



Development Services Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

FINISH OUTS/ REMODELS

COMMERICAL BUILDING

PERMIT PROCESSING INFORMATION SHEET

Note to applicant: Please fill out this information as completely as possible. This application clerk can help you where you may require assistance. Your submission of complete and accurate information will prevent delays in your permit processing.

Address of project: _____

Name of contact: _____

Phone number: _____ Email: _____

1. New Use: _____

2. Existing Use: _____

3. Square footage of Lease/ Remodel Space: _____

4. Occupancy (Building code classification): _____

5. Building Construction Type: _____

6. Number of Stories: _____

7. Is the Building Sprinkled? Yes No

(The following information is not required if there is no change of building use.)

8. Parking Analysis (Number of cars required for building use)
(Use Gross sf) _____

Office sf / 333 = _____

Warehouse sf/ 1000 = _____

Retail sf / 200 = _____

Commercial Amuse. /Assem/Rest/Bar sf / 100 = _____

Church sf / 1 per 4 seats = _____

Multi-family sf / 500 = _____

Factory sf / 500 = _____

Other sf / _____ = _____

Total parking spaces required: _____

Total parking spaces provided: _____