

# PREQUALIFICATION Q-TEAM REVIEW

## MANDATORY REQUIREMENTS



City of Dallas

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.*

Prequalification Review Fee Based on Sq. Ft.		Review Fee (\$1,000/hour) Based on Sq. Ft.	
Square Footage	Maximum Fee	Square Footage	Maximum Fee
0 – 10,000	\$500	0 – 10,000	\$2,000
10,001 – 50,000	\$750	10,001 – 50,000	\$12,500
50,001 – 100,000	\$1,000	50,001 – 100,000	\$27,500
100,001 and greater	\$1,250	100,001 and greater	\$50,000

I, \_\_\_\_\_, have read the above information and acknowledge that I  
(PRINT NAME)

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)