



Development Services

320 E. JEFFERSON, DALLAS, TX 75203
(214) 948-4480

PREQUALIFICATION Q-TEAM REVIEW

MANDATORY REQUIREMENTS

A **prequalification** Q Team Review is now required as part of the process of accepting an application for Q Team Review. This provides a review for “completeness” of documents submitted with the permit application. The fee associated with this review covers the following tasks with a service level agreement of completion.

- 1. Have you had a pre-development meeting for this project? Yes No DATE _____
- 2. Verify if project is on a legal site. (Proof of platted lot or early release required)
- 3. Are you platting? Yes No
 If yes, please provide
 Subdivision Plat #: _____ DP# _____ WW# _____
- 4. Verify that the USE is compatible with zoning district Yes No
- 5. Confirm that the construction plans are complete and contain all the required sheets, i.e., MEP, green, landscaping, foundation, etc. **Must be SIGNED/SEALED.**
- 6. Verify that a parking analysis was provided
- 7. Review against applicable standard checklist
- 8. Provide copy of SUP and development plan Yes N/A # _____
- 9. Provide exiting or life safety plan
- 10. Copy of Plat
- 11. Utilizing Housing **MVA Bonus**’ Yes No (If Yes please provide housing letter)

NOTICE: This review **DOES NOT** include Review of parking analysis, fire alarm, fire sprinkler, signs, pools, fence permit, detail site review, or engineering.

Prequalification Review Fee Based on sq.ft.

Review Fee (\$1000/hr.) Based on sq.ft.

TEAM	Square Footage	Maximum Fee	Square Footage	Maximum Fee
Q Team 2 ⁿ	0-10,000	\$500	0-10,000	\$2,000
Q Team 1	10,001-50,000	\$750	10,001-50,000	\$12,500
Q Team 1	50,001- 100,000	\$1,000	50,001- 100,000	\$27,500
Q Team 1	100,000 and greater	\$1,250	100,000 and greater	\$50,000

ACKNOWLEDGEMENT

I, _____, have read the above information and acknowledge that I
 PRINT NAME

have provided all of the required documents listed above. I understand that if I fail to meet the mandatory requirements for the prequalification Q Team review that **ALL PRE-QUALIFICATIONS FEES PAID ARE NONREFUNDABLE.** Further, I understand that in order for a permit to be issued I must comply with regulatory requirements, construction requirements, and have a legal building site (final plat or approved early release if platting).

 (APPLICANT SIGNATURE)

 (DATE)

APPROVED FOR Q TEAM REVIEW

NOT APPROVED FOR Q TEAM REVIEW

 (PRE-Q REVIEW BY)

 (DATE)

ⁿ Q Team 2 deals only with cases 10,000sq.ft. or less. Please review 2nd Q Team guidelines

