



# Planning and Development Department

## Service First Bulletin #305

### COMMERCIAL Q-TEAM EXPRESS PLAN REVIEW PROCESS

#### PURPOSE

As a customer service initiative, the Planning and Development Department (PDD) created this Service First Bulletin (SFB) #305 to inform our customers of the Q-Team commercial plan review service. This process is intended to clarify this optional, fee-based commercial permitting service. *(Revised on August 1<sup>st</sup>, 2024, to include the new Planning and Development Department requirements)*

#### SCOPE

In 2004, the department implemented the in-person appointment Q-Team plan review model to help facilitate expedited commercial permit issuance for qualifying projects. This service is currently being modified to become an asset for the development community. Owners, applicants, design professionals, along with City staff meet in-person and review projects for compliance. This partnership allows the applicant and staff to quickly identify design deficiencies and correct them on the spot. Successful submission of all drawings and documents may yield a same-day review and approval.

#### PROCESS

Before the plan review team conducts the official review, the applicant must submit all the required application documents and drawings to verify the minimum qualifications have been met. There are specific qualifications and disqualifications that will determine if the project can be scheduled for a review meeting. Once it has been determined that the project qualifies for the Q-Team, staff will post the initial fees for the applicant. Staff will reach out to the applicant once fees are paid to schedule the review meeting. The official technical review of the project begins on the review meeting. All requested revisions will be reviewed within ten (10) business days upon resubmittal. The Q-Team fee for a review is assessed at a rate of \$1,000.00 per hour (all technical trades) with a capped maximum fee. Failure to meet the requirements outlined below may result in the cancellation of the permit and will require permit resubmittal.

The following projects may qualify:

- ❖ Commercial classification
- ❖ New construction, additions or remodels
- ❖ Exterior building renovations or modifications
- ❖ Interior remodels, finish outs or renovations
- ❖ Projects that have a preliminary plat or final plat
- ❖ Projects that have completed the first engineering review (if applicable)

The following are examples of projects that would not qualify:

- ❖ Projects that are not properly zoned for intended use
- ❖ Projects that are not platted or cannot validate a legal build site
- ❖ Projects that have not received the appropriate approvals from other departments in advance (Conservation, Historic, Floodplain, etc.)
- ❖ Projects that do not have an MIHDB verification letter (if applicable)
- ❖ Projects that do not have an approved development plan (if applicable)
- ❖ Projects that only involve sitework (paving, driveways, sidewalks, etc.)

Appointments will be scheduled at least five days in advance and can be held on Tuesday, Wednesday, or Thursday during a full-day or half-day meeting.

Appointment cancellations must be made three business days in advance. Applicants must submit electronic documents. Appointments are address specific, and substitutions of project sites are not allowed.

Applicants may contact the Q-Team by phone or email:

**214.948.4337 or [dsdqteam@dallas.gov](mailto:dsdqteam@dallas.gov)**

## **FEES**

All general building permit fees shall apply in addition to the following shown in the tables below. Q-Team fees will be assessed at a rate of \$1,000.00 per hour

<b><u>Project Size (Intake fee)</u></b>	<b><u>FEE</u></b>
Less than 10,000 square feet	\$500.00
10,000-50,000 square feet	\$750.00
50,001-100,000 square feet	\$1,000.00
Greater than 100,000 square feet	\$1,250.00

<b><u>Project Size (Q-Team fee capped maximum)</u></b>	<b><u>FEE</u></b>
Less than 10,000 square feet	\$2,000.00
10,000-50,000 square feet	\$12,500.00
50,001-100,000 square feet	\$27,500.00
Greater than 100,000 square feet	\$50,000.00

## **PAYMENT**

Fees will be posted in the following sequence and shall be required to be paid by the applicant. Failure to make payment may result in a longer permit review.

- ❖ Initial fee (All base fees, intake fee, construction fees, plan review fees, and one hour of the Q-Team fee)
- ❖ Review meeting fee (Initial review meeting fees assessed at a rate of \$1,000.00 per hour)
- ❖ Follow-up fee (Optional follow-up review meeting fees assessed at a rate of \$1,000.00 per hour)
- ❖ Quarterly fee (Fees assessed at a rate of \$1,000.00 per hour that are issued for services rendered over the previous quarter for existing permit applications)
- ❖ Final fee (Fees that are posted to settle any remaining balance at the end of the review)

## SUMMARY

This SFB is intended for informational purposes and should be used by commercial permit applicants seeking to have a concierge permitting experience with City experts. The Planning and Development Department reserves the right to modify and administer this program progressively. If you have any questions or concerns about this process, please email the director at [buildingofficial@dallascityhall.com](mailto:buildingofficial@dallascityhall.com).

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