



Planning and Development

Service First Bulletin #201

RAPID SINGLE-FAMILY VIP (RSVP) PROGRAM

PURPOSE

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin (IB) 201 to inform internal and external customers of the new residential Rapid Single-Family VIP Program (RSVP). This program is an expedited plan review service designed to service qualifying new single-family projects. This initiative was implemented on September 2nd, 2022. *Revised on October 15th, 2022 to increase the maximum square footage from 3,000 to 5,000 and adjust appointment days from Monday, Wednesday, and Friday to Monday through Thursday. Revised on December 28th, 2022 to remove the maximum square footage limitations. Revised on February 14th, 2023 to establish prerequisites to schedule an appointment. Revised on March 4th, 2023 to allow appointments for qualifying duplexes. Revised on September 25th, 2024 to allow addition and remodel permits over 1,000 square feet and require online submittals.*

SCOPE

The intent of the program is to provide a quality, personalized, and expedited plan review service while partnering City staff with applicants. The program is designed to facilitate the issuance of single-family permits on the same day the permit application is submitted and paid. This program is available to any registered developer, homeowner, architect, engineer, or contractor. A minimum expedited plan review fee of \$200.00 per hour will be assessed to qualifying projects.

Upon submittal of a qualifying project, City staff will partner with the applicant and perform a review of the building plans and supporting documentation. City staff will issue a building permit pending compliance with the minimum building code and zoning ordinance requirements. Any unresolved review comments will be documented as revision comments.

In the event of a delayed approval, the applicant may request a partial permit approval to start construction. A partial permit approval allows the applicant to begin site development, utility installation, and foundation pouring while revisions are resubmitted. Partial permit approvals do not authorize vertical construction. All partial permit approvals are at the discretion of the Building Official or his/her designee. All revision resubmittals and addendums will be reviewed within

seven (7) calendar days of City staff receiving the revised building plans and supporting documentation.

The following parameters have been set to qualify for this service:

- Project must be a new single-family home, duplex, or addition/remodel.
- No minimum or maximum square footage requirements for new construction permits.
- Minimum 1,000 square feet required for an addition permit.
- Maximum of three (3) stories (no basements or rooftops)
- Must not be in a special overlay district (Historic, Conservation, Neighborhood Stabilization Overlay, Planned Development, Floodplain, or Shared Access etc.)
- Property must be platted or have early release approvals

To schedule or cancel an appointment, applicants may contact the RSVP team by phone or email:

214. 671.RSVP(7787) or DEVServicesRSVP@Dallas.gov

City staff will respond within 24 hours or the next business day with the schedule of available time slots and instructions. Appointments are scheduled Monday through Thursday from 8:00 am - 2:30 pm. A maximum of a two (2) hour review time slot may be reserved for each application submittal. A complete permit application and supporting documentation are required prior to scheduling an appointment. Customers will be required to make an appointment no sooner than five (5) business days in advance and will be limited to the submittal of four (4) applications per week. Appointment cancellations must be made three (3) business days in advance. This will allow city staff to coordinate appropriate staffing levels and allow more customers to take advantage of the program.

Applicants must submit online via ProjectDox. Appointments are site specific and substitutions of project sites are not allowed.

Summary

This bulletin is intended for informational purposes only and the Department reserves the right to administer the program. The Department wishes to improve permitting times by providing additional plan review options. The Department will review this program and make progressive adjustments as needed.

If you have any questions or concerns related to this process, please feel free to email Interim Assistant Director, Willie Franklin, at willie.franklin@dallas.gov.

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