

## ADDITION TO ONE- AND TWO-FAMILY DWELLINGS APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (1 of 2)

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- ☐ 1. Provide the following demonstrating compliance with the Energy Code & Green Building Ordinance:
  - ☐ Completed Residential Green Building Program Plan Review Compliance Affidavit & Application Checklist from a Registered Third-Party Green Building Provider, and
  - ☐ Completed Energy Compliance Path form provided by a Registered Third-Party Energy Provider
- ☐ 2. **Certified County plat required:** Available at Dallas County Clerk, 509 Main St, 2nd Floor; Dallas, TX; or Collin County Appraisal District, 520 W Eldorado Pkwy; McKinney, TX; or Denton County Clerk, 1415 E McKinney St; Denton, TX.
- ☐ 3. Copy of a site plan to include:
  - ☐ Legal description on site plans (lot, block, and address)
  - ☐ Drawn to a standard scale and completely dimensioned plans.
  - ☐ North arrow and/or plan North.
  - ☐ Show all property lines.
  - ☐ Indicate length, metes, bounds, building lines and easements.
  - ☐ Label footprint (outline) of all structures including all projections beyond the foundation line, showing placement on the property and front, side, and rear yard setbacks.
  - ☐ For projects with new drive approaches, show the location of all existing and proposed drive approaches, internal maneuvering, sidewalks, and curbs. Indicate the location of all utility poles, storm water inlets, etc.
- ☐ 4. Copy of fully dimensioned building plans drawn to a standard scale and legible, which include:
  - ☐ Foundations plans (post-tensioned slab is required to be engineered and submitted with an engineering letter). **Note:** for second-story addition to an existing single-story dwelling, an engineer's letter is required to verify that the foundation and first floor framing can support the second story in accordance with the Dallas Residential Code.
  - ☐ Engineered construction documents are required for engineered trusses or products and non-conventional construction (e.g., steel framing, ICF, etc.) or similar construction as defined in Chapter 3, Dallas Residential Code.
  - ☐ Elevations (front, left side, right side, rear) clearly showing the grade level and height of the building. Floor plans (labeled and dimensioned).
  - ☐ Wall and roof framing plans.
  - ☐ Roof plan and covering materials.
  - ☐ Door and window schedule (labeled).
  - ☐ Details to clarify *habitable attic*, *attic w/ limited storage*, *attic w/ no storage*, as necessary.
  - ☐ Location of existing smoke detectors and proposed location of new smoke detectors when required.
- ☐ 5. All aspects of the construction project comply with the Environmental Protection Agency (EPA) Lead; Renovation, Repair and Painting Program Rule; 40 CFR, Part 745.

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# Development Services Department

320 E Jefferson Blvd, Dallas TX 75203  
(214) 948-4480

## ADDITION TO ONE- AND TWO-FAMILY DWELLINGS APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (2 of 2)

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### ADDITIONAL REQUIREMENTS:

1. This checklist is not intended to address all issues that may arise but addresses the more common ones. Additional information may be necessary for the issuance of the permit
2. For projects that impact the exterior of the building (walls, windows, doors, roof, etc.) and are in a Conservation District, a Conservation District (CD) Work Review Form must first be completed and attached to the building permit application. A CD Work Review Form may be submitted to the Permit Center; 7800 Stemmons Frwy.
3. For projects that impact the exterior of the building (walls, windows, doors, roof, etc.) and are in a Historic Overlay District, a Certificate of Appropriateness (C of A) must first be issued by the Landmark Commission. C of A applications may be filed at Current Planning; 1500 Marilla St., Room 5B North.
4. Permits may only be issued to a registered contractor with the proper licenses and/or other credentials.
5. A form board survey is required prior to foundation inspection. Submit to the building inspector.
6. For permit applications on or after September 1, 2016, Energy Code Compliance Certificate must be submitted to [bigreencode@dallascityhall.com](mailto:bigreencode@dallascityhall.com) prior to building final inspection.

Please note that staff cannot accept incomplete applications or illegible construction documents.

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