

ADDITION TO 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 the information sheet attached.

- 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 Energy Compliance Path form provided by a Registered Third Party Energy Provider.
- 3. **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.
- 4. 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.
 - 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.
- 5. 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). **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.

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APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (CONTINUED)

6. All aspects of the construction project complies with the Environmental Protection Agency (EPA) Lead; Renovation, Repair and Painting Program Rule; 40 CFR, Part 745.

ADDITIONAL REQUIREMENTS:

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 the Permit Center; 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. Permits may only be issued to a registered contractor with the proper licenses and/or other credentials.
6. A form board survey is required prior to foundation inspection. Submit to the building inspector.
7. For permit applications on or after September 1, 2016, Energy Code Compliance Certificate must be submitted to bigreencode@dallascityhall.com prior to building final inspection.

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.