

# ONE AND TWO FAMILY DWELLINGS REMODEL/RENOVATION



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.

- 1. Completed permit application.
- 2. Two (2) copies of fully dimensioned building plans drawn to a standard scale and legible, which include:
  - Floor plans showing the location of all existing interior walls, walls to be removed and proposed new walls. Label all rooms.
  - Location of existing smoke detectors and proposed location of new smoke detectors when required.
  - For homes with fuel-fired appliances (i. e. natural gas), location of carbon monoxide alarms in accordance with Chapter 3, Dallas Residential Code.
  - Schedule of any doors and windows being replaced. Building elevations may be required for new openings or where there is a change of size of openings.
  - 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.
- 3. For any work affecting the exterior walls, two (2) copies of a site plan are required to include:
  - Legal description on site plans (lot, block and address). Show a North or plan North arrow.
  - Drawn to a standard scale and completely dimensioned plans. 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.
- 4. 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, have a minimum text size of 3/32", and a minimum drawing sheet size of 11" x 17" and a maximum drawing sheet size of 36" x 48", "E" size.
2. 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.
3. 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.
4. Permits may only be issued to a registered contractor with the proper licenses and/or other credentials.
5. An Energy Code Certificate will be submitted to the electrical inspector prior to 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.**