

CAN I GET A PERMIT AT A BUILDING INSPECTION DISTRICT OFFICE?

Possibly, but only if the proposed work meets the following criteria:

- The work is remodeling, not new construction or additions.
- The location is not in a Planned Development, Historic, Conservation, Overlay, or similar District.
- No change in use (i.e. Office to Retail).
- The construction type is noncombustible.
- Any increase in lease area must not exceed the maximum allowed for unsprinklered buildings.

Call the district office first to ensure no unusual circumstance will require obtaining the permit at the Permit Center.

District offices are located as follows:

NORTHEAST: 11910 W. Greenville Ave., # 100
(214) 670-7278

SOUTHWEST: 320 E. Jefferson Blvd., # 210
(214) 948-4384

SOUTHEAST: 725 N. Jim Miller Rd.
(214) 670-8160

Field Office Hours: Mon-Fri, 8:00 am to 4:30 pm
(Contact Inspectors by phone 8:00-8:30am & 4:00-4:30 pm)

This pamphlet is a guideline, and is not intended to replace the city code, or state or federal law. Always check the city code, state and federal law for details, exceptions, and amendments. In the event of a conflict between this document and the city code or other legal authority, the city code or other legal authority supersedes.

City of Dallas Publication No. 03/04-84 Revised 08-15-2011
Additional copies may be obtained from Building Inspection, 320 E. Jefferson Blvd., or call 214-948-4480.

HOW CAN I CONTACT BUILDING INSPECTION?

For general information, please visit us at http://www.dallascityhall.com/building_inspection. There you will find the permit application form, permit application checklists and fee schedule. If you still have a question, call 214-948-4480 and leave a message on our Interactive Voice Response System.

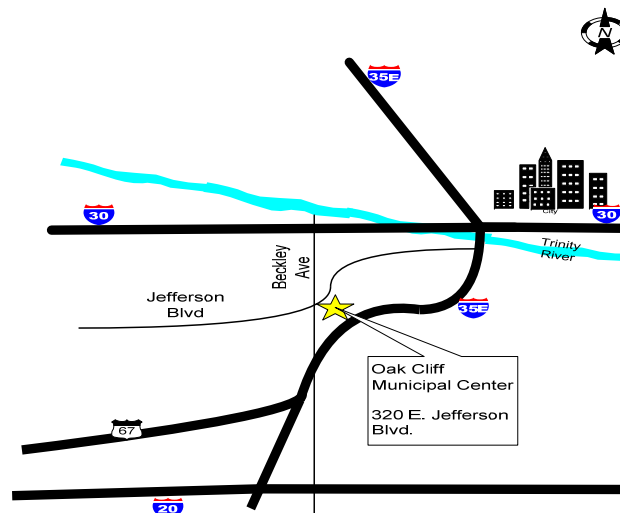
To make an inspection request or for a status of an inspection, please call 214-670-5313.

Sustainable Development and Construction Department

Building Inspection Division

320 E. Jefferson Boulevard
Dallas, Texas 75203

214-948-4480



GUIDE TO OUR PERMIT CENTER



Sustainable Development and Construction Department
Building Inspection Division

WHEN IS A PERMIT REQUIRED?

A person, firm or corporation shall not erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, convert, equip, use, occupy or maintain a structure or building service equipment without first obtaining a **master permit** from the building official. Our permit fee schedule is located on our Building Inspection website.

WHAT IS THE PROCEDURE?

1. Complete and submit a permit application to Building Inspection by visiting us at <http://www.dallascityhall.com/html/FormsDept.html>
2. Submit two sets of plans for review. Additional site plans may be required.

Additional information may be required for plan review based on the complexity and scope of the project. Refer to the permit application checklists listed on our web site or available in our offices. Some projects are required by state law to have plans that are sealed by an engineer or architect registered under the laws of the State.

WHAT WORK DOES NOT REQUIRE A PERMIT?

For a complete list of construction work for which permits are **not** required, refer to Chapter 53, Section 301 (b) of the Dallas Building Code. **No permit** is required for the following, **except** certain areas such as historic districts, conservation districts and planned development districts that have additional requirements:

- Stopping of leaks in pipes, drains or plumbing fixtures if the repair does not require replacement or rearrangement of valves, pipes, or fixtures.

- Nonstructural interior remodeling of single family or two family dwellings that does not increase floor area or change exterior doors or windows.
- Re-roofing of single-family or duplex dwellings, if the value of work does not exceed \$500 dollars.
- Erection of utility buildings with floor area of less than 200 square feet, without utilities, on single-family or duplex premises.
- Erection of patio covers with an area less than 200 square feet on single-family or duplex premises (may not be within front yard setback area).
- Erection of fences not over four feet high in a required front yard and not over six feet high behind the front building line.
- Adding storm windows, shutters, trim, awnings, siding, rain gutters, or insulation to a building.
- Attaching window awnings to exterior walls of single-family homes where the awnings project not more than 54 inches from any wall (exception: projections into the required setbacks are limited to 12 inches).
- Construction of decks, platforms, walks, or driveways not more than 30 inches at any point above grade and not over any basement or story on a single-family or duplex dwelling.
- Installation of prefabricated swimming pools accessory to single-family or duplex dwellings in which the pool wall is completely above adjacent grade and the pool capacity does not exceed 5,000 gallons.
- Construction of carports of 200 square feet or less that are accessory to single-family or duplex dwellings (may not be within front-yard setback).
- Construction of retaining walls which are not over four feet in height measured vertically from the bottom of the footing to the top of the wall.

WHERE DO I GO TO OBTAIN A PERMIT?

Permits are obtained at the **Permit Center** which is located in the Oak Cliff Municipal Center at 320 E. Jefferson Blvd. Room 118

These permits are:

-Building	-Electrical
-Paving/excavation	-Tent
-Flammable liquids	-Demolition
-Liquid petroleum	-Lawn sprinkler
-Mechanical	-Plumbing
-Barricade	-Septic tank
-Fence	-Landscape
-Fire extinguishing system	-Sign

HOW LONG DOES IT TAKE TO OBTAIN A PERMIT?

The amount of time varies based on the complexity of the work, but generally you can expect the following time frames:

- Single family and duplex building permits take 1 to 3 working days.
- Commercial remodeling permits (no change in use) take 3 to 5 weeks.
- New commercial construction permits can take 20 working days or longer depending on complexity, however an alternative plan review service (Q-Team review) is available for an additional fee.