



City of Dallas

Guide to DallasNow Citizen Access Portal for Historic Preservation (COAs)

Rhonda Dunn, Ph.D., Senior Planner
Historic Preservation Office
City of Dallas

Registering for DallasNow (<http://dallas.gov/DallasNow>)



Follow the steps below to register for a DallasNow Citizen Access Account. **All sections with red asterisks are required.**

STEP 1

[Click on Create an Account.](#)

A screenshot of the City of Dallas website's registration page. The header is blue with the City of Dallas logo and the text 'WELCOME TO THE CITY OF DALLAS'. Below the header is a navigation menu with links for Home, Building, Planning, Enforcement, Contractor Registration, and Public Works. A search bar is located in the top right. The main content area is divided into two columns. The left column contains a 'Welcome to the new Citizen Portal' message and a grid of service categories: General Information, Building, Planning, Enforcement, Contractor Registration, and Public Works. The right column contains a 'Sign In' form with fields for 'USERNAME OR EMAIL:*' and 'PASSWORD:*', a 'Forgot Password?' link, a 'SIGN IN' button, and a 'Remember me on this device' checkbox. Below the sign-in form is a 'Not Registered?' link and a 'CREATE AN ACCOUNT' button. A blue arrow points to the 'CREATE AN ACCOUNT' button.



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 2

Complete the required fields.

Note: Passwords must have between 8-20 characters and must match in the two fields.

*** Required Fields**

USERNAME:*

E-MAIL ADDRESS:*

PASSWORD:*

TYPE PASSWORD AGAIN: *

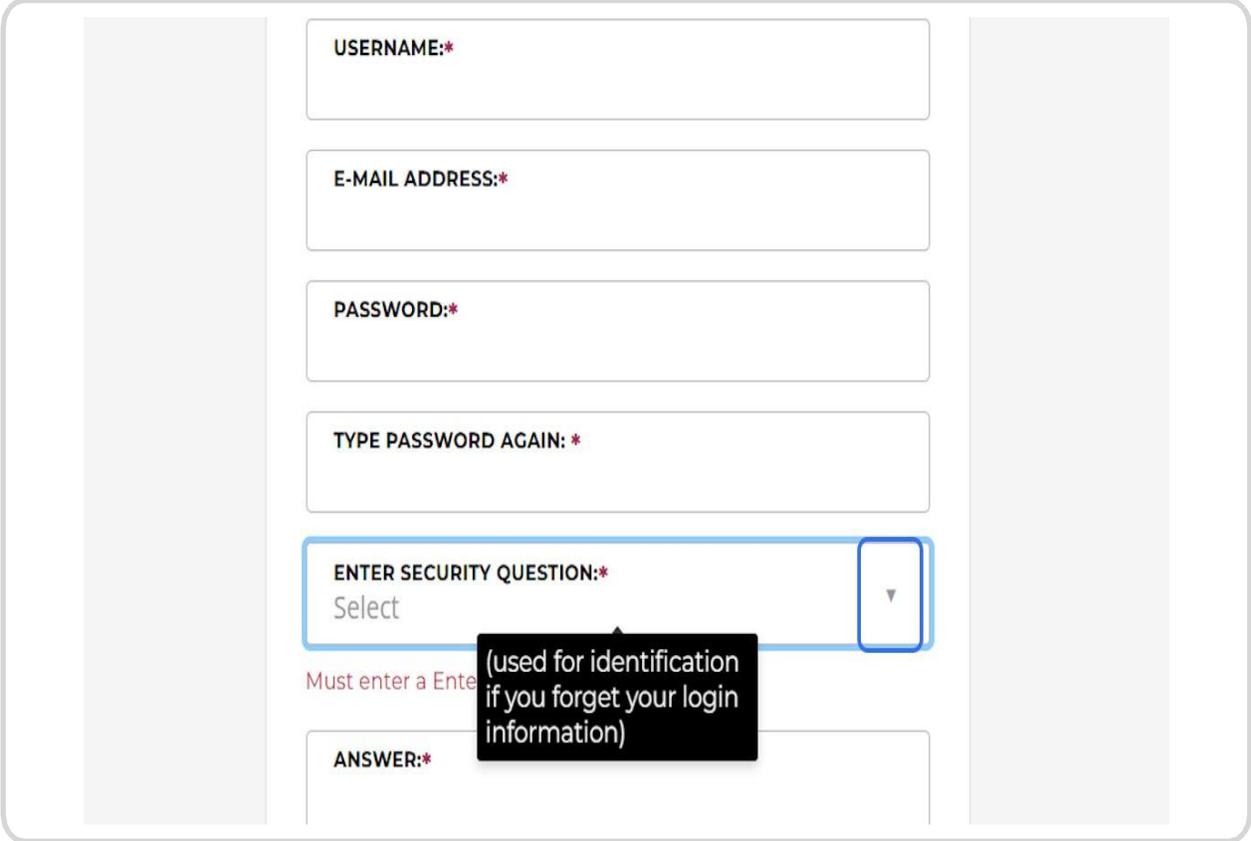


Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 3

Click on the dropdown arrow for enter security question.

A screenshot of a registration form with several input fields. The fields are: USERNAME:*, E-MAIL ADDRESS:*, PASSWORD:*, TYPE PASSWORD AGAIN: *, ENTER SECURITY QUESTION:*, and ANSWER:*. The 'ENTER SECURITY QUESTION: *' field is highlighted with a blue border and contains the text 'Select'. A dropdown arrow is visible on the right side of this field. A tooltip box points to the dropdown arrow with the text '(used for identification if you forget your login information)'. Below the 'ENTER SECURITY QUESTION: *' field, there is a red error message that says 'Must enter a Ente'.

USERNAME:*

E-MAIL ADDRESS:*

PASSWORD:*

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION:*

Select

(used for identification if you forget your login information)

ANSWER:*

Must enter a Ente



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 4

Select a question you won't forget the answer to.

A screenshot of the DallasNow registration process. The screen shows a list of potential security questions. The question "In what city or town does your nearest sibling live?" is highlighted with a blue box. Below it, a dropdown menu is open, showing "ENTER SECURITY QUESTION:*" and "Select". A black callout box points to the dropdown with the text "(used for identification if you forget your login information)". At the bottom, there is an "ANSWER:*" field. A red error message "Must enter a Ente" is partially visible.

To what city did you go the first time you flew on a plane?

What was the last name of your favorite childhood teacher?

In what city or town does your nearest sibling live?

In what town or city was your first full time

ENTER SECURITY QUESTION:*
Select

Must enter a Ente

ANSWER:*

(used for identification if you forget your login information)



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 5

Type your answer.

ENTER SECURITY QUESTION:*

In what city or town does your nearest sibling live?*

ANSWER:*

ABC City

STEP 6

1. Click on the blue Terms of Service hyperlink to read the terms. You must agree to the Terms of Service to register for an account.
2. Check the box to agree that you have read, understand, and agree to the Terms of Service.

2. I have read, understand, and agree to the Terms of Service [Terms of Service](#)

CONTINUE

1. **BACK**



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 7

Click on continue.

ANSWER:*
ABC City

I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

BACK



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 8

Click on a contact type.

Select Individual if you are registering on behalf of yourself only.

Select Organization if you will be working in DallasNow on behalf of a business.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Please remember to include a mailing address in this section at the bottom of the page.

Individual

Organization

[BACK](#)



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 9

Type your first name.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Please remember to include a mailing address in this section at the bottom of the page.

Individual
 Organization

*Required Fields

FIRST:*

MIDDLE:

STEP 10

Type your middle name, if you have one.

This is not a required field.

Individual
 Organization

*Required Fields

FIRST:*

MIDDLE:



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 11

Type your last name.

Individual
 Organization

*Required Fields

FIRST:* John

MIDDLE: Sample

LAST:* Customer

STEP 12

Type in name of business, home phone number, and work phone number, if desired.

These are not required fields.

NAME OF BUSINESS:

HOME PHONE:

WORK PHONE:

MOBILE PHONE:*



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 13

Type your mobile phone number.

WORK PHONE:

MOBILE PHONE:* 972-555-5555

E-MAIL:*

STEP 14

Type your e-mail address.

MOBILE PHONE:* 972-555-5555

E-MAIL:* J.Customer@email.com

Add Address

SUBMIT

BACK



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 15

Click add address

This link will open a window to allow you to add your address information. (This is not required but strongly encouraged at this time, and can be added after account registration.)

MOBILE PHONE:* 972-555-5555

E-MAIL:* J.Customer@email.com

Add Address

SUBMIT

BACK

STEP 16

Contact Information

*First: Middle: *Last:

Name of Business:

Country: United States

*Address Line 1:

*City:

*State: --Select--

*Zip:

Home Phone: Work Phone: *Mobile Phone:

*E-mail:



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 17

Scroll down and click add additional contact address

This link will open a window to allow you to add your mailing address information. (This is not required at this time, and can be added after account registration.)

▼ [Contact Addresses](#)

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 18

Select "Mailing" as address type.

Complete all fields with a red asterisk.

Contact Information

Contact Address Information

Country/Region:

* Address Type:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* ZIP Code:



Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 19

Click save and close.

Contact Information

[Save and Close](#) [Save and Add Another](#) [Clear](#) [Discard Changes](#)

To edit a contact address, click the address link.

✔ **Contact address added successfully.**

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start I
Mailing		22510 Red Pine Drive	Active	



STEP 20

Click **continue**. Note, a mailing address has been added for the current contact.



[Continue](#) [Clear](#) [Discard Changes](#)

Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 21

Click on submit.

Add Address

SUBMIT

BACK



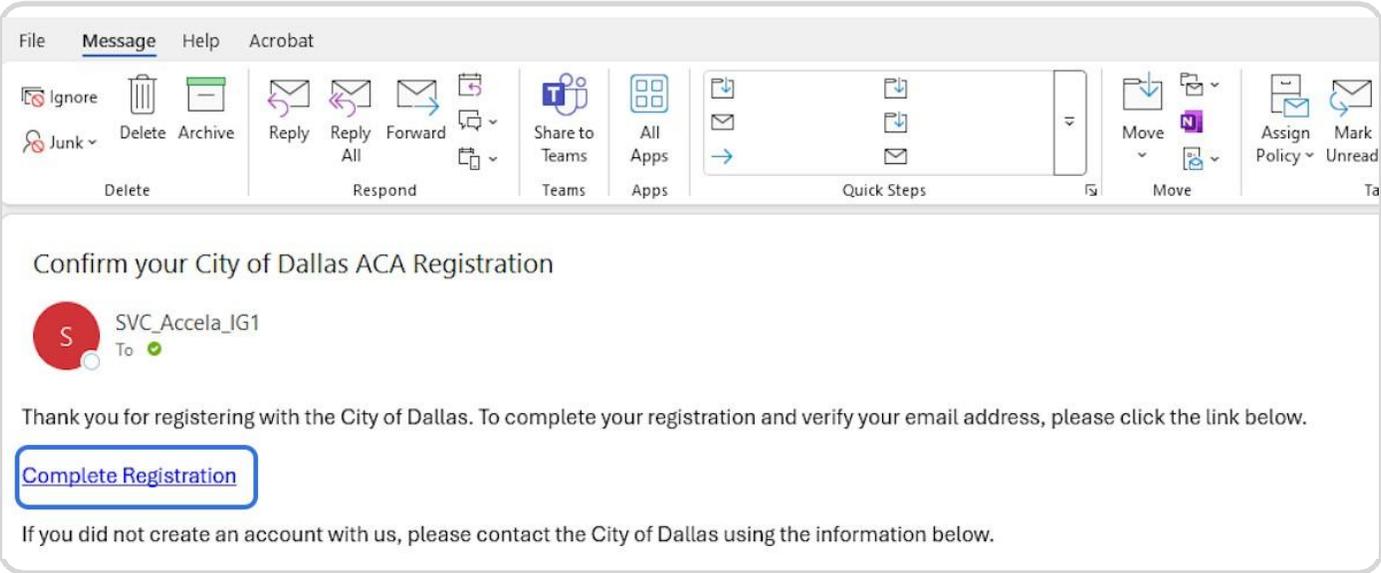
Registering for DallasNow (<http://dallas.gov/DallasNow>)



STEP 22

Check your email, and click the complete registration link.

Note: If you do not see the email to confirm your account registration, please be sure to check your junk or spam folder.





Entering a Certificate of Appropriateness (COA) in DallasNow



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 1

Sign in. Complete the required fields and click on sign in.

Sign In

USERNAME OR EMAIL:*
rhonda.dunn@dallas.gov

PASSWORD:*
.....

[Forgot Password?](#)

SIGN IN

Remember me on this device



Entering a Certificate of Appropriateness (COA) in DallasNow



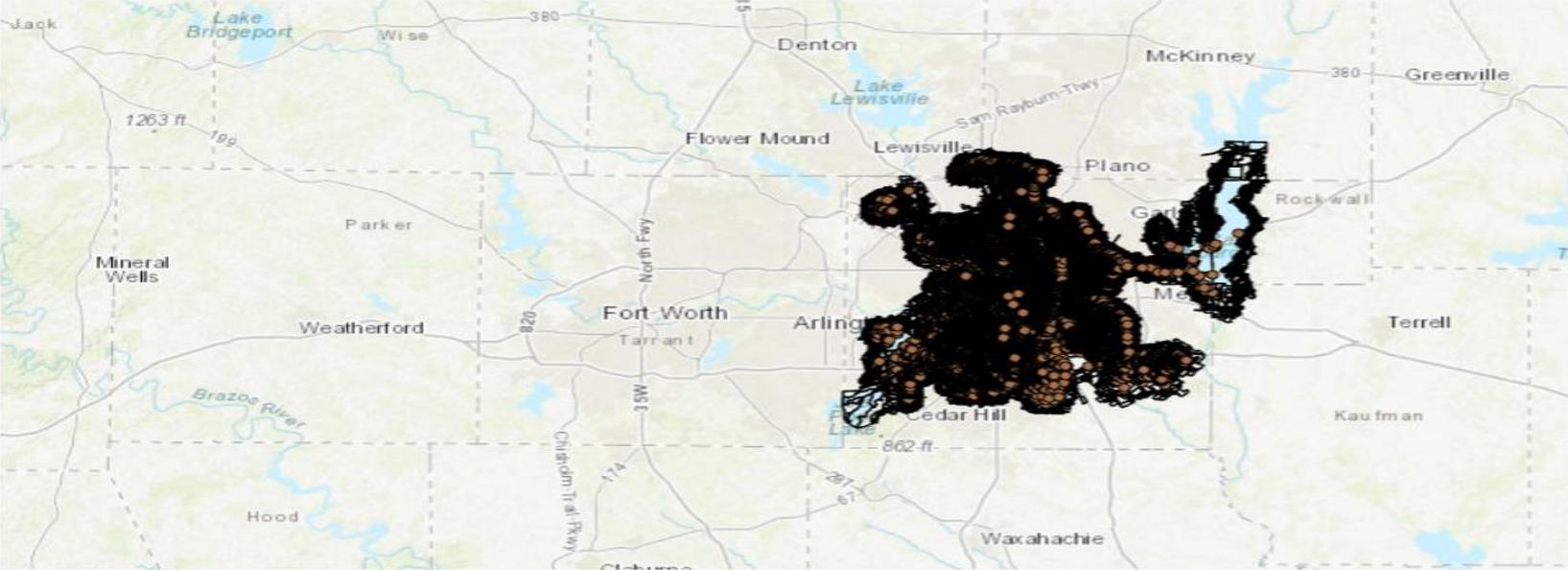
STEP 2

Click on planning.
The planning landing page to the right displays.

Home Building **Planning** Enforcement Contractor Registration Public Works more ▾

Create an Application Search Applications

Records



Show on Map Cancel

Showing 1-6 of 6 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	04/25/2025	COA-25-001030	Certificate of Appropriateness	1500 MARILLA ST, Dallas TX 75201	repair fence	1500 Marilla St 042525	10/21/2025	Additions



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 3 & STEP 4

Click on create an application. Read the disclaimer and check the box to accept the terms of use. Click on continue application to proceed.

Create an Application

Search Applications

Online Application

Welcome to the City of Dallas Online Permitting System. Using this system, you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

The Planning and Development Department strives to ensure the accuracy and timeliness of the information provided on the *DallasNow* Citizens Portal. However, the department makes no warranties or representations regarding the website's functionality, availability, or condition, including its suitability for use, uninterrupted access, freedom from viruses, or non-infringement of proprietary rights. The materials available on this site are compiled from various sources and may be subject to change without notice due to updates or corrections.

I have read and accepted the above terms.

[Continue Application >](#)



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 5

Click on Certificate of Appropriateness. Select the Certificate of Appropriateness option button. Click on continue application to proceed.

Home Building **Planning** Enforcement Contractor Registration Public Works more ▾

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▼ Certificate of Appropriateness
 - Certificate of Appropriateness
- ▶ Conservation District
- ▶ Current Planning
- ▶ Subdivision

[Continue Application »](#)



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 6

Select or enter contact information. An applicant and a property owner are required contacts for each COA.

Certificate of Appropriateness

1 Location and Contacts	2 Application Information	3 Support Documentation	4 Review	5 Pay Fees	6
-------------------------	---------------------------	-------------------------	----------	------------	---

Step 1: Location and Contacts > Contact Information

In this page, fill in information for all contacts related to this application. Make sure the contact information is complete and current.

Applicant: This information pertains to the person/organization requesting for approval. Contact information for Property Owner, Surveyor, Engineer, and Architect may be added if other than the Applicant.

An Authorized Agent may submit this application on behalf of the Applicant. Please add contact information of the authorized agent in such case.

* indicates a required field. You may be required to provide more based on prior answers before proceeding.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
Applicant	1
Property Owner	1

[Select from Account](#) [Add New](#)

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Rhonda Dunn	City of Dallas, Office of Historic Preservation	Applicant			rhonda.dunn@dallas.gov	Edit Delete



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 7

If you select from account a list of saved contacts displays. Click the option button for the appropriate contact. Click on continue to enter details on your selection. (Add mailing address information for all “frequent” contacts to your Citizen Account.)

Select Contact from Account



Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-4 of 4

	Category	Type	Name
<input type="radio"/>	Associated Contact	Individual	Danielle T Dunn
<input type="radio"/>	Associated Contact	Individual	Rhonda Dunn
<input checked="" type="radio"/>	Associated Contact	Individual	Rhonda T Dunn
<input type="radio"/>	Associated Contact	Individual	Rhonda T Dunn

Continue

Discard Changes



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 8

Continuing the select from account action, select the type of contact (applicant, authorized agent or property owner). Also check a mailing address. Click on continue to save your selection.

Select Contact from Account

Rhonda T Dunn

* Type:

Select contact addresses for this contact to attach to the record.
Required contact address type(s): Mailing

Showing 1-3 of 3

<input type="checkbox"/>	Address Type	Recipient	Address
<input type="checkbox"/>	Business		1500 Marilla St
<input checked="" type="checkbox"/>	Mailing		1011 S Pearl Exp, Apt. 232
<input type="checkbox"/>	Mailing		1011 S Pearl Exp, Apt. 232

[Continue](#) [Discard Changes](#)



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 9

Click on continue to save your contacts. (You can also click on save and resume for later, on each step moving forward.)

Step 1: Location and Contacts > Contact Information

In this page, fill in information for all contacts related to this application. Make sure the contact information is complete and current.

Applicant: This information pertains to the person/organization requesting for approval. Contact information for Property Owner, Surveyor, Engineer, and Architect may be added if other than the Applicant.

An Authorized Agent may submit this application on behalf of the Applicant. Please add contact information of the authorized agent in such case.

* indicates a required field. You may be required to provide more based on prior answers before proceeding.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
✓ Applicant	1
✓ Property Owner	1

[Select from Account](#)
[Add New](#)

✓ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Rhonda Dunn	City of Dallas, Office of Historic Preservation	Applicant			rhonda.dunn@dallas.gov	Edit Delete
Rhonda T Dunn	City of Dallas, Historic Preservation Office	Property Owner			rhonda.dunn@dallas.gov	Edit Delete



[Save and resume later](#)

[Continue Application >](#)

Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 10

Indicate where the proposed work will take place. Type in a street address, number and name. Click on search to autofill parcel information.

Certificate of Appropriateness

1 Location and Contacts	2 Application Information	3 Support Documentation	4 Review	5 Pay Fees	6
-------------------------	---------------------------	-------------------------	----------	------------	---

Step 1: Location and Contacts > Project Location

In this page, identify the physical address of the project site.

Show Map

* indicates a required field. You may be required to provide more based on prior answers before proceeding.

Address

If you are unable to find your address or parcel, please contact DEVaddressing@dallas.gov for further assistance. You may use the "Save and Resume Later" button below to save your current progress.

* Street #: Direction: Street Name: Street Type: Street Suffix:

City: State: Zip:

Appraisal Parcel ID: Building: Floor: Suite:

Search Clear



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 11

Select the option button next to the correct address. Make sure the correct parcel number is selected below. Also make sure the correct owner is selected below. Click on select to save.

Address Search Result List

<input type="radio"/>	1500 MARILLA ST, Dallas Dallas TX 75201	Dallas	TX	75201
<input checked="" type="radio"/>	1500 MARILLA ST, Dallas Dallas TX 75201	Dallas	TX	75201
<input type="radio"/>	1500 MARILLA ST, L1, Dallas Dallas TX 75201	Dallas	TX	75201
<input type="radio"/>	1500 MARILLA ST, L1, Dallas Dallas TX 75202	Dallas	TX	75202
<input type="radio"/>	1500 MARILLA ST, L1BS, Dallas Dallas TX 75201	Dallas	TX	75201
<input type="radio"/>	1500 MARILLA ST, L1BS, Dallas Dallas TX 75202	Dallas	TX	75202
<input type="radio"/>	1500 MARILLA ST, L2AN, Dallas Dallas TX 75201	Dallas	TX	75201

< Prev 1 2 3 Next >

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 0000010115400000			

Associated Owners

Showing 1-2 of 2

Name	Address
<input type="radio"/> City of Dallas	1500 MARILLA ST EXEMPT DALLAS TEXAS 752016318
<input checked="" type="radio"/> City of Dallas	1500 Marilla St DALLAS TEXAS 75201



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 12

Click on continue application.
The system should autofill the
parcel number and the owner
information.

Parcel

If you are unable to find your address or parcel, please contact DEVaddressing@dallas.gov for further assistance. You may use the "Save and Resume Later" button below to save your current progress.

* Parcel Number:

Owner

This section may not have the most recent information. When applicable, you will be asked to provide property owner contact information later in this process.

Owner Name: ?

Mailing Street Address:

Address Care Of:

City:

[Continue Application »](#)



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 13

Type in an application name (brief sentence/title describing proposed work). Next type in details describing proposed work (a paragraph or two). Note **the red asterisks** these fields are required.

Step 2: Application Information > Application Details

In this page, fill in detailed information for the project. The information in this page needs to be complete in order for the city staff to review your application.

Please note: This application must be completed and submitted by the FIRST THURSDAY OF EACH MONTH, 12:00 PM, (see official calendar for exceptions), before the Dallas Landmark Commission can consider the approval of any change affecting the exterior of any building.

* indicates a required field. You may be required to provide more based on prior answers before proceeding.

Description of Project

Please briefly describe your proposed project.

The Description of Project must convey a detailed account of the project in your attached plans. Do NOT state "Please see attached plans."

* Application Name:

* Description of Request

[spell check](#)



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 14

Provide project details. Type in the reason for proposed changes. Select certificate type from drop-down list. Select whether a prior courtesy review was conducted by the landmark commission for this project.

Project Details - Part 1

General Information

Reason for Proposed Change(s):

Fence is deteriorated/rotted.

* Certificate Type:

--Select--

* Did you already have a Courtesy Review?:

--Select--

Certificate of Appropriateness

Courtesy Review

Demolition

Administrative Review



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 15

Provide project details continued. To add a new work detail record, click on add a row.

Project Details - Part 2

Work Details

Showing 0-0 of 0

Proposed Work	Type of Work	Description	Instructions
No records found.			

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 16

In the work details dialog box select proposed work, and type of work from drop-down lists. Type in a detailed description -- identify scope/extent of alteration(s). Read the instructions for required supplemental materials. Click on submit to save work request item.

Work Details

Proposed Work:

Type of Work:

Description:

spell check

Instructions:

spell check

Cancel



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 17

Click on continue application to save project details.

Project Details - Part 1

General Information

Reason for Proposed Change(s):

Fence is deteriorated/rotted.

spell check

* Certificate Type:

Certificate of Appropriateness

* Did you already have a Courtesy Review?:

Yes No

Project Details - Part 2

Work Details

Showing 1-1 of 1

<input type="checkbox"/>	Proposed Work	Type of Work	Description	Instructions	
<input type="checkbox"/>	Fences or Landscaping or Hardscaping	Replace	Replace 80 linear feet of fencing in rear yard. Roughly 30 percent.	Using site plan or official site survey as a base, show (draw) location of fencing, landscaping and/or hardscaping. Indicate dimensions, material, and color. If landscaping, include (photos of) plant species along with height and width at maturity.	Actions

Add a Row Edit Selected Delete Selected

Save and resume later

Continue Application >>



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 18

Review the application and accept the terms. Applications are due the **FOURTH MONDAY OF EACH MONTH BY 12:00 PM (NOON)** according to the official calendar. Check the box if you agree. Click continue application after reviewing your proposal.

APPLICATION DEADLINE:
Application material must be completed and submitted by the **FIRST THURSDAY OF EACH MONTH, 12:00 P.M. (NOON)** (see official calendar for exceptions), before the Dallas Landmark Commission can consider the approval of any change, demolition, or removal affecting the exterior of any building within a Historic District. This online form along with any supporting documentation must be submitted by the application deadline so it may be reviewed by the Landmark Commission on the first Monday of the following month. After submission, you are encouraged to contact a Preservation Planner at (214) 670-4209 to make sure your application has been received and is complete.
For Building Alterations and New Construction:

By checking this box, I agree to the above certification.

Date:

Save and resume later

[Continue Application »](#)



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 19

The system acknowledges successful submission. Make note of your certificate of appropriateness application id number. You should receive an email indicating your success.

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
----------------------	-----------------------	---------------------------

Step 3: Receipt/Record issuance

Receipt

 Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

1500 MARILLA ST, Dallas TX 75201

COA-25-001041



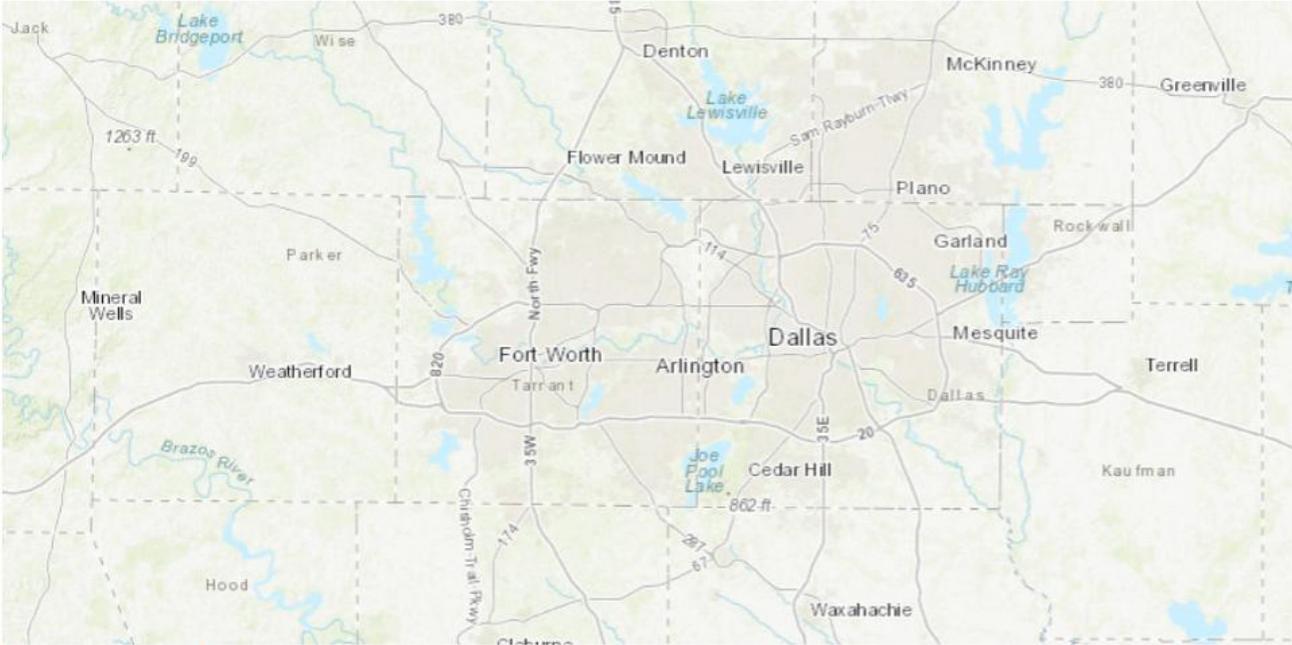
Entering a Certificate of Appropriateness (COA) in DallasNow



Home Building **Planning** Enforcement Contractor Registration Public Works more

Create an Application Search Applications

Records



Show on Map Cancel

Showing 1-7 of 7 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Status
<input checked="" type="checkbox"/>	05/09/2025	COA-25-001041	Certificate of Appropriateness	1500 MARILLA ST, Dallas TX 75201	Replace fence in rear yard. New fence will be six feet high board on board wood fence. See site plan for	Fence Replacement	05/09/2026	Pending

STEP 20

To upload documents, digital photos, forms etc. click on planning to return to the planning landing page. Next double click on the COA application id (**highlighted in blue**).



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 21

To upload documents continued. Select attachments from the record information drop-down list.

Home Building **Planning** Enforcement Contractor Registration Public Works more ▾

Create an Application Search Applications

Record COA-25-001041: Add to cart
Add to collection
Certificate of Appropriateness
Record Status: Pending
Expiration Date: 05/09/2026

Record Info ▾ Payments ▾

- Record Details
- Processing Status
- Related Records
- Attachments**
- Inspections

000101154000000 *

A map showing the area around Denton and McKinney, Texas. The map includes street names and a zoom control with minus and plus signs.

Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 22 & STEP 23
To upload documents continued. Click on add. When the file upload dialog box displays click on add again. Choose a file from the open dialog box. Repeat for all supplemental files.

Attachments

The maximum file size allowed is **256 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w

Document Status	Name	Record ID	Record Type	Entity Type	Type	Size	Late
No records found.							

Add

File Upload

The maximum file size allowed is 256 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n

2. 4001 Capital Ave_CA	100%
ItemNo04_Info.pdf	100%

Continue

Add

Remove All



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 24

To upload documents continued. Select the type of information provided from the drop-down list. Describe the document/photo. Click save, if you are finished adding documents.

The screenshot shows a web browser window with the DallasNow application. A dropdown menu is open, listing various document types such as 'Affidavit - Owner Signature', 'Form - New Construction', 'Form - Window Survey', 'Letter - Salvageability Second Opinion', 'Maps - Historic Sanborn', 'Other Support Documents', 'Photos', 'Plans - Architectural Drawings', 'Plans - Elevation', 'Plans - Landscape', 'Plans - MEP', 'Plans - Site Plan', 'Plans - Structural', 'Reports - Engineer or Architect', 'Specifications - Color Samples', 'Specifications - Exterior Materials', and 'Survey - Property'. Below the dropdown is a 'Description:' text area. At the bottom, there are 'Save', 'Add', and 'Remove All' buttons. A 'spell check' link is also visible.

Record ID	Record Type	Entity Type	Type	Size	Latest
COA-25-001041	Certificate of Appropriateness	Record	Photos	35.77 MB	05/09/
COA-25-001041	Certificate of Appropriateness	Record	Specifications - Exterior Materials	24.48 MB	05/09/



Entering a Certificate of Appropriateness (COA) in DallasNow



STEP 25

Congratulations! You have successfully uploaded supporting/supplemental materials for your certificate of appropriateness application. You should receive an email indicating your success.

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Record COA-25-001041: [Add to cart](#)
[Add to collection](#)
Certificate of Appropriateness
Record Status: Pending
Expiration Date: 05/09/2026

Record Info ▾ Payments ▾

Attachments

The maximum file size allowed is **256 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w
 are disallowed file types to upload.

Document Status	Name	Record ID	Record Type	Entity Type	Type	Size	La
	2. 4001 Capital Ave_CA Application.pdf	COA-25-001041	Certificate of Appropriateness	Record	Photos	35.77 MB	Pe
	ItemNo04_Info.pdf	COA-25-001041	Certificate of Appropriateness	Record	Specifications - Exterior Materials	24.48 MB	Pe



Access | Anywhere | Anytime

DALLAS

Planning & Development

[Click to go to DallasNow](#)



NOW



City of Dallas

Guide to DallasNow Citizen Access Portal for Historic Preservation (COAs)

Rhonda Dunn, Ph.D., Senior Planner
Historic Preservation Office
City of Dallas