

Memorandum



CITY OF DALLAS

DATE September 7, 2018

TO Honorable Mayor and Members of the City Council

SUBJECT **No Building Permit Violations – Carport Enforcement**

During the course of the FY 2018-19 Budget Town Hall meetings, multiple residents expressed concerns to staff about enforcement actions taken against carports throughout the City. Like any other structure, carports are subject to Dallas City Code requirements and the following must be considered:

- Zoning (setback requirements) of the area
- Size
- Placement
- Material(s) used

Within the last 5 years, the Department of Code Compliance has addressed over 14,000 “No Building Permit” cases citywide which has resulted in approximately 5,000 notices of violations (warnings) and over 1,400 citations.

The Department of Code Compliance enforces the permit requirements as written in the Dallas City Code, while Sustainable Development & Construction manages the permitting process for structures, including carports. Permits are required to add a carport to a house.

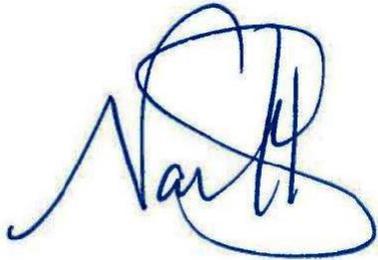
Unless grandfathered, permits are required to add a carport to a house. If a resident has a carport that was built without a required permit, a permit can be applied for and obtained even after construction, if it meets code requirements or is modified to meet the requirements. If the structure does not meet the requirements, it must be removed, or the resident may request a special exception to the zoning ordinance through the Board of Adjustment. If the Board of Adjustment grants the special exception, Code Compliance will be notified and will change the status of that property.

If someone is believed to be in violation, a service request can be created within the Customer Service Request/311 system under the category, “No Building Permit”. This category includes carports, fences (requiring a permit), garage conversions, room additions, secondary structures, and any other construction activities that require a permit.

If a resident is cited for a “No Building Permit” violation, a citation is rendered at the time of violation with the specifics regarding the violation and how to proceed with the citation process. On the back of each citation, there is a number that is to be called by the resident to either schedule a court date or settle the citation.

DATE September 7, 2018
SUBJECT **No Building Permit Violations – Carport Enforcement**

Should you have questions or concerns, contact myself or Lynetta M. Kidd, Interim Director of Code Compliance.



Nadia Chandler Hardy
Assistant City Manager & Chief Resilience Officer

- c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (I)
Craig Kinton, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager
- Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
Directors and Assistant Directors