

PAVING PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

REQUIRED DOCUMENTS FOR PAVING PERMIT

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days will result in your application being denied and returned to you. A new application, the original application, complete plans, and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt.

OTHER REQUIREMENTS OR SPECIAL PROVISIONS

- (1) **A permit to install paving on city property (drive approach, sidewalk, curb & gutter) will be issued to only a bonded paving contractor.**
- (2) **If you have a Sidewalk Waiver, you do not need a Paving Permit for sidewalks.**
 1. Completed permit application form
 2. Two (2) site plans, drawn to scale and dimensioned (minimum scale 1/16" = 1') with a North arrow, and showing the location of property lines, the location of all paving work, drive approach radius, median cuts (if applicable), location of utilities, meters, and other approaches, thickness of paving, type of material being used, and size and spacing of reinforcement. **A site plan is not required for installing sidewalks only.**
 3. Protected trees that require removal in the process of moving structures will require tree removal permit and mitigation in accordance of Article X of the Landscape and Tree Preservation Regulations of the Dallas Development Code.

I, _____ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature _____

Date _____

NEW – PAVING AND GRADING PERMITS

YOU MUST OBTAIN A PERMIT PRIOR TO ANY PAVING OR GRADING WORK

For any application to pave or grade on a property in the City of Dallas, you must provide the following:

1. An application for grading and/or paving permit, accompanied by a permit fee.
 - Minimum permit fee \$60.00
 2. Is your project on one or more acres of land? **نعم** / **no**
If yes, you must submit an electronic copy of the Storm Water Pollution Prevention Plan (SWPPP) to Public Works & Transportation/Storm Water Management.
 3. An application for site plan review.
 4. A site plan showing proposed topography, paving, landscaping and structures on the property, accompanied by a site plan review fee.
 - a. Site plan review fee \$0.004 for each square foot of building or area to be paved and graded, or \$50.00, whichever is greater.
 5. A tree survey or tree protection plan, when determined by the building official to be necessary to comply with Article X of the Dallas Development Code, as amended, and
 6. A drainage plan if the property on which the paving or grading is to be performed is one acre or larger, accompanied by a copy of the Storm Water pollution Prevention Plan (SWPPP).
- ⇒ The issuance of a grading and/or paving permit does **NOT** constitute a tree removal permit.
- You must submit to the arborist's office, an application for a tree removal permit.
 - Prior to any grading activity or tree removal, you must obtain a tree removal permit from the Chief Arborist.

Exemptions: Lots less than two (2) acres that contain a single-family or duplex use as defined in the Dallas Development Code, as amended, are exempt.