A prequalification Q TEAM Review is now required as part of the process of accepting an application for Q TEAM Review. This provides a review for “completeness” of documents submitted with the permit application. The fee associated with this review covers the following tasks with a service level agreement of completion of four (4) working days:

- Have you had a pre-development meeting for this project? □ YES □ NO DATE: _____________
- Verify if project is on a legal building site, proof of platted lot or early release required
- Are you platting? □ YES □ NO
  If YES, please provide:
  Subdivision Plat # ____________________ 311T ___________________ 411Q __________________

- Verify that the USE is compatible with zoning district; Determine if SUP of zoning change is required
- Confirm that construction plans are complete and contain all the required sheets, i.e., MEP, green, landscaping, foundation, etc.
- Verify that a parking analysis was provided
- Review against applicable standard checklist
- Provide copy of SUP and development plan □ YES □ N/A
- Provide exiting or life safety plan
- Copy of Plat

**NOTICE:** This review **DOES NOT** include: Review of parking analysis, fire alarm, fire sprinkler, signs, pools, detail site review, or engineering.

<table>
<thead>
<tr>
<th>Prequalification Review Fee Based on Sq. Ft.</th>
<th>Review Fee ($1,000/hour) Based on Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square Footage</td>
<td>Maximum Fee</td>
</tr>
<tr>
<td>0 – 10,000</td>
<td>$500</td>
</tr>
<tr>
<td>10,001 – 50,000</td>
<td>$750</td>
</tr>
<tr>
<td>50,001 – 100,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>100,001 and greater</td>
<td>$1,250</td>
</tr>
</tbody>
</table>

I, __________________________________________, have read the above information and acknowledge that I have provided all of the required documents listed above. I understand that if I fail to meet the mandatory requirements for the prequalification Q TEAM review that ALL PRE-QUALIFICATION FEES PAID ARE NONREFUNDABLE. Further, I understand that in order for a permit to be issued I must comply with all regulatory requirements, construction requirements, and have a legal building site (final plat or approved early release if platting).

(APPLICANT SIGNATURE)                                             (DATE)

☐ APPROVED FOR Q TEAM REVIEW                ☐ NOT APPROVED FOR Q TEAM REVIEW

(PRE Q REVIEW BY)                                                  (DATE)

Building Inspection ● 320 E. Jefferson Blvd. #204 ● Dallas, TX 75203 ● 214-948-4480

Revised 03/18/2013