

What Determines if My Property Passes or Fails it's Graded License Inspection?

**WHAT IS AN ADMINISTRATIVE FAILURE?**

An Administrative Failure results when at the time of the Graded Inspection you are unable to produce and have displayed the required documents listed below. **Note: These documents must not be pending or subject to inspection. An invoice can be issued for failure to produce and display documents.**

**Certificate of Occupancy (CO)** - for all zoning related uses which must have the current owner information, the property name and legal address, and the same number of dwelling units as shown by the Appraisal District. A CO can be obtained from Building Inspection at 320 E. Jefferson.

**Multi-Tenant Registration** - for all multi-tenant properties. Application with fee of \$6.00 per unit must be made **online** annually. The license can be **printed out** once the application is processed and verified. The application can be found on the city website.

**Swimming Pool Permit and Master of Pool Operations Certificate** - for multi-tenant pools and spas. The permit application can be found on the Dallas City Hall website:

[www.dallascityhall.com/departments/codecompliance/pages/multitenant.aspx](http://www.dallascityhall.com/departments/codecompliance/pages/multitenant.aspx)

**Other items which must be displayed upon inspection:**

**Permits Posted** - for all work in progress which can be obtained from Building Inspection at 320 E. Jefferson #105 (i.e. electrical, plumbing, building, etc.)

**Master Meter Notice** - for all master meter properties the Master Meter Notice form must be posted on property and can be found on the Dallas City Hall website:

[www.dallascityhall.com/departments/codecompliance/pages/multitenant.aspx](http://www.dallascityhall.com/departments/codecompliance/pages/multitenant.aspx)

**Crime Free Addendum** - for all leases/renters residing on a multi-tenant property. A standard TAA lease has a CFA, but also has tenants' personal information. The City Addendum form can be obtained from the Dallas City Hall website:

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**Crime Watch Attendance Certificate**- to reflect a minimum of 4 crime watch meetings attended each calendar year.

**WHAT IS A SCORE FAILURE?**

A property fails when the combined score of the interior inspection and exterior inspection is less than 70 points.

**What are considered Life Hazards?**

Life Hazards are generally anything that can cause bodily harm or immediate danger whether on the exterior of the property or inside a unit. Life hazards include but are not limited to the following: Sewage Discharge, Pool Safety, Exposed Electrical Wiring, Open and Vacant Units, Non-Working Smoke Alarms.

**Exterior Inspection** - addresses the outside perimeter and all of the buildings and common areas on the multi-tenant property.

**Below are types of exterior violations:**

Litter  
Graffiti  
High Weeds  
Sign Violations (more signs than allowed, balloons, pennants, etc.)  
Unprotected Exterior Surface (paint or weather-coating materials needed)  
Handrails and Guard Rails in operating condition  
Steps and Stairways in operating condition and free from trip hazards  
Parking Lot (striping, pot holes, Lock Take & Hide, etc.)  
Screening Fences (perimeter, dumpster, etc.)

Foundations/Cross-Vents  
Roof Chimney  
Windows/Doors  
Rotted /Exposed Wood  
Holes/Cracks in Walls  
Balconies/Landings/Porches/Decks/Walkways  
Inadequate Security Lighting  
Missing Building/Unit Numbers  
Open/Illegal Outside Storage on Patios, etc.  
Missing Sewer Caps  
Overflowing Dumpsters

**Interior Inspection** - addresses the interior of dwelling units. **A minimum of 3 units will be inspected or 10% of the total units, whichever is greater, will be randomly selected by the MCIS Inspector prior to the Graded Inspection.**

**Below are types of interior violations:**

Holes/Cracks in the Walls/Floors/Ceilings  
Insect/Rodent Infestation  
Door/Windows/Skylights weather tight and in operating condition  
Missing Security Devices (Peephole, deadbolt, locking door knob)  
Hot water less than 110 degrees F  
Missing T&P valve or not properly vented  
A/C and Heat violations  
Maintain appliances if provided in operating condition  
Maintain all plumbing pipes, fittings, and valves in operating condition  
Overcrowding  
Maintain all electrical equipment and materials in operating condition



CITY OF DALLAS

**DEPARTMENT OF CODE COMPLIANCE  
Multi-Tenant Division**

**MULTI-TENANT INSPECTION  
PROGRAM**



7901 GOFORTH ROAD #1  
DALLAS, TEXAS 75238  
MAIN LINE: 214-670-9716  
FAX: 214-659-7071

[www.dallascityhall.com/departments/codecompliance/pages/multitenant.aspx](http://www.dallascityhall.com/departments/codecompliance/pages/multitenant.aspx)

The Multi-Tenant Inspection Program was created to provide safe, clean, and healthy living environments for residents of multi-tenant properties and developing a cohesive environment with adjacent neighborhoods of differing uses (i.e., single family and commercial properties). The Program was created in 1994 as the Multi-Family Inspection Program. The program has evolved to include **graded inspections**, response and proactive inspections along with swimming pool inspections. The purpose of the program includes identifying unregistered multi-tenant properties and owners to ensure that a minimum housing standard of living is being provided to the residents, to alleviate poor or hazardous conditions on the property, and to educate property owners, managers, and residents of remedies to those conditions.

**Multi-Tenant Definition**

**Multi-tenant dwelling means a multifamily use as defined in Section 51A-4.209(b)(5) of the Dallas Development Code or three or more single dwelling units on the same premises and which are under common ownership. This includes:** A group residential facility as defined in Section 51A-4.209(b)(3) of the Dallas Development Code, an extended stay hotel or motel as defined in Section 51A-4.205(1.1) of the Dallas Development Code, and a residential hotel as defined in Sections 51-A-4.209(b)(5.1) of the Dallas Development Code.

**COST OF REGISTRATION**

All multi-tenant properties and/or owners are required to submit a completed Multi-Tenant Registration Application annually at least one month before the license expiration date. The application is to be **completed online at the below website** by the person who owns, operates, or controls the property and/or units. **A fee of \$6.00 per unit, whether occupied or vacant, must be submitted.**

[www.dallascityhall.com/departments/codecompliance/pages/multitenant.aspx](http://www.dallascityhall.com/departments/codecompliance/pages/multitenant.aspx)

**COST OF GRADED LICENSE INSPECTION**

Properties will receive a graded inspection usually once every three years, depending on their previous risk score from their graded inspection, or whether conditions on a property warrant an inspection more frequently. Newly constructed properties will receive their first graded inspection 5 years after the date the Certificate of Occupancy was issued.

No inspection fees will be assessed for those properties receiving a minimum risk score of 70. Properties receiving an Administrative Failure will be invoiced a fee of \$87.00 per total number of units. Properties receiving a score below 70 will be invoiced a fee of \$46.00 times the number of units that have to be re-inspected until all violations are abated. Re-inspections of the exterior and any common areas will be invoiced a fee of \$20.00 for each separate structure inspected.

It is recommended that you notify all of your residents in writing of the upcoming **graded inspection** at least 24-48 hours in advance. Ensure that keys are available for all units since units will be randomly selected by the MCIS Inspector.

It is also recommended that a representative of the property be present at the time of the inspection. They should be prepared to provide smoke alarms and batteries as needed. Quick repairs will be allowed and will not go against the property and/or owner.

Nothing in the brochure shall be construed as legal advice to you. Please contact your own attorney.