



Development Services Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

SCHOOL TEAM (DSST) INTAKE FORM

SCHOOL NAME		SCHOOL ADDRESS		
APPLICANT NAME	FIRM:	PHONE	EMAIL	
OFFICE USE ONLY				
PRE-SUBMITTAL MEETING DATE	TIME:	SCHEDULED BY		
SUMMARY OF PROJECT (Provide a construction overview. Intent of project. Has it had an update to PD/SUP/DP?)				
BUILDING PROJECT PERMIT INFORMATION				
All School Project are reviewed using the City of Dallas PDOX review system. When entering a Building Project, PLEASE select the QTEAM template.				
PROJECT INFORMATION	TOTAL PROJECT COST	TOTAL SQ. FT	PD/SUP	NOTES
MASTER PERMIT BREAKDOWN				
The total of all the individual permits should equal the overall values and square footage listed on the project permit.				
LEVEL/BUILDING	COST	SQFT	PHASE/AREA	REVIEW TRADES
DO YOU HAVE A SITE PLAN <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, see form: SITE PLAN REVIEW, to complete process)				
DO YOU NEED A NEW CO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If YES see form(s): Certificate of Occupancy: checklist , and application)				



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SCHOOL TEAM INTAKE FORM (2 OF 2)

ASSOCIATED PROJECT REVIEWS AND DOCUMENTS				
ENGINEERING/WW/REAL ESTATE/HISTORIC-LANDMARK/PLAT				
PROJECT NUMBER	DEPARTMENT	ASSIGNED REVIEWER	DATE SUBMITTED	REVIEW CYCLE/ APPROVAL DATE
ADDITIONAL PROJECT MEMBERS WITH VIEW ONLY ACCESS				
NAME	PHONE	EMAIL	PROJECT	NOTES

I, _____ have read the above information and acknowledge that all required documents have been provided.

Signature _____

Date: _____

Staff cannot accept incomplete or illegible documents

Upon the completion of the Pre-Submittal meeting, please upload this signed document to the "DOCUMENTS" file in ProjectDox.