



# Development Services

## Service First Bulletin #203

### RESIDENTIAL PLAN REVIEW FAST TRACK PERMIT PROCESS

#### PURPOSE

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin (IB) 203 to inform internal and external customers of the fast track residential master permitting process. In the past all new single-family projects were categorized into one workflow that resulted in extended permitting timelines. This business process is intended to allow one- and two-family developers who submit a high volume of repetitive permits to voluntarily participate in this program. This will allow DSD to issue these permits with faster turnaround times and improve our customer service delivery. This new process will be effective November 1<sup>st</sup>, 2022.

#### SCOPE

DSD intakes a high volume of new single-family residential permit applications. This new process will allow developers to take advantage of a fast track permitting option by submitting their floor plans in advance. DSD staff will review plans in collaboration with the applicant to ensure all pre-designated floor plan models are correct, properly designed, and labeled. Applications for homes located on corner lots will need to be submitted using the regular submittal process. The following requirements have been outlined to facilitate customer partnerships and help ensure the success of the program.

- Applicants must submit a request to use Fast Track plan review option by submitting the attached Form to [biresidential@dallascityhall.com](mailto:biresidential@dallascityhall.com).
- City staff will respond within 24 hours or next business day to schedule an appointment with the applicant to review master plan submittals.
- Applicants will be required to submit individual flash drives with each unique floorplan, elevation details, engineering, site plan, and other documents outlined in the Department's [New Construction One- and Two-Family Dwelling Checklist](#).
- Upon the initial review City staff will provide a list of items that are missing and need to be included to qualify for the fast track process.
- Once all documentation has been submitted and reviewed for compliance, City staff will electronically stamp and store pre-reviewed floor plans on the applicable applicant flash drive and return it to the applicant.

- At time of submittal, applicants will submit the projects utilizing the PDox Platform and shall provide the name of the subdivision development and the pre-reviewed plan identifier (e.g., A1, A2, etc.) in the description field. Pre-reviewed plans are to be uploaded as one file. However, a separate site-specific plan and foundation engineered design shall be uploaded separately for each dwelling.
- Architectural plans that are mirrored must be labeled as such on a site-specific basis. The site and foundation plans must reflect the actual condition and not be labelled as. "Mirrored".
- Applicants may submit a total of ten (10) fast-track permits per week.
- City staff will issue pre-reviewed submittals within five (5) business days.
- Complicated overlay projects (Historic, Floodplain, Conservation, PUD, or PD) may not qualify and applicants are advised to consult with City staff before submitting.
- Project sites must be platted or have early release approvals.

## Summary

This bulletin is intended for informational purposes only and the Department reserves the right to administer this program. The Department wishes to partner with the development community and progressively implement initiatives to help facilitate high volume building developments.

If you have any questions or concerns related to this process, please feel free to email the Director at [buildingofficial@dallascityhall.com](mailto:buildingofficial@dallascityhall.com) .

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## FAST TRACK PLAN REVIEW REQUEST FORM

DEVELOPMENT SERVICES  
320 E. JEFFERSON, ROOM 105  
DALLAS, TX 75203

### APPLICANT/OWNER INFORMATION

Please complete all of the following information.

Applicant Name:			Phone:
Address:			Cell:
City:	State:	Zip:	Email:
Owner's Name:			Phone:
Address:			Cell:
City:	State:	Zip:	Email:

### PROJECT INFORMATION

Project Name:	Project Number:
Project Address:	
Subdivision name:	

### REQUEST CONDITIONAL PERMIT SCOPE OF WORK (Please select all that apply)

New detached Single-Family Dwelling?	Yes	No
How many homes will be built?		
How many models/elevations?	Models:	Elevations:
Zoning District PD, R-7.5, etc.		
Is the Property platted?	Yes	No
Has Early Release been obtained?	Yes	No
Is Water/Wastewater completed?	Yes	No
Plans Marked for construction?	Yes	No

### ACKNOWLEDGEMENT

Please initial the following:

	The plans submitted for Fast Track Plan Review are only to be reviewed for the subdivision and zoning listed on this Request Form.
	I understand that if qualified for Fast Track Plan Review, plans submitted and approved does not guarantee that a permit will be issued. I understand that a separate submittal is required for each address along with a Site Plan specific to each lot.
Applicant Signature:	Date: