



Development Services

Service First Bulletin #300

TEMPORARY CLASSROOM STRUCTURES

PURPOSE

The purpose of this information bulletin is to inform the Dallas Independent School District (DISD), its agents, and the public on the process utilized to permit and inspect temporary classroom structures.

In general, this process applies to temporary structures intended as, “portable buildings” used as temporary classrooms being placed on the same lot where an existing building is located and the existing building is being remodeled/upgraded or a new building is being constructed. These temporary structures are not intended to remain indefinitely.

Temporary classroom structures utilized as Educational (E) Classifications are governed by the [Texas Department of Licensing and Regulation \(TDLR\)](#) and regulated by the Industrialized Housing and Building Code. “Relocateable Educational Facilities” (REF’s) are defined as a “portable modular building used primarily as a facility used for teaching.” These buildings may be built on or off-site and must comply with the [Texas Occupational Code Section 1202.004](#).

All REF’s must display the applicable IHB decals and insignias to ensure compliance with required construction and safety inspections. REF’s without IHB certification decals may not be used, sold, or leased per State Law

SCOPE

In general, the Department will allow the installation of State Certified REF’s on a temporary basis and will issue a Temporary Certificate of Occupancy for 180 days and the Building Official may renew on a case by case. The installation of the REF must be located on the same lot as the existing building and must not create any safety violations.

The following are some of the requirements at time of application.

- Commercial Permit Application
- Site plan
- Tree Assessment
- Engineered foundation design
- Engineered stairs, ramps, handrails, and fall protection designs
- Confirmation of the future storm shelter installation as part of the project
- Drainage assessment and permit if REF is proposed in the floodplain

- ADA accessible routes clearly provided
- Date of proposed removal of REF
- Location of ADA compliant restroom facilitates

The following information is not required during the plan review submittal.

- The parcel need not be platted
- Storm shelter requirements when the proposed project includes the addition of a storm shelter as part of the scope of work
- There are no traffic, parking, or sidewalk requirements unless proposal includes the installation or modification of approaches, curbs, street cuts, etc. to access the REF
- There are no zoning requirement other than the minimum building/fire setback as this use is accessory to the main use of the existing school
- There is no need for a Fire Site Plan or Fire Flow Test
- REFs must not obstruct designated fire lanes and fire access safety features
- Approved State Certified REFs shall not require plan review for mechanical, electrical, plumbing or energy compliance
- A drainage review will not be required if the REF is placed on an existing impervious surface or when the exiting building has approved assessment as part of the normal permitting process

The following inspections will be required for State Approved REFs

- Building Foundation (Engineer Report)
- Building Final which will include inspection of site, ramps, stairs, guardrails, and other exterior details (Engineer Report)
- Tree Final
- Fire Final (Fire Land and Access)
- Additional inspection will be required for on-site build REFs

This Bulletin is intended to facilitate the temporary installation of REF's in partnership with DISD for a limited amount of time without mandating the typical requirements associated with permanently constructed buildings. The installation of REF's will not increase the occupant load of any existing building and will only be used as swing space as existing buildings are renovated or constructed.

Finally, REF's may only be used in conjunction with a construction project where an existing building is legally occupied and the intended scope of work includes the incorporation and upgrades outlined in the currently adopted codes.

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 school districts and support the safe development of educational facilities. If you have any questions or concerns related to this process, please feel free to email the Director at buildingofficial@dallascityhall.com.

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