1. Open the following link https://plansubmittal.dallascityhall.com to log in.

   Enter your email address, password and press:

   ![Login Button]

2. The next window will present three sections:
   a. **Start New Application Request.** (Focus of this guide).
   b. **Status of Existing Projects.** This section provides information about each application submitted and allows the applicant to upload required documents during the application process. You will be entering to this section during this process.
   c. **In Process application requests.** Applications that have not been submitted.
3. **Start New Application Request section.** This section contains three items:
   a. **Request Type.** Drop down list with nine different types of applications that can be submitted, applications range from (in alphabetical order):
      - Addendum application
      - Building Project application
      - Certificate of Occupancy application
      - Conservation District application
      - Demolition application
      - Engineering Form
      - Master Permit application
      - Sign application
      - Site Plan application
   b. **Request name.** Unique descriptive name used to reference the project (application) in the future. A good example might be the current date + the application type + project address. For example: YYYYMMDD-MP-1500 Marilla St, where YYYY is the current year, MM is the current month, DD is the current day, MP is a Master Permit application and Marilla St. is the project address.
   c. **Start My Application Request.** Starts application process.

4. **Start My Application Request.** After selecting the Request Type, entering a unique Request Name and pressing Start My Application Request, an application form will open. Depending on the request type, the form will present a group of sections. (*This guide uses a Master Permit request type and 20180912-MP-1500 Marilla St request name to illustrate the steps involved during an application submission)*.

5. **Application form.** The application form consists of a variety of sections in which some of them are shared among all request types and other belong specifically to the request type.

   Shared sections. Heading, Step 1: Applicant, Step 2: Property Owner, Consultant (optional), Project Location, Project Details, Agreement and Signature.
6. **Heading section.** The heading section shows the project request name and request type. Also shows the physical address of the City of Dallas Building Inspection site.

![Image of request form]

7. **Step 1: Applicant.** This section is where the applicant contact information is entered. Note that there is a checkbox “*Select if the logged in user is the Applicant. The Applicant is responsible for uploading files and receiving comments/change marks*”. This checkbox is used when the applicant is the individual submitting the application and wants to carry over the information from the account profile. In this example John Doe is the applicant submitting the application and the checkbox is selected to import his information from his account profile.

**Note.** Fields with a red asterisk (*) are required.

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**Step 1: Applicant**

- **Select if the logged in user is the Applicant.** The Applicant is responsible for uploading files and receiving comments/change marks.
  - **Applicant First Name:** John
  - **Applicant Last Name:** Doe
  - **Applicant Address Line 1:** 1500 Marilla St
  - **Applicant Address Line 2:**
  - **Applicant City:** Dallas
  - **Applicant State:** TX
  - **Applicant Zip Code:** 75221
  - **Applicant Zip Code Extension:**
  - **Applicant Email Address:** john.doe@hotmail.com
  - **Applicant Phone Number:** (214) 999-9999
8. **Step 2: Property Owner.** This section is where the property owner’s contact information is entered. Note that there is a checkbox “**Select if the logged in user is the Owner/Tenant**”. This checkbox is used when the property owner is the individual submitting the application and wants to carry over the information from the account profile. In this example John Doe is the property owner submitting the application and the checkbox is selected to import his information from his account profile.

*Note. Fields with a red asterisk (*) are required.*

- **Step 2: Property Owner**

  - **Select if the logged in user is the Owner/Tenant.**
    - Property Owner First Name: John
    - Property Owner Last Name: Doe
    - Property Owner Address Line 1: 1500 Manila St
    - Property Owner Address 2: 
    - Property Owner City: Dallas
    - Property Owner State: TX
    - Property Owner Zip Code: 75201
    - Property Owner Zip Code Extension: 
    - Property Owner Email Address: john.doe@hotmail.com
    - Property Owner Phone Number: (214) 999.9999

9. **Consultant (optional).** This section is where the consultant’s contact information is entered. Note that there is a checkbox “**Select if the logged in user is the Consultant**”. This checkbox is used when the consultant is the individual submitting the application and wants to carry over the information from the account profile. This section will be ignored for this example.

*Note. All fields in this section are optional.*
10. **Project Location.** This section is where the property address of the project is entered. Be aware that street number and street name are in separate fields.

*Note.* Fields with a red asterisk (*) are required.

<table>
<thead>
<tr>
<th>– Project Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Street Number *</td>
</tr>
<tr>
<td>Project Street Name *</td>
</tr>
<tr>
<td>Project Suite</td>
</tr>
</tbody>
</table>

11. **Permit Type.** This section is exclusive for two request types: Master permit application and Building Project application.

a. **Master Permit application.** This section consists of one dropdown list with eighteen different types of permits that can be selected, permits range from (in alphabetical order):

- Backup Generator
- Electrical
- Excavation
- Fence
- Fire alarm
- Fire Sprinkler
- Flammable Liquid
- Grading and Paving
- Mechanical
- Paving (Sidewalks and Drive Approach)
- Plumbing
- Security System
- Swimming Pool
- Tent

*Note* Fields with a red asterisk (*) are required and fields in Project Details vary depending on the selected permit.

b. **Building Project application.** This section consists of a selection box and a dropdown list with nine different types of permits that can be selected.

- **Application Type** selection box. Select the team that will review the project.
  a. **Regulate Review.** The project will go through the regular review process.
  b. **Q-Team review (Express).** Project contractors and reviewers meet to evaluate and review the project. *Additional fees will apply when selecting this option.*

- **Permit Type:** Permits range from (in alphabetical order):

  - Commercial – All other Commercial
    - 1st time Finish Out
  - Commercial – Multi family Addition
  - Residential – Garage Conversion for Single Family Dwelling
• Commercial – All other Commercial Addition
• Commercial – All other Commercial New Construction
• Commercial – All other Commercial Renovation
• Commercial – All other Commercial Renovation and Addition

• Commercial – Multi family New Construction
• Commercial – Multi family Renovation
• Commercial – Multi family Renovation and Addition

• Residential – New 1 or 2 family Dwelling
• Residential – Remodel 1 or 2 family Dwelling
• Addition or Addition/Removal to 1 or 2 family Dwelling

Note: Fields with a red asterisk (*) are required and fields in Project Details vary depending on the selected permit.

12. Project Details. This section is where information related to the project is entered. Information like:

• Contractor #
• Contractor PIN #
• Project Description
• Use of Property
• New Square Footage
• Total Square Footage
• New Construction Valuation
• Number of Bedrooms
• Number of Bathrooms
• Number of stories
• Required Parking
• Proposed Parking

Items vary depending on the permit type selection. For example, if a Residential addition or renovation permit is selected, the section provides a list of trades to choose from, otherwise the list of trades are hidden. The trades are:

• Building
• Electrical
• Mechanical
• Plumbing
• Fire Sprinkler
• Fire Alarm
• Drive Approach/Sidewalks
• Green
• Landscape
• Metal Gas
• Energy
• Health
• Paving/Grading
• Backflow
• Flammable Liquids
• Other

To continue with the Master Permit application example, permit type Residential – New 1 or 2 family Dwelling was selected.
13. **Step 7 - Site Plan Review and Zoning Information (optional).** This section shows up depending on the selected request type and its content varies depending on the permit type.

Information on this section is optional but it will be helpful for the reviewers to have it completed.
14. Agreement. The verbiage of this section is the same as the application form and the applicant is required to select one of the following: I agree, or I do not agree.

It is also required to select the options on the Asbestos survey; Yes, No (Permit cannot be issued prior to notification of survey being conducted.) or Not Applicable.
15. **Signature.** The verbiage on this section is the same as the application form and the applicant is required to select/check the box next to:

*I have carefully read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the city ordinances and state laws will be complied with whether herein specified or not. I am the owner of the property or the duly authorized agent. Permission is hereby granted to enter premises and make all inspection. I also affirm that the email address given above may be used for official communication concerning this application and permit.*

16. **Submit Request.** After finishing entering all required information, proceed with the application submittal by hitting the **Submit Request** button. The system will create the application and assign a request number.

**NOTE:** You will not be able to access or change anything in the application after being submitted.

17. **Confirmation Message.** The confirmation message will provide information about the submission, including the request number. **IMPORTANT: Annotate this number for future reference.**
18. This completes the application submission process. The next step is to wait for two emails arriving simultaneously from DoNotReply@city.dallastx.cod, titled: *Invitation and Applicant Upload Task Assignment.*

19. Refer to document *Permit Application – Manage My Projects* for instructions on how to submit plans and related documents and work through the process workflow until the plans are approved.