



Development Services Department

320 E Jefferson Blvd, Dallas TX 75203
(214) 948-4480

APPEALS BOARD

CHECKLIST AND REQUIRED DOCUMENTS

By checking each requirement, you are stating that you are supplying correct and complete information. Appeals must be filed within **15** calendar days from the issuance of the departmental decision. If the required information is not contained in the submitted documents, you will be notified of the deficiency. **Failure to supply the requested information, fees, or schedule, may result in your hearing being delayed or denied.** A new appointment will be required for resubmittal for review. This resubmittal will be treated as new application and will be processed in the order of receipt. For any application to appeal board decisions in the City of Dallas, appellant or their agent must **make an appointment 214-948-4347 Monday-Friday 8:00am to 4:30pm**, and provide the following:

Type of appeal sought:

- Certificate of Occupancy Alternate Means and Methods
- 1. **Provide complete copy of departmental action** Ex. Copy of denied building permit application (front and back)
- 2. **Notice of Disapproval by BID**
- 3. **Make an appointment:** Appeals **must** be filed in person by either the appellant or the appellant’s agent. This agent does not have to be a lawyer or other professional, and can simply be a friend, relative or another person chosen by the appellant. The Board asks that an appointment be made to file an appeal
- 4. **Meet with staff:** Provide a brief statement explaining the reasons for the appeal. This statement is to be provided **in writing**. Any written statement may be no more than one double-spaced page in length.
- 5. **Pay Fees:** Must be paid at the time the appeal is filed and are non-refundable. The fee is established by Chapter 52, “Administrative Procedures for the Construction Codes,” of the Dallas City Code, (Section 303.5.18) and is \$714.00
- 6. **Submit Briefs and Evidence:** parties to an appeal as well as members of the public may submit written arguments (briefs) and exhibits to the Board to help Board members understand the case and make a determination. Items may include:
 - Appellant’s Brief is due no later than three (3) Thursdays prior to the hearing date.
 - Respondent’s or Other Parties’ Brief is due no later than one (1) Thursday prior to the hearing date.
 - Briefs shall not exceed twelve (12) pages in length and may include an unlimited number of exhibits
 - Briefs, whether typewritten or handwritten, shall be double-spaced. Typewritten briefs shall be in a font size no smaller than 12 point
 - Late or overlong submittals will be rejected. Please contact the Board if you wish to request permission to file late or a longer brief.
 - An original and eighteen (18) copies of the brief with exhibits must be delivered to the Board office by 4:30 p.m. on or before the date it is due. Additional copies must be delivered to the other parties on the same day.

For any remaining questions please review the complete APPEALS BOARD PROCESS OVERVIEW document ACKNOWLEDGEMENT

I, _____ have read the above information and acknowledge that all required

Please Print

documents have been provided.

Signature: _____ Date: _____

Please note that staff cannot accept incomplete applications or ineligible construction documents