



Development Services

Service First Bulletin #304

COMMERCIAL AFTER-HOURS PLAN REVIEW REQUESTS

PURPOSE

This Service First Bulletin #304 aims to inform customers of the process utilized for requesting an expedited plan review outside of normal business hours. This is an optional customer service deliverable that gives an accelerated priority to plan review by staff willing and available to work overtime.

SCOPE

The Department processes various commercial project types and sets Performance Goals based on the complexity, size, and occupancy classification. These goals help communicate the expected plan review turnaround timelines and permit predictability. The Department's commercial plan review performance goals can be found in [Service First Bulletin #301](#). However, there may be times when an applicant may want to request faster review turnaround times other than those set by the Department. The following are the procedures for requesting overtime after-hour plan review(s).

REQUESTS

An applicant or authorized agent may submit an after-hours commercial plan review request if they wish to have their projects reviewed sooner than the Department's established plan review goals. The request for after-hours plan review can be requested for the initial review, resubmittal of corrections, or post-permit revisions. An official request must accompany each submittal type.

Because some projects may be more complicated than others, the applicable divisional manager must determine if the project qualifies for after-hours, coordinate workflows, and confirm staff members are available to perform the requested overtime review(s). The after-hours plan review can be requested for one or all associated trade reviews (Building, Fire, Electrical, Plumbing, Mechanical, Tree, Green, and Zoning). **Q-Team projects do not qualify for this service.**

The applicant shall submit the Departmental After-Hours Request Form to authorize staff to perform the selected reviews and provide all necessary information. Incomplete requests will not be accepted. The applicant will identify which specific trade(s) are being requested for after-hours review and agree to pay the additional fees. Each specific trade review selected will be charged at a rate of \$250.00 dollars an hour. These fees are in addition to all other permits and applicable City fees.

After-hour reviews will occur when staff is available to work overtime and on a first come, first serve basis. The request for after-hour review does not guarantee that staff is available but places the review in a higher priority queue for those reviewers willing to work overtime. After-hour fees will not be assessed if staff is unavailable to work overtime or if the Department does not exceed the established performance goals for the requested service type.

Fees will be assessed after the reviews are complete and must be paid prior to the issuance of a permit. The overtime after-hours process is for plan review only. Building permits may only be issued after all other applicable permitting processes have been completed.

SUMMARY

This Bulletin is intended for information purposes only, and the Department reserves the right to administer this process and success of the program depends on staff availability to work overtime. The Building Official may modify or suspend this program based on staffing levels and business needs. If you have any questions or concerns related to this process, please feel free to email the Director at buldingofficial@dallas.gov.

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