



# Development Services

## Service First Bulletin # 105

### ENGINEERING Q-TEAM EXPRESS PLAN REVIEW PROCESS

#### PURPOSE

As a customer service initiative, the Development Services Department (DSD) created this Service First Bulletin (SFB) #105 to inform our customers of the Engineering Q-Team express plan review option. This new process is intended to clarify this permitting expedited appointment fee-based program and provide a “Same Day” review option. This program will be implemented on March 15, 2024.

#### SCOPE

The Department implemented the Engineering Q-Team express plan review model to help facilitate “Same Day” review and approval of engineering plans for qualifying projects. Owners, applicants, design professionals, along with City staff would meet and review projects for compliance. This partnership allows the applicant and DSD staff to quickly identify design deficiencies and correct them on the spot.

#### PROCESS

Before the plan review team conducts the official review, the applicant must make an appointment and submit all the required plans and documents via ProjectDox to ensure the completeness of the submitted documentation. The property must be properly zoned and platted (or have an approved preliminary plat) and have approval from other appropriate divisions and departments (Conservation, Historic, DWU Floodplain Management, Planning and Urban Design, Real Estate, etc.) to qualify for same-day engineering review and approval.

Prequalification is required as part of the process of accepting an application for Engineering Q-Team Review. The following are examples of qualifying projects that may be submitted:

- ❖ Projects that are properly zoned for intended use.
- ❖ Projects that are platted, have an approved preliminary plat, or can validate a legal build site.
- ❖ Projects that have received the appropriate approvals from other departments in advance.
- ❖ Projects that don't require capacity flow studies, wastewater condition checks, water/pressure flow tests, or water size on size approvals from Dallas Water Utilities (DWU).

- ❖ Projects that don't require separate instrument easements, covenant agreements, wastewater backflow agreements, or other easement that must be recorded at the County prior to the release of the plans for construction.
- ❖ Projects that are not in the floodplain, hazardous drainage areas, or escarpment zones.

Customers seeking to utilize this service will be required to first submit Drainage/Paving Engineering and Water/Wastewater Engineering design plans through the ProjectDox portal: <https://plansubmittal.dallascityhall.com>. The system will autogenerate the respective DP and WW review file numbers. The respective engineering checklists and the Engineering Q-Team [prequalification checklist](#) must be uploaded to the Documents folder of both projects. Upon completing the applicant upload task, an email must be sent to [DSEngQTeam@dallas.gov](mailto:DSEngQTeam@dallas.gov) to request an Engineering Q-Team appointment. Staff will prescreen the documents and plans for completeness.

Once the application is accepted, staff will send the fee payment task to the applicant. A base fee of \$1,500.00 for Drainage/Paving Engineering and \$1,500.00 for Water/Wastewater Engineering, plus the first Engineering Q-Team review hour of \$1,000.00 must be paid through the ProjectDox portal or by check at the cashier's office. Once the fee payment task is complete, staff will provide the applicant with the schedule of available time slots and instructions.

Appointments will be scheduled at least five (5) business days in advance. City staff will respond within 24 hours or the next business day with the schedule of available time slots and instructions. Appointment cancellations must be made three (3) business days in advance. These processes will allow DSD to coordinate appropriate staffing levels, allowing more customers to take advantage of the program. Appointments are project specific, and substitutions of project sites are not allowed.

Applicants may contact the Engineering Q-Team by phone or email:

Willie Franklin – 214-948-4147 - [willie.franklin@dallas.gov](mailto:willie.franklin@dallas.gov)

## **FEES**

A minimum expedited plan review fee of \$1,000.00 per hour will be assessed to the base Engineering fees. The technical trade reviews will include a Drainage/Paving Engineer, Water/Wastewater Engineer, Traffic Engineer, Zoning Chief Planner, and an Arborist. All reviews will occur on the day of the appointment. Code related items noted during the plan review and corrected by the design professional on the spot will be approved with conditions (e.g. private development contracts) on the "Same Day". The applicant will be provided with a fee payment task to pay the remaining fee balance. Upon paying the final fee, the plans will be batch stamped and an Early Release may be issued for grading and tree removal work.

## **SUMMARY**

This Bulletin is intended for information purposes and should be used by applicants seeking optional fast track review for their development projects. The Department reserves the right to modify and administer this program progressively. If you have any questions or concerns about this process, please email the Director at [buildingofficial@dallascityhall.com](mailto:buildingofficial@dallascityhall.com).

**Prepared by:** Linda Velez, PE, Engineering Program Administrator  
Jason Pool, Development Services Administrator  
Phil Erwin, Manager - Development  
Farnaz Soltani, MSCE, Water/Wastewater Engineering

**Reviewed by:** M. Samuell Eskander, PE, CFM, LEED AP BD+C,  
Assistant Director

**Authorized by:** Andrew Espinoza, CBO, MCP, CFM, CCEA, Chief Building  
Official/Director