Lot:	
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Checklist Guide: Early Release for a Building Permit

Introduction: Please read the instructions in their entirety regarding the submittal requirements for Early Release of a Permit.

About Early Release: Early Release for a Building Permit offers opportunities for construction activities to commence upon a property that is in the process of being platted into a lot. The review and approval for Early Release is performed by the City of Dallas Engineering Division; undergoing examination from the disciplines of **Paving/Drainage**; **Water/Wastewater; City Arborist; and Subdivision**. All materials submitted shall be reviewed for compliance with Section 51A-8.702 of the Dallas Development Code.

Early Release Eligibility:

- Any plat that is dedicating land or providing private park land in accordance with Section 51A-4.100 'PARK LAND DEDICATION' is **NOT** eligible for Early Release.
- Projects paying the comprehensive fee instead of dedicating park land are still eligible for Early Release.
- Shared Access Developments are **NOT** eligible for Early Release of a Permit (Section 51A-4.411 'SHARED ACCESS DEVELOPMENT').
- Early Release approval for a Permit requires the review and approval of the building permit application from the Building Inspection Division.

Submittal Instructions: There are three areas requiring materials for the approval of a request for Early Release:

☐ **Section 1. Engineering**

☐ **Section 2. Tree Survey**

☐ **Section 3. Subdivision**

Section 1: Submittal Requirements for Release from the Engineering Division (Room 200):

All customers shall first submit the items listed within *Section One* of the checklist below to Engineering Staff.

Release for Building or Foundation Only Permit			Release for Grading Only Permit		
Plat S#:			Plat S#:		
***Paving/Drainage Requirements**		***Staff Initial***	***Paving/Drainage Requirements**		***Staff Initial***
Item			*Item*		
☐	Project #(311T):_____		☐	Project #(311T):_____	
☐	Approved engineering plans		☐	Engineering Plans Submitted	
☐	Contracts (if required)		☐	Contracts (if required)	
☐	Final engineering plans submission		☐	Letter request for early release of mass grading	
☐	SWPPP (if required)		☐	SWPPP (if required)	
***Water/Wastewater Requirements**		***Staff Initial***	***Water/Wastewater Requirements**		***Staff Initial***
Item			*Item*		
☐	Project ID (PID): _____		☐	Project ID (PID): _____	
☐	Approved engineering plans		☐	Approved engineering plans	
☐	Contracts (if required)		☐	Contracts (if required)	
☐	Recorded easement instrument #		☐	SWPPP (if required)	
☐	Backflow agreement instrument #		☐	Backflow agreement instrument #	
(*) See attachments			*(*) See attachments*		

Lot:	
Block:	

Section 2: Submittal Requirements for Tree Survey (Room 105):

Upon Engineering Staff's acceptance of the materials in Section One, you shall meet with the Chief Arborist in Building Inspection to confirm the submission details of the property's tree survey (if tree survey is required).

Release for Building, Foundation or Grading Permit		
Tree Conservation Requirements		***Staff Initial***
Item		
☐	Meet with Chief Arborist to determine the status of a tree survey or forest stand delineation	

Section 3: Submittal Requirements for Subdivision (Room 101):

Following your confirmation with the Chief Arborist regarding the items listed in Section Two, you shall proceed to Subdivision in Room 101 to submit the items listed below.

- ☐ $300 fee for each lot requesting Early Release.
- ☐ One (1) copy of the application for Early Release of a Permit (attached in this packet).
- ☐ One (1) copy of permit application (Building, Foundation Only, or Grading Only).
- ☐ One (1) copy of the letter submitted to Engineering and Subdivision for mass grading (if applying for a Grading Only Early Release).
- ☐ One (1) copy of the preliminary plat approval letter.
- ☐ Two (2) folded copies of the most recently approved preliminary plat.
- ☐ Two (2) folded copies of a site plan, showing the following:
    - Boundary Lines of the Property
    - Existing Streets
    - All Existing and Proposed Improvements
    - All Dedications Required by the Preliminary Plat
    - Locations of All Public Easements and or R-O-W Being Abandoned
    - Pavement Widths and Surface Compositions for Existing and Proposed Driveways, Sidewalks, and Areas Intended for Vehicular Travel.

Conclusion:

When all Three Sections have been successfully completed, you will receive an approval letter for the 'Early Release' request from the Subdivision Section. Please deliver this approval letter to a Staff Member in Room 118 at the Oak Cliff Municipal Center (320 E. Jefferson Boulevard). When the Building Permit has received all required approvals from Building Inspection, the Building Permit can be released.