

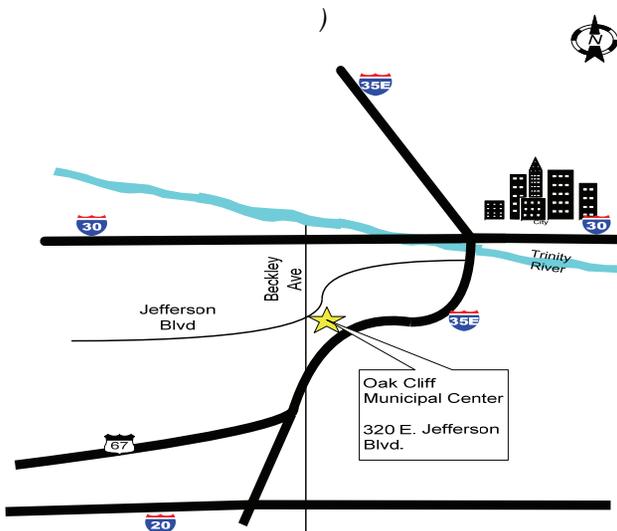
## HOW CAN I CONTACT BUILDING INSPECTION?

For telephone assistance, call 214-948-4480.

Our helpful staff will answer your general questions or route you to appropriate staff for technical questions. For direct access to the Interactive Voice Response System, call 214-670-5313 or access the system online at [www.dallascityhall.com](http://www.dallascityhall.com) by locating City Departments then click on Building Inspection. You can obtain more information about the processes described in this brochure, access the Dallas Development Code, see zoning maps, and download the forms used for permit applications.

### Sustainable Development and Construction

**Building Inspection Division**  
**320 E. Jefferson Boulevard**  
**Dallas, Texas 75203**  
**214-948-4480**



## Q-TEAM FAST FACTS

- ✓ Perform Expedited Plan Reviews
- ✓ Apply in the 320 E. Jefferson Blvd, Rm. 204
- ✓ We take any project...large or small !
- ✓ Fees: Standard Fee Schedule + prequalification fee and an additional \$1,000 per hour review time
- ✓ Meetings scheduled within 10-15 working days
- ✓ Revisions can be made immediately during the meeting
- ✓ Permit issued following the approval of plans
- ✓ Contact 214-948-4337 for information

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.

City of Dallas Publication No. 03/04-84 10/8/04

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



## Q-TEAM HOW TO GET AN EXPEDITED PLAN REVIEW



Sustainable Development and  
Construction  
**Building Inspection Division**

## What is the Q-TEAM?

The processing time of Building Permit applications can vary greatly in the City of Dallas. Fortunately, the recent economic recovery has spurred construction growth in our City, and activity levels have increased. As a result, plan review processing time can be unpredictable depending on the time of year. With an expedited plan review, the wait time is not only reduced, but the uncertainty of not knowing when your plans will be reviewed is eliminated. You can schedule a review session time that is convenient to your timelines.

## What is an Expedited Plan Review?

A Q-TEAM Review is an alternative plan review that allows individuals to take advantage of an accelerated plan review process for an additional fee. The expedited plan review will expedite the permitting process from several weeks to a single review session. If the plans meet the necessary requirements of respective codes and ordinances, permits may be issued following the review meeting.

## How do I apply for an Expedited Plan Review?

Expedited Plan Review applications can be applied for with the Q-TEAM at the Oak Cliff Municipal Center, Room 204.

## My project is not very large, but I'm in a hurry! Can I use the Q-TEAM's services?

Yes! There are no restrictions on project size to use the Express Plan Review Team's services, however single family and duplexes are excluded. There is typically a 1-2 day standard residential review.

## What is the fee schedule for an Expedited Plan Review with our Q-TEAM?

Standard application plan review fees, plus additional	non-refundable
<b>Pre-Qualification fees:</b>	
Square Footage	Maximum Fee
0-10,000	\$500
10,001-50,000	\$750
50,001-100,000	\$1,000
100,001 and greater	\$1,250

**An additional \$1,000.00 per hour for each hour of the actual Q-TEAM Review Meeting will be charged at the end of the plan review before a permit is issued.**

## Who schedules the Expedited Plan Review meeting?

Staff will schedule Q-TEAM Meetings. Call 214-948-4337 for assistance.

## How quickly can I get on the Q-TEAM's calendar?

Meetings will generally be scheduled within 10-15 working days after the initial permit applications are completed.

## What can I expect at an Expedited Plan Review Meeting?

Plan reviewers meet with the applicant and simultaneously review their part of the plans. If the review requires changes in the drawings, the changes may be made immediately to the drawings during the review, and signed as required. If revisions can not be completed at the meeting, a follow up review with the same team will be scheduled.

## Who should attend the Q-TEAM Review Meetings?

Have all of your consultants on hand and ready to make on-the-spot decisions, changes, etc., as required. (remember to bring stamps, seals, etc.) This will allow the Q-TEAM Review Team to issue a permit following the meeting. Contractors and owners are encouraged to attend but are not required to be present.

## After the meeting, how quickly is a permit issued?

Upon approval of the plans, staff will determine the fee balance based on the Q-TEAM Meeting. A team member will escort the applicant and their approved application with approved plans to the cashier in the Permit Center. If the plans are approved after the cashier window has closed, the permit may be issued at 8:00 a.m. the next business day.

## NEED AN EXPEDITED PLAN REVIEW?

### Hire our Q-Team !

Call 214-948-4337 to ask for more info or visit our Building Inspection Division website at [www.dallascityhall.com](http://www.dallascityhall.com) to learn more.