

## HOW CAN I CONTACT BUILDING INSPECTION?

For general information, please visit us at [http://www.dallascityhall.com/building\\_inspection](http://www.dallascityhall.com/building_inspection). There you will find the permit application form, permit application checklists and fee schedule. If you still have a question, call 214-948-4480 and leave a message on our Interactive Voice Response System.

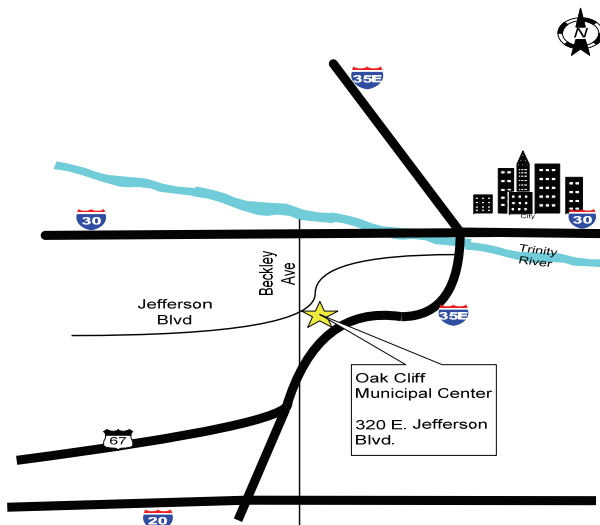
To make an inspection request or for a status of an inspection, please call 214-670-5313.

### Sustainable Development and Construction Department

### Building Inspection Division

320 E. Jefferson Boulevard  
Dallas, Texas 75203

214-948-4480



## CHECKLIST — CHANGE OF USE CERTIFICATE OF OCCUPANCY

- Completed permit application form and certificate of occupancy (CO) application information sheet.
- Two copies of a site plan drawn to a standard scale of the entire property that shows exits from buildings, or a key plan showing exits, and parking spaces.
- Parking analysis to include the type of business and area in square feet for every tenant on the property.
- Two sets of floor plans drawn to a standard scale for restaurants, theaters, dance halls, religious worship, sport arenas and other assembly uses, or any change in occupancy group as defined in the Dallas Building Code.
- For multi-story buildings, a building floor key plan is required that shows the location of the tenant space and all other tenant spaces on that floor identified by their suite number. Key plan does not have to be to scale.
- For manufacturing or storage facilities, an inventory that list raw materials used and quantities stored is required. MSDS reports are required for any HAZMAT stored or used.
- Submit a tree survey that identifies any protected tree species within 50 ft. of any construction related activity.

This pamphlet is a guideline, and is not intended to replace the city code, or state or federal law. Always check the city code, state and federal law for details, exceptions, and amendments. In the event of a conflict between this document and the city code or other legal authority, the city code or other legal authority supersedes.

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Additional copies may be obtained from Building Inspection, 320 E. Jefferson Blvd., or call 214-948-4480.



## HOW TO GET A CERTIFICATE OF OCCUPANCY



Sustainable Development and Construction Department  
Building Inspection Division

## WHEN DO I NEED A CERTIFICATE OF OCCUPANCY (CO)?

The Dallas Development Code requires that “Except for single family and duplex uses, a person shall not use or change the use of a building, a portion of a building, or land without obtaining a certificate of occupancy from the building official”.

- A new CO is required for the following:
- First use of land or a building.
- A change of use of land or a building.
- A change of tenant on an existing CO.
- Any change of floor area of an existing use.

**The permit fee total for a CO is \$280 (\$215 CO Fee, plus a \$65 Code Compliance Verification Fee).**

A “record change” can be made to a CO when the name of the business listed on a CO changes (DBA change). No inspections are made. The cost is \$30.00.

For an existing multi-family housing complex, a record change is only available when there is no record of code violations for the complex. If there are any outstanding code violations found, a new CO application is required. **Code Compliance approval is required before the CO application can be approved.**

## WHAT IS A TEMPORARY CO?

A temporary CO allows occupancy of a structure or suite while certain non-life safety issues, such as landscaping, is near completion. The fee for a temporary CO is \$104.00. Only Temporary CO's can be obtained at our District Offices.

## WHERE DO I GO TO OBTAIN A CO?

Building Inspection Division  
320 E. Jefferson Boulevard  
Room #118, Permit Center  
Dallas, Texas 75203

214-948-4480

## HOW LONG DOES IT TAKE TO OBTAIN A CO?

If the proposed use will be the same as the previous use, a CO application can be approved and inspections scheduled while you wait.

If the proposed use will be different from the previous use, a site plan with a parking analysis and building floor plans will be required (refer to checklist on the other side of this pamphlet). The time required to review the plans could take up to two weeks depending on the complexity of the project.

## BUSINESSES THAT SELL OR SERVE ALCOHOLIC BEVERAGES

Refer to the Alcohol Measurement Certification Application Checklist. The checklist can be found here:

[http://www.dallascityhall.com/building\\_inspection](http://www.dallascityhall.com/building_inspection)

Click “Forms and Applications” button listed on the menu.

## WHAT ARE THE PROCEDURES TO OBTAIN A CO?

Complete and submit an application to Building Inspection and payment of \$280. If the proposed use will be different from the previous use, submit those documents listed on the checklist for a CO change of use. **No construction is allowed to obtain a CO.** In those cases, a building permit will be required as necessary to obtain the CO.

Before the building can be occupied and electricity turned on by Oncor Electric, the building site must be inspected and approved by building, electrical, and plumbing/mechanical inspectors. **Health inspections are required for all food service establishments. A health permit fee of \$300 will be assessed at the time of application.** When requested, these inspections take place the following business day after the CO application is approved or may be scheduled at a later date for your convenience.

Inspections are performed between the hours of 8:30am and 3:30pm. The building must be accessible to inspectors on the day inspections are scheduled and the correct address and suite numbers must be posted. If the building is not accessible and ready for inspection, a reinspection fee will be charged for the first inspection.

Once all CO inspections have been approved by the inspectors, the electricity will be released to Oncor Electric and the CO will be issued and mailed to the applicant for posting at the building or tenant space. Please allow 24 to 72 hours for electrical service after notification to Oncor.