



# Development Services

## Service First Bulletin #200

### MINOR RESIDENTIAL PLAN REVIEW PROCESS

#### PURPOSE

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin (IB) 200 to inform internal and external customers of the performance goals associated with minor residential permit applications. In the past, all residential projects were categorized into one workflow that resulted in extended delays and permitting times. This new business process is intended to streamline the permitting turnaround times for small minor residential projects and provide improved permitting efficiencies. This new process will be effective August 1<sup>st</sup>, 2022.

#### SCOPE

The Department takes in a high volume of residential permits that range from, additions, demolitions, remodels, retaining walls, fences, solar panels, and minor repairs. These new performance goals will help customers understand the Department's business processes associated with these types of projects and allow for a more equitable customer service delivery and permit issuance predictability.

Residential Application Type	Pre-Screen Performance Goal	Initial Review Performance Goal*
Single Story Additions less than 1,000 square feet	Same day	3 days
Swimming pools	Same day	Same day
Accessory Detached Sheds greater than 400 square feet and Solar Panels	Same day	3 days
Accessory Detached Garages	Same day	3 days
Retaining Walls and Fences over 6 feet in height	Same day	Same day
Carpports and Patio Covers greater than 200 square feet	Same day	Same day
Interior demolitions and remodels	Same day	Same day

*\*Note: Projects located in complex Zoning, Floodplain, Conservation, or Historic overlays may take longer to review and issue. Customers are encouraged to confirm all design criteria before submission.*

The following items will be required at time of submittal online or via hard copy to ensure the success of this program:

- Copy of recorded plat
- Two (2) copies of site plan with scaled dimensions, easements, existing structures, proposed structure, distances to lot lines, adjacent properties, existing approaches, existing sidewalks, and adjacent structures, etc.
- Label existing and proposed structures
- Foundation and retaining wall structural drawings (Engineers report will be required at time of final inspection)
- Engineered construction documents are required for engineered trusses or products and nonconventional construction (Engineer's inspection reports may be required)
- Completed Residential Green Building Program Plan Review Compliance Affidavit & Application
- Checklist from a Registered Third-Party Green Building Provider, and
- Completed Energy Compliance Path forms provided by a Registered Third-Party Energy Provider

The following items will not be required at time of submittal but may be submitted:

- Floor, wall, and roof plans
- Door and window schedules
- Certified Plat
- Elevation plans

## Summary

This bulletin is intended for informational purposes only and the Department reserves the right to request additional documentation. The Department wishes to improve permitting times by quickly addressing minor residential projects as well as freeing up staff resources to review new single-family developments and complex projects.

If you have any questions or concerns related to this process, please feel free to email the Director at [buildingofficial@dallascityhall.com](mailto:buildingofficial@dallascityhall.com).

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