

# FOUNDATION-ONLY PERMIT



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.

- 1. Completed building permit applications and New Construction checklist for the entire project
- 2. Executed "Foundation-Only Hold Harmless" affidavit (page 2).
- 3. All building permit, plan review, Certificate of Occupancy, prequalification fees (Q Team only), etc. must be paid.
- 4. The following plans must be submitted with applications and fees:
  - Proof of legal building site or copy of certified plat
  - Two (2) site plans to include the following:
    - North arrow and/or plan North.
    - Drawn to scale and dimensioned
    - Building setbacks
    - Parking analysis and parking design drawn to scale
    - Drive and/or curb cut locations and dimensions
    - All R.O.W. improvements, easements and/or dedications
    - Utility and fire hydrant locations
    - Fire lanes, if required
- 5. Two (2) sets of fully designed foundation plans; show all levels including any underground parking garages and/or basements; dimensioned and drawn to scale; sealed by engineer.
- 6. Two (2) sets of fully designed mechanical, electrical and plumbing plans that will be integral to the foundation including any underground parking garages and/or basements; dimensioned and drawn to scale; sealed by engineer.
- 7. Two (2) sets of civil plans including paving, grading, drainage, water and wastewater plans; dimensioned and drawn to scale; sealed by engineer.
- 8. One (1) completed Special Inspections Checklist
- 9. Two (2) sets of landscape plans including a tree survey.
- 10. Two (2) sets of building elevations which clearly depict building(s) height; these plans must be sealed by a registered architect as applicable.
- 11. Two (2) sets of typical floor plans that include a life safety summary (i.e.; type construction, occupancy classification, list any fire protection, occupant loads, means of egress); for multifamily projects, list the total number of dwelling units and the total number of bedrooms; these plans must be sealed by a registered architect as applicable.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

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



City of Dallas

# FOUNDATION-ONLY HOLD HARMLESS AFFIDAVIT

ADDRESS \_\_\_\_\_

LEGAL DESC \_\_\_\_\_

§ State of Texas  
§ County of Dallas

I \_\_\_\_\_ certify that I am the owner or the owner's authorized agent of the property for which this foundation only permit is being requested. I agree to hold the City of Dallas harmless for any corrections to the permitted structure(s) required due to examination or more complete and final plans.

On this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Seal/Signature