

# CONSTRUCTION PERMITS INTRODUCTION

## WHO SHOULD USE THIS:

Any entity **must obtain a master permit before** they: erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, convert, equip, use occupy or maintain a structure or building service equipment.

## WHEN A PERMIT IS NOT NEEDED:

Outside certain historic, conservation or planned development districts, you **do not need a permit** for the following. (Refer to Chapter 52, Section 301 of the Administrative Procedures for the Construction Codes)

- Stopping leaks in pipes, drains or plumbing without replacing or rearranging valves, pipes or fixtures
- Fences (not serving as a pool enclosure) not over 4 feet in a front yard and not over 6 feet elsewhere
- Storm windows, rain gutters, insulation.
- Retaining walls not over 4 feet measured from the bottom of footing to the top of the wall

In addition, for single family or duplex dwellings,

**no permit is required** for:

- Nonstructural, interior remodeling with no increase in floor area or changing external doors or windows
- Re-roofing that does not exceed \$500.00
- One-story, detached accessory structures less than 200 square feet, without utilities
- Detached patio covers less than 200 square feet, behind front yard setback
- Decks, platforms, walks or driveways not more than 30 inches above grade, not over basement or story
- Prefabricated pools not exceeding 5,000 gallons, completely above grade
- Carports freestanding, detached, 200 square feet or less, not in front yard setback
- Addition of trim or siding
- Attaching window awnings where awnings don't project more than 54" from wall (or 12" into a setback)

## WHERE TO GET A PERMIT:

**Permit Center  
Oak Cliff Municipal Center  
320 E. Jefferson Blvd. Room 118**

Barricade | Building | Demolition | Electrical | Fence  
Fire extinguishing system | Flammable liquids  
Landscape | Lawn sprinkler | Liquid petroleum  
Mechanical | Paving / Excavation | Plumbing  
Septic tank | Sign | Tent

### District Offices:

NE: 11910 Greenville Ave. # 100 | 214-670-7278

NW: 7610 N. Stemmons Fwy #180 | 214-671-0720

SE: 725 Jim Miller Rd. | 214-670-8160

SW: 2730 Coombs Creek Dr. | 214-671-1531

Call first to ensure there are no unusual circumstances, but District Offices can issue Backflow, Drive Approach, Electrical, Foundation Repair, Mechanical, Lawn Sprinkler, Plumbing, and Single Family & Duplex Re-Roof.

## HOW THE PROCESS WORKS:

Complete and submit permit application/checklist:

<http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/pages/forms-applications.aspx>

Submit two sets of plans for review

Additional information is required in some cases. For some projects, state law requires plans sealed by an engineer or architect.

Wait time varies. Current typical times to first round of review:

- Single family / duplex permits: 1 - 3 working days
- Commercial remodel, no use change: 12 working days
- New commercial construction: 20 + working days

We offer an expedited plan review process

through our Q-Team.

