

NEW CONSTRUCTION FOR ONE AND TWO FAMILY DWELLINGS



City of Dallas

APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans and a new checklist will be required for re-submittal for plan review. This re-submittal will be treated as a new application and will be processed in the order of receipt. Complete and sign the following checklist.

- 1. Provide completed *Permit Application*.
- 2. 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 Residential Energy Compliance Path form provided by a Registered Third Party Energy Provider.
- 3. Demonstrate a Legal Building Site by providing:
 - A copy of a recently (less than 2 years old) recorded subdivision plat filed with the County of Record.
OR
A certified county plat: Available at Dallas County Clerk, 1201 Elm St, 21st & 22 floor; Dallas, TX; or
 - Collin County Appraisal District, 520 W. Eldorado, McKinney, TX; or
Denton County Clerk, 1415 E. McKinney, Denton, TX.

- 4. **Was there a dwelling unit on the lot within the last five (5) years?**

Yes No (complete [worksheet](#))

- 5. Will this project produce a **net-increase** in *dwelling units* from its existing conditions?

Yes (complete [worksheet](#)) No

If selecting Yes to question 5 above, please see the attached example of the fee worksheet. Visit the following link ([www.https://dallascityhall.com/departments/sustainabledevelopment/Pages/default.aspx](https://dallascityhall.com/departments/sustainabledevelopment/Pages/default.aspx)) to fill out the required information to submit with your building permit application packet.

- 6. Will this housing be a handicapped group dwelling as defined in Section 51A-4.209 (3.1)?

Yes (additional plan review required) No

- 7. Provide two (2) copies 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.
Show the location of all existing and proposed drive approaches, internal maneuvering, sidewalks and curbs. All new construction must show sidewalks on the site plan. Indicate the location of all utility poles, storm water inlets, etc.

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APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (CONTINUED)

8. Executed Residential In-Fill Grading Waiver Affidavit; or, grading plan sealed by a professional engineer (Note: lot-to-lot drainage is prohibited). In addition to the "Infill Waiver," the site plan must also provide the following:
- "Storm water" plan for any controls planned for during construction, such as erosion fences, hay bales, etc., as well as proposed final drainage plan with directional surface flow (see attached example) and any proposed permanent improvements shown, such as retaining walls, swales, etc. Note pre-existing drainage issues to and from adjacent lots (inflow and outflow).
9. Provide two (2) copies 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).
 - Elevations (front, left side, right side, rear) clearly showing the grade level and height of the building.
 - Floor plans (labeled).
 - Wall and roof framing plans (labeled).
 - Roof plan and covering materials (labeled).
 - Details to clarify *habitable attic*, *attic w/ limited storage*, *attic w/ no storage*, as necessary.
 - Door and window schedule (labeled).
- Each *townhome unit* shall be considered an independent unit and shall be separated from other *townhome units* by a one- or two-hour fire-resistance-rated wall assembly per Section 302.2, Dallas One- and Two-Family Dwelling 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.
- For all fire rated construction, provide a listing reference and include a construction detail on the plans.
10. Show the proposed location of smoke detectors and carbon monoxide detectors.
11. These plans comply with any and all private deed restrictions.
- Yes No
12. Provide completed water/wastewater service application.
13. The number of landscape trees required by zoning regulations for new construction is based on the size of the single-family or duplex use lot:
- Lots less than 4,000 square feet in area must have a minimum of one (1) medium or large tree.
 - Lots 4,000 square feet to 7,499 square feet in area require a minimum of two (2) medium or large trees.
Note: Must have a minimum of one (1) tree in the front yard.
 - Lots 7,500 square feet or greater in area require a minimum of three (3) medium or large nursery stock trees.
Note: Must have a minimum of two (2) trees in the front yard.
 - All required trees must be a minimum of 2-inch caliper, be selected from the approved tree list in the Landscape and Tree Manual, planted at least twenty feet (20') on-center from overhead electric lines, and not be planted within two feet (2') of a private boundary line. An existing tree may be used for the tree requirement. Contact the city arborist for confirmation.

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APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (CONTINUED)

FORM BOARD SURVEY AND INSPECTION REQUIREMENTS

- 1. Applicant/contractor shall upload a form board survey showing the following via the *POSSE* contractor portal, <https://developdallas.dallascityhall.com/>:
 - Minimum of four spot elevations (two at the front and two at the back) of the existing grade.
 - Lowest finish-floor elevation for a slab foundation or lowest "top of beam" elevation for a pier and beam foundation. Provide a minimum finish floor elevation if required.
 - If proper lot grading cannot be readily determined by visual inspection, a final grading survey is required documenting compliance with Chapter 52, Section 607.1.
- 2. Building inspector verifies storm water controls shown on the plans at the time of permit application are in place and rough grading is completed to approve framing inspection.
- 3. Additional requirements for the building final inspection:
 - "As built" improvements and final lot grading matches drainage/grading plan submitted at the time of permit application.
 - If required, an approved amended drainage/grading plan to document water drainage from the site in compliance with Chapter 52, Section 607.1.

ADDITIONAL REQUIREMENTS AND INFORMATION:

1. All documents submitted for review must be drawn to a standard scale, full size - not reduced, of sufficient size to be able to be read and take accurate dimensions for plan review, and be read after scanning.
2. 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.
3. For projects that impact the exterior of the building (walls, windows, doors, roof, etc.) and are located 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 320 E. Jefferson Blvd., Room 105.
4. For projects that impact the exterior of the building (walls, windows, doors, roof, etc.) and are located 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.
5. Applications will be reviewed for adequate fire hydrant coverage (600 feet of hose lay).
6. All new construction must include sidewalks. Sidewalk waivers applications do not guarantee waivers. If waivers are to be submitted, it is recommended that they be submitted very early in the process.
7. Permits may only be issued to a registered contractor with the proper licenses and/or other credentials.
8. A form board survey is required prior to foundation inspection. Refer to additional requirements on page 2. Submit to the building inspector.
9. An Energy Code Certificate will be submitted to the electrical inspector prior to final inspection.
10. Payment of water and sewer tap fees are required to be paid to the cashier prior to the issuance of the permit.
11. Contact ONCOR at 1-888-222-8045 if there will be any work near overhead electrical lines.

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

Signature _____

Date _____

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