (Ord. 26029)

202.3.2 Consent. When a person applies for a permit required by this chapter, the person gives consent for reasonable inspections by the building official or an authorized representative. If a person refuses to allow an inspector to enter a structure or premises for the purpose of inspecting work done under a permit, the building official may revoke the permit. (Ord. 26029)

202.4 Stop orders. Whenever any work is being done contrary to the codes, this chapter, or any other city ordinance, the building official may order the work stopped by notice in writing served on any person engaged in the work or causing the work to be done, and that person shall stop work immediately until authorized by the building official to proceed with the work. (Ord. 26029)

202.5 Occupancy violations. Whenever any structure or building service equipment in a structure regulated by the codes is being used contrary to any provision of the codes, the building official may order such use discontinued and the structure, or portion of the structure, vacated by notice served on any person causing the use to be continued. The person shall discontinue the use within the time prescribed by the building official after receipt of notice to make the structure, or portion of the structure, comply with the codes. (Ord. 26029)

202.6 Liability.

202.6.1 Sovereign immunity. The building official or an authorized representative charged with the enforcement of the codes, when acting in good faith and without malice in the discharge of official duties, shall not be personally liable for any damage that may accrue to persons or property as a result of or by reason of any act or omission in the discharge of official duties. (Ord. 26029)

202.6.2 Codes do not relieve owners of liability. The codes shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any structure for any damages to persons or property caused by any defect, nor shall the building inspection division or the city of Dallas be held as assuming any such liability by reason of any inspection authorized by the codes or any permit or certificate issued under the codes. (Ord. 26029)

202.7 Cooperation of other city officials. The building official may request, and shall receive so far as is required in the discharge of official duties, the assistance and cooperation of other officials of the city. (Ord. 26029)

SECTION 203 UNSAFE STRUCTURES, APPENDAGES, ELECTRICAL EQUIPMENT, AND EXCAVATIONS

203.1 General. A structure is designated as unsafe if it:

1. Is structurally unsafe;
2. Does not have adequate egress;

3. Constitutes a fire hazard; or
4. Is otherwise dangerous to human life. (Ord. 26029)

203.2 Unsafe use. Any use of a structure constituting a hazard to safety, health, or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage, or abandonment is, for the purpose of this section, an unsafe use. (Ord. 26029)

203.3 Unsafe appendages. Parapet walls, cornices, spires, towers, tanks, statuary, and other appendages or structural members that are supported by, attached to, or a part of a structure and that are in a deteriorated condition or otherwise unable to sustain the design loads that are specified in the codes are designated as unsafe appendages. (Ord. 26029)

203.4 Urban nuisances. All unsafe structures and appendages are urban nuisances and must be abated by repair, rehabilitation, demolition, or removal in accordance with the procedure specified in Chapter 27 of the *Dallas City Code* or by any other procedures provided by law. (Ord. 26029)

203.5 Unsafe electrical equipment. If, in the judgment of the chief electrical code administrator or an authorized representative, after inspection, the electric equipment in any premises is unsafe or dangerous to persons or property, the administrator or authorized representative may cause the equipment to be disconnected from the source of the electrical energy supplying the equipment and may seal the control switches in an open or disconnected position. The administrator or an authorized representative shall personally serve notice to the owner or the owner's agent or serve notice by posting the notice at the site. A person shall not cause or permit electric current to be supplied to the electrical equipment so sealed until the equipment has been made safe and the administrator or an authorized representative has approved it as safe. (Ord. 26029)

203.6 Excavations. It is unlawful and a public nuisance for any person to maintain any excavation for which an excavation permit is required over 120 days without reasonable and continuous progress made to complete the construction at the excavation site. When an excavation becomes a public nuisance, the following procedures apply:

1. The building official shall notify the owner of the premises to abate the nuisance within 30 days. The notice must be in writing and may be served personally on the owner or sent by United States certified mail, return receipt requested, addressed to the owner at the owner's post office address. If the owner cannot be found and the certified letter is returned by the United States Postal Service, then the owner may be notified by publication two times within 10 consecutive days in the official newspaper adopted by the city council.
2. If the owner of the premises fails to abate the nuisance within 30 days after receipt or publication of the notice, the building official shall take whatever action is necessary to abate the nuisance, including, but not limited to, filling the excavation, building or repairing retention systems, securing the excavation site from unauthorized entry, and any other action necessary to prevent the excavation from endangering the public health and safety.

3. If the city takes action to abate a nuisance under this subsection, charges in the amount of the total actual costs incurred by the city in performing the work shall be collected by the director of revenue and taxation from the owner or levied, assessed, and collected against the property on which the work is performed. If the charges are not paid within 30 days after notice to the property owner that the charges are due, the director of revenue and taxation shall file with the county clerk of Dallas County, Texas, a statement signed by the building official, showing the total actual costs incurred by the city.
4. The city may file a suit in an appropriate court of law to foreclose upon its lien and recover its actual costs incurred plus interest. The suit must be filed in the name of the city. The statement filed under Paragraph 3 of this section, or a certified copy of the statement, shall be prima facie proof of the amount of actual costs incurred by the city. (Ord. 26029)

SECTION 204 ADVISORY, EXAMINING, AND APPEALS BOARD

204.1 General. In order to hear and decide appeals of orders, decisions, or determinations made by the building official relating to the application and interpretation of the codes, the building inspection advisory, examining, and appeals board is hereby established. (Ord. 26029)

204.2 Appointment of board members. Board members are appointed by the city council upon nomination by the city manager and serve without compensation. The mayor shall appoint the chair of the board, and the full city council shall appoint the vice-chair. In addition to other qualifications, members must be residents of the city. (Ord. 26029)

204.3 Terms of service. All members will be appointed for an initial term to expire on August 31, 1993. Subsequent appointments will be made in August of each odd-numbered year for a two-year term beginning on September 1. A member shall serve until a successor has been appointed and qualified. (Ord. 26029)

SECTION 205 QUALIFICATIONS OF BOARD MEMBERS

205.1 General. The building inspection advisory, examining, and appeals board shall consist of 16 members meeting the following qualifications:

1. Two registered architects, each having at least five years' experience in the practice of architecture;
2. One registered engineer, having at least five years' experience in the practice of structural engineering;
3. One registered engineer, having at least five years' experience in the practice of fire-protection engineering;

4. One general building contractor, having at least five years' experience in the construction of commercial buildings;
5. One builder, having at least five years' experience in residential construction;
6. One registered master electrician, having at least five years' active experience as an electrical contractor in electrical construction of commercial and industrial buildings;
7. One registered master electrician, having at least five years' active experience as an electrical contractor in electrical construction of residential buildings;
8. One registered electrician, having at least five years' active experience as an electrician, and who at the time of appointment is not a registered electrical contractor;
9. One person having at least five years' active experience in electrical design or supervision, who is familiar with the requirements of the *National Electrical Code*® and the rules and regulations of TXU Electric Delivery and who may be an employee of TXU Electric Delivery;
10. One registered plumbing contractor having at least five years' experience in the installation of plumbing in the construction of residential buildings;
11. One registered plumbing contractor having at least five years' experience in the installation of plumbing in the construction of commercial and industrial buildings;
12. One heating, ventilating, and air conditioning contractor having at least five years' experience in the installation of mechanical equipment in the construction of residential buildings;
13. One heating, ventilating, and air conditioning contractor having at least five years' experience in the installation of mechanical equipment in the construction of commercial and industrial buildings;
14. One registered professional engineer having at least five years' experience in the practice of mechanical engineering; and
15. One person who has an active record of participation in community affairs, who shall not have voting privileges. (Ord. 26029)

205.2 Ex-officio members. The chief building code administrator, the chief electrical code administrator, the chief plumbing/mechanical code administrator, the fire marshal, the director of health and human services, and the director of water utilities of the city shall serve as ex-officio members of the board without voting privileges. (Ord. 26029)

**SECTION 206
BOARD PROCEDURE**

206.1 General. At the first meeting of each term, the board shall adopt reasonable rules and regulations for hearings, investigations, and the preparation of amendments to the codes. The board shall meet at least once each month for the consideration of any appeals of decisions of the building official and any other matters and shall set the time for meetings. The number of members required by Section 8-4 of the *Dallas City Code*, as amended, will constitute a quorum of the board. (Ord. 26029)

206.2 Board secretary. The building official shall act or designate an employee of the division of building inspection who shall act as secretary for the board. (Ord. 26029)

206.3 Board records. The board shall keep records of its proceedings and decisions and file copies of these records with the offices of the city secretary and the building official. (Ord. 26029)

**SECTION 207
POWERS AND DUTIES OF THE BOARD**

207.1 General. The board has the following powers and duties with respect to the codes under its jurisdiction:

1. Hear appeals from decisions of the building official or the appropriate chief code administrator;
2. Hear requests for the use of a material or method of construction not prescribed by the codes and authorize the use when in the board's judgment the material or method of construction is at least equivalent to that which is prescribed;
3. Hear and make recommendations concerning requests for amendments to the codes; and
4. Hear requests to suspend a person's ability to secure permits. (Ord. 26029; 28387)

207.2 Waiver not allowed. The board may not waive any requirement of the codes. (Ord. 26029)

SECTION 208 APPEAL PROCEDURE

208.1 General. Any person aggrieved by a decision or ruling of the building official or a chief code administrator may appeal to the board. An appeal must be made by filing with the building official a written notice specifying the grounds for the appeal and by paying the appropriate fee in accordance with Section 303.5.18. The appeal must be filed within 15 days of the decision or ruling of the building official or a chief code administrator. The building official shall transmit to the board all of the papers constituting the record of the action being appealed. The board shall, within a reasonable time, hold a public hearing on the matter and render a decision either sustaining, modifying, or reversing the action appealed. A decision of the board must be by a concurring vote of a majority of the members present. Every decision of the board must be in writing, indicate the record of the vote, and be promptly filed in the offices of the building official and the city secretary. A decision of the board will be open to public inspection. (Ord. 26029; 28096; 30320)

208.2 Final administrative remedy. A decision of the board is final as to available administrative remedies and is binding upon all parties. Upon the filing of a decision with the city secretary and the building official, it is the duty of the building official to enforce the decision of the board. (Ord. 26029)

208.3 Appeal of board's decision. A person aggrieved by a decision of the board may, within 30 days after receiving notice of the board's decision, appeal to the District Court of Dallas County. The suit must be filed against the board as defendant and service of process may be made upon the board by serving the city secretary. (Ord. 26029)

SECTION 209 AMENDMENT PROCEDURE

209.1 Submission of amendment. An amendment may be submitted to the board by any interested person who desires to change the regulations contained in the codes. A request for an amendment must be submitted to the building official in writing together with supporting evidence. The building official shall transmit to the board the request for an amendment, along with information, data, and recommendations of the building official. (Ord. 26029)

209.2 Hearings. All hearings must be public. The proponent, the proponent's representative, the building official, and any other interested person will be given an opportunity to be heard. (Ord. 26029)

209.3 Decision of the board. All decisions and recommendations of the board, with respect to a code amendment, require a concurring vote of a quorum, and the board shall forward any proposed amendment along with its recommendation to the city council for consideration. (Ord. 26029)

209.4 Representation of the board before city council. The chair of the board, or members that the chair may designate, may represent the board at public hearings held by the city council on amendments to the codes. (Ord. 26029)

SECTION 210 VIOLATIONS AND PENALTIES

210.1 General. A person commits a criminal offense if:

1. contrary to or in violation of any provision of this chapter or the codes, he knowingly:
 - 1.1. erects, constructs, enlarges, adds to, alters, repairs, replaces, moves, improves, removes, installs, converts, demolishes, equips, operates, uses, occupies, or maintains a structure or building service equipment;
 - 1.2. excavates or maintains an excavation;
 - 1.3. paves or grades on a property; or
 - 1.4. causes any work or activity described in Paragraphs 1 through 3 of this section to be done.
2. the person is the agent of the property owner or is an individual employed by the agent or property owner; is in control of the property; knowingly allows the violation to exist; and fails to provide the property owner's name, street address, and telephone number to code enforcement officials;
3. the person is the agent of the property owner or is an individual employed by the agent or property owner, knowingly allows the violation to exist, and the citation relates to the construction or development of the property; or
4. the person is the contractor, the agent of the contractor, or the person in control of the construction site and fails to provide rest breaks in accordance with Section 610.

For purposes of this section, a person acts knowingly, or with knowledge, with respect to the nature of their conduct or to circumstances surrounding their conduct when the person is aware of the nature of the conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of their conduct when the person is aware that the conduct is reasonably certain to cause the result. The culpable mental state required for the commission of an offense under this chapter is governed by Section 1-5.1 of Chapter 1 of the *Dallas City Code*, as amended. (Ord. 26029; 26286, 29965)

210.2 Responsible parties. For the purpose of the codes, unless a particular section, subsection, or clause places compliance responsibility upon a different person, the owner, agent of the property owner, individual employed by the agent or property owner who is in control of the property, or tenant of the premises and the person, firm, or corporation performing the work have the duty to comply with all applicable code requirements. The owner, agent of the property owner, individual employed by the agent or property owner who is in control of the property, or tenant of the premises and the person, firm, or corporation performing the work shall provide for the applicable materials, methods or construction, standards and specifications required by the codes. The failure of the owner, agent of the property owner, individual employed by the agent or property owner who is in control of the property, or tenant and the person, firm, or corporation performing the work to so provide, subjects the owner, agent of the property owner, individual employed by the agent or property owner who is in control of the property, tenant, and the person, firm, or corporation to the criminal and civil penalties prescribed by this section. (Ord. 26029; 26286)

210.3 Punishment. Any person who violates a provision of this chapter or the codes is guilty of a separate offense for each day or portion of a day during which the violation is committed, continued, or permitted, and each offense is punishable by a fine not to exceed \$2,000.

Exception: Each offense of Section 610 is punishable by a fine not to exceed \$500 (Ord. 26029; 26286, 29965)

210.4 Civil action. In addition to imposing the criminal penalty prescribed in Section 210.3, the city may, in accordance with Texas Local Government Code Chapter 54, bring a civil action against a person violating a provision of this chapter or the codes. The civil action may include, but is not limited to, a suit to recover a civil penalty not to exceed \$1,000 for each day or portion of a day during which the violation is committed, continued, or permitted. (Ord. 26029; 26286)

210.5 Other remedies. The penalties provided for in Sections 210.3 and 210.4 are in addition to any other enforcement remedies that the city may have under city ordinances and state law. (Ord. 26029; 26286)

**SUBCHAPTER 3
PERMITS AND INSPECTIONS**

**SECTION 301
PERMITS**

301.0 Definition. In this section:

SINGLE-FAMILY OR DUPLEX PREMISES means a building housing a single-family or duplex use as defined in the *Dallas Development Code*. (Ord. 28707)

301.1 Permits required.

301.1.1 General. A person, firm, or corporation shall not, without first obtaining a permit from the building official:

1. erect, construct, enlarge, add to, alter, repair, replace, move, improve, remove, install, convert, demolish, equip, use, occupy, or maintain a structure or building service equipment;
2. excavate or maintain an excavation;
3. pave or grade on a property;
4. construct, install, alter, or repair a rainwater collection system with a capacity of 5,000 gallons or greater; or
5. cause any work or activity described in Paragraphs 1 through 4 of this section to be done. (Ord. 26029; 28813)

301.1.2 Barricade permit required. No building construction or demolition activity, including but not limited to equipment usage, deliveries, on and off loading of materials and storage of materials, supplies, or debris, shall be done on public property or within a public way, except as authorized by a barricade permit issued by the building official. A barricade permit is also required for any temporary or part-day blocking of a street or sidewalk. The issuance of a barricade permit requires the repair or replacement of any public street, curb, sidewalk, drainage structure, or boulevard landscaping located within the barricaded area, or otherwise damaged during construction or demolition, to equal or better condition than that prior to the start of construction or demolition activities. (Ord. 26029)

301.1.3 Proper permits. The owner, agent, or lessee of a structure has the duty to ensure that permits are obtained by properly qualified persons before work is started, and the owner, owner's agent, or lessee shall be subject to the penalties provided in this chapter for failure to obtain a proper permit. (Ord. 26029)

301.1.4 Permit issued to another person, firm, or corporation. An applicant shall not do work by authority of a permit issued to another person, firm, or corporation, except under direct supervision of the person, firm, or corporation to whom the permit was issued. (Ord. 26029; 32196)

301.1.5 Obtaining a permit for another person, firm, or corporation. An applicant shall not obtain a permit for use by another person, firm, or corporation. (Ord. 26029; 32196)

301.2 Defenses. It is a defense to prosecution under Section 301.1.1 that the act is included in one of the enumerated categories listed in this subsection. Each of the following separate paragraphs - building, plumbing, mechanical, electrical, signs, moved structures, tents, demolitions, and other must be consulted for the type of work involved. No permit is required for the following: (Ord. Nos. 28707; 29632; 30320)

301.2.1 Building.

1. Painting, papering, paneling, floor coverings, cabinets, moldings, countertops, and similar finish work.
2. Erection of one-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, that are located on property that contains a single-family or duplex premises and that do not exceed 200 square feet (18.58 m²) in floor area.
3. Erection of one-story detached patio covers with an area less than 200 square feet (18.58 m²) on single-family or duplex premises.
4. Addition of storm windows, screens, shutters, rain gutters, or insulation to a building.
5. Addition of trim or siding to single-family or duplex premises.
6. Erection of fences not serving as a pool enclosure not over four feet high in a front yard, nor over six feet high elsewhere.
7. Reroofing if the work does not exceed the equivalent of two roofing squares or less.
8. Interior remodeling of nonload bearing components of single-family or duplex premises that does not add floor area.
9. Erection of movable cases, containers, and partitions not over 69 inches (1,752.6 mm) high.
10. Attaching window awnings to exterior walls of single-family homes or single-family garages where the awnings project not more than 54 inches (1,374.6 mm) from any wall.

11. Erection of structures, booths, sets, and scenery used for motion pictures, conventions, television shows, theater shows, and similar temporary uses.
12. Erection of retaining walls that are not over four feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless the walls are supporting a surcharge or impounding Class I, II, or IIIA liquids.
13. Construction of platforms and decks on property that contains a single-family or duplex premises that do not exceed 200 square feet (18.58 m²) in area, are not more than 30 inches (762 mm) in height above grade at any point, are not attached to a dwelling, are not be located in violation of the clearance of overhead service drop conductors, and do not serve the exit door required by Section R311.4 of the *Dallas One- and Two-Family Dwelling Code*.
14. Book exchange structures as defined by Chapter 51A of the *Dallas City Code*.
15. Paving or grading on a property that is less than two acres in size and that that is classified as a single-family or duplex premises.
16. Erection of freestanding detached carports of 200 square feet (18.58 m²) or less that are accessory to a single-family or duplex premises.
17. Excavations less than four feet (1,219 mm) in depth below existing grade.
18. Replacement of exterior or interior doors, hinges, hardware, and decorative trim, provided the following conditions are met:
 - 18.1. The replacement door is of the same size and required type.
 - 18.2. The replacement door does not require any modification to existing wall framing.
 - 18.3. The existing door is not a component of a fire-resistive rated construction element.
19. Replacement of exterior or interior windows, provided the following conditions are met:
 - 19.1. The replacement window is of the same size, required type, and thickness.
 - 19.2. The replacement window does not require any modification to the existing wall frame or window frames.
 - 19.3. The existing glazing is not a component of a fire-resistive rated construction element.

19.4. The existing glazing is not required to be safety glazed.

Exception: 19.4 is omitted for single-family and duplex premises.

20. Erection or installation of shade cloth structures that are constructed for non-commercial nursery or agricultural purposes and that do not include building service equipment or systems.
21. Erection or installation of swings and other playground equipment accessory to single-family or duplex premises.
22. New construction or renovation work on county owned buildings or facilities if the work is done by county personnel or by county personnel acting as the general contractor. Documentation approved by the building official is required to use this defense. The construction work must comply with the codes and must be inspected by a registered professional engineer or architect licensed in the State of Texas. The population of Dallas County must equal or exceed 3.3 million as listed by the U.S. Census Bureau data for the application of this provision.
23. Work involving a structure, the title of which is vested in the United States or the State of Texas and that is devoted exclusively to governmental use.
24. Storage racks eight feet (2,438 mm) or less in height.
25. Freestanding satellite dishes not exceeding one meter in diameter that do not exceed 12 feet (3,657 mm) in height.
26. Installation of prefabricated swimming pools accessory to single-family or duplex premises in which the pool wall is completely above adjacent grade, the pool capacity does not exceed 5,000 gallons (18,927 L), and the pool depth is less than 24 inches (610 mm).
27. Erection of temporary structures in conjunction with a special events permit issued under Chapter 42A of the *Dallas City Code* that meets all of the following criteria:
 - 27.1. The temporary structures must cover an area of 120 square feet or less, including connecting areas and spaces with a common means of egress or entrance that are used or are intended to be used for a gathering of 10 persons or less.
 - 27.2. The temporary structures must not exceed 12 feet (3,657 mm) in height.

- 27.3. The temporary structures, including stages, platforms, reviewing/observation stands or towers, must not be more than 30 inches (762 mm) above grade or over any basement or story, and cannot be part of an accessible route.
28. Conveyances or stages, platforms, or reviewing or observation stands or towers that are part of conveyance mounted equipment.
29. Temporary structures that could be considered equipment such as:
 - 29.1. Scaffolding for sound, lighting, or timers.
 - 29.2. Prefabricated platforms.
 - 29.3. Prefabricated bleachers provided that all of the following are met:
 - 29.3.1. Must be less than 6 feet in height.
 - 29.3.2. The bleachers are unroofed.
 - 29.3.3. There are no enclosed spaces under or attached to the bleacher seating.
 - 29.3.4. An approved fire safety plan includes approval of evacuation of the bleacher seating.
 - 29.4. Amusement rides.
30. Flagpoles that support an appurtenance weighing less than 150 pounds (68 kg), provided it is not more than 75 feet (22,680 mm) tall if mounted on the ground or not more than 25 feet (7620 mm) taller than the building if mounted on a building.
31. A tower under 75 feet (22,860 mm) in height that meets the following conditions:
 - 31.1. Tower structures used primarily for the support of amateur and citizen's band radio or private television antennae.
 - 31.2. Tower structures on real property owned, leased, held or used, or dedicated for use by a public utility for rendering its service, such as tower structures used primarily for the transmission of electrical power by a public utility or the conveyance of communications over a telephone wire-line system operated by a public utility.
 - 31.3. High mast tower structures or antennae built on land on, along, or adjacent to streets, roads, highways, and bridges maintained by the state or a political subdivision of the state.

- 31.4. Tower structures constructed or placed on land or other structures owned, leased, held, or dedicated for use by the state or federal government or any political subdivision thereof, which land or other structures are used by the governmental entity primarily for rendering fire, police, or other public protection services or utility services whether or not the tower structure is used jointly by the governmental entity and another public or private person or entity for other and additional public or private purposes.
32. A work of art.
33. Installation of storm shelters accessory to single-family or duplex premises when less than 200 square feet in area with no utilities; not attached to any other structures; and not funded by the local, state or federal government.
34. Erection of structures used as tool and storage sheds that do not exceed 200 square feet, raised planting beds, bed covers, and similar structures that are located on property with an urban garden use as defined in the Dallas Development Code. (Ord. Nos. 28707; 29160; 29688; 29632; 32196)

301.2.2 Plumbing.

1. Maintenance, repair, or replacement in kind of accessible p-traps or replacement in kind of plumbing fixtures where no change in “rough-in” is involved, except that a permit is required for the replacement of boilers and water heaters.
2. Repairs or repiping of any plumbing system on a single-family or duplex premises, which does not exceed \$1,000.00 - excluding gas piping.
3. Installation of storm water drains for one-family, two-family, or multifamily dwellings.
4. Installation of steam, hot, or chilled water piping within comfort heating or cooling equipment.
5. Replacement in kind of any fitting, valve, or plumbing fixture that does not change the number of fixtures or the location of a fixture “rough-in” except that a permit is required if a utility release is necessary.
6. Maintenance, alteration, repair or service in kind of an irrigation system downstream the discharge side of a zone control valve.
7. Installation of equipment for or by a public utility in the generation, transmission, sale, and use of energy or in the transmission of intelligence as outlined in its franchise. (Ord. Nos. 28707; 29160; 29632)

301.2.3 Mechanical.

1. Installation of a portable heating appliance, portable ventilating equipment, portable evaporative cooler, or portable comfort cooling unit.
2. Replacement of any component part of assembly of an appliance that does not alter its original design and complies with other applicable requirements of the codes.
3. Installation of a unit refrigerating system or any refrigerating equipment that is a part of equipment for which a permit has been issued pursuant to the requirements of this chapter.
4. Maintenance or repair of permanent gas or solid-fuel furnaces where no change in ducts, flues, electrical, plumbing, or gas “rough-in” is involved.
5. Installation of bathroom exhaust fans in single-family or duplex premises.
6. Installation of kitchen exhaust fans and dryer exhaust fans in single-family or duplex premises.
7. Replacement in kind of the condensate piping to an approved condensate disposal system that does not change the “rough-in” of the condensate piping.
8. Replacement of permanent electric heating, ventilating, or air-conditioning equipment where no change in “rough-in” is required.
9. Relocation or addition of any outlet or associated connection to an existing heating, ventilating, or air-conditioning duct system in a single-family or duplex premises, if the value of the work does not exceed \$500.
10. Installation of approved fire-extinguishing equipment in a self-contained grease removal device and hood installed in accordance with the *Dallas Mechanical Code*.
11. Installation of self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less. (Ord. Nos. 28707; 29632)

301.2.4 Electrical.

1. The restoration on a temporary basis of electrical service under emergency conditions when approval of the work is obtained from the building official before commencing the work, inspection of the work is made in accordance with this chapter, and a permit is obtained as soon as practicable.

2. Replacement of lamps, branch or feeder circuit breakers rated 30 amperes or less, or branch or feeder circuit fuses rated 30 amperes or less, or the connection of portable electrical equipment to permanently installed receptacles.
3. Installation of equipment for or by a public utility in the generation, transmission, sale, and use of energy or in the transmission of intelligence as outlined in its franchise.
4. Work involved in the manufacturing, repair, or testing of electrical equipment or apparatus in the course of manufacture.
5. Maintenance, repair, relocation, or replacement of any existing light fixture, receptacle, switch, ceiling fan, circuit breaker, or other electrical device or equipment where no change in electrical service or service disconnection is involved, if the value of work does not exceed \$1,000.
6. Installation of not more than six new 120-volt or one new 240-volt electrical outlets or devices for any lighting fixture, receptacle, switch, ceiling fan, or residential appliance within an existing occupied single-tenant space or structure, by extension of an existing circuit or by installation of not more than one new circuit, provided that no change in electrical service or service disconnection is involved. (Ord. Nos. 28707; 29632)

301.2.5 Signs.

1. The changing of words on a sign that is designed with interchangeable words.
2. Normal maintenance to replace worn parts and repainting deteriorated paint without word change.
3. Memorial signs or tablets, names of buildings and dates of erection when cut into any masonry surface or when constructed of bronze or other noncombustible materials.
4. Government signs such as flags, insignia, legal notices or informational, directional or traffic signs that are legally required or necessary to the essential functions of government agencies
5. Signs listed in the sign regulations of the *Dallas Development Code* as not requiring permits.

301.2.6 Moved structures.

1. A structure not more than 12 feet (3657 mm) in width, not more than 40 feet (12,192 mm) in length and not more than 13½ feet (4145.3 mm) in height when loaded, provided the truck, trailer or other vehicle on which the structure is transported is equipped with rubber tires and complies with the *Texas Transportation Code*.
2. A structure, or superheavy or oversized equipment, being moved over any state or federal highway within the city when:
 - 2.1. It is being moved under a Texas Highway Department permit;
 - 2.2. The moving route is confined to a state or federal highway; or
 - 2.3. The destination is outside the city.

301.2.7 Tents.

1. Tent with a floor area of less than 400 square feet (37.1612 m²), including all connecting areas or spaces with a common means of egress or entrance.
2. Tent with an occupant load of less than 10 persons.
3. Tent which is included as part of a special events permit.

301.2.8 Demolitions.

1. Demolition of a fence or swimming pool.
2. Demolition work performed in conjunction with remodeling, alteration or repair of a structure for which a building permit is obtained.
3. Demolition of a structure with a total floor area of less than 120 square feet (11.148 m²).

301.2.9 Other.

1. Repair or replacement in kind of any automatic fire-extinguishing system head that does not alter the existing system design or operation
2. Installation, repair, or replacement of landscaping materials, except that a permit is required to authorize the installation of landscaping that is required by:
 - 2.1 A city ordinance.

2.2. A city board as a condition to the granting of relief requested by an applicant.

2.3. A deed restriction instrument accepted by city council resolution.

301.3 Defense does not authorize violation of codes or ordinances. A defense to a permit requirement of this chapter does not grant authorization for any work to be done in a manner that violates the codes or any other law or ordinance of the city. A defense to a permit requirement of this chapter also does not grant authorization for any work that requires a work authorization or a certificate of appropriateness for work in a conservation district or historic district, respectively. (Ord. 26029; 30320)

301.4 Application for permits.

301.4.1 General. To obtain a permit, an applicant shall first file an application in writing on a form furnished for that purpose by the building inspection division. An application must contain the following information:

1. Identification and description of the work to be covered by the permit.
2. Description of the land on which the proposed work is to be done, by street address or similar description that will readily identify and definitely locate the proposed structure or work.
3. Indication of the use or occupancy for which any proposed structure is intended.
4. Signature of the applicant or an authorized agent, who may be required to submit evidence to indicate such authority, together with a verification of the truth and correctness of the information in the application.
5. Attachment of plans, diagrams, computations, specifications, and other data as required.
6. The name, address, and telephone number of the industrialized builder, if applicable.
7. Documentation showing proof of a current home repair license in accordance with Article X, Chapter 50, "Consumer Affairs," of the *Dallas City Code*, if applicable.
8. Other information required by the building official necessary for issuance of the permit.

301.4.1.1 Information on braced wall design. For buildings and structures utilizing braced wall design, and where required by the building official, braced wall lines shall be identified on the construction documents. Pertinent information including, but not limited to, bracing methods, location, and length of braced wall panels and foundation requirements of braced wall panels at top and bottom shall be provided.

301.4.1.2 Information on site design. Where required by the building official, site drainage details shall be identified on the construction documents. Sufficient information shall be provided to meet the minimum requirements of Section R401.3 and R403.1.7.3 of the *Dallas One- and Two-Family Dwelling Code* and Section 1804.4 and 1808.7.4 of the *Dallas Building Code* in addition to how rain water will be conveyed off the site and discharged in a proper and legal manner.

[A]301.4.1.3 Exterior wall envelope. *Construction documents* for all buildings shall describe the *exterior wall envelope* in sufficient detail to determine compliance with the *Dallas Building Code* or the *Dallas One- and Two-Family Dwelling Code*, as applicable. The *construction documents* shall provide details on the *exterior wall envelope* as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water-resistive barrier and details around openings. The *construction documents* shall include manufacturer's installation instructions that provide supporting documentation that the proposed penetration and opening details described in the *construction documents* maintain the weather resistance of the *exterior wall envelope*. The supporting documentation shall fully describe the *exterior wall* system that was tested, where applicable, as well as the test procedure used.

[A]301.4.1.4 Exterior balconies and elevated walking surfaces. Where balconies or other elevated walking surfaces have *weathered exposed surfaces*, and the structural framing is protected by an impervious moisture barrier, the *construction documents* shall include details for all elements of the impervious moisture barrier system. The *construction documents* shall include manufacturer's installation instructions.

[A]301.4.1.5 Type IV buildings. Unless noted otherwise by the building official, for buildings more than four stories in height, an engineering report must be submitted to document and demonstrate that the adequate water supplies, water flows and pressures exist for each specific site. A preliminary report must be provided with the permit submission. The final report must be provided as directed by the building official. (Ord. 26029; 32196)

301.4.2 Site plans required when changing area or use of a structure.

301.4.2.1 Site plan submission. Before applying for a permit under Section 301.4.1 to add square footage to or change the use of a structure, a site plan must be submitted to the building official for review and approval. The site plan must show all property lines, structures, parking, landscaping, floor plans, and elevations. The site plan must be accompanied by a site plan review fee required by this chapter. (Ord. 26029)

301.4.2.2 New site plan required. If a permit is not applied for in accordance with this chapter within two years after approval of a site plan, a new site plan must be submitted to the building official for review and approval, and a new fee must be paid. (Ord. 26029)

301.4.3 Excavation work. In addition to the requirements of Section 301.4.1, an application for a permit to perform excavation work must be accompanied by the following information:

1. Plans showing the extent of the excavation.
2. Specifications of access routes to and from the work site.
3. Specifications of dump sites for the excavation material.
4. Plans and specifications, bearing the seal of an engineer qualified and registered under state law, of retention systems used for the protection of all surrounding public and private property.
5. Signed agreements by the owner of the premises and the person performing the excavation work to:
 - 5.1. Allow city representatives to enter the premises and take whatever action is necessary to make safe an excavation in violation of Section 203.6 of this chapter, with the costs of the city's action to be paid by the owner of the premises or the person performing the excavation work; and
 - 5.2. Indemnify the city and its officers and employees against all claims for injury or damage to persons or property arising from an excavation or maintenance of an excavation in violation of Section 203.6 of this chapter.
6. Building permit application in all cases where applicable. (Ord. 26029; 32196)

301.4.4 Barricading public property and public ways.

301.4.4.1 General. In addition to the requirements of Section 301.4.1, any person, firm, or corporation making application for a permit to barricade and use public property or a public way during the erection, construction, alteration, repair, or demolition of any structure shall file with the building official a plan drawn to scale, showing the area of such property or public way that is to be occupied, together with proof of commercial general liability insurance and comprehensive automobile liability insurance written by an insurance company approved by the State of Texas and acceptable to the city and issued in the standard form approved by the Texas Department of Insurance. All provisions of the policy must be acceptable to the city. The insured provisions of the policy must name the city and its officers and employees as additional insureds. The coverage provisions must provide coverage for any loss or damage that may arise to any person or property by reason of the use of the public property or public way by the permittee. The following coverage types and limits must be maintained at all times during the term of the permit:

1. The commercial general liability insurance must provide combined single limits of liability for bodily injury and property damage of not less than \$500,000 for each occurrence, or the equivalent, and include coverage for premises operations, independent contractors, products/completed operations, personal injury, contractual liability, and medical payments.
2. The comprehensive automobile liability insurance must provide combined single limits of liability for bodily injury and property damage of not less than \$500,000 for each occurrence, or the equivalent, for each motor vehicle used by the permittee.
3. Each insurance policy must include a cancellation provision in which the insurance company is required to notify the building official in writing not fewer than 30 days before canceling, failing to renew, or making a material change to the policy. (Ord. 26029)

301.4.4.2 Indemnification of city. A permittee must also execute a written agreement to indemnify the city and its officers and employees against all claims of injury or damage to persons or property arising out of the use of the public property or public way by the permittee. (Ord. 26029)

301.4.4.3 Payment of fees. A permit to barricade public property or a public way shall be issued by the building official, upon payment of all required fees. (Ord. 26029)

301.4.4.4 Removal. Each permit issued shall show the date on which the public property or public way must be vacated and all barricades, covered walkways, tunnels, and similar structures removed. Removal of such structures shall be made immediately after due notice to remove the structures has been delivered by the building official. Deposit of such notice in the mail or delivery to any employee on the job constitutes due notice. (Ord. 26029)

301.4.4.5 New application required for extension of time. If an extension of time is necessary, a new application for a permit to barricade must be made, and the proper permit fee paid, for the additional time required. (Ord. 26029)

301.4.5 Paving and grading work. In addition to the requirements of Section 301.4.1, an application for a permit to perform paving or grading work on a property must be accompanied by the following information:

1. A site plan showing proposed topography, paving, landscaping, and structures on the property, accompanied by a site plan review fee as required by this chapter.
2. A tree survey or tree protection plan when determined by the building official to be necessary to comply with Article X of the *Dallas Development Code*, as amended.
3. A drainage plan if the property on which the paving or grading is to be performed is one acre or larger. (Ord. 26029)

301.4.5.1 Paving or grading work in the public right-of-way. In addition to the requirements of Section 301.4.1, an application for a permit to perform paving or grading work in a public right-of-way must be accompanied by the following:

1. a \$10,000 performance bond approved by the city;
2. a performance bond attachment form obtained from the department of building inspection; and
3. the name and address of the resident agent of the surety. (Ord. 27107)

301.4.5.1.1 Performance bond. The performance bond required by Section 301.4.5.1 must:

1. be approved by the city;
2. be sealed by a bonding or insurance company or be accompanied by a power of attorney; and
3. be accompanied by a performance bond attachment form. (Ord. 27107)

301.4.5.1.1.1 Notary seal. A notary seal is not an acceptable substitute for the seal of a bonding or insurance company or a power of attorney as required by Section 301.4.5.1.1. (Ord. 27107)

301.4.5.1.2 Department of public works standard construction details. All paving or grading work in a public right-of-way must comply with the department of public works standard construction details, File 251D-1. (Ord. 27107)

301.4.6 Other types of work. For application requirements for permits to:

1. Move structures, see Chapter 37 of the *Dallas Building Code*; and
2. Demolish structures, see Chapter 40 of the *Dallas Building Code*.

301.4.6.1 Sign permits. No person, firm or corporation may erect, construct, alter, rebuild, enlarge, extend, convert, maintain, replace, relocate, remove, or demolish a sign or alter or change words or rearrange neon tubing on a sign or cause the same to be done without first obtaining a separate sign permit for each sign. All work done under a sign permit shall be in conformity with all requirements of all applicable laws and ordinances.

301.4.6.1.1 Application. To obtain a sign permit, the applicant shall file an application in writing on a form furnished for that purpose. Every application shall:

1. Identify and describe the work to be covered by the permit for which application is made;
2. Describe the land on which the proposed work is to be done by lot, block, tract, and house and street address, or similar description that will readily identify and definitely locate the proposed work;
3. Be accompanied by plans and specifications as required in this code and all applicable laws and ordinances;
4. State the valuation of the proposed work;
5. Be signed by the owner of the property on which the sign is to be located; and
6. Give such other information as may reasonably be required.

301.4.6.1.2 Plans and specifications. With each application for a sign permit, not less than two sets of plans and specifications shall be submitted, and all drawings, specifications and accompanying data shall bear the name and address of the designer.

Drawings and specifications may be required to bear the official seal of an engineer duly qualified and registered under the laws of the State of Texas.

301.4.6.1.3 Fees. In addition to filing an application in accordance with Section 301.4.6.1.1, the applicant shall pay all applicable fees required by Section 303 before a sign permit is issued.

301.4.6.1.4 Expiration. Every sign permit issued under the provisions of this code shall expire by limitation and become null and void if the work authorized by the permit is not commenced within 120 days from the date the permit is issued, or if, at any time after the work has commenced, the work authorized by the permit is suspended or abandoned for a period of 120 days. Before work can be recommenced, another sign permit shall be obtained, and the permit fee shall be one half the amount required for a new permit for the work, provided that no changes have been made or will be made in the original plans and specifications for such work and provided that suspension or abandonment of the work has not exceeded one year.

301.4.6.1.5 Suspension or revocation. The *building official* may, in writing, suspend or revoke a sign permit issued under provisions of this code whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any law or ordinance.

301.4.6.1.6 Inspections. All signs for which a permit is required are subject to inspection by the *building official*. A pier inspection and a final inspection are required for all detached signs.

301.4.6.2 Tent permits. A person who desires to erect and maintain a tent shall file a written application for a *tent* permit with the *building official* on a form furnished for that purpose.

301.4.6.2.1 Application. The application shall include all of the following:

1. Three copies of a plan drawn to scale showing the location of each *tent* and permanent improvement on the premises, the number of off-street parking spaces as required by the *Dallas Development Code*, and adequate details regarding the seating capacity and the location of exits in each *tent*.
2. If the *tent* is to be erected in or adjacent to a residentially zoned district, an approved petition, on a form provided by the building official, signed by all owners of land within 100 feet (30 480 mm), including streets and alleys, measured from the boundary of the premises on which the *tent* is to be erected.
3. A fee as specified in Section 303.
4. Any additional information required by the *building official* to ensure the provision of adequate safeguards for the preservation of public health, peace, comfort, and safety.

301.4.6.2.2 Issuance of permit.

301.4.6.2.2.1 Maximum duration of permit. The *building official* may issue a *tent* permit for a period not to exceed 30 consecutive days.

Exception: The *building official* may extend a *tent* permit for additional 30-day periods if the tent is located on public property and being used for a demonstrated public purpose and does not create a threat to the public safety. In no event may a *tent* permit be issued for more than a total of nine months within any 12-consecutive-month period. A fee in the amount of the initial *tent* permit fee shall be paid for each 30-day period a *tent* permit is extended.

301.4.6.2.3 Limit on permits on same property within any 12-consecutive-month period. A *tent* permit may not be issued for the same property more than once in any 12-consecutive-month period.

Exception: More than one *tent* permit may be issued for the same property in a 12-consecutive-month period if the total time period for all *tent* permits issued on that property does not exceed 60 days in any 12-consecutive-month period.

301.4.6.2.4 Multiple tents under one permit. A *tent* permit may be issued for more than one *tent* if all *tents* are on the same property at the same time for the same event or purpose and meet the provisions of Section 3904.5 of the *Dallas Building Code*.

301.4.6.3 Reroofing permits. New roof coverings must not be applied without first obtaining a permit. An application for a permit to reroof must include a list of sites to be used for the disposal of reroofing debris. A final inspection and approval must be obtained from the *building official* when the reroofing is complete. No final inspection may be performed or approval of work given until proof of the disposal of the reroofing debris at a city of Dallas landfill or transfer station is submitted to the *building official*.

301.4.6.3.1 Reroofing inspections. The building official may require special inspections in accordance with Section 1705.1.1, Item 4 of the *Dallas Building Code* to satisfy the construction inspection requirements of this section. (Ord. 32196)

301.4.7 Plans and specifications.

301.4.7.1 General. Submittal documents consisting of construction documents, statement of special inspections, geotechnical reports, and other data shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the state of Texas. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional. (Ord. 26029; 30320)

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with the codes.

301.4.7.2 Specific. Plans and specifications must be drawn to scale and must be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show that it will conform to the codes and all applicable laws, ordinances, rules, and regulations. Plans for structures more than two stories in height of other than Group R, Division 3 and Group M occupancies must indicate how required structural and fire-resistive integrity will be maintained where a penetration is made for electrical, mechanical, plumbing, and communication conduits, pipes, and similar systems. (Ord. 26029)

301.4.7.3 Design professional's seal. Plans and specifications for all structures that are not of conventional framed construction in accordance with Section 2301.2.3 of the *Dallas Building Code* and that are not exempt under Sections 301.4.7.4 and 301.4.7.5 must be properly sealed by the appropriate design professional or professionals. (Ord. 26029)

301.4.7.4 Engineer's seal.

301.4.7.4.1 Required. All work must have plans and specifications prepared by an engineer registered in the State of Texas, unless exempt under Section 301.4.7.4 or under Section 301.4.7.6. (Ord. 26029)

301.4.7.4.2 Public work. A registered professional engineer must prepare the engineering plans and specifications for public work, i.e., work for the state or any of its political subdivisions, including any county, city, or town. The following work is exempt from this requirement:

1. Public work that involves structural, electrical, or mechanical engineering, and for which the contemplated expenditure for the completed project does not exceed \$8,000.
2. Public work that does not involve structural, electrical, or mechanical engineering and for which the contemplated expenditure for the completed project does not exceed \$20,000. (Ord. 26029)

301.4.7.4.3 Plans exempted from engineer's seal. An engineer's seal is not required for persons engaged in the erecting, construction, enlarging, altering, or repairing, or drawing plans and specifications for any of the following:

1. Any private dwellings, or any apartments not exceeding eight units per building for one-story buildings or apartments not exceeding four units per building and having a maximum of two stories, or garages or other structures pertinent to such buildings;

2. Private buildings that are to be used exclusively for farm, ranch or agricultural purposes, or used exclusively for storage of raw agricultural commodities.
3. Any other buildings, except public buildings included under Section 301.4.7.4.2 as listed above, having no more than one story and containing no clear span between supporting structures greater than 24 feet and having a total floor area not in excess of 5,000 square feet (465.5m²). For unsupported spans greater than 24 feet on such buildings, only the trusses, beams or other roof-supporting members need to be engineered or pre-engineered. (Ord. 26029)

301.4.7.5 Architect's seal.

301.4.7.5.1 Required. All buildings must have architectural plans and specifications properly sealed by an architect registered in the State of Texas, unless exempt under Sections 301.4.7.5 or 301.4.7.6. (Ord. 26029)

301.4.7.5.2 Public work. The architectural plans and specifications of any new building that is to be constructed and owned by a state agency, a political subdivision of the state, or any other public entity in the state must be properly sealed by an architect registered in the State of Texas if the construction costs exceed \$100,000 and the building is to be used for education, assembly, or office occupancy. (Ord. 26029)

301.4.7.5.3 Institutional residential facilities. An architect registered in the State of Texas must properly seal architectural plans and specifications for any new building intended for use as an institutional facility, regardless of the number of stories or square footage. An institutional facility, for this purpose, is any building intended for occupancy on a 24-hour basis by persons who are receiving custodial care from the proprietors or operators of the building. (Ord. 26029)

301.4.7.5.4 Building plans exempted from architect's seal. An architect's seal is not required on drawings for the construction, enlargement, or alteration of any of the following buildings when privately-owned:

1. A building used primarily for farm, ranch, or agricultural purposes or used primarily for the storage of raw agricultural commodities.
2. A single-family or dual-family dwelling and any buildings and appurtenances associated with the dwelling.
3. A multifamily dwelling that does not exceed a height of two stories and does not exceed 16 units per building.
4. A building that does not exceed a height of two stories.
5. A building that does not exceed 20,000 square feet (1858.1 m²). (Ord. 26029)

301.4.7.6 General registered design professional in responsible charge. Where it is required that documents be prepared by a *registered design professional*, the *building official* shall be authorized to require the *owner* or the owner's authorized agent to engage and designate on the building *permit* application a *registered design professional* who shall act as the *general registered design professional in responsible charge*. If circumstances require, the *owner* or the owner's authorized agent shall designate a substitute *general registered design professional in responsible charge* who shall perform the duties required of the original *general registered design professional in responsible charge*. The *building official* shall be notified in writing by the *owner* or the owner's authorized agent if the *general registered design professional in responsible charge* is changed or is unable to continue to perform the duties. The *general registered design professional in responsible charge* shall be responsible for reviewing submittal documents prepared by others, including phased and deferred submittal items, for general conformance with the design of the building. (Ord. 26029; 28707; 32196)

301.4.7.7 Nonregistered professional in responsible charge. Where the documents are not prepared by a *registered design professional*, the *building official* shall be authorized to require the *owner* or the owner's authorized agent to engage and designate on the building *permit* application a *nonregistered professional* who shall act as the *nonregistered professional in responsible charge*. If the circumstances require, the *owner* or the owner's authorized agent shall designate a substitute *nonregistered professional in responsible charge*. The *building official* shall be notified in writing by the *owner* or the owner's authorized agent if the *nonregistered professional in responsible charge* is changed or is unable to continue to perform the duties. The *nonregistered professional in responsible charge* shall be responsible for reviewing and coordinating submittal documents prepared by themselves or others, including phased and deferred submittal items, for compatibility with the design of the building. These responsibilities include the review of the means of the submittal for code compliance prior to each submission to the *building official*. (Ord. 27131; 30320; 32196)

301.4.7.8 Contractor agent in responsible charge. The *building official* shall be authorized to require the *owner* or the owner's authorized agent to engage and designate on the master *permit* application a *contractor* who shall act as the *contractor agent in responsible charge*. If the circumstances require, the *owner* or the owner's authorized agent shall designate a substitute *contractor agent in responsible charge* who shall perform the duties required of the original *contractor agent in responsible charge*. The *building official* shall be notified in writing by the *owner* or the owner's authorized agent if the *contractor agent in responsible charge* is changed or is unable to continue to perform the duties. The *contractor agent in responsible charge* shall be responsible for reviewing the completed work prior to the request of the applicable inspections. (Ord. 32196)

301.4.7.9 Alternative provisions. When authorized by the building official, plans and specifications are not required for any of the following:

1. A one-story structure of Type V conventional wood-stud construction with an area of less than 400 square feet.

2. A Group U Occupancy of Type V conventional wood-stud construction.
3. Maintenance repairs, minor nonstructural alterations, and minor additional to an existing structure. (Ord. 32196)

301.4.7.10 Green building standard documentation. For construction activity subject to Subchapter 10, an applicant must submit documentation that:

1. demonstrates the construction activity will comply with the requirements of Subchapter 10, and
2. includes any other documentation the building official deems necessary.

301.4.7.10.1 Acceptable standards. The building official may accept documentation from the most recent versions of any LEED NC (new construction), LEED CS (core and shell), LEED CI (commercial interiors), LEED for schools, LEED for healthcare, LEED for retail, LEED for homes, Green Built Texas, or another approved equivalent. (Ord. 32196)

SECTION 302

APPLICATION FOR AND ISSUANCE OF PERMIT; RETENTION OF PLANS; SUSPENSION OR REVOCATION; SUSPENSION OF PERMIT PRIVILEGES

302.0 Administrative withholding of inspections and permits. The building official is authorized to withhold inspections from, and the issuance of permits to, any registered contractor who:

1. Fails to correct a defect, error, or deficiency in work installed under the authority of a building permit within 10 calendar days after written notification from the office of the building official or the building official's representative.
2. Fails to pay any indebtedness, when due, to the city for inspection fees or permits. (Ord. 28707)

302.1 Expiration of application.

302.1.1 Application must be complete. The application, plans, specifications, computations, and other data filed by an applicant for a permit shall be reviewed by the building official within 10 business days of receipt to determine completeness.

302.1.1.1 Expiration of incomplete application. An application for a permit shall expire and be void *ab initio* if:

1. by the 45th day after the date the application was filed:

- 1.1. the applicant fails to provide documents or other information necessary to comply with the technical requirements relating to the form and content of the permit application, unless one or more extensions are granted under Section 302.1.3.1, in which case the application shall be void *ab initio* if no action is taken by the applicant during the extended time period(s); and
 - 1.2. the applicant is given written notice within 10 business days after an application is filed that specifies the additional information necessary for issuance of the permit, provides the date the application will expire if the additional information is not provided, and the applicant fails to provide the additional information within the time provided.
2. the permit is issued but later expires or is revoked.

302.1.1.2 Order of review.

1. Except as provided in this chapter, permit applications are reviewed in the order they are received.
2. If the building official receives an incomplete application and provides the applicant written notice that additional information is required in compliance with Section 302.1.1.1, the application maintains its place in order of review if the applicant provides the requested information within 10 business days of the date the building official provides the written notice.
3. An application loses its place in order of review if the applicant does not provide the requested information within 10 business days of the date the building official provides written notice in accordance with Section 302.1.1.1.

302.1.2 Stale application. An application for which no building permit is issued within 180 days following the date of application shall be void *ab initio* due to limitation of time, and plans submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action on the application in accordance with Section 302.1.3.2 due to circumstances beyond the control of the applicant which have prevented action from being taken.

302.1.3 Extensions.

302.1.3.1 Incomplete application. The building official may grant one or more extensions of time for periods not exceeding 45 days each for justifiable cause. If a request for an extension is made by the applicant or his or her agent, the request must be in writing and made within the time period sought to be extended.

302.1.3.2 Stale application. The application may be extended for an additional 180 days upon a request in writing submitted to the building official. The application may be extended upon approval by the building official prior to the expiration of the building permit application. An expired application may only be reactivated by the filing of a new application, including plans and fees. An applicant's written request for voluntary withdrawal of the application shall be deemed to be the same as an expiration of the application.

302.1.3 Written notice. If the building official determines that an application for a permit has expired, he or she shall by United States or electronic mail provide a written notice of that determination to the applicant in accordance with Section 302.8. (Ord. Nos. 26029; 29632; 30320; 32071)

302.2 Issuance.

302.2.1 General. The application, plans, specifications, computations, and other data filed by an applicant for a permit shall be reviewed by the building official. Such plans may be reviewed by other city departments to verify compliance with any applicable laws under their jurisdiction. The building official shall issue a permit to the applicant if the building official determines that:

1. The work described in the permit application and the plans, specifications, computations, and other data submitted are in compliance with the codes and all other applicable laws and ordinances; and
2. All fees specified in Section 303 and required by any other applicable city ordinance have been paid. (Ord. 26029)

302.2.2 Time period for granting or denying a permit. This paragraph applies only to a permit to erect or improve a building or other structure. Not later than the 45th day after the date an application for a permit is submitted, the building official shall:

1. grant or deny the permit;
2. provide written notice to the applicant stating the reasons why the building official has been unable to grant or deny the permit application, and the building official must grant or deny the permit not later than the 30th day after the date the notice is received by the applicant; or

3. reach a written agreement with the applicant providing for a deadline for granting or denying the permit. (Ord. 26170)

302.2.3 Permit issued when plans and specifications are required. When the building official issues the permit where plans and specifications are required, the building official shall endorse in writing or stamp on the plans and specifications the following words: “These plans have been reviewed by the building inspection division and are approved for the start of construction. Any deviation from these plans shall be approved by the building official. This approval does not permit the violation of any city ordinance or state law.” Approved plans and specifications may not be changed, modified, or altered without authorization from the building official, and all work regulated by the codes must be done in accordance with the approved plans and specifications. (Ord. 26029; 26170)

302.2.4 Phased approval. The *building official* is authorized to issue a *permit* for the construction of foundations or any other part of a building or structure before the entire plans and specifications for the whole building or structure have been submitted or approved if adequate information and detailed statements have been filed complying with all pertinent requirements of this chapter and the codes. The holder of such a *permit* for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a *permit* for the entire structure will be granted. (Ord. 26029; 26170; 32196)

[A]302.2.5 Deferred submittals. Deferral of any submittal items shall have the prior approval of the *building official*. The *registered design professional in responsible charge* shall list the *deferred submittals* on the *construction documents* for review by the *building official*. Documents for *deferred submittal* items shall be submitted to the *registered design professional in responsible charge* who shall review them and forward them to the *building official* with a notation indicating that the *deferred submittal* documents have been reviewed and found to be in general conformance to the design of the building. The *deferred submittal* items shall not be installed until the *deferred submittal* documents have been *approved* by the *building official*. (Ord. 32196)

[A]302.2.6 Amended construction documents. Work shall be installed in accordance with the *approved construction documents*, and any changes made during construction that are not in compliance with the *approved construction documents* shall be resubmitted for approval as an amended set of *construction documents*. (Ord. 32196)

302.3 Retention of plans. The building official shall retain one set of approved plans and specifications and one set shall be kept at the work site at all times while work is in progress. Plans submitted for checking, for which no permit is issued and on which no action is taken by the applicant for 120 days, may be destroyed. (Ord. 26029)

302.4 Validity of permit. The issuance or granting of a permit or approval of plans, specifications, and computations shall not be construed to be a permit for, or an approval of, any violation of any provision of the codes or of any other city ordinance. Any permit presuming to give authority to violate or cancel any provision of the codes or any other city ordinance shall not be valid. The issuance of a permit based on plans, specifications, computations, and other data shall not prevent the building official from later requiring the correction of errors in plans, specifications, computations, and other data or from preventing building operations being carried on when in violation of the codes or of any other city ordinance. (Ord. 26029)

302.5 Expiration of permit.

302.5.1 General. Any permit issued by the building official will expire and be void *ab initio* if no progress has been made toward completion of the project, as defined in Section 311.3, before the second anniversary of its issuance unless one or more extensions are granted under Section 302.5.2, in which case the permit shall be void *ab initio* if no progress has been made toward completion of the project, as defined in Section 311.3, during the extended time period(s). (Ord. 26029; 26170)

302.5.2 Extension of time. The building official may grant one or more extensions of time for periods not exceeding 120 days each if he or she determines that circumstances beyond the control of the permittee have prevented the work from being commenced. If a request for extension is made by the applicant or his or her agent, the request must be in writing and made within the time period sought to be extended. (Ord. 26029)

302.5.3 Written notice. If the building official determines that a permit has expired, he or she shall by United States or electronic mail provide a written notice of that determination to the permittee in accordance with Section 302.8. (Ord. Nos. 26029; 29632)

302.5.4. Continuation of work. A person shall not continue to work under a permit that has expired. (Ord. 26029)

302.6 Suspension or revocation of permit.

302.6.1 General. The building official shall suspend or revoke a permit issued under this chapter if he or she determines that the permit is issued in error or on the basis of incorrect information supplied, or in violation of any city ordinance or regulation or any provision of this chapter or the codes. (Ord. 26029)

302.6.2 Reasons for revocation. The building official shall revoke a permit if he or she determines that:

1. reasonable and continuous progress has not been made to complete the work authorized by the permit; or
2. the property owner is in violation of an order to repair the structure issued by the urban rehabilitation standards board. (Ord. 26029)

302.6.3 Written notice. If the building official suspends or revokes a permit, he or she shall by United States or electronic mail provide a written notice of the suspension or revocation to the permittee in accordance with Section 302.8. (Ord. Nos. 26029; 29632)

302.6.4 Continuance of work. A person shall not continue to work under a permit that has been suspended or revoked. (Ord. 26029)

302.6.5 Urban nuisance. If a permit revocation becomes final, any incomplete structure at the construction site may be considered an urban nuisance to be abated by repair, rehabilitation, demolition, or removal in accordance with the procedures specified in Chapter 27 of the *Dallas City Code* or by any other procedures provided by law. (Ord. 26029)

302.7 Finality of actions and determinations. Any action taken or determination made by the building official under this section shall be final unless appealed to the building inspection advisory, examining, and appeals board in accordance with Section 208 not later than the 30th day after the date on which written notice of the action or determination is mailed in accordance with Section 302.8. (Ord. 26029)

302.8 Written notice. The written notice required by this section must be sent via United States or electronic mail to the physical or electronic address of the applicant or permittee shown on the most recent application for the permit or certificate of occupancy. The notice must state that the action or determination made by the building official may be appealed to the building inspection advisory, examining, and appeals board, and that any request for an appeal must be made not later than the 30th day after the date on which the notice was sent by United States or electronic mail. Whether sent by United States or electronic mail, the fact that the notice is returned undelivered shall not affect the validity of the notice. (Ord. Nos. 26029; 29632)

302.9 Suspension of permit privileges.

302.9.1 General. The building official may provide notice of intent to suspend a contractor's permit privileges or registration for one or more of the causes listed in Sections 302.9.3 or 1106.1 for due cause. The contractor may appeal the suspension to the building inspection advisory, examining, and appeals board for a public hearing for the purpose of determining whether a person's ability to secure permits should be suspended. The contractor must file the appeal within 15 days of the date of the notice to suspend. Failure to timely file the appeal shall result in the suspension being final. (Ord. 26029; 30320)

302.9.2 Notice. Upon receipt of an appeal the building official shall give notice of the hearing in the official newspaper of the city not later than the 10th day before the scheduled date of the hearing. The building official shall also mail written notice of the hearing to the address of the person affected as shown on the most recent application for a permit or certificate of occupancy. The notice must be sent not later than the 10th day before the scheduled date of the hearing by certified mail with a five-day return requested. The fact that the return receipt is not signed by the addressee shall not affect the validity of the notice. If the mailed notice is returned undelivered, the hearing shall be continued to a date not earlier than the 11th day after the date

of the return; however, no new notices shall be required and the board may proceed to take action in the absence of the person affected when the hearing is continued. (Ord. 26029; 30320)

302.9.3 Determining factors. The board may suspend a person's ability to secure permits to perform work at one or more locations for a definite time period not to exceed two years if, based on the evidence presented at the hearing, it determines that:

1. the person or person's agent has knowingly provided false or incorrect information on previous applications for permits;
2. the person or person's agent has failed to make reasonable and continuous progress to complete work authorized by an existing or previous permit; or
3. the person or person's agent has been grossly negligent in the performance of work authorized by an existing or previous permit; (Ord. 26029)
4. the person or person's agent failed to secure permits prior to commencement of work necessitating such permit;
5. the person or person's agent failed to request all inspections as may be established by Section 304;
6. the person or person's agent failed to provide the building official accurate revisions of registration information, including any change of address, email address, or telephone number and/or licensees.

302.9.4 Reinstatement fee. A person whose ability to secure permits has been suspended under this section shall pay a nonrefundable reinstatement fee before that person may apply for any new permits after the period of suspension expires. The amount of the reinstatement fee may not exceed the administrative costs incurred by the city to effect the suspension. (Ord. 26029)

SECTION 303 FEES

303.1 General. Fees required for permits and related activities under this chapter and the codes shall be assessed in accordance with this section. Unless otherwise authorized by the building official, applicable fees shall be paid upon the application for a permit. (Ord. 26029; 30320)

303.2 Permit fees.

303.2.1 New work, additions, alterations, or repairs.

303.2.1.1 Single-family and duplex structures. For new work, additions, alterations, or repairs, a fee shall be paid for a master permit based on the total square footage of the area where work is to be performed according to Tables A-I and B-II. (Ord. 31249)

303.2.1.2 All other structures. For new work, additions, alterations, or repairs, a fee shall be paid for a master permit based on the total valuation of work to be performed according to Tables A-II, A-III, and B-I. (Ord. 26029; 31249)

303.2.2 Master permit. The master permit shall be issued for all work to be performed on a project, including but not limited to, building, electrical, mechanical, plumbing, fire sprinkler, fire alarm, landscaping, mechanical refrigeration, septic tank, paving, grading, health and zoning work. Any work for which fees are not separately specified in Section 303.5 shall be included in the total valuation of the work, if applicable.

303.2.2.1 Separate trade permit. A separate trade permit shall be issued for the following work to be performed on a project, including but not limited to, barricade, demolition, egress control system, excavation, fence, flammable liquid, lawn sprinkler, liquid petroleum, moving, septic tank, sidewalk waiver, sign demolition, solar systems, swimming pool, and tents. Any work for which fees are not separately specified in Section 303.5 shall be included in the total valuation of the work, if applicable.

303.2.2.2 Permissible separate trade permit. In the absence of a master permit or an active master permit, a single trade permit may be issued for work to be performed on a project, including but not limited to, building, electrical, electric vehicle supply equipment, mechanical, plumbing, fire sprinkler, fire alarm, landscaping, mechanical refrigeration, septic tank, solar photovoltaic, paving, grading, health, and new sign work. Any work for which fees are not separately specified in Section 303.5 shall be included in the total valuation of the work, if applicable. (Ord. 26029; 27107; 31249; 32196)

303.3 Value of proposed work for commercial structures. The building official shall determine the value of all proposed work for the purpose of computing permit and plan review fees under this section. The building official's determination shall be based on the total value of all construction work for which the permit is issued and shall not exceed the value of the construction contract for the proposed work. (Ord. 26029; 31249)

303.4 Accounting. The building official shall keep a permanent, accurate account of:

1. All fees collected under this chapter;
2. The name of each person on whose account the fees were paid;
3. The date of payment and the amount paid; and
4. The location of the structure or premises for which the fees were paid. (Ord. 26029)

303.5 Other fees.

303.5.1 Plan reviews.

303.5.1.1 Commercial plan review. In addition to any plan review fees required under Sections 303.5.1.4, 303.5.1.5, 303.5.1.6, 303.5.1.7, 303.5.1.8, 303.5.1.9, 303.5.1.10, 303.5.1.11, or 303.5.1.12, a nonrefundable plans check fee of \$0.046 for each square foot of building area or \$577.00, whichever is greater, shall be paid upon application for any permit for which the building official performs a plans check. After plans have been reviewed and a permit issued, a plans check addendum fee of \$100.00 per hour per trade shall be paid for each substitution or addition to the plans that requires a separate review. (Ord. 26029; 27107; 30320; 32676)

303.5.1.2 Residential plan review. In addition to any plan review fees required under Sections 303.5.1.4, 303.5.1.5, 303.5.1.6, 303.5.1.7, 303.5.1.8, 303.5.1.9, 303.5.1.10, 303.5.1.11, or 303.5.1.12, a nonrefundable plans check fee of \$0.046 for each square foot of building area or \$577.00, whichever is greater, shall be paid upon application for any permit for which the building official performs a plans check. After plans have been reviewed and a permit issued, a plans check addendum fee of \$100.00 per hour per trade shall be paid for each substitution or addition to the plans that requires a separate review. (Ord. 32676)

303.5.1.3 Multi-family plan review. In addition to any plan review fees required under Sections 303.5.1.4, 303.5.1.5, 303.5.1.6, 303.5.1.7, 303.5.1.8, 303.5.1.9, 303.5.1.10, 303.5.1.11, or 303.5.1.12, a nonrefundable plans review fee of \$0.046 for each square foot of building area or \$577.00, whichever is greater, shall be paid upon application for any permit for which the building official performs a plans check. After plans have been reviewed and a permit issued, a plans check addendum fee of \$100.00 per hour per trade shall be paid for each substitution or addition to the plans that requires a separate review. (Ord. 32676)

303.5.1.4 Fire sprinkler plans. In addition to any plan review fees required under Sections 303.5.1.1, 303.5.1.2, 303.5.1.3, 303.5.1.5, 303.5.1.6, 303.5.1.7, 303.5.1.8, 303.5.1.9, 303.5.1.10, 303.5.1.11, or 303.5.1.12, a nonrefundable fire or sprinkler plan review fee of \$0.015 for each square foot of sprinklered building area or \$278.00, whichever is greater, shall be paid upon application for any permit for which the building inspection division performs a review of fire sprinkler plans that involve the installation of a new fire sprinkler system, the addition of 20 or more sprinkler heads to an existing fire sprinkler system, or the removal or relocation of 100 or more sprinkler heads in an existing fire sprinkler system. (Ord. 32676)

303.5.1.4.1 Resubmittal fees involving approved fire sprinkler plans. Any resubmittal of approved plans must pay a new plan review fee based on the total number of new or changed elements or devices per building. The cause for resubmittal may be due to, but not limited to, architectural, field, construction, or contractor changes. (Ord. 32676)

303.5.1.4.2 Resubmittal fees involving denied fire sprinkler plans. If the city denies a fire sprinkler permit, the first resubmittal of the denied plans is free. Each subsequent resubmittal of denied plans must pay half of the original plan review submittal fee. (Ord. 32676)

303.5.1.4.3 Plan review resubmittal fees for fire sprinkler systems. In addition to any plan review fees required under Sections 303.5.1.1, 303.5.1.2, 303.5.1.3, 303.5.1.5, 303.5.1.6, 303.5.1.7, 303.5.1.8, 303.5.1.9, 303.5.1.10, 303.5.1.11, or 303.5.1.12, plans for fire sprinkler systems shall be accompanied by a nonrefundable resubmittal review fee based on the following:

1. \$75 for each fire sprinkler system, per building, with 10 or fewer sprinkler initiating devices or actuation devices.
2. \$100 for each fire sprinkler system, per building, with 11 to 25 sprinkler initiating devices or actuation devices.
3. \$150 for each fire sprinkler system, per building, with 26 to 150 sprinkler initiating devices or actuation devices.
4. \$300 for each fire sprinkler system, per building, with more than 150 sprinkler initiating devices or actuation devices. (Ord. 26029; 27107; 30320; 32196; 32676)

303.5.1.5 Site plans. In addition to any plan review fees required under Sections 303.5.1.1, 303.5.1.2, 303.5.1.3, 303.5.1.4, 303.5.1.6, 303.5.1.7, 303.5.1.8, 303.5.1.9, 303.5.1.10, 303.5.1.11, or 303.5.1.12, a nonrefundable site plan review fee of \$0.025 for each square foot of building area or area to be paved or graded, or \$313.00, whichever is greater, shall be paid for each site plan reviewed by the building inspection division. (Ord. 26029; 27107; 30320; 32676)

303.5.1.6 Plan review fees for fire alarm systems. In addition to any plan review fees required under Sections 303.5.1.1, 303.5.1.2, 303.5.1.3, 303.5.1.4, 303.5.1.5, 303.5.1.7, 303.5.1.8, 303.5.1.9, 303.5.1.10, 303.5.1.11, or 303.5.1.12, plans for fire alarm systems shall be accompanied by a nonrefundable review fee based on the following:

1. \$75 for each fire alarm system, per building, with 10 or fewer alarm initiating devices or signaling devices.
2. \$100 for each fire alarm system, per building, with 11 to 25 alarm initiating devices or signaling devices.
3. \$150 for each fire alarm system, per building, with 26 to 150 alarm initiating devices or signaling devices.

4. \$300 for each fire alarm system, per building, with more than 150 alarm initiating devices or signaling devices. (Ord. 27107; 30320; 32676)

303.5.1.6.1 Resubmittal fees involving approved fire alarm plans. Any resubmittal of approved plans must pay a new plan review fee based on the total number of new or changed alarm initiating or signaling devices per building. The cause for resubmittal may be due to, but not limited to, architectural, field, construction, or contractor changes. (Ord. 27107; 32196; 32676)

303.5.1.6.2 Resubmittal fees involving denied fire alarm plans. If the city denies a fire alarm permit, the first resubmittal of the denied plans is free. Each subsequent resubmittal of denied plans must pay ½ of the original plan review submittal fee. (Ord. 27107; 32676)

303.5.1.7 Irrigation permit fee. In addition to any plan review fees required under Sections 303.5.1.1, 303.5.1.2, 303.5.1.3, 303.5.1.4, 303.5.1.5, 303.5.1.6, 303.5.1.8, 303.5.1.9, 303.5.1.10, 303.5.1.11, or 303.5.1.12, a fee of \$120.00 shall be paid for review of the irrigation system design and required inspections per Title 30, *Texas Administrative Code* Chapter 344, Rules of Landscape Irrigation. (Ord. 27107; 30320; 32676)

303.5.1.8 Other plan review fees. In addition to any plan review fees required under Sections 303.5.1.1, 303.5.1.2, 303.5.1.3, 303.5.1.4, 303.5.1.5, 303.5.1.6, 303.5.1.7, 303.5.1.9, 303.5.1.10, 303.5.1.11, or 303.5.1.12, a fee of \$150.00 shall be paid for review of underground firelines, dry chemical systems, gaseous systems, and the review of any other miscellaneous systems. (Ord. 27107; 30320; 32676)

303.5.1.9 Health plan review fees. In addition to any plan review fees required under Sections 303.5.1.1, 303.5.1.2, 303.5.1.3, 303.5.1.4, 303.5.1.5, 303.5.1.6, 303.5.1.7, 303.5.1.8, 303.5.1.10, 303.5.1.11, or 303.5.1.12, a nonrefundable plans check fee of \$200.00 shall be paid upon application for any permit for which the building inspection division performs a health plans review. (Ord. 32676)

303.5.1.10 Miscellaneous plan review fee. In addition to any plan review fees required under Sections 303.5.1.1, 303.5.1.2, 303.5.1.3, 303.5.1.4, 303.5.1.5, 303.5.1.6, 303.5.1.7, 303.5.1.8, 303.5.1.9, 303.5.1.11, or 303.5.1.12, the building official shall assess a nonrefundable miscellaneous plan review fee of \$100.00 per hour and for each trade receiving a standalone plan review. (Ord. 32676)

303.5.1.11 Plan review revisions. In addition to any plan review fees required under Sections 303.5.1.1, 303.5.1.2, 303.5.1.3, 303.5.1.4, 303.5.1.5, 303.5.1.6, 303.5.1.7, 303.5.1.8, 303.5.1.9, 303.5.1.10, or 303.5.1.12, upon the third and any additional subsequent resubmittal of plan review denial corrections, the building official shall assess a nonrefundable plan review revision fee of \$100.00 per hour and for each trade receiving a third review. (Ord. 32676)

303.5.1.12 Post permit resubmittal fee. In addition to any plan review fees required under Sections 303.5.1.1, 303.5.1.2, 303.5.1.3, 303.5.1.4, 303.5.1.5, 303.5.1.6, 303.5.1.7, 303.5.1.8, 303.5.1.9, 303.5.1.10, or 303.5.1.11, the building official shall assess a

nonrefundable post permit submittal (addendum) of \$100.00 per hour and for each trade review required after plans have been reviewed and permit issued. (Ord. 32676)

303.5.2 Surcharge for planned development, specific-use permit, and deed-restricted areas. A nonrefundable surcharge of 10 percent of the total permit fee required by Tables A-I, A-II, A-III, B-I, and B-II of this section shall be paid for a master permit that authorizes building work to be performed for new construction or remodeling in a planned development district, an area subject to a specific-use permit ordinance, or a deed-restricted area. (Ord. 26029; 32676)

303.5.3 Barricade fees. If construction necessitates the closure of public property or public right-of-way, a barricade application must be submitted to the director of public works on a form provided by the department of public works. A barricade application fee of \$40.00 must be paid upon submission of the barricade application. In addition to the barricade application fee, barricade permit fees must be paid in accordance with the chart below. Barricade permit fees are calculated by multiplying the area of useable public property or public right-of-way enclosed within and occupied by any barricade, fence, covered walkway, or tunnel or otherwise used by the contractor by the number of days the useable public property or public right-of-way is barricaded, with a minimum fee of \$200.00 for each permit.

	Number of Days Closed	Fees Per Square Foot Per Day
*Sidewalk and up to one lane closure	0-60	\$0.012
	61-120	\$0.024
	121-180	\$0.048
	181 or more	\$0.096
*Two or more lane closures	0-60	\$0.036
	61-120	\$0.072
	121-180	\$0.144
	181 or more	\$0.288

**Barricade permit fees are based on the entire project length. Permit extensions that cause the rate per day to increase will retroactively apply to the entire project.*

The director of public works shall charge a double fee for each day of occupancy of useable public property or public right-of-way without a permit, with a minimum charge for two days. Fees are charged by the day, and any fraction of a day is charged as a full day. (Ord. Nos. 26029; 29477; 31558; 32676)

303.5.4 Excavation fees. The fee for a permit to perform excavation work is \$2,825 plus \$25.00 for each week or portion of a week until construction is brought to grade and the excavation is backfilled. (Ord. 26029; 32676)

303.5.5 Sign fees.

303.5.5.1 General.

303.5.5.1.1 Premise signs. The fee for a permit to erect, construct, alter, rebuild, enlarge, extend, convert, replace, or relocate a premise sign is \$281.00. (Ord. 32676)

303.5.5.1.2 Non-premise signs. The fee for a permit to erect, construct, alter, rebuild, enlarge, extend, convert, replace, or relocate a non-premise sign is \$456.00. (Ord. 26029; 32676)

303.5.5.2 Special-purpose signs. Notwithstanding Section 303.5.5.1, the fee for a permit to erect, construct, alter, rebuild, enlarge, extend, convert, replace, or relocate any special-purpose sign, as defined in the *Dallas Development Code*, as amended, is \$40.00. The building official shall waive this fee when the applicant for the special-purpose sign permit is a neighborhood association or crime watch group. The building inspection enterprise fund shall be reimbursed from the city of Dallas general fund for any fees not collected by the building official because of the fee waiver contained in this subparagraph. (Ord. 26029; 32676)

303.5.5.3 Removal, demolition. The fee for a permit to remove or demolish a sign is \$78.00. (Ord. 26029; 32676)

303.5.5.4 Annual registration fee for a detached non-premise digital display sign. The annual registration fee for a permit for a permit for a detached non-premise digital display sign under Dallas Development Code Section 51A-7.308 is \$2,000 per digital sign face. (Ord. 28238; 32676)

303.5.5.5 Fees for sign review in special provision sign districts.

303.5.5.5.1 General. An application will not be processed until the fee has been paid. (Ord. 32676)

303.5.5.5.2 Payment. The applicant shall pay the fee to the director. The director shall deposit fees received in the official city depository not later than the next business day following receipt of the fees. (Ord. 32676)

303.5.5.5.3 Refund. No refund of a fee may be made. (Ord. 32676)

303.5.5.5.4 Fee schedule.

TYPE OF APPLICATION	FEE
Certificate of appropriateness for a sign in a special provision sign district when review by the city plan commission is required under Section 51A-7.505	\$397

Appeal of the decision of the director to the city plan commission for a sign permit in a special provision sign district	\$300
Appeal of the decision of the city plan commission to the city council for a sign permit in a special provision sign district	\$300
Sign location permit under Section 51A-7.930.	\$6,879
Copy change fee under Section 51A-7.930	10 cents per square foot of effective area

(Ord. 32676)

303.5.6 Sidewalk waiver fees. The fee for processing a waiver of a required sidewalk is \$208.00. (Ord. 26029; 32676)

303.5.7 Reinspection fee. A reinspection fee will be assessed for each failed inspection. A fee of \$75.00 shall be charged for, but not limited to, the following reasons: (Ord. 26029; 28096; 30320; 32676)

1. the inspection called for is not ready when the inspector arrives;
2. no building address or permit card is clearly posted;
3. city approved plans are not on the job site available to the inspector;
4. the building is locked or work otherwise not available for inspection when called; or
5. failure to maintain erosion control, trash control, or tree protection.

Any re-inspection fees assessed shall be paid before any more inspections are made on that job site. (Ord. 32676)

303.5.8 Fees for pre-move inspections and permits to move structures.

303.5.8.1 Inspection fee. A person moving a structure to a lot located within the city shall, within five business days before the move is scheduled, pay a nonrefundable inspection fee.

Exception: Industrialized building or housing unit(s) that maintain a current certification as an industrialized structure by the State of Texas shall not be assessed a pre-move inspection fee.

The fee is:

1. \$150.00 if the structure is being moved from a location inside the city of Dallas;

2. \$150.00 if the structure is being moved from a location outside the city but within the following counties: Dallas, Tarrant, Ellis, Kaufman, Rockwall, Collin, Denton, Johnson, or Hunt; and
3. \$150.00 plus the time and travel expenses of an inspector if the structure is being moved from a location outside the counties listed in Section 303.5.8.1(2). (Ord. 26029; 32676)

303.5.8.2 Temporary classroom structures. Section 303.5.8.1 does not apply to a temporary classroom structure moved from one school property to another school property when both locations are within the city of Dallas and are owned and operated by the same independent school district. (Ord. 26029; 32676)

303.5.8.3 Permit fee. The fee for a permit to move a structure is \$156.00 for each structure or part of a structure, including accessory structures, to be moved. (Ord. 26029; 32676)

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. (Ord. 26029; 32676)

303.5.9 Fee for a certificate of occupancy.

303.5.9.1 Certificate of occupancy.

303.5.9.1.1 General. The fee for a certificate of occupancy is \$375.00. (Ord. 26029; 32676)

303.5.9.1.2 Dance hall. In addition to the general fees associated with a certificate of occupancy application, the building official shall assess a nonrefundable review fee of \$1,000.00 for each dance hall certificate of occupancy application. (Ord. 32676)

303.5.9.1.3 Sexually oriented business. In addition to the general fees associated with a certificate of occupancy application, the building official shall assess a nonrefundable review fee of \$1,000.00 for each sexually oriented business certificate of occupancy application. (Ord. 32676)

303.5.9.2 Examination or analysis. If the structure must be examined or a structural analysis made to determine the suitability of the existing structure for the proposed occupancy, the examination or analysis must be done by a registered architect or engineer selected and paid for by the applicant. This service will not be covered by the certificate of occupancy fee. (Ord. 26029)

303.5.9.3 Temporary certificate of occupancy.

303.5.9.3.1 General Except as provided in this subparagraph, an additional nonrefundable inspection fee of \$500.00 shall be paid upon application for a temporary certificate of occupancy. An additional nonrefundable fee of \$250.00 shall be paid for each 30-day extension. (Ord. 26029; 28096; 32676)

303.5.9.3.2 Residential. The building official shall assess a nonrefundable inspection fee of \$250.00 for each one-and-two family dwelling temporary residential certificate of occupancy request. An additional nonrefundable fee of \$125.00 shall be paid for each 30-day extension. (Ord. 32676)

303.5.9.4 Partial certificate of occupancy. An additional nonrefundable inspection fee of \$104.00 shall be paid upon application for a partial certificate of occupancy. (Ord. 26029; 32676)

303.5.9.5. Certificate of occupancy validation inspection fee. The director of code compliance shall perform a certificate of occupancy validation inspection within 12 months after issuance of a new certificate of occupancy. An additional \$113.00 fee for a certificate of occupancy validation inspection must be paid with an application for a certificate of occupancy. (Ord. 28022; 32676)

303.5.9.6. 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. (Ord. 28096; 32676)

303.5.9.7 Residential certificate of occupancy early move in fee. The building official shall assess a nonrefundable early move in penalty of \$500.00 for each one-and-two family dwelling occupied prior to a certificate of occupancy or temporary certificate of occupancy being issued. (Ord. 32676)

303.5.10 Demolition fees. The fee for a permit to demolish a structure or part of a structure is \$205.00 plus \$0.021 for each square foot of floor area in the structure. No fee is required for demolition of a structure or part of a structure the title of which is vested in the United States Government or the State of Texas. (Ord. 26029; 32676)

303.5.11 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. (Ord. 26029; 32676)

303.5.12 Special service fees.

303.5.12.1 Same day inspection. A special service fee shall be paid for each expedited priority inspection requested between 7:00 a.m. and 2:00 p.m. that is required to be performed the same day as the request. The fee is \$250.00 and shall be paid before the inspection is performed. (Ord. 28096; 32676)

303.5.12.2 After hours inspection. A special service fee shall be paid for each inspection made after business hours, on weekends, or outside Dallas city limits. The fee is \$125.00 per hour with a minimum charge of \$300.00 and shall be paid before the inspection is performed. This paragraph does not apply to the moving of structures, the fees for which are established in Section 303.5.8. (Ord 26029; 28096; 32676)

303.5.12.3 After hours utility release. A special service fee shall be paid for each utility release requested after business hours or on weekends. The fee is \$50.00 for each request. (Ord. 28096; 32676)

303.5.13 Returned check fees. A service charge fee in an amount allowable under Article 9022 of Vernon's Texas Civil Statutes shall be paid for processing each check returned to the building inspection division because of insufficient funds. The building official shall suspend all applications, permits, certificates of occupancy, or other services for which fees are not paid and shall deny additional permits, inspections, or other services to the person whose check has been returned until all fees, including the returned check service charge, are paid in full. (Ord. 26029; 32676)

303.5.14 Record change fee.

303.5.14.1 General. A fee of \$30.00 shall be paid for each change to an official city record made by the building official at a customer's request; except that:

1. No fee is required for a change to a permit application requested before the permit is finally approved by the building inspection division; and
2. Only one fee will be paid for multiple record changes if the changes:
 - 2.1. Affect a single address; and
 - 2.2. Are requested at the same time. (Ord. 26029; 32676)

303.5.14.2 Items included in record change. A record change includes, but is not limited to, the following:

1. Construction type change;
2. Address change;
3. Name change;
4. Revisions to certificates of registration;
5. Contractor change; or
6. Valuation change. (Ord. 26029; 28096; 32676)

303.5.15 Fee for filing certified test results.

303.5.15.1 Backflow prevention device. The fee for filing the certified test results for a backflow prevention device with the building inspection division, as required by Section 310.3 of this chapter, is \$81 for each device. (Ord. 26029; 32676)

303.5.15.2 Lead-free confirmation. The fee for filing the certified test results for lead-free confirmation with the building inspection division is \$36 for each structure. (Ord. 32676)

303.5.16 Fee for reinstatement of permit privileges. An additional nonrefundable fee of \$550 must be paid before a person whose permit privileges were suspended by the building inspection advisory, examining, and appeals board may apply for any new permits after the period of suspension has expired. (Ord. 26029; 32676)

303.5.17 Fee for unity agreement applications. A nonrefundable fee of \$375 must be paid when submitting a unity agreement or the termination of a unity agreement in accordance with Chapter 42 of the *Dallas Building Code*. (Ord. Nos. 27107; 29160)

303.5.18 Fee for appeal to the advisory, examining, and appeals board. A nonrefundable fee of \$714.00 must be paid when filing an appeal to or requesting any other decision by the advisory, examining, and appeals board. (Ord. 28096; 30320; 32676; 32676)

303.5.19. Unauthorized concealment fee. Any work concealed without first obtaining the required inspection in violation of Section 304.1.3 shall be assessed a fee of \$200.00 for every trade concealed. (Ord. 28096; 32676)

303.5.20 Fees for consultations with technical staff. A fee for consultations with technical staff members must be paid before the consultation in accordance with the fee schedule below. A fee is not required to discuss a plan for which a permit application has been accepted by building inspection and the permit fee has been paid.

TIME	FEE
0-20 minutes	\$0
Over 20 minutes	\$100 per hour with a one hour minimum

(Ord. 28096; 32676)

303.5.21 Fees for pre-development meeting. A \$1,316 fee for a pre-development meeting must be paid before the meeting. (Ord. 28096; 32676)

303.5.22 Sign plan review fee. A fee of \$281 must be paid at the time of application for a sign permit requiring a pre-inspection. (Ord. 28096; 32676)

303.5.23 Research fee.

303.5.23.1 In general. Except as provided in this paragraph, a fee of \$100 per hour with a one hour minimum must be paid for research done by staff members to respond to a specific inquiry concerning the codes. An additional fee must be paid in accordance with Section 303.5.24 if a determination letter is requested. (Ord. 28096; 32676)

303.5.23.2 Other departments. A fee of \$50 per hour with a one hour minimum must be paid for research done by staff members to respond to specific inquiries from other city departments. (Ord. 32676)

303.5.24 Fee for determination letter. A fee of \$435.00 must be paid for a letter confirming the findings of the building official on a specific inquiry. (Ord. 28096; 32676)

303.5.25 Fee for existing office building sprinkler retrofit agreement applications. A nonrefundable fee of \$375 must be paid when submitting an existing office building sprinkler retrofit agreement or the termination of an existing office building sprinkler retrofit agreement in accordance with Section 104.17. (Ord. 29160; 32676)

303.5.26 Phased approval fee. The building official shall assess a nonrefundable partial or conditional approval fee for the construction of foundations or any other part of a building or structure as outlined in Section 302.2.4 in the amount of \$250.00 for each permit application and each request. (Ord. 32676)

303.5.27 Permit extension fee. The building official shall assess a nonrefundable permit extension fee as outlined in Section 302.2 in the amount of \$200.00 for each permit and each request. (Ord. 32676)

303.5.28 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. (Ord. 32676)

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 to the building official. (Ord. 32676)

303.5.30 Notary fee. The building official shall assess a nonrefundable \$5.00 notary service fee for each notarial act request. (Ord. 32676)

303.5.31 Alternative materials, design and methods of construction, and equipment. The building official shall assess a \$300.00 application fee for the review and consideration of a request for the use of alternative materials, construction design and materials, and equipment. (Ord. 32676)

303.5.32 Special plan document handling fees.

303.5.32.1 General. The building official shall assess a scanning fee for all hardcopy plan review application documents based on permit type and square footage. The building official shall not assess a scanning fee when the applicant, owner, or authorized agent utilizes the online permitting portal. (Ord. 32676)

303.5.32.2 Fee schedule.

PERMIT TYPE	SCANNING FEE
All minor commercial plan review less than 10,000 square feet	\$25.00
Complex commercial plan review over 10,000 square feet	\$50.00
Complex commercial school plan review over 10,000 square feet	\$100.00
Stand alone trade review plans	\$25.00
Site plan reviews	\$25.00
Residential one-and-two family dwellings	\$15.00

(Ord. 32676)

303.5.33 Additional inspection service fee. The building official shall assess a \$125.00 per trade inspection fee for any inspection required in addition to those normally associated with any building permit or certificate of occupancy application. (Ord. 32676)

303.6 Alternative plan review.

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	\$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 (Ord. 26029; 28096)

303.6.1.1 Initial review by building official. Before the Q-Team review, the building official shall conduct an initial review of all documents submitted with the permit application to ensure completeness of the submitted documents. The non-refundable fee for the initial review must be paid with the application for the permits according to the following fee schedule:

PROJECT SIZE	FEE
Less than 10,000 square feet	\$500
10,000-50,000 square feet	\$750
50,001-100,000 square feet	\$1,000
Greater than 100,000 square feet	\$1,250 (Ord. 28096)

303.6.1.2 Q-Team. Q-Team express plan reviews are conducted by a team consisting of a team leader and a scheduler/assistant. A specialist from each of the following development disciplines may assist the team:

1. Building Code.
2. Electrical Code.
3. Plumbing Code/Mechanical Code.
4. Fire Code.
5. Arboreal.
6. Green.
7. Zoning.
8. Water.
9. Sewer.
10. Paving/Drainage.
11. Circulation/Transportation. (Ord. 26029; 28096)

303.6.1.3 Q-Team meeting. On a date scheduled by the building inspection division, the team will meet with the applicant and all other parties with responsibilities relating to the construction/development project, such as the developer, property owner, tenant, engineer, architect, and construction contractor. The parties must be prepared to finalize all plans on the date scheduled. Before the conclusion of the meeting, the team will review the plans and, if all building and design issues are resolved, approve the plans and issue the required construction permits. (Ord. 26029; 28096)

303.6.2 Expedited plan review. An applicant for one or more permits for a construction/development project may request an expedited plan review of all plans required for the issuance of the permits. An expedited plan review is a review that is not a Q-Team review, but gets a higher priority for review in the normal review process. An expedited plan

review will be allowed at the discretion of the building official based upon availability of staff. (Ord. 28096)

303.6.2.1 Per specialty. The fee for an expedited plan review per specialty is \$200 an hour for in-person meetings unless the applicant and the building official agree otherwise, with a nonrefundable minimum charge of \$500, to be paid with the application for the permits. Specialists from each of the development disciplines are listed in Section 303.6.1.2. This fee is in addition to all other fees required under this chapter. (Ord. 28096)

303.6.2.2 Partial team. Expedited plan reviews are conducted by three persons. Applicants may select up to three trades for review from each of the development disciplines listed in Section 303.6.1.2. The fee for an expedited plan review partial team is \$600 an hour for in-person meetings unless the applicant and the building official agree otherwise, with a nonrefundable minimum charge of \$500, to be paid with the application for permits. This fee is in addition to all other fees required under this chapter. (Ord. 28096)

303.6.3 After hours review per specialty. An after hours plan review is a review that is not a Q-Team review, but gets a higher priority for review in the normal review process by staff who are able to work after hours. An after hours review will be allowed at the discretion of the building official based upon availability of staff. The fee for overtime plan review per specialty is \$250 an hour for in-person meetings unless the applicant and the building official agree otherwise, with a nonrefundable minimum charge of \$500, to be paid with the application for the permits. Specialists from each of the development disciplines are listed in Section 303.6.1.2. This fee is in addition to all other fees required under this chapter. (Ord. 28096; 32676)

303.7 Work without a permit. (Ord. 26029; 30320)

303.7.1 Investigation. Whenever work for which a permit is required by this code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work.

303.7.2 Fee. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this code plus a fee of \$100.00 per hour per trade review with a one hour minimum. The payment of such investigation fee shall not exempt the applicant from compliance with all other provisions of either this chapter or the codes nor from penalty prescribed by law. (Ord. 32676)

303.7.3 Stop work order. Whenever any work is being done contrary to the provisions of the codes, the building official may order the work stopped by written notice served on any persons engaged in the doing or causing such work to be done. No work may proceed until:

1. the building official authorizes the work to proceed; or

2. an appeal is perfected before the Building Inspection Advisory, Examining, and Appeals Board resolving the stop work order, or a finding that there is no cause for the continuation of the stop work order.

303.8 Fee exemption. No fee is required for a permit for work involving a structure the title of which is vested in the United States government or the State of Texas and that is devoted exclusively to governmental use. The building inspection enterprise fund shall be reimbursed from the city of Dallas general fund for any fees not collected by the building official because of the exemption contained in this subsection. (Ord. 26029; 28707)

303.9 Fee refunds.

303.9.1 Error by the building inspection division. The building official may authorize a full refund of any fee required under the codes that was paid or collected due to an error by the building inspection division. (Ord. 26029; 27107)

303.9.2 No permit issued. The building official may authorize a refund of not more than 80 percent of the permit fee paid when no permit has been issued in accordance with the codes.

Exception: A permit application that is void due to limitation of time under Section 302.1.2. (Ord. 27107; 32071)

303.9.3 No work done under permit. The building official may authorize a refund of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with the codes. (Ord. 26029; 27107)

303.9.4 Prior to field inspection. The building official may authorize a refund of not more than 50 percent of a certificate of occupancy application fee paid if a refund is requested prior to the conducting of any field inspection on the application. No refund shall be made if a field inspection has been conducted. (Ord. 26029; 27107)

303.9.5 Written application required. The building official shall not authorize a refund of any fee paid except upon written application filed by the original applicant or permittee not later than 180 days after the date of permit issue. When a refund is requested, the building official shall retain a minimum processing fee of \$104.00, unless the fee was paid or collected due to an error of the building inspection division. This paragraph does not apply to a refund authorized under Sections 303.9.6 or 303.9.7. (Ord. 26029; 26170; 27107)

303.9.6 Affordable housing units. Whenever affordable housing units are provided as a part of a project in accordance with Division 51A-4.900 of the *Dallas Development Code*, as amended, the building official shall authorize a refund of a percentage of the total permit fees paid for the project equal to the percentage of standard affordable housing units provided in the project. The building inspection enterprise fund shall be reimbursed from the city of Dallas general fund for any fees not collected by the building official because of the refund requirement contained in this paragraph. (Ord. 26029; 27107)

303.9.7 Failure to grant or deny a permit application by deadline. If the building official fails to grant or deny a permit application by the deadlines established in Sections 302.2.2(2) or 302.2.2(3), the building official shall not collect any permit fees associated with the application and shall refund to the applicant any permit fees associated with the application that have been collected. (Ord. 26029; 26170; 27107)

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 (Ord. 26029; 32676)	\$5

303.11 Fees for registration of backflow prevention testers. The following fees must be paid for registration of a backflow prevention tester under Subchapter 8 of this chapter:

TYPE OF APPLICATION	FEE
Backflow prevention tester registration	\$120
Revisions to an issued certificate of registration (Ord. 26029; 28096)	\$30

TABLE A-I

NEW SINGLE-FAMILY AND DUPLEX CONSTRUCTION	
Square Footage	Multiplier
	(also see minimum fee schedule)
0-700 square feet	X 1.07 = Permit Fee
701 to 2,350 square feet	X 0.34569 + \$300 (If greater than or
2,351 to 10,500 square feet	X 0.077 + \$800 equal to minimum
10,501 square feet or greater	X 0.0272 + \$1,000 fee)
MINIMUM INSPECTION FEE SCHEDULE (based on # of trades)	
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

(Ord. 26029; 28096; 31249; 32676)

TABLE A-II

NEW MULTI-FAMILY CONSTRUCTION
\$652 per dwelling unit

Table A-II does not apply to accessory structures. See Table A-III for valuation of fees as applied to accessory structures. (Ord. 26029; 28096; 32676)

TABLE A-III

NEW COMMERCIAL CONSTRUCTION	
Value of Proposed Work	Multiplier
	(also see minimum fee schedule)
\$0 – 2,000	X 0 + \$75 = Permit Fee
\$2,001 – 25,000	X 0.0095 + \$100 (If greater than or
\$25,001 – 60,000	X 0.0075 + \$100 equal to minimum fee)
\$60,001 - 200,000	X 0.027665 + \$350
\$200,001 - 900,000	X 0.006325 + \$400
\$900,001 - 1,500,000	X 0.003895 + \$500
\$1,500,001 - 2,500,000	X 0.003862 + \$700
\$2,500,001 - 5,000,000	X 0.003630 + \$850
\$5,000,001 - 10,000,000	X 0.005095 + \$1,100
\$10,000,001 or more	X 0.002527 + \$1,300
MINIMUM INSPECTION FEE SCHEDULE (based on # of trades)	
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

(Ord. 26029; 28096; 32676)

TABLE B-I

ALTERATIONS OR REPAIRS	
Value of Proposed Work	Multiplier
	(also see minimum fee schedule)
\$0 – 2,000	X 0 + \$132 =
\$2,001 – 25,000	X 0.0057394 + \$143
\$25,001 – 60,000	X 0.004312869 + \$259
\$60,001 – 100,000	X 0.003997634 + \$400
\$100,001 - 300,000	X 0.002464894 + \$739
\$300,001 - 500,000	X 0.002764076 + \$1,382
\$500,001 - 700,000	X 0.002456814 + \$2,336
\$700,001 - 900,000	X 0.002596076 + \$1,720
\$900,001 - 1,100,000	X 0.002793145 + \$3,072
\$1,100,001 - 2,500,000	X 0.00151757 + \$3,794
\$2,500,001 - 5,000,000	X 0.001209584 + \$6,048
\$5,000,001 - 10,000,000	X 0.001073154 + \$10,732
\$10,000,001 or more	X 0.002153246 + \$21,532
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

(Ord. 26029; 28096; 31249; 32676)

TABLE B-II

ALTERATIONS OR REPAIRS OF SINGLE-FAMILY AND DUPLEX STRUCTURES	
Base permit fee	Additional trades
\$181 per dwelling unit	+\$100 for each additional trade

(Ord. 31249; 32676)

303.12 Zoning fees.

303.12.1 Fees for board of adjustment applications.

303.12.1.1 General. An application will not be processed until the fee has been paid. (Ord. 32676)

303.12.1.2 Payment. The applicant shall pay the filing fee to the building official. The building official shall deposit fees received in the official city depository not later than the next business day following receipt of the fees. (Ord. 32676)

303.12.1.3 Refund. The city controller shall refund 75 percent of the filing fee to the applicant if the applicant withdraws the application prior to the case being advertised for hearing. After the case is advertised, no refund of the filing fee may be made. (Ord. 32676)

303.12.1.4. Fee schedule.

Type of Application	Application Fee
Single family variance	\$600.00
Single family special exception	\$600.00
Multifamily or nonresidential variance	\$900.00 + \$25 per acre
Multifamily or nonresidential special exception	\$1,200.00 + \$25 per acre
Landscaping or tree mitigation special exception	\$1,200.00 + \$50 per acre
Variance and special exception to off-street parking requirements	\$900.00 + \$100 per parking space variance or special exception requested
Compliance request for a nonconforming use	\$1,000
All other non-sign appeals	\$900.00
Sign special exceptions	\$1,200.00
All other sign appeals	\$900.00

(Ord. 32676)

303.12.1.5. Separate filing fee. The applicant shall pay a separate filing fee for each type of variance requested. The maximum fee for all variances on one building site heard at one public hearing is \$10,000.00. (Ord. 32676)

303.12.1.6. Fee waiver. The board may waive the filing fee if the board finds that payment of the fee would result in substantial financial hardship to the applicant. The applicant may either pay the fee and request reimbursement at the hearing on the matter or request that the issue of financial hardship be placed on the board’s miscellaneous docket for predetermination. If the issue is placed on the miscellaneous docket, the applicant may not file the application until the merits of the request for waiver have been determined by the board. In making this determination, the board may require the production of financial documents. Notwithstanding the above, the board may waive the fee for a request to establish a compliance date under Section 51A-4.704(a)(1) only if:

1. the applicant is a corporeal person for whom payment of the fee would result in substantial financial hardship; or
2. a written request for a fee waiver is signed by the owners, as evidenced by the last approved city tax roll, of 20 percent or more of real property within 200 feet, including streets and alleys, of the boundary of the lot containing the nonconforming use. (Ord. 32676)

303.12.1.7 Notification sign fee. The fee for a notification sign required under Section 51A-1.106 is \$10 for each sign. (Ord. 32676)

303.12.2 Fee for zoning verification letter.

303.12.2.1 General. A letter of zoning verification will not be processed until the fee for the letter has been paid. (Ord. 32676)

303.12.2.2 Payment. The applicant shall pay the filing fee to the building official. The building official shall deposit fees received in the official city depository not later than the next business day following receipt of the fees. (Ord. 32676)

303.12.2.3 Refund. No refund of a fee may be made. (Ord. 32676)

303.12.2.4 Letter fee. The standard fee for a letter of zoning verification is \$282 per letter. A minimum processing time of 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

(Ord. 32676)

303.12.2.5 Request. A request for a letter of zoning verification must be made in writing. The maximum area for which a letter of zoning verification may be requested is one city block. If the area for which zoning verification is requested cannot be clearly defined by lot and block number, the applicant must furnish a plat with the request. (Ord. 32676)

303.12.3 Fee for development impact review.

303.12.3.1 General. An application will not be processed until the fee has been paid. (Ord. 32676)

303.12.3.2 Payment. The applicant shall pay the filing fee to the building official. The building official shall deposit fees received in the official city depository not later than the next business day following receipt of the fees. (Ord. 32676)

303.12.3.3 Refund. No refund of a fee may be made. (Ord. 32676)

303.12.3.4 Site plan review. The fee for a site plan review required under Section 51A-4.803 is \$1,000.00. (Ord. 32676)

303.12.3.5 Appeal. An applicant shall pay a fee of \$300.00 for an appeal to the city plan commission of a decision of the director denying a development impact review or residential adjacency review application, as described in Chapter 51A. (Ord. 32676)

303.12.4 Special parking and mechanized parking.

303.12.4.1 General. An application will not be processed until the fee has been paid. (Ord. 32676)

303.12.4.2 Payment. The applicant shall pay the filing fee to the building official. The building official shall deposit fees received in the official city depository not later than the next business day following receipt of the fees. (Ord. 32676)

303.12.4.3 Fee schedule.

Types of Application	Application Fee
Application for special or mechanized parking involving 50 special or mechanized parking spaces or fewer (including fee for special or mechanized parking license, if applicable)	\$375.00
Application for special or mechanized parking involving more than 50 special or mechanized parking spaces – additional fee for each special or mechanized parking space over 50	\$12.50

Application for renewal of special or mechanized parking license	\$375.00
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(Ord. 32676)

303.12.4.4 Special parking amendment or termination fee. The building official shall assess a nonrefundable special parking agreement review fee of \$100 per hour with a one hour minimum charge for each special parking agreement amendment or termination request. (Ord. 32676)

303.12.5 Administrative parking reduction fee. The fee for an administrative parking reduction under Section 51A-4.313 is \$375.00 and \$25.00 per space over 10 spaces. (Ord. 32676)

303.12.6 Access easement review fee. The building official shall assess a nonrefundable access easement review fee of \$100 per hour with a one hour minimum charge for each request. (Ord. 32676)

303.12.7 Legal build site determination. The fee for a legal build site determination is \$100 per hour with a one hour minimum. (Ord. 32676)

303.12.8 Code interpretation fee. The building official shall assess a \$500.00 interpretation fee. (Ord. 32676)

303.13 Subdivision fees.

303.13.1 Fees for a street name change.

303.13.1.1 General. A street name change fee must be paid to the director before an application will be processed. (Ord. 32676)

303.13.1.2 Payment. A fee for new street identification signs must be paid to the director of development services within 60 days of the approval of a street name change by the city council. (Ord. 32676)

303.13.1.3 Change of records. A fee for change of official address records must be paid to the building official within 60 days of the approval of a street name change by the city council. (Ord. 32676)

303.13.1.4. Application fee.

TYPE OF APPLICATION	FEE
If the street is less than one-fourth mile	\$1,950.00
If the street is less than one-half mile but more than or equal to one-fourth mile	\$2,282.00
If the street is less than one mile but more than or equal to one-half mile	\$2,700.00

If the street is more than or equal to one mile	\$2,700.00 for first mile plus \$600.00 for each additional one-fourth mile.
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(Ord. 32676)

303.13.1.5 Street identification sign fee.

TYPE OF APPLICATION	FEE
For each blade to be replaced	\$113.00
For each mast arm to be replaced	\$233.00
For Texas Department of Transportation signs to be replaced	To be determined based upon Texas Department of Transportation cost calculation at the time of installation.

(Ord. 32676)

303.13.1.6 Change of official address fee.

TYPE OF APPLICATION	FEE
For each address change up to 10	\$150.00
For more than 10 address changes	\$1,500.00 for the first 10 address changes plus \$113.00 per hour of service required for additional address changes.

(Ord. 32676)

303.13.1.7 Governmental entities. No fee is required for street name change applications filed by the governmental entities listed in Section 51A-1.105.1. (Ord. 32676)

303.13.2 Fees for a ceremonial street naming.

303.13.2.1 Payment. A ceremonial street naming fee must be paid to the director before an application will be processed. (Ord. 32676)

303.13.2.2 Application fees.

TYPE OF APPLICATION	FEE
If the street is less than one-fourth mile	\$1,950
If the street is less than one-half mile but more than or equal to one-fourth mile	\$1,950
If the street is less than one mile but more than or equal to one-half mile	\$1,950
If the street is more than or equal to one mile	\$1,950 for first mile plus \$300.00 for each additional one-fourth mile.

(Ord. 32676)

303.13.2.3 Additional fees. Additional fees may be required for production and installation of ceremonial street name toppers. (Ord. 32676)

303.13.2.4 Governmental entities. No fee is required for a ceremonial street naming application filed by the governmental entities listed in Section 51A-1.105.1. (Ord. 32676)

303.13.3 Fees for platting, replatting, and other related fees.

303.13.3.1. General. Terms used in this subsection are defined in Articles II and VIII of Chapter 51A of the Dallas City Code. (Ord. 32676)

303.13.3.2 Payment. An application will not be processed until the fee has been paid. The applicant shall pay the filing fee to the director. The director shall deposit fees received in the official city depository not later than the next business day following receipt of the fees. (Ord. 32676)

303.13.3.3 Related fees. It might be necessary to submit a plat for review and approval more than once. There is a separate fee for submission of a preliminary plat and submission of a final plat (except there is no fee for a final minor plat or a final amending plat (minor)). Fees for each revised submission are indicated in the fee schedule below. The fee for submission of a final plat for a phase is calculated as if the phase was a freestanding plat. The submission fee for an amending plat (major) is calculated as for a preliminary plat. The addition of up to 10 percent of the area of a previously submitted preliminary plat is considered a revision; if more area than that is added, the revised plat is considered a new preliminary plat. (Ord. 32676)

303.13.3.4 Fee schedule.

TYPE OF APPLICATION	FEE
Major plat: preliminary plat containing less than 20 lots, if no lot exceeds 3 acres	\$3,963
Major plat: final plat containing less than 20 lots, if no lot exceeds 3 acres	\$6,238
Major plat: preliminary plat containing less than 20 lots, if any lot exceeds 3 acres	\$2,871
Major plat: final plat containing less than 20 lots, if any lot exceeds 3 acres	\$5,178
Major plat: Preliminary plat containing more than 20 lots, if no lot exceeds 3 acres	\$3,342
Major plat: final plat containing more than 20 lots, if no lot exceeds 3 acres	\$4,180
Major plat: preliminary plat containing more than 20 lots, if any lot exceeds 3 acres	\$4,736
Major plat: final plat containing more than 20 lots, if any lot exceeds 3 acres	\$5,623
Minor plat: lot does not exceed 3 acres for single family, duplex, townhouse districts	\$2,895

Minor plat: lot exceeds 3 acres for single family, duplex, or townhouse districts	\$3,364
Minor plat: final fee	\$840
Minor amending plat, certificate of correction, vacation of plat, removal or relocation of building lines	\$850

(Ord. 32676)

303.13.3.5 Waiver. The subdivision administrator may waive the fee required if it is determined that a subsequent plat submission is necessary due to an error or omission by the city in the review of an earlier plat submission. (Ord. 32676)

303.13.3.6 Engineering plans.

303.13.3.6.1 Drainage and paving engineering. An applicant who submits engineering plans shall pay to the director of development services:

1. \$1,848 for the initial submission of engineering plans;
2. no fee for the applicant's submission of the first modification of the initial submission of engineering plans if it includes only those modifications required in response to comments and requirements made by the department of development services after reviewing the initial submission; and
3. \$2,252 for each subsequent submission. (Ord. 32676)

303.13.3.6.2 Water and wastewater engineering. An applicant who submits engineering plans shall pay to the director of development services:

1. \$1,848 for design review of engineering plans requiring more than 100 feet of construction of water and wastewater mains, excluding the footage of building service connections. For each additional design review of engineering plans, the following applies:
 - 1.1. no fee for the applicant's submission of the first modification of the initial submission of engineering plans if it includes only those modifications required in response to comments and requirements made by the department of development services after reviewing the initial submission; and
 - 1.2. \$2,252 for each subsequent submission.
2. \$500 for design review of engineering plans requiring 100 feet or less of construction of water and wastewater mains, excluding the footage of building service connections. For each additional design review of engineering plans, the following applies:

- 2.1. no fee for the applicant's submission of the first modification of the initial submission of engineering plans if it includes only those modifications required in response to comments and requirements made by the department of development services after reviewing the initial submission; and
- 2.2. \$500 for each subsequent submission. (Ord. 32676)

303.13.3.7 Refund. The city controller shall refund 35 percent of the filing fee to the applicant if the applicant withdraws the application prior to the case being posted for hearing. After the case is posted, the applicant may withdraw the plat but the city controller will not refund any part of the filing fee. If the applicant withdraws the application in writing prior to the hearing date, the applicant may request that the filing fee be credited to a subsequent application for the same property if it is submitted within one year of the withdrawal date. (Ord. 32676)

303.13.4 Early release of a building or foundation permit. The fee for an early release of a building or foundation permit is \$269. (Ord. 32676)

303.14 Engineering fees.

303.14.1 Escarpment permit fee.

303.14.1.1 General. An application for an escarpment permit under Section 51A-5.204 of the Dallas City Code will not be processed until the fee has been paid. (Ord. 32676)

303.14.1.2 Payment. The applicant shall pay the fee to the director. The director shall deposit fees received in the official city depository not later than the next business day following receipt of the fees. (Ord. 32676)

303.14.1.3 Refund. No refund of a fee may be made. (Ord. 32676)

303.14.1.4 Fee. The fee for a escarpment permit is \$2,709. (Ord. 32676)

303.14.2 Floodplain review fee. The building official shall assess a nonrefundable floodplain miscellaneous review fee of \$100 per hour with a one hour minimum charge for each request. (Ord. 32676)

303.14.3 Plat and field notes review fee. The building official shall assess a nonrefundable review fee of \$100 per hour with a one hour minimum for a surveyor's review of subdivision plats and field notes for separate instrument easement dedications, agreements, and abandonments. (Ord. 32676)

303.14.4 Traffic impact analysis fee. The building official shall assess a nonrefundable traffic impact analysis review fee of \$1,000 for each initial submittal and \$100 per hour for each

subsequent submittal associated with post permit revisions or denial comment corrections. (Ord. 32676)

303.14.5 Infrastructure improvements constructed under private development contracts fee.

303.14.5.1 Preconstruction meeting and review of materials testing report fee. The building official shall assess a nonrefundable fee of \$100.00 per hour with a one hour minimum to conduct a preconstruction meeting and to review the final materials testing report of infrastructure improvements constructed under private development contracts. (Ord. 32676)

303.14.5.2 Inspection fee. The building official shall assess a nonrefundable inspection fee of \$125.00 per hour with a one hour minimum for the inspection of infrastructure improvements constructed under private development contracts. (Ord. 32676)

303.15 Arborist and landscaping fees.

303.15.1 Fee for tree removal application.

303.15.1.1 General. An application for a tree removal under Section 51A-10.132 of the Dallas City Code will not be processed until the fee has been paid. (Ord. 32676)

303.15.1.2 Payment. The applicant shall pay the fee to the director. The director shall deposit fees received in the official city depository not later than the next business day following receipt of the fees. (Ord. 32676)

303.15.1.3 Refund. No refund of a fee may be made. (Ord. 32676)

303.15.1.4 Fee schedule.

TYPE OF APPLICATION	FEE
Tree removal application	Cost of tree removal x \$.0095, with a minimum charge of \$60.00 for the project
First reinspection of work not completed, not corrected, or not accessible in initial inspection	\$60.00
Second reinspection of work not completed, not corrected, or not accessible in prior inspections	\$90.00
Third or subsequent reinspection of work not completed, not corrected, or not accessible in prior inspections	\$120.00

(Ord. 32676)

303.15.2 Tree survey review fee. When deemed necessary, the building official shall assess a nonrefundable tree survey review fee of \$100.00 per hour with a one hour minimum charge for each building permit, site application, or any other construction document submitted. (Ord. 32676)

303.15.3 Tree inspection service fee. When deemed necessary, the building official shall assess a \$75.00 per hour tree inspection fee for each building permit, site application, or other construction document submitted. (Ord. 32676)

303.15.4 Tree removal investigation fee. When deemed necessary, the building official shall assess a \$550.00 work without permit tree removal investigation fee for each building permit, site application, or other construction document submitted. Investigation fees will be assessed once the violation has been documented and confirmed, and prior to the issuance of a permit application. (Ord. 32676)

303.15.5 Conservation easement review. The building official shall assess a \$150.00 per hour with a one hour minimum conservation easement review or field inspection fee. In addition to this fee, the applicant shall pay the appropriate fees associated with the review of legal descriptions as outlined in Section 303.16. (Ord. 32676)

303.16 Geospatial information systems fees.

303.16.1 Fees for property description review.

303.16.1.1 General. An application will not be processed until the fee has been paid. (Ord. 32676)

303.16.1.2 Payment. The applicant shall pay the fee to the director. The director shall deposit fees received in the official city depository not later than the next business day following receipt of the fees. (Ord. 32676)

303.16.1.3 Applicability. A fee is required for each review. (Ord. 32676)

303.16.1.4 Refund. No refund of a fee may be made. (Ord. 32676)

303.16.1.5 Fee Schedule.

TYPE OF PROPERTY DESCRIPTION	FEE
Platted	\$100.00
Metes and bounds	\$100.00 for the first page plus \$50.00 for each additional page

(Ord. 32676)

303.16.2 Address or suite assignment fees.

303.16.2.1 General. The building official shall assess an address or suite assignment fee for each application, permit, plan, or other related construction documents submitted to the building official. (Ord. 32676)

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

(Ord. 32676)

303.17 Water and wastewater fees.

303.17.1 Water and wastewater explanation letter fee. The fee to request a letter from the department explaining the availability of water for connections, water for size on size, water flow and pressure test, and wastewater services for a development site is \$200.00. (Ord. 32676)

303.17.2 Wastewater capacity analysis fee. The fee to request a performance of a wastewater capacity analysis on an existing wastewater line to determine its capacity for a proposed development or land use is \$2,500.00. (Ord. 32676)

303.18 Reauthorization of building permit fees. A building permit fee expires on the 10th anniversary after the date the fee is adopted unless it is reviewed and renewed by city council following a public hearing in accordance with Section 214.908 of the *Texas Local Government Code*. The building official shall conduct a fee study and evaluate fees every three years. (Ord. 32676)

303.19 Publication of fees. The building official shall annually publish on the city’s website the fee, the hour rate, and estimated direct time incurred by city employees for a fee imposed for reviewing or processing an engineering or construction plan or inspecting a public improvement based on the methodology detailed in Section 212.906 of the *Texas Local Government Code*. (Ord. 32676)

**SECTION 304
JURISDICTIONAL INSPECTIONS**

304.1 General.

304.1.1 Work subject to inspection. All construction or work for which a permit is required

shall be subject to inspection by the building official and shall remain accessible and exposed for inspection purposes until approved by the building official. In addition, certain types of construction must have continuous inspection as specified in Section 305 of this chapter. (Ord. 26029; 27107)

304.1.2 Violation of city code or ordinance. Approval as a result of an inspection shall not be construed as approval of a violation of any provision of the codes or another city ordinance. Any inspection presuming to give authority to violate or cancel any provision of the codes or another ordinance is not valid. (Ord. 26029; 27107)

304.1.3 Duty of permit applicant. It is the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the city shall be liable for any expense entailed in the removal or replacement of any material required to allow inspection. (Ord. Nos. 26029; 27107)

304.1.3.1 City approved plans. The city approved plans, as required by this code, shall be available on the job site at the time of inspection.

304.1.3.2 Manufacturer's installation instructions. Manufacturer's or industrialized builder's installation instructions, as required by this code, shall be available on the job site at the time of inspection.

304.1.4 Lot survey. A survey of the lot and its improvements may be required by the building official to verify that the structure and any of its components are located in accordance with the approved plans. (Ord. Nos. 26029; 27107; 30320)

304.1.5 Inspection during declared disaster. In an area of the city that is subject to a declaration of disaster by the governor under Chapter 418 of the *Texas Government Code*, or a declaration of local disaster under Chapter 14B of the *Dallas City Code*, a building inspection may, while the declaration is in effect, be performed by a person:

1. other than:
 - 1.1. the owner of the building; or
 - 1.2. a person whose work is the subject of the inspection; and
2. who is:
 - 2.1. certified to inspect buildings by the International Code Council;
 - 2.2. employed as a building inspector by the municipality in which the building is located;
 - 2.3. employed as a building inspector by any political subdivision, if the city has approved the person to perform inspections during a disaster; or

2.4. an engineer licensed under Chapter 1001 of the *Texas Occupations Code*. (Ord. 32196)

304.1.5.1 Requirements. A person who performs an inspection under this section must:

1. comply with the codes and any regulations and policies adopted by the division of building inspection; and
2. not later than the 30th day after the date of the inspection, provide the building official with notice of the inspection. (Ord. 32196)

304.2 Posting of permit. Work requiring a permit shall not be commenced until the permit holder or the permit holder's agent has posted the permit in a conspicuous place on the front of the premises. The permit must be maintained in this position by the permit holder until the work is completed. (Ord. Nos. 26029; 27107)

304.3 Inspection requests.

304.3.1 Duty to notify building official. It is the duty of the person doing the work authorized by a permit to notify the building official that the work is ready for inspection. An inspection request may be in any approved form at the option of the building official. All requests for inspection must be made at least one working day before the inspection is desired. It is the duty of the person requesting any inspection required by the codes to provide access to and means for inspection of the work. (Ord. Nos. 26029; 27107; 29632)

304.3.2 Special fee. A special fee as specified in Section 303 of this chapter must be paid for each inspection made after business hours, on weekends, or outside the city limits. (Ord. Nos. 26029; 27107)

304.4 Approval required. No work shall be done on any part of the structure or premises beyond the point indicated in each successive inspection without first obtaining the written approval of the building official. The building official, upon notification, shall make a requested inspection and shall either indicate that the portion of the construction being inspected is satisfactory as completed or notify the permit holder or the permit holder's agent how the construction fails to comply with the codes. Any portion that does not comply with the codes must be corrected and must not be covered or concealed until authorized by the building official. There shall be a final inspection and approval of every structure or portion of a structure when completed and prior to occupancy and use, and after demolition work has been completed. (Ord. 26029; 27107; 29160)

304.4.1 Preliminary inspection. Before issuing a *permit*, the *building official* is authorized to examine or cause to be examined buildings, structures and *sites* for which an application has been filed. (Ord. 32196)

304.5 Required building inspections.

304.5.1 Footing and foundation inspection. Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C94, the concrete need not be on the job.

Exception: Where *special exceptions* are provided in accordance with Section 1705.1.1, Item 4 of the *Dallas Building Code*. (Ord. 26029; 27107; 32196)

304.5.1.1 Concrete slab and under-floor inspection. Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories, and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor. (Ord. 32196)

304.5.1.2 Lowest floor elevation. In *floor hazard areas*, upon placement of the *lowest floor*, including the *basement*, and prior to further vertical construction, the elevation certification required in Section 1612.4 of the *Dallas Building Code* or the *Dallas One- and Two-Family Dwelling Code*, as applicable, shall be submitted to the *building official* or to the official designated by the *building official*. (Ord. 32196)

304.5.2 Rough frame inspection. To be made after the roof, all framing, fire blocking, and bracing are in place and all pipes, sprinkler risers, chimneys, and vents are complete and the rough electrical, plumbing, heating wires, pipes, and ducts are *approved*. Reinforcing steel or structural framework of any part of any structure shall not be covered or concealed without first obtaining the approval of the building official. (Ord. 26029; 27107; 32196)

304.5.3 Finish frame inspection. To be made after the rough inspections required by this section for building, electrical, plumbing, and mechanical work are completed and the sprinkler branch piping is installed. (Ord. 26029; 27107; 32196)

304.5.3.1 Types IV-A, IV-B, and IV-C connection protection inspection. In buildings of Types IV-A, IV-B, and IV-C construction, where connection *fire resistance ratings* are provided by wood cover calculated to meet the requirements of Section 2304.1.1.1 of the *Dallas Building Code*, inspection of the wood cover shall be made after the cover is installed, but before any other coverings or finishes are installed.

Exception: Where *special inspections* are provided in accordance with Section 1705.1.1, Item 4 of the *Dallas Building Code*. (Ord. 32196)

304.5.3.2 Lath, gypsum board, and gypsum panel product inspection. Lath, *gypsum board*, and *gypsum panel product* inspections shall be made after lathing, *gypsum board*, and *gypsum panel products*, interior and exterior, are in place, but before any plastering is

applied or *gypsum board* and *gypsum panel product* joints and fasteners are taped and finished.

Exceptions:

1. *Gypsum board* and *gypsum panel products* that are not part of a fire-resistance rated assembly or a shear assembly.
2. Where *special inspections* are provided in accordance with Section 1705.1.1, Item 4 of the *Dallas Building Code*. (Ord. 32196)

304.5.3.3 Weather-exposed balcony and walking surface waterproofing. Where balconies or other elevated walking surfaces have *weather-exposed surfaces*, and the structural framing is protected by an impervious moisture barrier, all elements of the impervious moisture barrier system shall not be concealed until inspected and *approved*.

Exception: Where *special inspections* are provided in accordance with Section 1705.1.1, Item 4 of the *Dallas Building Code*. (Ord. 32196)

304.5.3.4 Fire- and smoke-resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies, *smoke barriers*, and *smoke partitions* shall not be concealed from view until inspected and *approved*.

Exception: Where *special inspections* are provided in accordance with Section 1705.1.1, Item 4 of the *Dallas Building Code*. (Ord. 32196)

304.5.4 Energy efficiency inspections. Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for:

1. envelope insulation *R-* and *U-values*;
2. *fenestration U-value*;
3. duct system *R-value*; and
4. HVAC and water-heating equipment efficiency.

Exception: Where *special inspections* are provided in accordance with Section 1705.1.1, Item 4 of the *Dallas Building Code*. (Ord. 26029; 27107; 32196)

304.5.5 Final inspection. To be made after the ceilings are completed with sprinkler heads, if any, and the structure is completed. (Ord. 26029; 27107; 32196)

304.6 Required electrical inspections.

304.6.1 Temporary construction power pole. To be made after pole is erected before service is connected. (Ord. 26029; 27107)

304.6.2 Rough. To be made when any electrical equipment or wiring is to be hidden from view by any permanent portion of the building or by burial. (Ord. 26029; 27107)

304.6.3 Final. To be made after structure is completed. (Ord. 26029; 27107)

304.7 Required plumbing inspections.

304.7.1 Rough. To be made when any sewer, gas, or water piping is to be hidden from view. (Ord. 26029; 27107)

304.7.2 Final. To be made after structure is completed. (Ord. 26029; 27107)

304.8 Required mechanical inspections.

304.8.1 Rough and duct. To be made before work is concealed from view by a permanent portion of the structure or by burial and before ducts are insulated. (Ord. 26029; 27107)

304.8.2 Final. To be made after structure is completed. (Ord. 26029; 27107)

304.9 Required irrigation inspections.

304.9.1 Rough. To be made by reviewing irrigation designs and inspecting prior to the concealment of irrigation piping, control valves, and wiring. (Ord. 27107)

304.9.2 Final. To be made after structure is completed. To pass final inspection, all zones of the system must comply with the submitted irrigation design and must comply with current code and local and state water conservation requirements. Building inspection must also be provided with a receipt of the required test report for the installed backflow prevention device. (Ord. 27107)

304.10 Other inspections. In addition to the called inspections specified in this section, the building official may make or require any other inspection of any construction work to ascertain compliance with the codes and other applicable city ordinances. (Ord. 26029; 27107)

304.11 Reinspection. For the purpose of determining compliance with Section 104.6, the building official may cause any structure to be reinspected. (Ord. 26029; 27107)

304.12 Periodic inspections. Where the concealment of work proceeds continuously, the building official shall schedule periodic inspections. (Ord. 26029; 27107)

304.13 Flood hazard documentation. If located in a *flood hazard area*, documentation of the elevation of the *lowest floor* as required in Section 1612.4 of the *Dallas Building Code* shall be submitted to the *building official* prior to the final inspection. (Ord. 32196)

304.14 Tiny house inspections. Where the work proceeds continuously or offsite, the *building official* shall schedule periodic inspections at an approved location.

Exception: Where *special inspections* are provided in accordance with Section 1705.1.1, Item 4 of the *Dallas Building Code*. Plumbing work must be done and inspected in accordance with Subchapter 4 of this chapter and Chapter 1301 of the *Texas Occupations Code*, as amended. (Ord. 32196)

SECTION 305 SPECIAL INSPECTIONS

305.1 General. Refer to Section 1704 of the *Dallas Building Code*, as amended. (Ord. 26029; 32196)

305.2 Inspection agencies. The *building official* is authorized to accept reports of *approved* inspection agencies, provided that such agencies satisfy the requirements as to qualifications and reliability. (Ord. 32196)

305.3 Special inspectors. Special inspectors must be approved by the *building official* prior to performing any duties. Special inspectors must submit their qualifications and are subject to personal interviews for prequalification. Approved identification, as stipulated by the *building official* must be presented when performing the function of a special inspector. Special inspectors may have no financial interest in projects for which they provide special inspections. (Ord. 32196)

305.3.1 Prequalification. The prequalification of special inspectors consists of two phases. (Ord. 32196)

305.3.1.1 Phase one. The phase one prequalification of special inspectors involves those required for mass timber construction. Phase one begins on April 13, 2022. (Ord. 32196)

305.3.1.2 Phase two. The phase two prequalification of special inspectors involves all other required special inspections. Phase two begins with the effective date of adoption of the 2021 edition of the *International Building Code*, as amended. (Ord. 32196)

SECTION 306 CERTIFICATE OF OCCUPANCY

306.1 Use or occupancy. No structure or land shall be used or occupied, no change in the existing occupancy classification, zoning use, or the tenant or occupant of a structure or portion of a structure shall be made, and no floor area increases or decreases of any existing tenancy area of a structure shall be used or occupied, until the building official has issued a certificate of occupancy and a fee has been paid as required in Section 303 of this chapter.

Exception: No certificate of occupancy is required for:

1. single family uses;
2. handicapped group dwelling unit uses;
3. duplex uses;
4. U occupancies accessory to single-family or duplex uses;
5. tenant changes to individual dwelling units in Group R, Division 2 apartment houses; and
6. a vendor who operates a business on private property and possesses a valid mobile food establishment permit issued under Chapter 17 of the *Dallas City Code* or a valid CBD concession license issued under Chapter 50 of the *Dallas City Code*, and
 - 6.1. has the written permission of the owner of the private property on which the business is conducted; and
 - 6.2. whose business operation complies with the codes, the *Dallas Development Code*, other city ordinances, rules, and regulations, and any county, state, or federal laws or regulations. (Ord. 26029; 26579; 27107; 29023)

306.2 Change in use or occupancy. A change in the character, use, or occupancy of a building shall not be made except as specified in Chapter 34 of the *Dallas Building Code*. (Ord. 26029; 26579)

306.3 Application for a certificate of occupancy.

306.3.1 Application requirements. A person seeking a certificate of occupancy shall submit an application to the building official on a form approved by the building official. The application must include the following information:

1. The address of the use or occupancy.
2. The name (DBA) of the proposed use or occupancy.
3. The name, address, email address, and telephone number of the owner of the structure and land.
4. The name, address, email address, and telephone number of the operator (tenant) of the use or occupancy.

5. The name, address, e-mail address, and telephone number of the applicant if different than the operator or tenant.
6. A description of the use or occupancy that will be operated.
7. Any other information, plans, diagrams, computations, specifications, or other data or supporting documents the building official deems necessary, including an affidavit containing a detailed description of the use or occupancy that will be operated, the goods or services offered or produced, the hours of operation, and whether a city, county, state, or federal license, permit, or registration is required to operate the use or occupancy. (Ord. 26579; 30320)

306.3.2 Establishment selling or serving alcoholic beverages. Any person applying for a certificate of occupancy for an establishment that will sell or serve alcoholic beverages as defined in the *Texas Alcoholic Beverage Code* shall file an affidavit with the building official stating whether the establishment that will derive less than 50 percent, 50 percent or more, or 75 percent or more of its gross quarterly (three-month) revenue from the sale or service of alcoholic beverages for on-premise consumption. Any person owning or operating an establishment that sells or serves alcoholic beverages shall, upon request, supply the building official, within 30 days of the date of the request, with all records needed to document the percentage of gross revenue on a quarterly (three-month) basis derived from the sale or service of alcoholic beverages, including all sales tax returns for the period filed with the Texas Comptroller of Public Accounts and all applications for a permit or license for the period filed with the Texas Alcoholic Beverage Commission. The building official may grant one extension of time for a period not to exceed 30 days upon good cause shown. (Ord. 26579)

306.4 Expiration of application.

306.4.1 Application submitted in conjunction with an application for a construction permit. An application for a certificate of occupancy that is submitted in conjunction with an application for a construction permit shall expire and be void *ab initio* if:

1. no action is taken by the applicant before the 30th day after the building official gives the applicant written notice that additional information, plans, diagrams, computations, specifications, or other data or supporting documents are necessary for issuance of the certificate of occupancy;
2. the application for the construction permit expires; or
3. the construction permit is issued but later expires or is revoked. (Ord. 26029; 26579)

306.4.2 Application not submitted in conjunction with an application for a construction permit. An application for a certificate of occupancy that is not submitted in conjunction with an application for a construction permit shall expire and be void *ab initio* if:

1. no inspection is requested by the applicant before the 120th day after the date of its release for inspections unless one or more extensions are granted under Subsection 306.4.3, in which case the application shall be void *ab initio* if no inspection is requested by the applicant during the extended time period(s);
2. no action is taken by the applicant before the 30th day after the building official gives the applicant written notice that additional information, plans, diagrams, computations, specifications, or other data or supporting documents are necessary for issuance of the certificate of occupancy; or
3. no action is taken by the applicant before the 30th day after the building official gives the applicant written notice that corrections and a reinspection are necessary for issuance of the certificate of occupancy. (Ord. 26029; 26579)

306.4.3 Extensions of time. The building official may grant one or more extensions of time for periods not exceeding 120 days each for justifiable cause. If a request for extension is made by the applicant or the applicant's agent, the request must be in writing and made within the time period sought to be extended. (Ord. 26029; 26579)

306.5 Denial. The building official shall deny an application for a certificate of occupancy if the building official determines:

1. The certificate of occupancy requested does not comply with the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations;
2. The information, plans, diagrams, computations, specifications, or other data or supporting documents submitted with the application clearly show that the use or occupancy will be operated in violation of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations;
3. The application contains false, incomplete, or incorrect information and the applicant has failed to correct or supplement the false, incomplete, or incorrect information within a reasonable time after the building official requests that the information be corrected or supplemented; or
4. The applicant does not possess a required city, county, state, or federal license, permit, or registration to operate the use or occupancy. (Ord. 26579)

306.6 Issuance. Unless the application for the certificate of occupancy has expired under Section 306.4 or has been denied under Section 306.5, the building official shall issue a certificate of occupancy after a complete application has been filed, a true and correct copy of any required city, county, state, or federal license, permit, or registration to operate has been provided to the building official, and every necessary inspection has been made to determine compliance with the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations. (Ord. 26029; 26579)

306.7 Certificate of occupancy. A certificate of occupancy must contain the following information:

1. The address of the structure or land.
2. The name and address of the owner of the structure and land.
3. The name and address of the operator of the use or occupancy.
4. The use and occupancy, in accordance with the provisions of the *Dallas Building Code* or the *Dallas Existing Building Code*, whichever applies, and the *Dallas Development Code*.
5. The certificate of occupancy number.
6. The zoning district where the structure of land is located.
7. Identification of any required city, county, state, or federal license, permit, or registration to operate the use or occupancy.
8. The *permit* number.
9. A description of that portion of the structure for which the certificate is issued.
10. The name of the *building official*.
11. The edition of the code under which the *permit* was issued.
12. Any special stipulations and conditions of the building *permit*. (Ord. 26029; 26579; 32196)

306.8 Partial certificate of occupancy. A partial certificate of occupancy may be issued by the building official for the use or occupancy of a portion of a structure prior to the completion of the entire structure. (Ord. 26029; 26579)

306.9 Temporary certificate of occupancy. A temporary certificate of occupancy may be issued by the building official for the temporary use or occupancy of a portion of a structure. The building official shall set a time period during which the temporary certificate of occupancy is valid. When the temporary certificate of occupancy expires, the holder must obtain a certificate of occupancy authorizing the use or occupancy or cease the use or occupancy. The building official may grant one or more extensions of the temporary certificate of occupancy for periods not to exceed 30 days. If a request for extension is made by the applicant or the applicant's agent, the request must be in writing and made within the time period sought to be extended. (Ord. 26029; 26579)

306.10 Posting. The certificate of occupancy shall be posted in a conspicuous place in the premises and shall not be removed except by the building official. (Ord. 26029; 26579)

306.11 Validity. The issuance of a certificate of occupancy does not grant any vested right or give authority to violate any provision of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations. Any certificate of occupancy presuming to give authority to violate any provision of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations shall be void *ab initio*. The issuance of a certificate of occupancy shall not prevent the building official from later requiring the correction of errors in any information, plans, diagrams, computations, specifications, or other data or supporting documents, or from preventing a use or occupancy in violation of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations. (Ord. 26029; 26579)

306.12 Voiding of certificate of occupancy.

306.12.1 Void *ab initio*. A certificate of occupancy shall be void *ab initio* if the use or occupancy authorized by that certificate of occupancy is not commenced before the 120th day after the date of its issuance unless one or more extensions are granted under Subsection 306.12.2, in which case the certificate of occupancy shall be void *ab initio* if the use or occupancy is not commenced during the extended time period(s). (Ord. 26029; 26579)

306.12.2 Extensions of time. The building official may grant one or more extensions of time for periods not exceeding 120 days each if the building official finds that circumstances beyond the control of the holder of the certificate of occupancy have prevented the use or occupancy from being commenced. If a request for extension is made by the applicant or the applicant's agent, the request must be in writing and made within the time period sought to be extended. (Ord. 26029; 26579)

306.12.3 Void. A certificate of occupancy shall be void if:

1. A specific use permit required by the *Dallas Development Code* to operate the use or occupancy expires; or
2. A compliance date for the use or occupancy set by ordinance or the board of adjustment in accordance with the *Dallas Development Code* has passed. (Ord. 26579)

306.13 Revocation of certificate of occupancy. The building official shall revoke a certificate of occupancy if the building official determines that:

1. the certificate of occupancy is issued in error;
2. the certificate of occupancy is issued on the basis of false, incomplete, or incorrect information supplied;
3. a use or occupancy is being operated in a manner that is a substantial danger of injury or an adverse health impact to any person or property and is in violation of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations;

4. the structure or portion of the structure is a substantial danger of injury or an adverse health impact to any person or property and is in violation of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations;
5. a required city, county, state, or federal license, permit, or registration to operate the use or occupancy has not been issued, has been revoked, or has expired;
6. the holder of the certificate of occupancy has refused, upon request, to supply the building official with records needed to document the percentage of gross revenue on a quarterly (three-month) basis derived from the sale or service of alcoholic beverages within the required time period; or
7. the use or occupancy authorized by the certificate of occupancy has been discontinued for six months or more. (Ord. 26029; 26579)

306.14 Written notice. Written notice of any action taken or determination made by the building official under this section must be given to the owner of the structure and land and to the operator of the use or occupancy at the address shown on the certificate of occupancy by certified mail with a five-day return receipt requested or by hand-delivery. Except when a compliance date has been set in accordance with the *Dallas Development Code*, the notice must state that the action taken or determination made by the building official is final unless appealed. The fact that the notice is returned undelivered or that the return receipt is not signed by the addressee shall not affect the validity of the notice. (Ord. 26579)

306.15 Appeal of actions and determinations. Any action taken or determination made by the building official under this section shall be final unless appealed as follows:

1. If the action taken or determination made was pursuant to the codes, an appeal must be made to the building inspection advisory, examining, and appeals board in accordance with Section 208 before the 15th day after written notice of the action taken or determination made is given in accordance with Section 306.14; or
2. Except as provided in Paragraph 3, if the action taken or determination made was pursuant to the *Dallas Development Code*, an appeal must be made to the board of adjustment in accordance with the *Dallas Development Code*.
3. A certificate of occupancy that is void because a compliance date for the use or occupancy set by ordinance or the board of adjustment in accordance with the *Dallas Development Code* has passed may not be appealed under this subsection. (Ord. 26029; 26579)

306.16 Stay pending appeal. An appeal of an action taken or determination made by the building official under this section stays all proceedings in furtherance of the action taken or determination made that is appealed unless the building official certifies in writing to the appropriate board facts supporting the building official's opinion that a stay would cause imminent peril to life or property. Then, the proceedings may be stayed only by a restraining order granted by the district court, after notice to the building official, if due cause is shown. (Ord. 26579)

SECTION 307 CERTIFICATE OF APPROVAL

307.1 General. If the work does not require the issuance of a certificate of occupancy, and the inspector finds the electrical installation to be in conformity with the *Dallas Electrical Code*, the inspector shall, if requested, issue to the person making the installation a certificate of approval, with a copy transmitted to the owner and the agency supplying electricity, authorizing the use of the installation and connection to the electricity supply. (Ord. 26029)

307.2 Electrical code compliance. Whether an electrical installation complies with the *Dallas Electrical Code* shall be determined by the chief electrical code administrator. (Ord. 26029)

SECTION 308 INTERFERENCE WITH EXISTING ELECTRICAL INSTALLATIONS

308.1 General. An unauthorized person shall not change or alter electrical equipment in or on any structure. If in the course of the erection of a structure, electrical equipment is in such a position as to interfere with the erection or completion of the structure, notice must be immediately given to the owner or authorized person installing the electrical equipment, and the needed change must be made by the authorized person or firm. (Ord. 26029)

SECTION 309 CONNECTION TO ELECTRICAL SERVICE

309.1 General. A person commits an offense if he makes connection to a supply of electricity, or supplies electricity to any electrical equipment for which a permit is required or that has been disconnected, unless approval has been issued by the building official authorizing the connection and use of the equipment. (Ord. 26029)

SECTION 310 BACKFLOW PREVENTION; INSPECTION AND FEES

310.1 Definitions. In this section:

BACKFLOW PREVENTION DEVICE means a device or method to prevent backflow into the potable water system.

BACKFLOW PREVENTION TESTER means any person engaged in testing backflow prevention devices within the city.

HIGH HEALTH HAZARD means a cross-connection, potential cross-connection, or other situation involving any substance that could cause death, illness, or spread of disease, or that has a high probability of causing such effects if introduced into the potable drinking water supply, as determined by the Texas Commission on Environmental Quality. (Ord. 26029)

310.2 Backflow prevention device installed before October 1, 2000. A backflow prevention device installed before October 1, 2000 must satisfy the following requirements:

1. The inspection and testing of any backflow prevention device installed pursuant to Section 608 of the *Dallas Plumbing Code* and Section 290.44(h) of Title 30, *Texas Administrative Code* will be administered by the water utilities department in accordance with Section 49-29 of the *Dallas City Code*.
2. The owner or person in control of premises on which the backflow prevention device is located shall pay a fee to the water utilities department for the inspection and testing in accordance with Section 49-18.6(d) of the *Dallas City Code*. (Ord. Nos. 26029; 29160)

310.3 Backflow prevention device installed on or after October 1, 2000. A backflow prevention device installed on or after October 1, 2000 must satisfy the following requirements:

1. The inspection and testing of any backflow prevention device must be in accordance with this section, Section 608 of the *Dallas Plumbing Code*, and Section 290.44(h) of Title 30, *Texas Administrative Code*.
2. The owner or person in control of premises on which a backflow prevention device is located shall ensure that:
 - 2.1. all backflow prevention devices are tested upon installation by a registered backflow prevention tester and certified to be operating within specifications; and
 - 2.2. all backflow prevention devices that are installed to provide protection against high health hazards are at least annually tested by a registered backflow prevention tester and certified to be operating within specifications.
3. The owner or person in control of premises on which a backflow prevention device is located, or the person's agent, shall submit the certified test results for each backflow prevention device, along with the filing fee prescribed in Section 303.5.15 of this chapter, to the building inspection division for processing.
4. A backflow prevention tester must hold current certification from the Texas Commission on Environmental Quality and register with the city as a backflow prevention tester in accordance with Subchapter 8 of this chapter. (Ord. Nos. 26029; 29160)

**SECTION 311
PROJECT; EXPIRATION OF PROJECT**

311.1 Definition. In this section:

PROJECT means an endeavor for which one or more permits are required to initiate, continue, or complete. (Ord. 26170)

311.2 Expiration of project. A project will expire and be void *ab initio* on the fifth anniversary of the date the first permit application was filed for the project if no progress has been made toward completion of the project. (Ord. 26170)

311.3 Progress toward completion of project. Progress toward the completion of a project includes any one of the following:

1. An application for a final plat is submitted.
2. A good-faith attempt is made to file an application for a permit necessary to begin or continue towards completion of the project.
3. Costs have been incurred for developing the project including, without limitation, costs associated with roadway, utility, and other infrastructure facilities designed to serve, in whole or in part, the project (but exclusive of land acquisition) in the aggregate amount of five percent of the most recent appraised market value of the real property on which the project is located.
4. Fiscal security is posted with the city to ensure performance of an obligation required by the city.
4. Utility connection fees or impact fees for the project have been paid to the city. (Ord. 26170)

311.4 Determination of project status. An applicant who wishes to determine the status of a project shall submit all requested documents to the building official. The applicant has the burden of proof when establishing project status. (Ord. 29160)

**SUBCHAPTER 4
REGISTRATION OF PLUMBING CONTRACTORS**

**SECTION 401
DEFINITIONS**

401.1 Definitions. In this subchapter:

PLUMBING CONTRACTOR means any responsible master plumber engaged in plumbing work within the city.

PLUMBING WORK means the installation, construction, maintenance, servicing, repair, or modification of:

1. Plumbing as defined by the Texas Plumbing License Law, as amended;
2. A water treatment facility as defined by the Texas Plumbing License Law, as amended;
3. An irrigation system as defined by Article 8751 of Vernon's Texas Civil Statutes, as amended; or
4. An LPG system as defined by the *Texas Liquefied Petroleum Gas Code*, as amended.

RESPONSIBLE MASTER PLUMBER means a person licensed as a master plumber under the Texas Plumbing License Law, as amended, and has fulfilled all requirements of a responsible master plumber as outlined in the Texas Plumbing License Law, as amended, who allows his or her master license to be used by a company for the purpose of offering, and performing plumbing work and obtaining the required plumbing permits. The responsible master plumber, by allowing his or her master license to be used in this manner, assumes responsibility for all plumbing work performed under his or her license. A responsible master plumber may allow his or her master license to be used by only one plumbing company. (Ord. Nos. 26029; 29632)

**SECTION 402
REGISTRATION REQUIRED**

402.1 General. A person who is not registered by the city as a plumbing contractor may not obtain any permit required by this chapter for plumbing work. Plumbing work by a plumbing contractor is limited to the type and scope of work authorized by the state license held by the contractor or the contractor's responsible master. (Ord. 26029)

402.2 Fraud prohibited. No person may represent that the person is a registered plumbing contractor within the city, unless the person, in fact, holds a valid certificate of registration issued in accordance with this subchapter. (Ord. 26029)

SECTION 403
APPLICATION FOR REGISTRATION OF PLUMBING CONTRACTORS

403.1 General. To register with the city to perform plumbing work described in the codes, a responsible master plumber shall apply in person to the building inspection division in writing on forms furnished for that purpose. The application must include:

1. The applicant's name, address, and telephone number;
2. Any other information that may reasonably be required to properly identify the applicant;
3. The name of the responsible master plumber for the plumbing contracting business; and
4. Proof of responsible master plumber status as defined and required by the Texas Plumbing License Law, as amended. (Ord. Nos. 26029; 27107; 28096; 29632)

403.2 Established place of business. Each applicant for registration shall maintain an established place of business at a permanent location. If the established place of business is within the city, a certificate of occupancy must be secured as required in the *Dallas Development Code*. (Ord. 26029)

SECTION 404
LICENSED SUPERVISION

404.1 Supervision required. Plumbing work for which a permit is required by this chapter must be supervised by a responsible master. (Ord. 26029)

404.2 Employment of responsible master. The owner of a plumbing contracting business who is not licensed to do plumbing work under state law shall continuously employ a responsible master. (Ord. 26029)

404.3 Designation of responsible master. The owner of a plumbing contracting business shall designate to the chief plumbing code inspector a responsible master to supervise the plumbing work done by the contractor. The designated person may be the responsible master for only one contractor within the city at any one time. (Ord. 26029)

404.4 Discontinuation of work. Should supervision not be continuously provided, the building official may order the work being done by a plumbing contractor to be discontinued until proper supervision and control have been provided and the name of a new responsible master has been submitted to the building inspection division. (Ord. 26029)

SECTION 405
SUSPENSION; REVOCATION

405.1 Suspension or revocation. The building official shall suspend or revoke a certificate of registration if the building official finds the contractor or the contractor's authorized agent:

1. Obtains a certificate of registration or permit by the use of fraud or deceit;
2. Intentionally violates a provision of this chapter; or
2. Exhibits incompetency or commits gross negligence or misconduct in the performance of construction work within the city. (Ord. Nos. 28096; 29632)

405.2 Appeal. The contractor may appeal the decision of the building official to the advisory, examining, and appeals board. (Ord. Nos. 28096; 29632)

SECTION 406 EXPIRATION; RENEWAL

406.1 Expiration. A certificate of registration for a plumbing contractor holding a state license will expire annually upon the expiration or termination of the state license or the certificate of insurance on file with the Texas State Board of Plumbing Examiners, whichever occurs first. (Ord. Nos. 26029; 29632)

406.2 Renewal. A certificate of registration may be renewed by application to the building inspection division in accordance with Section 402 of this subchapter. (Ord. 26029)

SECTION 407 ADVERTISEMENT

407.1 State license number required. All advertising by a plumbing contractor that is designed to solicit business must include the state license number of the responsible master for the plumbing contracting business. Advertising that requires the state license number includes printed material, radio ads, television ads, newspaper ads, yellow pages, business cards, solicitations, proposals, quotations, invoices, and other items for the purpose of attracting business. (Ord. 26029)

407.2 State license number not required. A state license or certificate number is not required on:

1. A yellow pages listing that does not contain any information except the name, address, and telephone number of the plumbing contractor;
2. Letterhead or a printed form that is not used to solicit business; and
3. Any promotional item of value, such as a ball cap, tee shirt, pen, pencil, or other gift item. (Ord. 26029)

**SECTION 408
VEHICLE IDENTIFICATION REQUIRED**

408.1 General. Each plumbing contractor shall display on both sides of all trucks used in the plumbing contracting business the company name and the state license number of the responsible master for the business in letters and numbers not less than two inches high and in a color sufficiently different from the body of the vehicle so that the letters and numbers are plainly legible at a distance of not less than 100 feet. (Ord. 26029)

**SECTION 409
EXEMPTION**

409.1 General. This subchapter does not apply to a person who:

1. Performs plumbing work on premises owned and occupied solely as the person's homestead; or
2. Is not required to be licensed under state law for the type and scope of plumbing work the person is performing. (Ord. 26029)

409.2 Permits for limited plumbing work. Notwithstanding Section 402.1 of this subchapter, a person exempted from registration under this section may obtain permits for limited plumbing work that the person is authorized to perform under state law. (Ord. 26029)

SUBCHAPTER 4-a

REGISTRATION OF PLUMBING CONTRACTORS FOR MEDICAL GAS AND VACUUM SYSTEMS

SECTION 410 DEFINITIONS

410.1 Definitions. In this subchapter:

MEDICAL GAS AND VACUUM CONTRACTOR means any responsible master plumber with a medical gas endorsement engaged in medical gas and vacuum work within the city.

MEDICAL GAS AND VACUUM WORK means the installation, construction, maintenance, servicing, repair, or modification of medical gas and vacuum systems as defined by the Texas Plumbing License Law, as amended.

RESPONSIBLE MASTER PLUMBER WITH A MEDICAL GAS ENDORSEMENT means a person licensed as a master plumber with a medical gas endorsement under the Texas Plumbing License Law, as amended, and has fulfilled all requirements of a responsible master plumber as outlined in the Texas Plumbing License Law, as amended, who allows his or her master license and endorsement to be used by a company for the purpose of performing medical gas and vacuum work and obtaining the required medical gas and vacuum permits. The responsible master plumber, by allowing his or her master license and endorsement to be used in this manner, assumes responsibility for all medical gas and vacuum work performed under his or her license. The responsible master plumber may allow his or her master license and endorsement to be used by only one plumbing company. (Ord. Nos. 26029; 29632)

SECTION 411 REGISTRATION REQUIRED

411.1 General. A person who is not registered by the city as a plumbing contractor for medical gas and vacuum systems may not obtain any permit required by this chapter for medical gas and vacuum work. Medical gas and vacuum work by a plumbing contractor with a medical gas endorsement is limited to the type and scope of work authorized by the state license held by the contractor or the contractor's responsible master plumber. (Ord. Nos. 26029; 29632)

411.2 Fraud prohibited. No person may represent that the person is a registered plumbing contractor for medical gas and vacuum systems within the city, unless the person, in fact, holds a valid certificate of registration issued in accordance with this subchapter. (Ord. Nos. 26029; 29632)

SECTION 412
APPLICATION FOR REGISTRATION OF PLUMBING CONTRACTORS

412.1 General. To register with the city to perform medical gas and vacuum work described in the codes, a plumbing contractor for medical gas and vacuum systems shall apply in person to the building inspection division in writing on forms furnished for that purpose. The application must contain:

1. The applicant's name, address, and telephone number;
2. Any other information that may reasonably be required to properly identify the applicant;
3. The name of the responsible master plumber for the applicant's contracting business; and
4. Proof of responsible master plumber status as defined and required by the Texas Plumbing License Law, as amended. (Ord. Nos. 26029; 27107; 28096; 29632)

412.2 Established place of business. Each applicant for registration shall maintain an established place of business at a permanent location. If the established place of business is within the city, a certificate of occupancy must be secured as required in the *Dallas Development Code*. (Ord. Nos. 26029; 29632)

SECTION 413
LICENSED SUPERVISION

413.1 Supervision required. Medical gas and vacuum work for which a permit is required by this chapter must be supervised by a responsible master plumber with a medical gas endorsement. (Ord. Nos. 26029; 29632)

413.2 Employment of responsible master plumber. The owner of a plumbing contracting business who is not licensed and endorsed to do medical gas and vacuum work under state law shall continuously employ a responsible master plumber with a medical gas endorsement. (Ord. Nos. 26029; 29632)

413.3 Designation of responsible master plumber. The owner of a plumbing contracting business performing medical gas and vacuum work within the city shall designate to the chief plumbing inspector a responsible master plumber with a medical gas endorsement to supervise the medical gas and vacuum work done by the contractor. The designated person may be the responsible master plumber for only one contractor within the city at any one time. (Ord. Nos. 26029; 29632)

413.4 Discontinuation of work. Should supervision not be continuously provided, the building official may order the medical gas and vacuum work being done by a plumbing contractor for medical gas and vacuum systems to be discontinued until proper supervision and control have been provided and the name of a new responsible master plumber with a medical gas endorsement has been submitted to the building inspection division. (Ord. Nos. 26029; 29632)

SECTION 414

Reserved. (Ord. Nos. 26029; 27884; 29632)

SECTION 415

EXPIRATION; RENEWAL

415.1 Expiration. A certificate of registration for a contractor holding a state license with a medical gas endorsement will expire annually upon the expiration or termination of the state license, the medical gas endorsement, or the certificate of insurance on file with the Texas State Board of Plumbing Examiners, whichever occurs first. (Ord. Nos. 26029; 29632)

415.2 Renewal. A certificate of registration may be renewed by application to the building inspection division in accordance with Section 412 of this subchapter. (Ord. Nos. 26029; 29632)

SECTION 416

ADVERTISEMENT

416.1 State license number required. All advertising by a plumbing contractor who performs medical gas and vacuum work that is designed to solicit business must include the state license number of the responsible master plumber with a medical gas endorsement for the plumbing contracting business. Advertising that requires the state license number includes printed material, radio ads, television ads, newspaper ads, yellow pages, business cards, solicitations, proposals, quotations, invoices, and other items for the purpose of attracting business. (Ord. Nos. 26029; 29632)

416.2 State license number not required. A state license number is not required on:

1. A yellow pages listing that does not contain any information except the name, address, and telephone number of the plumbing contractor;
2. Letterhead or a printed form that is not used to solicit business; and
3. Any promotional item of value, such as a ball cap, tee shirt, pen, pencil, or other gift item. (Ord. Nos. 26029; 29632)

SECTION 417

VEHICLE IDENTIFICATION REQUIRED

417.1 General. Each plumbing contractor for medical gas and vacuum systems shall display on both sides of all trucks used in the plumbing contracting business the company name and the state license number of the responsible master plumber with a medical gas endorsement for the business in letters and numbers not less than two inches high and in a color sufficiently different from the body of the vehicle so that the letters and numbers are plainly legible at a distance of not less than 100 feet. (Ord. Nos. 26029; 29632)

SECTION 418
SUSPENSION; REVOCATION

418.1 Suspension or revocation. The building official shall suspend or revoke a certificate of registration if the building official finds the contractor or the contractor's authorized agent:

1. Obtains a certificate of registration or permit by the use of fraud or deceit;
2. Intentionally violates a provision of this chapter; or
3. Exhibits incompetency or commits gross negligence or misconduct in the performance of construction work within the city. (Ord. Nos. 28096; 29632)

418.2 Appeal. The contractor may appeal the decision of the building official to the advisory, examining, and appeals board. (Ord. Nos. 28096; 29632)

SUBCHAPTER 4-b

REGISTRATION OF PLUMBING CONTRACTORS FOR MULTIPURPOSE RESIDENTIAL FIRE PROTECTION SPRINKLER SPECIALIST WORK

SECTION 420 DEFINITIONS

420.1 Definitions. In this subchapter:

MULTIPURPOSE RESIDENTIAL FIRE PROTECTION SPRINKLER SPECIALIST CONTRACTOR means any responsible master plumber engaged in multipurpose residential fire protection sprinkler specialist work within the city.

MULTIPURPOSE RESIDENTIAL FIRE PROTECTION SPRINKLER WORK means the installation, construction, maintenance, servicing, repair, or modification of multipurpose residential fire protection sprinkler systems as defined by the Texas Plumbing License Law, as amended.

RESPONSIBLE MASTER PLUMBER WITH A MULTIPURPOSE RESIDENTIAL FIRE PROTECTION SPRINKLER SPECIALIST ENDORSEMENT means a person licensed as a master plumber with a multipurpose residential fire protection sprinkler specialist endorsement under the Texas Plumbing License Law, as amended, and has fulfilled all requirements of a responsible master plumber as outlined in the Texas Plumbing License Law, as amended, who allows his or her master license and endorsement to be used by a company for the purpose of performing multipurpose residential fire protection sprinkler specialist work and obtaining the required multipurpose residential fire protection sprinkler specialist permits. The responsible master plumber, by allowing his or her master license and endorsement to be used in this manner, assumes responsibility for all multipurpose residential fire protection sprinkler specialist work performed under his or her license. The responsible master plumber may allow his or her master license and endorsement to be used by only one plumbing company. (Ord. 29632)

SECTION 421 REGISTRATION REQUIRED

421.1 General. A person who is not registered by the city as a plumbing contractor for multipurpose residential fire protection sprinkler specialist work may not obtain any permit required by this chapter for multipurpose residential fire protection sprinkler work. Multipurpose residential fire protection sprinkler specialist work by a plumbing contractor with a multipurpose residential fire protection sprinkler specialist endorsement is limited to the type and scope of work authorized by the state license held by the contractor or the contractor's responsible master plumber with a multipurpose residential fire protection sprinkler specialist endorsement. (Ord. 29632)

421.2 Fraud prohibited. No person may represent that the person is a registered plumbing contractor for multipurpose residential fire protection sprinkler specialist work within the city, unless the person, in fact, holds a valid certificate of registration issued in accordance with this subchapter. (Ord. 29632)

SECTION 422
APPLICATION FOR REGISTRATION OF PLUMBING CONTRACTORS FOR
MULTIPURPOSE RESIDENTIAL FIRE PROTECTION SPRINKLER SPECIALIST
WORK

422.1 General. To register with the city to perform multipurpose residential fire protection sprinkler specialist work described in the codes, a plumbing contractor for multipurpose residential fire protection sprinkler specialist work shall apply in person to the building inspection division in writing on forms furnished for that purpose. The application must contain:

1. The applicant's name, address, and telephone number;
2. Any other information that may reasonably be required to properly identify the applicant;
3. The name of the responsible master plumber for the applicant's contracting business; and
4. Proof of responsible master plumber status as defined and required by the Texas Plumbing License Law, as amended. (Ord. 29632)

422.2 Established place of business. Each applicant for registration shall maintain an established place of business at a permanent location. If the established place of business is within the city, a certificate of occupancy must be secured as required in this Code. (Ord. 29632)

SECTION 423
LICENSED SUPERVISION

423.1 Supervision required. Multipurpose residential fire protection sprinkler specialist work for which a permit is required by this chapter must be supervised by a responsible master plumber with a multipurpose residential fire protection sprinkler specialist endorsement. (Ord. 29632)

423.2 Employment of responsible master plumber. The owner of a plumbing contracting business who is not licensed and endorsed to do multipurpose residential fire protection sprinkler specialist work under state law shall continuously employ a responsible master plumber with a multipurpose residential fire protection sprinkler specialist endorsement. (Ord. 29632)

423.3 Designation of responsible master plumber. The owner of a plumbing contractor for multipurpose residential fire protection sprinkler specialist work within the city shall designate to the chief plumbing inspector a responsible master plumber with a multipurpose residential fire protection sprinkler specialist endorsement to supervise the multipurpose residential fire protection sprinkler specialist work done by the contractor. The designated person may be the responsible master plumber for only one contractor within the city at any one time. (Ord. 29632)

423.4 Discontinuation of work. Should supervision not be continuously provided, the building official may order the multipurpose residential fire protection sprinkler specialist work being done by a plumbing contractor for multipurpose residential fire protection sprinkler specialist work to be discontinued until proper supervision and control have been provided and the name of a new responsible master plumber with a multipurpose residential fire protection sprinkler specialist endorsement has been submitted to the building inspection division. (Ord. 29632)

SECTION 424

Reserved. (Ord. 29632)

SECTION 425

EXPIRATION; RENEWAL

425.1 Expiration. A certificate of registration for a contractor holding a state license with a multipurpose residential fire protection sprinkler specialist endorsement will expire annually upon the expiration or termination of the state license, the multipurpose residential fire protection sprinkler specialist endorsement, or the certificate of insurance on file with the Texas State Board of Plumbing Examiners, whichever occurs first. (Ord. 29632)

425.2 Renewal. A certificate of registration may be renewed by application to the building inspection division in accordance with Section 422 of this subchapter. (Ord. 29632)

SECTION 426

ADVERTISEMENT

426.1 State license number required. All advertising by a plumbing contractor for multipurpose residential fire protection sprinkler specialist work that is designed to solicit business must include the state license number of the responsible master plumber with a multipurpose residential fire protection sprinkler specialist endorsement for the plumbing for multipurpose residential fire protection sprinkler specialist contracting business. Advertising that requires the state license number includes printed material, radio ads, television ads, newspaper ads, yellow pages, business cards, solicitations, proposals, quotations, invoices, and other items for the purpose of attracting business. (Ord. 29632)

426.2 State license number not required. A state license number is not required on:

1. A yellow pages listing that does not contain any information except the name, address, and telephone number of the plumbing contractor;
2. Letterhead or a printed form that is not used to solicit business; and
3. Any promotional item of value, such as a ball cap, tee shirt, pen, pencil, or other gift item. (Ord. 29632)

SECTION 427
VEHICLE IDENTIFICATION REQUIRED

427.1 General. Each plumbing for multipurpose residential fire protection sprinkler specialist work contractor shall display on both sides of all trucks used in the plumbing contracting business the company name and the state license number of the responsible master plumber with the multipurpose residential fire sprinkler endorsement for the business in letters and numbers not less than two inches high and in a color sufficiently different from the body of the vehicle so that the letters and numbers are plainly legible at a distance of not less than 100 feet. (Ord. 29632)

SECTION 428
SUSPENSION; REVOCATION

428.1 Suspension or revocation. The building official shall suspend or revoke a certificate of registration if the building official finds the contractor or the contractor's authorized agent:

1. Obtains a certificate of registration or permit by the use of fraud or deceit;
2. Intentionally violates a provision of this chapter; or
3. Exhibits incompetency or commits gross negligence or misconduct in the performance of construction work within the city. (Ord. 29632)

428.2 Appeal. The contractor may appeal the decision of the building official to the advisory, examining, and appeals board. (Ord. 29632)

SUBCHAPTER 4-c
REGISTRATION OF PLUMBING CONTRACTORS FOR
WATER SUPPLY PROTECTION SPECIALIST WORK

SECTION 430
DEFINITIONS

430.1 Definitions. In this subchapter:

WATER SUPPLY PROTECTION SPECIALIST CONTRACTOR means any responsible master plumber engaged in water supply protection specialist work within the city.

WATER SUPPLY PROTECTION SPECIALIST WORK means the installation, construction, maintenance, servicing, repair, or modification of water supply protection specialist systems as defined by the Texas Plumbing License Law, as amended.

RESPONSIBLE MASTER PLUMBER WITH A WATER SUPPLY PROTECTION SPECIALIST ENDORSEMENT means a person licensed as a master plumber with a water supply protection specialist endorsement under the Texas Plumbing License Law, as amended, and has fulfilled all requirements of a responsible master plumber as outlined in the Texas Plumbing License Law, as amended, who allows his or her master license and endorsement to be used by a company for the purpose of performing water supply protection specialist work and obtaining the required water supply protection specialist permits. The responsible master plumber, by allowing his or her master license and endorsement to be used in this manner, assumes responsibility for all water supply protection specialist work performed under his or her license. The responsible master plumber may allow his or her master license and endorsement to be used by only one plumbing company. (Ord. 29632)

SECTION 431
REGISTRATION REQUIRED

431.1 General. A person who is not registered by the city as a plumbing contractor for water supply protection specialist work may not obtain any permit required by this chapter for water supply protection specialist work. Water supply protection specialist work by a plumbing contractor with a water supply protection specialist endorsement is limited to the type and scope of work authorized by the state license held by the contractor or the contractor's responsible master plumber. (Ord. 29632)

431.2 Fraud prohibited. No person may represent that the person is a registered plumbing contractor for water supply protection specialist work within the city, unless the person, in fact, holds a valid certificate of registration issued in accordance with this subchapter. (Ord. 29632)

SECTION 432
APPLICATION FOR REGISTRATION OF PLUMBING CONTRACTORS

432.1 General. To register with the city to perform water supply protection specialist work described in the codes, a plumbing contractor for water supply protection specialist systems shall apply in person to the building inspection division in writing on forms furnished for that purpose. The application must contain:

1. The applicant's name, address, and telephone number;
2. Any other information that may reasonably be required to properly identify the applicant;
3. The name of the responsible master plumber for the applicant's contracting business; and
4. Proof of responsible master plumber status as defined and required by the Texas Plumbing License Law, as amended. (Ord. 29632)

432.2 Established place of business. Each applicant for registration shall maintain an established place of business at a permanent location. If the established place of business is within the city, a certificate of occupancy must be secured as required by this Code. (Ord. 29632)

SECTION 433
LICENSED SUPERVISION

433.1 Supervision required. Water supply protection specialist work for which a permit is required by this chapter must be supervised by a responsible master plumber with a water supply protection specialist endorsement. (Ord. 29632)

433.2 Employment of responsible master plumber. The owner of a plumbing contracting business who is not licensed to do water supply protection specialist work under state law shall continuously employ a responsible master plumber with a water supply protection specialist endorsement. (Ord. 29632)

433.3 Designation of responsible master plumber. The owner of a plumbing contracting business performing water supply protection specialist work within the city shall designate to the chief plumbing inspector a responsible master plumber with a water supply protection specialist endorsement to supervise the water supply protection specialist work done by the contractor. The designated person may be the responsible master plumber for only one contractor within the city at any one time. (Ord. 29632)

433.4 Discontinuation of work. Should supervision not be continuously provided, the building official may order the water supply protection specialist work being done by a plumbing contractor for water supply protection specialist work to be discontinued until proper supervision and control have been provided and the name of a new responsible master plumber with a water supply protection specialist endorsement has been submitted to the building inspection division. (Ord. 29632)

SECTION 434
Reserved. (Ord. 29632)

SECTION 435
EXPIRATION; RENEWAL

435.1 Expiration. A certificate of registration for a contractor holding a state license with a water supply protection specialist endorsement will expire upon the expiration or termination of the state license, the water supply protection specialist endorsement, or the certificate of insurance on file with the Texas State Board of Plumbing Examiners, whichever occurs first. (Ord. 29632)

435.2 Renewal. A certificate of registration may be renewed by application to the building inspection division in accordance with Section 432 of this subchapter. (Ord. 29632)

SECTION 436
ADVERTISEMENT

436.1 State license number required. All advertising by a plumbing contractor who performs water supply protection specialist work that is designed to solicit business must include the state license number of the responsible master plumber with a water supply protection specialist endorsement for the plumbing contracting business. Advertising that requires the state license number includes printed material, radio ads, television ads, newspaper ads, yellow pages, business cards, solicitations, proposals, quotations, invoices, and other items for the purpose of attracting business. (Ord. 29632)

436.2 State license number not required. A state license number is not required on:

1. A yellow pages listing that does not contain any information except the name, address, and telephone number of the plumbing contractor;
2. Letterhead or a printed form that is not used to solicit business; and
3. Any promotional item of value, such as a ball cap, tee shirt, pen, pencil, or other gift item. (Ord. 29632)

SECTION 437
VEHICLE IDENTIFICATION REQUIRED

437.1 General. Each plumbing contractor shall display on both sides of all trucks used in the plumbing contracting business the company name and the state license number of the responsible master plumber with the water supply protection specialist endorsement for the business in letters and numbers not less than two inches high and in a color sufficiently different from the body of the vehicle so that the letters and numbers are plainly legible at a distance of not less than 100 feet. (Ord. 29632)

SECTION 438
SUSPENSION; REVOCATION

438.1 Suspension or revocation. The building official shall suspend or revoke a certificate of registration if the building official finds the contractor or the contractor's authorized agent:

1. Obtains a certificate of registration or permit by the use of fraud or deceit;
2. Intentionally violates a provision of this chapter; or
3. Exhibits incompetency or commits gross negligence or misconduct in the performance of construction work within the city. (Ord. 29632)

438.2 Appeal. The contractor may appeal the decision of the building official to the advisory, examining, and appeals board. (Ord. 29632)

**SUBCHAPTER 5
REGISTRATION OF MECHANICAL CONTRACTORS**

**SECTION 501
MECHANICAL CONTRACTOR DEFINED**

501.1 Definition. In this subchapter:

MECHANICAL CONTRACTOR means a person engaged in the business of installing, constructing, maintaining, servicing, repairing, or modifying heating, ventilating, air-conditioning, or refrigerating equipment or incinerators or other heat-producing equipment. (Ord. 26029)

**SECTION 502
REGISTRATION REQUIRED**

502.1 General. A person who is not registered by the city as a mechanical contractor may not obtain any permit required by this chapter for mechanical work. (Ord. 26029)

502.2 Fraud prohibited. No person may represent that the person is a registered mechanical contractor within the city unless the person, in fact, holds a valid certificate of registration issued in accordance with this subchapter. (Ord. 26029)

**SECTION 503
APPLICATION FOR REGISTRATION**

503.1 General. To register with the city to perform mechanical work specific to the class and type of mechanical license issued to the applicant by the Texas Department of Licensing and Regulation and described in the codes, a mechanical contractor shall apply in person to the building inspection division in writing on forms furnished for that purpose. The application must include:

1. The applicant's name, address, and telephone number;
2. Any other information that may reasonably be required to properly identify the applicant;
3. The name of the licensed air-conditioning or refrigeration contractor for the applicant's mechanical contracting business. (Ord. Nos. 26029; 27107; 28096; 29632)

503.2 Established place of business. Each applicant for registration shall maintain an established place of business at a permanent location. If the established place of business is within the city, a certificate of occupancy must be secured as required in the *Dallas Development Code*. (Ord. 26029)

SECTION 504 LICENSED SUPERVISION

504.1 Supervision required. The installing, maintaining, altering, or repairing of mechanical work for which a permit is required by this chapter must be supervised by a licensed air-conditioning or refrigeration contractor as provided by the Texas Air Conditioning and Refrigeration Contractor License Law, as amended. The owner of a mechanical contracting business who is not a licensed air-conditioning or refrigeration contractor, whichever is appropriate, shall continuously employ a licensed air-conditioning or refrigeration contractor. (Ord. 26029)

504.2 Designation of contractor. The owner of a mechanical contracting business shall designate a licensed air-conditioning or refrigeration contractor, whichever is appropriate, to the chief mechanical code administrator as the person responsible for, and supervising, the mechanical work done by the mechanical contractor. A designated air-conditioning or refrigeration contractor may be the supervisor of only one mechanical contractor within the city at any one time. (Ord. 26029)

504.3 Discontinuation of work. Should supervision not be continuously provided by the licensed air-conditioning or refrigeration contractor, the building official may order the work being done by a mechanical contractor to be discontinued until proper supervision and control has been provided and the name of a new licensed air-conditioning or refrigeration contractor, whichever is appropriate, has been submitted to the building inspection division. (Ord. 26029)

SECTION 505 FEES

505.1 General. No registration fee is required for a mechanical contractor registered under the Texas Air Conditioning and Refrigeration Contractor Licensing Law. (Ord. 26029; 28096; 32196)

505.2 Revision to a certificate of registration. The fee for each revision to a certificate of registration is \$30. (Ord. 32196)

SECTION 506 EXPIRATION; RENEWAL

506.1 Expiration if not licensed under the Texas Air Conditioning and Refrigeration License Law. A certificate of registration for a contractor not licensed under the Texas Air Conditioning and Refrigeration Contractor License Law, as amended, will expire at midnight one year from the date of issuance. (Ord. 26029)

506.2 Expiration if licensed under the Texas Air Conditioning and Refrigeration License Law. A certificate of registration for a contractor licensed under the Texas Air Conditioning and Refrigeration Contractor License Law, as amended, will expire upon the expiration date of the state license. (Ord. 26029)

506.3 Renewal. A certificate of registration may be renewed by application to the building inspection division in accordance with Section 503 of this subchapter. (Ord. 26029)

SECTION 507 EXEMPTIONS

507.1 General. This subchapter does not apply to a person who:

1. Performs mechanical work on premises owned and occupied solely as the person's homestead; or
2. Is exempt from the state licensing requirements of the Texas Air Conditioning and Refrigeration Contractor License Law, as amended. (Ord. 26029)

507.2 Permits for limited mechanical work. Notwithstanding Section 502.1, a person exempted from registration under this section may obtain permits for limited mechanical work that the person is authorized to perform under state law. (Ord. 26029)

SECTION 508 VEHICLE IDENTIFICATION REQUIRED

508.1 General. Each mechanical contractor shall display on both sides of all trucks used in the mechanical contracting business the company name and the state license number of the responsible person for the business in letters and numbers not less than two inches high and in a color sufficiently different from the body of the vehicle so that the letters and numbers are plainly legible at a distance of not less than 100 feet. (Ord. 26029)

SECTION 509 SUSPENSION; REVOCATION

509.1 Suspension or revocation. The building official shall suspend or revoke a certificate of registration if the building official finds the contractor or the contractor's authorized agent:

1. Obtains a certificate of registration or permit by the use of fraud or deceit;
2. Intentionally violates a provision of this chapter; or
3. Exhibits incompetency or commits gross negligence or misconduct in the performance of construction work within the city. (Ord. 28096)

509.2 Appeal. The contractor may appeal the decision of the building official to the advisory, examining, and appeals board. (Ord. 28096)

**SUBCHAPTER 6
CONSTRUCTION SITE MANAGEMENT**

**SECTION 601
GENERAL**

601.1 General. The provisions of this subchapter apply to every construction activity within the city whether or not a permit is required to perform the construction activity. (Ord. 26029)

601.2 Definitions. In this subchapter:

CONSTRUCTION means any activity involving:

1. construction, demolition, erection, alteration, or repair of any structure or any portion of or appurtenance to a structure; or
2. excavation, paving, or grading on a property.

CONTRACTOR means the person so listed on a permit issued by the building official. When more than one contractor has a permit or is performing construction work on the same project, the provisions of this subchapter apply to the general or prime contractor listed on the building permit. “Contractor” also means the owner of any property on which construction work is being conducted when the construction work either does not require a permit or is being done without a required permit.

REST BREAK means a time within working hours during which a worker may not work. The term excludes any regular meal period provided by the contractor, agent of the contractor, or the person in control of the construction site.

SCHEDULED WORK means the time during which a worker is subject to the control of a contractor, agent of the contractor, or the person in control of the construction site and includes all the time the worker is required or permitted to work. (Ord. Nos. 26029; 29965)

601.3 Other requirements. A person doing construction within the city shall comply with every restriction, requirement, and condition of the permit, this chapter, the codes, any other applicable city ordinance, and any applicable state or federal law or regulation. (Ord. 26029)

**SECTION 602
CONSTRUCTION INFORMATION SIGNS**

602.1 General. A construction information sign is a required legal notice intended to inform city personnel and the public of each construction site address, what is being constructed, who is responsible for the construction, and where a citizen may call for additional information. A construction information sign required by this section shall be authorized by the sign regulations of the *Dallas Development Code* as a government sign. (Ord. 26029)

602.2 Signs required.

602.2.1 General. A contractor shall erect and maintain construction information signs, in compliance with regulations promulgated by the building official pursuant to Section 602.4, as a condition of being issued a building permit authorizing one or more of the following construction activities:

1. Construction or erection of a new structure or an addition to an existing structure, including any accessory structure for which a permit is required.
2. Remodeling, alteration, renovation, repair, or finish out of any structure when the value of the work is \$10,000 or more.
3. Demolition of any structure. (Ord. 26029)

602.2.2 Erection and maintenance of signs. Each sign must be erected before beginning work and must be maintained until a certificate of occupancy is issued or the final construction inspection is approved. Failure to erect or maintain a required sign is cause for the building official to suspend the permit and stop construction work until the violation is corrected. (Ord. 26029)

602.3 Sign content.

602.3.1 Required information. Each construction information sign shall contain the following information:

1. The construction project name, if any.
2. The official city-assigned street address, including any suite number, as it appears on the building permit.
3. The general contractor's name and local telephone number.
4. The words "City of Dallas Construction Information" and the city's construction information telephone number.
5. An explanation of the requirements of Section 610 in both English and Spanish with instructions on how to confidentially report noncompliance. (Ord. Nos. 26029; 29965)

602.3.2 Optional information. Optional information may be added to the sign when limited to a noncommercial message relating to what is being constructed on the site and the names of the owner, developer, architect, engineer, and any other contractor doing the construction. (Ord. 26029)

602.4 Sign standards. The building official shall establish written standards and regulations, not inconsistent with this chapter, the codes, or the sign regulations of the *Dallas Development Code*, relating to the design, layout, size, number, and location of a construction information sign. A contractor shall comply with these standards and regulations established by the building official. (Ord. 26029)

SECTION 603 PRECONSTRUCTION MEETINGS; SPECIAL CONDITIONS

603.1 Preconstruction meetings. The building official shall call and conduct a preconstruction meeting for any construction project the building official determines may have unusual public impact due to the location, size, density, duration, or nature of the proposed construction. Representatives of the general contractor, major subcontractors, and appropriate city departments shall attend the meetings when requested by the building official. (Ord. 26029)

603.2 Special conditions. At a preconstruction meeting, the building official may establish special conditions or restrictions relating to the use and protection of public property during construction. These conditions must be in writing and attached to and made a part of the building permit. Failure to comply with a special condition during construction is cause for the building official to suspend the permit and stop construction work until the violation is corrected. (Ord. 26029)

SECTION 604 PROTECTION OF PUBLIC PROPERTY

604.1 General. A contractor shall take all reasonable precautions to prevent a construction activity from blocking or damaging public property. (Ord. 26029)

604.2 Repair and replacement. A contractor shall, at the contractor's expense, repair or replace any street, sidewalk, alley, curb, gutter, drainage structure, boulevard landscaping, utility, or other public improvement damaged during construction, to equal or better condition than that prior to the start of construction, unless the contractor agrees to pay the city's costs of making the repairs and replacements. (Ord. 26029)

604.3 Violations. Failure to make a repair or replacement or failure to pay the city's costs of making a repair or replacement, after notice by the city, is cause for the building official to withhold issuance of a certificate of occupancy or, if in the opinion of the building official there is a significant and immediate public hazard, to suspend the permit and stop construction work until each repair and replacement is satisfactorily completed. (Ord. 26029)

SECTION 605 CONSTRUCTION TRUCK TRAFFIC

605.1 General. A contractor shall limit and regulate construction truck traffic to, from, and around the construction site in accordance with regulations established by the director of transportation relating to the following:

1. Truck routes to and from the nearest major thoroughfare.
2. Truck ingress, egress, and on-street loading and unloading locations.
3. Truck parking or staging locations, including restrictions on the number of vehicles authorized at any given time of day.
3. Special restrictions based on vehicle weight, vehicle length, street width, and general traffic requirements as necessary to limit damage to public property and to avoid impeding traffic flow in the general vicinity of the construction site. (Ord. 26029)

SECTION 606 TRACKAGE AND SPILLAGE CONTROL

606.1 General. A contractor shall take all reasonable precautions to prevent the trackage or spillage of mud, dust, debris, or construction materials on any public street, alley, or sidewalk. If trackage or spillage occurs, the contractor shall immediately and continuously, if necessary, use whatever method is required to keep the public property reasonably clean and free from trackage and spillage. (Ord. 26029)

606.2 Violations. Repeated violations of this section or failure to perform cleanup after notice by the city is cause for the building official to suspend the permit and stop construction work until the public property is satisfactorily cleaned and the contractor has demonstrated an ability to keep it clean. (Ord. 26029)

SECTION 607 EROSION AND SILTATION CONTROL

607.1 General. A contractor shall take all reasonable precautions to minimize soil erosion and siltation, including, but not limited to, limiting the area of exposed soil, limiting the time soil is exposed, and erecting siltation barriers to prevent washing of soil into any adjacent public or private property, creek, drainage inlet, or flood plain. Any soil washed off a construction site shall be retrieved by the contractor, and any affected drainage facility shall be carefully cleaned to assure full flow capacity. (Ord. 26029)

SECTION 608 DRAINAGE AND DEWATERING

608.1 Site drainage.

608.1.1 Adjoining property. A contractor shall not:

1. Obstruct the existing natural drainage pattern of adjacent public or private property; or
2. Redirect or increase the existing quantity or velocity of water draining onto adjoining private property. (Ord. 26029)

608.1.2 Plans and calculations. A contractor shall submit detailed drainage plans and engineering calculations when required by the building official. (Ord. 26029)

608.2 Dewatering. Ground water or ponded surface water may be removed from a construction site by discharging directly into an available storm sewer inlet, or by other means when approved in writing by the director of public works. (Ord. 26029)

SECTION 609 LITTER CONTROL

609.1 General. A person commits an offense if, while doing construction work, he permits construction trash, litter, or debris to be swept, thrown, blown, or deposited into any gutter, street, alley, sidewalk, flood plain, or other public place, or onto any adjacent or nearby private property. (Ord. 26029)

609.2 Waste containers required. A person commits an offense if, while doing construction work, he permits construction trash, litter, or debris to accumulate outside of a structure for more than seven days. It is a defense to prosecution under this subsection that:

1. The litter is enclosed within a waste disposal container approved by the building official;
or
2. The entire construction site is enclosed in a litter control fence not less than five feet high and made of chain link or equivalent material approved by the building official. (Ord. 26029)

609.3 Final cleanup required. Every contractor shall at the completion of every construction project remove from the premises all construction trash, litter, debris, and unused materials resulting from the work and shall dispose of the waste materials in accordance with all applicable laws, rules, and regulations. (Ord. 26029)

609.4 Immediate cleanup required; violations. The building official may order any person doing construction work to immediately abate any violation of this section by collecting construction trash, litter, or debris from each adjacent or nearby property, by retaining litter on site, or by removing and disposing of all waste material. Failure to abate a violation of this section after notice by the building official shall be cause for the building official to suspend the permit and to stop construction work until the violation is corrected. (Ord. 26029)

SECTION 610. REST BREAKS.

610.1 Rest break required. A worker performing construction activity at a construction site is entitled to a rest break of not less than 10 minutes for every four hours of scheduled work. (Ord. 29965)

**SUBCHAPTER 7
REGISTRATION OF NON-PREMISE SIGNS**

**SECTION 701
DEFINITIONS**

701.1 Definitions. In this section:

FAÇADE means “façade” as defined in Article VII of Chapter 51A of the *Dallas City Code*, as amended.

NON-PREMISE SIGN means a “non-premise sign” as defined in Article VII of Chapter 51A of the *Dallas City Code*, as amended.

PREMISE means “premise” as defined in Article VII of Chapter 51A of the *Dallas City Code*, as amended.

PROPERTY means the premise on which a sign is or will be located.

SIGN OWNER means any person with an ownership interest in a sign, or that person’s authorized representative.

SIGN SUPPORT:

1. for detached signs, means a “sign support” as defined in Article VII of Chapter 51A of the *Dallas City Code*, as amended; and
2. for attached signs, means the façade to which a sign is attached. (Ord. 26029)

**SECTION 702
REGISTRATION REQUIRED**

702.1 General. A person commits an offense if he owns, erects, reconstructs, alters, relocates, or maintains a non-premise sign that does not have a valid registration sticker attached to the sign or sign support in a prominent location as required by this section. For purposes of this subsection, the term “valid” means that the sticker is current and issued by the building official, and the term “prominent location” means that the sticker is easily visible from a public street or alley. (Ord. 26029)

702.2 Defenses. It is a defense to prosecution under Section 702.1 that:

1. the sign is less than 20 square feet in effective area;
2. the sign is a special purpose sign, movement control sign, protective sign, vehicular sign, or government sign as defined in Article VII of Chapter 51A of the *Dallas City Code*, as amended; or

3. a complete application to register or to renew registration of the sign was pending in the office of the building official on the date of the offense. (Ord. 26029)

SECTION 703 APPLICATION FOR REGISTRATION

703.1 General. An application for registration of a non-premise sign must be filed with the building official on a form furnished by the city for that purpose. A separate application form must be completed for each sign to be registered. Each application must contain the following:

1. The names, addresses, and telephone numbers of all persons having an ownership interest in the sign or the property.
2. A scaled site plan showing the location of the sign and an elevation drawing showing the dimensions of the sign and sign supports.
3. The legal description of the property.
4. The street address of the sign.
5. A copy of a current plat of the property.
6. A copy of any sign permits issued by the city for the sign.
7. The license number issued for the sign by the Texas Department of Transportation, if applicable.
8. Any other reasonable and pertinent information that the building official determines is necessary to the administration and enforcement of this subchapter. (Ord. 26029)

703.2 Signed and sworn; registration fee. The application must be sworn to and signed under oath by the sign owner and be accompanied by the registration fee required by Section 706. (Ord. 26029)

703.3 Notification and new application. A sign owner shall notify the building official in writing within 30 calendar days after any change in sign location or ownership and shall file a new application for registration of the sign with the building official. (Ord. 26029)

SECTION 704 ISSUANCE, CONTENT, NONTRANSFERABILITY, AND REPLACEMENT OF REGISTRATION STICKER

704.1 Issuance. After determining that the application is complete and the required fee has been paid, the building official shall issue a registration sticker for the sign to the applicant. (Ord. 26029)

704.2 Content. The registration sticker must display a registration number and the expiration date of the registration. (Ord. 26029)

704.3 Nontransferability. A registration sticker issued under this subchapter may not be transferred to any other sign, location, or person. (Ord. 26029)

704.4 Replacement. If a registration sticker becomes lost, stolen, or illegible, the sign owner shall obtain a replacement sticker from the building official after paying the replacement fee prescribed in Section 303.10 of this chapter. (Ord. 26029)

SECTION 705 EXPIRATION AND RENEWAL OF REGISTRATION

705.1 Expiration. A registration sticker issued under this subchapter automatically expires one year after its date of issuance or upon removal of the sign, whichever occurs first. (Ord. 26029)

705.2 Renewal. Registration of a non-premise sign may be renewed by filing an application with the building official in accordance with Section 703 and paying the required registration fee before the current registration sticker expires. If the building official determines that any information previously provided for the sign by the applicant under Section 703.1 has not substantially changed, that same information is not required to be resubmitted in an application to renew registration. (Ord. 26029)

SECTION 706 FEES

706.1 General. An applicant shall pay a nonrefundable annual registration fee, in the amount prescribed in Section 303.10 of this chapter, to the building official for each non-premise sign registered under this subchapter. An application for registration or renewal of registration will not be processed until the fee has been paid. (Ord. 26029)

SECTION 707 INSPECTION BY BUILDING OFFICIAL

707.1 General. The building official may inspect all registered non-premise signs to verify compliance with applicable city ordinances. (Ord. 26029)

SECTION 708 EFFECT OF REGISTRATION

708.1 General. Registration of a non-premise sign under this subchapter is for inventory purposes and does not mean that the sign has been determined by the city to be in compliance with all applicable laws. (Ord. 26029)

**SUBCHAPTER 8
REGISTRATION OF BACKFLOW PREVENTION TESTERS**

**SECTION 801
DEFINITIONS**

801.1 Definitions. In this section:

BACKFLOW PREVENTION DEVICE means a device or method to prevent backflow into the potable water system.

BACKFLOW PREVENTION TESTER means any person engaged in testing backflow prevention devices in the city.

PLUMBING CONTRACTOR means any person engaged in plumbing work within the city.

TCEQ means the Texas Commission on Environmental Quality. (Ord. 26029)

**SECTION 802
REGISTRATION REQUIRED FOR BACKFLOW PREVENTION TESTERS**

802.1 General. A person who is not registered by the city as a backflow prevention tester may not inspect or test backflow prevention devices as required by this chapter. Backflow testing by a backflow prevention tester is limited to the type and scope of work authorized by the state license or certificate held by the tester. (Ord. Nos. 26029; 29632)

802.2 Fraud prohibited. No person may represent that the person is a registered backflow prevention tester within the city, unless the person, in fact, holds a valid certificate of registration issued in accordance with this subchapter. (Ord. Nos. 26029; 29632)

**SECTION 803
APPLICATION FOR REGISTRATION**

803.1 General. To register with the city to perform backflow prevention testing, a backflow prevention tester shall apply in person to the building inspection division in writing on forms furnished for those purposes. Each application must contain:

1. The applicant's name, address, and telephone number; and
2. Any other information that may reasonably be required to properly identify the applicant. (Ord. Nos. 26029; 28096; 29632)

803.2 Additional requirements. Each applicant for registration shall provide, for examination by the building inspection division, an original TCEQ license authorizing the applicant to perform the particular activity for which registration is requested. (Ord. Nos. 26029; 29632)

803.3 Established place of business. Each applicant for registration shall maintain an established place of business at a permanent location. If the established place of business is within the city, a certificate of occupancy must be secured as required by the *Dallas Development Code*. (Ord. Nos. 26029; 29632)

SECTION 804 FEES

804.1 General. An applicant shall pay a nonrefundable annual registration fee, in the amount prescribed in Section 303.11 of this chapter, to the building official for each certificate of registration issued under this subchapter. An application for registration or renewal of registration will not be processed until the fee has been paid. (Ord. 26029)

SECTION 805 REGISTRATION EXPIRATION; RENEWAL

805.1 Expiration. A certificate of registration for a backflow prevention tester will expire annually based upon the expiration date of the backflow prevention tester's license. (Ord. Nos. 26029; 29160; 29632)

805.2 Renewal. A certificate of registration may be renewed by application to the building inspection division in accordance with Section 803 of this subchapter. (Ord. 26029)

SECTION 806 SUSPENSION; REVOCATION

806.1 Suspension or revocation. The building official shall suspend or revoke a certificate of registration if the building official finds the contractor or the contractor's authorized agent:

1. Obtains a certificate of registration or permit by the use of fraud or deceit;
2. Intentionally violates a provision of this chapter; or
4. Exhibits incompetency or commits gross negligence or misconduct in the performance of construction work within the city. (Ord. 28096)

806.2 Appeal. The contractor may appeal the decision of the building official to the advisory, examining, and appeals board. (Ord. 28096)

**SUBCHAPTER 9
REGISTRATION OF IRRIGATION CONTRACTORS**

**SECTION 901
IRRIGATION CONTRACTORS DEFINED**

901.1 Definitions. In this subchapter:

LICENSED IRRIGATOR means a person engaged in the business of selling, designing, consulting on, installing, maintaining, altering, repairing, or servicing an irrigation system including the connection of such system to a private or public, raw or potable water supply or any water supply.

LICENSED INSTALLER means a person who can only connect a landscape irrigation system to a water supply under the direct supervision of the licensed irrigator. Generally, a licensed installer is regularly employed by a licensed irrigator. A licensed installer may not perform any of the functions of a licensed irrigator without working for a licensed irrigator.

RESPONSIBLE PERSON means a person licensed as an irrigator by TCEQ who allows his or her license to be used by a company for the purpose of performing irrigation work and obtaining the required irrigation permits. The responsible person, by allowing his or her license to be used in this manner, assumes responsibility for all irrigation work performed. A licensed irrigator may allow his or her license to be used by only one contractor within the city at any one time.

TCEQ means the Texas Commission on Environmental Quality. (Ord. 26029)

**SECTION 902
REGISTRATION REQUIRED**

902.1 General. A person who is not registered by the city as an irrigation contractor may not obtain any permit required by this chapter for irrigation work. (Ord. 26029)

902.2 Fraud prohibited. No person may represent that the person is a registered irrigation contractor within the city unless the person, in fact, holds a valid certificate of registration issued in accordance with this subchapter. (Ord. 26029)

**SECTION 903
APPLICATION FOR REGISTRATION**

903.1 General. To register with the city to perform irrigation work described in the codes, an irrigation contractor shall apply in person to the building inspection division in writing on forms furnished for that purpose. The application must include:

1. The applicant's name, local address, telephone number, and other information that may reasonably be required to properly identify the applicant; and

2. The name of the licensed irrigation contractor for the applicant's irrigation contracting business. (Ord. 26029; 28096)

903.2 Established place of business. Each applicant for registration shall maintain an established place of business at a permanent location. If the established place of business is within the city, a certificate of occupancy must be secured as required in the *Dallas Development Code*. (Ord. 26029)

SECTION 904 LICENSED SUPERVISION

904.1 Supervision required. A person may not sell, design, consult, install, maintain, alter, repair, or service irrigation systems in this state unless the person is licensed by TCEQ. A person who is licensed as an installer may only connect an irrigation system to a water supply while being under the direct supervision of a licensed irrigator. (Ord. 26029)

904.2 Designation of contractor. The owner of an irrigation contracting business shall designate a licensed irrigator to the chief plumbing inspector as the person responsible for, and supervising, the installation of irrigation systems. A designated licensed irrigator may be the supervisor of only one irrigation contractor within the city at any one time. (Ord. 26029)

904.3 Discontinuation of work. Should supervision not be continuously provided by the licensed irrigator, the building official may order the work being done by an irrigation contractor to be discontinued until either proper supervision and control have been provided or the name of a new licensed and registered irrigation contractor has been submitted to the building inspection division. (Ord. 26029)

SECTION 905 FEES

905.1 General. The following nonrefundable fees shall be charged for each certificate of registration issued under the provisions of this subchapter;

1. The registration fee is \$120.00.
2. The fee for each revision to a certificate of registration is \$30.00. (Ord. 26029; 28096)

SECTION 906 REGISTRATION EXPIRATION; RENEWAL

906.1 Expiration if not licensed under the Texas Irrigation Contractor License Law. A certificate of registration for a contractor not licensed under the Texas Irrigation Contractor License Law, as amended, will expire at midnight one year from the date of issuance. (Ord. 26029)

906.2 Expiration if licensed under the Texas Irrigation Contractor License Law. A certificate of registration for a contractor licensed under the Texas Irrigation Contractor License Law, as amended, will expire annually based upon the expiration date of the state license. (Ord. Nos. 26029; 29160)

906.3 Renewal. A certificate of registration may be renewed by application to the building inspection division in accordance with Section 903 of this subchapter. (Ord. 26029)

SECTION 907 EXEMPTIONS

907.1 General. This subchapter does not apply to a person who:

1. Performs irrigation work on premises owned and occupied solely as the person's homestead; or
2. Is exempt from the state licensing requirements under the Texas Irrigation Contractor License Law, as amended. (Ord. 26029)

907.2 Permits for limited irrigation work. Notwithstanding Section 902.1, a person exempted from registration under this section may obtain permits for limited irrigation work that the person is authorized to perform under state law. (Ord. 26029)

SECTION 908 VEHICLE IDENTIFICATION REQUIRED

908.1 General. Each irrigation contractor shall display on both sides of all trucks used in the irrigation contracting business the company name and the state license number of the responsible person for the business in letters and numbers not less than two inches high and in a color sufficiently different from the body of the vehicle so that the letters and numbers are plainly legible at a distance of not less than 100 feet. (Ord. 26029)

SECTION 909 SUSPENSION; REVOCATION

909.1 Suspension or revocation. The building official shall suspend or revoke a certificate of registration if the building official finds the contractor or the contractor's authorized agent:

1. Obtains a certificate of registration or permit by the use of fraud or deceit;
2. Intentionally violates a provision of this chapter; or
3. Exhibits incompetency or commits gross negligence or misconduct in the performance of construction work within the city. (Ord. 28096)

909.2 Appeal. The contractor may appeal the decision of the building official to the advisory, examining, and appeals board. (Ord. 28096)

**SUBCHAPTER 10
GREEN BUILDING PROGRAM**

**SECTION 1001
PURPOSE; ADMINISTRATION; COMPLIANCE**

1001.1 Purpose. The purpose of the green building program is to reduce the use of natural resources, create healthier and more sustainable living environments, and minimize the negative environmental impacts of development in Dallas and the North Texas region. The program addresses all new residential and commercial buildings within the city. (Ord. 27131; 28386)

1001.2 Administration. The green building program is administered by the division of building inspection. (Ord. 27131; 28386)

1001.3 Compliance. (Ord. 27131; 28386; 30320)

1001.3.2 Phase 2. Proposed projects must:

1. Comply with the minimum requirements of the *Dallas Green Construction Code*;
2. Be LEED-certifiable;
3. Be Green Built Texas-certifiable; or
4. Be certifiable under an equivalent green building standard. (Ord. 27131; 28386; 28813)

**SECTION 1002
PROGRAM REQUIREMENTS**

1002.1 One- and two-family dwellings. Proposed projects must comply with the requirements in Section 328 of the *Dallas One- and Two-Family Dwelling Code*. (Ord. 27131; 30320)

1002.2 All other new construction. Proposed projects must comply with the requirements of Chapter 43 of the *Dallas Building Code*. (Ord. 27131)

**SECTION 1003
RESERVED.**

**SECTION 1004
REGULATIONS**

1004.1 Regulations. The building official may establish regulations to administer the green building program. (Ord. 27131)

SECTION 1005
PUBLIC OUTREACH

1005.1 Public spokesperson. The office of environmental quality serves as the city's spokesperson regarding private sector green building issues. (Ord. 27131)

1005.2 Outreach program. The office of environmental quality shall develop and maintain a public outreach program for architects, engineers, developers, land use attorneys, contractors, builders, employers, and city residents. (Ord. 27131)

**SUBCHAPTER 11
REGISTRATION OF MISCELLANEOUS CONTRACTORS**

**SECTION 1101
CONTRACTORS DEFINED**

1101.1 Definitions. In this subchapter, “contractor” means:

COMMERCIAL GENERAL CONTRACTOR means a person engaged in the business of constructing a commercial structure, building, or other improvement for the owner or developer and who retains a construction labor force or uses subcontractors.

CONCRETE/ASPHALT/PAVING CONTRACTOR means a person engaged in the business of grout and shotcrete work; constructing or paving streets, highways, and public sidewalks; concrete sealing, coating, waterproofing, or damp proofing; and paving residential driveways, commercial parking lots, and other private parking areas.

DEMOLITION CONTRACTOR means a person engaged in the business of site preparation, such as excavating and grading, demolition of buildings and other structures, earth moving, and land clearing for all types of sites (e.g., building, nonbuilding, mining). This includes blasting, building demolition, foundation digging (i.e., excavation), concrete breaking and cutting for demolition, foundation drilling, and trenching.

ENERGY CODE PROVIDER means a person not employed by the city of Dallas and engaged in the business of reviewing plans or making inspections for verification of compliance with the *Dallas Energy Conservation Code* and reporting such compliance to the building official.

FENCE CONTRACTOR means a person engaged in the business of constructing, erecting, altering, and repairing metal or wooden fences, walls, corrals, runs, nailings, cribs, game court enclosures, guard rails and barriers, playground game equipment, backstops, posts, flagpoles, and gates, excluding masonry walls.

FOUNDATION CONTRACTOR means a person engaged in the business of pouring and finishing concrete foundations and structural elements. This also includes grout and shotcrete work, concrete pouring and finishing, concrete pumping (i.e., placement), and mud-jacking, and includes gunite contractors and footing and foundation concrete contractors.

GAS WELL CONTRACTOR means a person engaged in the business of drilling, installing, or repairing gas wells and pumps by boring, drilling, excavating, casing, cementing, or any other method.

GAS WELL PROVIDER means a person not employed by the city of Dallas and is engaged in the business of reviewing plans or making inspections for verification of compliance with the *Dallas Development Code* and reporting such compliance to the building official.

GREEN BUILDING PROVIDER means a person not employed by the city of Dallas and engaged in the business of reviewing plans or making inspections for verification of compliance with the green building program and reporting such compliance to the building official.

LANDSCAPE CONTRACTOR means a person that is engaged in the business of constructing, maintaining, repairing, installing, or subcontracting the development of landscape systems and facilities. A landscape contractor prepares and grades plots and areas of land for the installation of any architectural, horticultural, and decorative treatment or arrangement.

POOL CONTRACTOR means a person engaged in the business of constructing swimming pools, spas, or hot tubs, including installation of solar heating equipment using those trades or skills necessary for such construction.

RESIDENTIAL GENERAL CONTRACTOR means a person engaged in the business of constructing residential structures, buildings, or other improvements on property that is not the contractor's homestead.

ROOF CONTRACTOR means a person engaged in the business of installing and repairing products and surfaces that seal, waterproof, and weatherproof structures. This work is performed to prevent water or its derivatives, compounds, or solids from penetrating such protection and gaining access to material or space beyond. In the course of this work, the contractor examines and/or prepares surfaces and uses the following material: asphaltum, pitch, tar, felt, glass fabric, urethane foam, metal roofing systems, flax, shakes, shingles, roof tile, slate, or any other roofing, waterproofing, or membrane materials or a combination thereof.

SIGN CONTRACTOR means a person engaged in the business of constructing, erecting, altering, and repairing non-electrical signs.

SECTION 1102 REGISTRATION REQUIRED

1102.1 General. It is unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building, sign, or structure in the city, or cause the same to be done, unless such person, firm, or corporation is the holder of a valid registration with the city to perform such work. Such person, firm, or corporation shall be referred to as "registrant." A contractor listed in Section 1101 who is not registered by the city may not obtain any permit required by this chapter for work defined in Section 1101. In extending the rights and privileges of such registration, the city makes no statement of the technical competency of those so registered, and no manner of license is proffered. (Ord. 28096; 30320)

1102.1.1 Exemption for homeowner. A homeowner's registration is required for work to be performed on an existing structure when the person performing the work is the owner of the structure who resides therein as his homestead, and is not assisted by any other person for remuneration. The homeowner shall be termed a "registrant" for the purposes of such a project after proper registration. All requirements for permits for the work and all other applicable provisions of the Dallas Construction Codes shall remain in force.

1102.2 Fraud prohibited. No person may represent that the person is a registered contractor listed in Section 1101 within the city limits unless the person, in fact, holds a valid certificate of registration in accordance with this subchapter. (Ord. 28096)

SECTION 1103 APPLICATION FOR REGISTRATION

1103.1 General. To register with the city as a contractor listed in Section 1101 to perform work described in Section 1101, a person shall apply to the building inspection division in writing on forms furnished for that purpose. The contractor may apply in person or send an agent to apply on behalf of the contractor. The application must include:

1. If the registrant is a firm or corporation, the name, mailing address, email address, and telephone number of the firm or corporation;
2. The name, mailing address, email address, and telephone number of the contractor or the contractor's agent who applies on behalf of the contractor, if applicable;
3. If the registrant is a firm or corporation, the name, mailing address, and e-mail address of a responsible person of the firm or corporation who is a person authorized to bind the firm or corporation in legal agreements;
4. If the registrant is an individual, the name, mailing address, e-mail address, and telephone number of the individual; (Ord. 28096; 30320)
5. Any other information that may reasonably be required to properly identify the contractor or the contractor's agent; and
6. The name, address, and telephone number of the contractor's place of business.

1103.1.1 Residential contractor. Except as provided in Section 50-135 of the *Dallas City Code*, to register or renew a registration with the city, residential contractors whose work includes any remodeling or additions to a single-family or duplex structure must have a current home repair license issued under Chapter 50 of the *Dallas City Code*.

1103.2 Established place of business. Each applicant for registration shall maintain an established place of business at a permanent location. If the established place of business is within the city, a certificate of occupancy must be secured as required in the *Dallas Development Code*. (Ord. 28096)

SECTION 1104 FEES

1104.1 General. The following nonrefundable fees shall be charged for each certificate of registration issued under the provisions of this subchapter:

1. The registration fee is \$120.00.
2. The fee for each revision to a certificate of registration is \$30.00. (Ord. 28096)

SECTION 1105 EXPIRATION; RENEWAL

1105.1 Expiration. A certificate of registration granted in accordance with this subchapter expires at midnight one year from the date of issuance. (Ord. 28096)

1105.2 Renewal. A certificate of registration may be renewed by application to the building inspection division in accordance with Section 1103 of this subchapter. (Ord. 28096)

SECTION 1106 SUSPENSION; REVOCATION

1106.1 Suspension or revocation. The building official shall suspend or revoke a certificate of registration granted under this subchapter if the building official finds the contractor or the contractor's authorized agent:

1. Obtains a certificate of registration or permit by the use of fraud or deceit;
2. Intentionally violates a provision of this chapter; or
3. Exhibits incompetency or commits gross negligence or misconduct in the performance of construction work within the city. (Ord. 28096)

1106.2 Appeal. The contractor may appeal the decision of the building official to the advisory, examining, and appeals board. The appeal's process shall be in accordance with Section 302.9." (Ord. 28096; 30320)

SUBCHAPTER 12
REGISTRATION OF WATER TREATMENT SPECIALISTS CONTRACTORS

SECTION 1201
DEFINITIONS

1201.1 Definitions. In this subchapter:

WATER TREATMENT SPECIALISTS CONTRACTOR means any person engaged in water treatment specialist work within the city.

WATER TREATMENT means a business conducted under contract that requires the interpretation of analysis of water samples, including the ability to determine how to treat influent or effluent water, alter or purify water, or add or remove a mineral, chemical, or bacteriological content or substance. The term also includes the installation, exchange, connection, maintenance, service, and repair of potable water treatment equipment and appliances in public or private water systems as defined by the Texas Administrative Code Chapter 30, Sub Chapter H: Water Treatment Specialists, as amended;

INSTALLATION OF WATER TREATMENT APPLIANCES includes connecting the appliances to all necessary utility connections in residential, commercial, or industrial facilities. as defined by the Texas Administrative Code Chapter 30, Sub Chapter H: Water Treatment Specialists.

WATER TREATMENT SPECIALIST means a person licensed as a water treatment specialist under the Texas Administrative Code Chapter 30, Sub Chapter H: Water Treatment Specialists, as amended, who allows his or her water treatment specialist license to be used by a company for the purpose of offering and performing water treatment specialist work and obtaining the required water treatment specialist permits. The water treatment specialist, by allowing his or her water treatment specialist license to be used in this manner, assumes responsibility for all water treatment specialist work performed under his or her license. A water treatment specialist may allow his or her master license to be used by only one water treatment company.

APPLIANCE CONNECTION means an appliance connection procedure using only a code approved appliance connector that does not require cutting into or altering the existing plumbing system as defined by the Texas State Board of Plumbing Examiners Board Rules, as amended. (Ord. 29632)

SECTION 1202
REGISTRATION REQUIRED

1202.1 General. A person who is not registered by the city as a water treatment specialist contractor may not obtain any permit required by this chapter for water treatment specialist work. Water treatment specialist work by a water treatment specialist contractor is limited to the type and scope of work authorized by the state license held by the contractor or the contractor's water treatment specialists. (Ord. 29632)

1202.2 Fraud prohibited. No person may represent that the person is a registered water treatment specialist contractor within the city, unless the person, in fact, holds a valid certificate of registration issued in accordance with this subchapter. (Ord. 29632)

**SECTION 1203
APPLICATION FOR REGISTRATION OF WATER
TREATMENT SPECIALIST CONTRACTORS**

1203.1 General. To register with the city to perform water treatment specialist work described in the codes, a water treatment specialist shall apply in person to the building inspection division in writing on forms furnished for that purpose. The application must include:

1. The applicant's name, address, and telephone number;
2. Any other information that may reasonably be required to properly identify the applicant;
3. The name of the water treatment specialist for the water treatment specialist contracting business. (Ord. 29632)

1203.2 Established place of business. Each applicant for registration shall maintain an established place of business at a permanent location. If the established place of business is within the city, a certificate of occupancy must be secured as required by this Code. (Ord. 29632)

**SECTION 1204
LICENSED SUPERVISION**

1204.1 Supervision required. Water treatment specialist work for which a permit is required by this chapter must be supervised by a water treatment specialist holding the proper water treatment specialist license classification as defined by the Texas Administrative Code Chapter 30, Sub Chapter H: Water Treatment Specialists. (Ord. 29632)

1204.2 Employment of water treatment specialist. The owner of a water treatment specialist contracting business who is not licensed to do water treatment specialist work under state law shall continuously employ a licensed water treatment specialist. (Ord. 29632)

1204.3 Designation of water treatment specialist. The owner of a water treatment specialist contracting business shall designate to the chief plumbing code inspector a water treatment specialist to supervise the plumbing work done by the contractor. The designated person may be the water treatment specialist for only one contractor within the city at any one time. (Ord. 29632)

1204.4 Discontinuation of work. Should supervision not be continuously provided, the building official may order the work being done by a water treatment specialist contractor to be discontinued until proper supervision and control have been provided and the name of a new water treatment specialist has been submitted to the building inspection division. (Ord. 29632)

**SECTION 1205
FEES**

1205.1 General. The following nonrefundable fees shall be charged for each certificate of registration issued under the provisions of this subchapter:

1. The registration fee is \$120.00.
2. The fee for each revision to a certificate of registration is \$30. (Ord. 29632)

**SECTION 1206
SUSPENSION; REVOCATION**

1206.1 Suspension or revocation. The building official shall suspend or revoke a certificate of registration if the building official finds the contractor or the contractor's authorized agent:

1. Obtains a certificate of registration or permit by the use of fraud or deceit;
2. Intentionally violates a provision of this chapter; or
3. Exhibits incompetency or commits gross negligence or misconduct in the performance of construction work within the city. (Ord. 29632)

1206.2 Appeal. The contractor may appeal the decision of the building official to the advisory, examining, and appeals board. (Ord. 29632)

**SECTION 1207
EXPIRATION; RENEWAL**

1207.1 Expiration. A certificate of registration for a contractor holding a state license will expire annually upon the expiration or termination of the state license. (Ord. 29632)

1207.2 Renewal. A certificate of registration may be renewed by application to the building inspection division in accordance with Section 1202 of this subchapter. (Ord. 29632)

**SECTION 1208
ADVERTISEMENT**

1208.1 State license number required. All advertising by a water treatment specialist contractor that is designed to solicit business must include the state license number of the water treatment specialist for the water treatment specialist contracting business. Advertising that requires the state license number includes printed material, radio ads, television ads, newspaper ads, yellow pages, business cards, solicitations, proposals, quotations, invoices, and other items for the purpose of attracting business. (Ord. 29632)

1208.2 State license number not required. A state license or certificate number is not required on:

1. A yellow pages listing that does not contain any information except the name, address, and telephone number of the plumbing contractor;
2. Letterhead or a printed form that is not used to solicit business; and
3. Any promotional item of value, such as a ball cap, tee shirt, pen, pencil, or other gift item. (Ord. 29632)

SECTION 1209 VEHICLE IDENTIFICATION REQUIRED

1209.1 General. Each water treatment specialist contractor shall display on both sides of all trucks used in the water treatment specialist contracting business the company name and the state license number of the water treatment specialist for the business in letters and numbers not less than two inches high and in a color sufficiently different from the body of the vehicle so that the letters and numbers are plainly legible at a distance of not less than 100 feet. (Ord. 29632)

SECTION 1210 EXEMPTION

1210.1 General. This subchapter does not apply to a person who:

1. Performs water treatment specialist work on premises owned and occupied solely as the person's homestead; or
2. Is not required to be licensed under state law for the type and scope of water treatment specialist work the person is performing. (Ord. 29632)

1210.2 Permits for limited plumbing work. Notwithstanding Section 1202.1 of this subchapter, a person exempted from registration under this section may obtain permits for limited water treatment specialist work that the person is authorized to perform under state law. (Ord. 29632)

SUBCHAPTER 13 PRIVATE PROVIDERS

1301.1 Authorization. The building official is authorized to implement a private provider model for plan reviews and inspections. The building official may by written order establish such rules or regulations, consistent with this chapter, the codes, and state or federal law, as he determines are necessary to discharge his duty under, or to affect the policy of, this subchapter.

1301.2 Establishment of rules and regulations. Before adopting, amending, or abolishing a rule or regulation, the building official shall hold a public hearing on the proposal. The building official shall fix the time and place of the hearing and, in addition to notice required under the Open Meetings Act (Chapter 551, Texas Government Code), as amended, shall notify such persons as the building official determines are interested in the subject matter of the hearing. After the public hearing, the building official shall notify all interested persons of the building official's action and shall post an order adopting, amending, or abolishing a rule on the official bulletin board in city hall for a period of not fewer than 10 days. The order becomes effective immediately upon expiration of the posting period.

1301.3 Implementation. The building official shall return to city council no later than July 15, 2022 with any amendments to this chapter or the codes necessary to fully implement the private provider program. (Ord. 32071)