



City of Dallas

*Welcome
to* **SIGNS 101**

UNBOXED | a Lunch & Learn Series
04/14/2023

Jason Pool – Manager Development
Development Services Department
City of Dallas

Presentation Overview



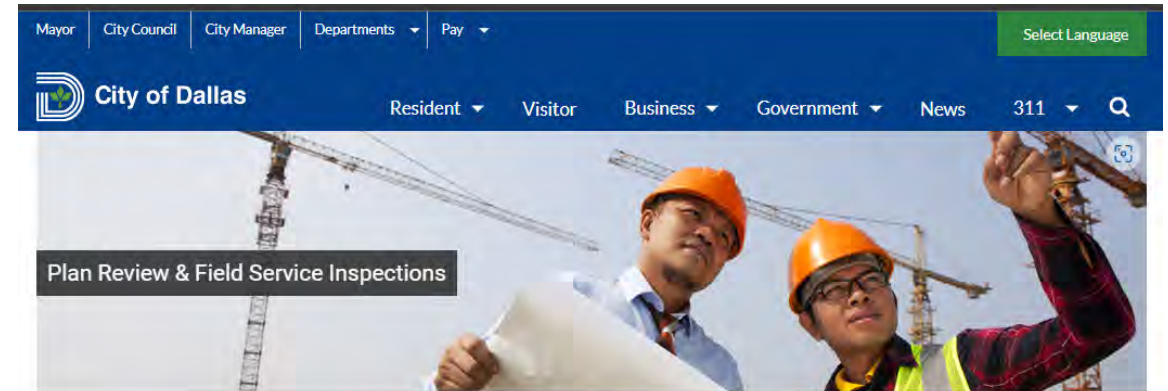
- General Provisions Overview
- General Zoning Districts
- Permitting
- Inspections
- Zoning Map
- Next Steps / Up & Coming
- Q & A



Development Services Sign Page



- City of Dallas Resources
 - Dallas Signs Page
 - <https://bit.ly/Dallas-Signs>



Helpful Links

- [Building Inspections Home](#)
- [Current Planning Home](#)
- [Special Provision Sign District \(SPSD\)](#)
- [Zoning Map](#)
- [Contractor Web Site](#)
- [ProjectDox - Permit Submittal](#)
- [Research City Archives](#)
- [Sign Code - 51A Article VII](#)
- [Sign Code - 51P - PDs](#)
- [Sign Code - Article XIII](#)
- [Conservation Districts](#)
- [Historic Districts](#)
- [Construction Codes Home Page](#)
- [Visibility Triangles](#)
- [Online Records](#)

Development Services

Sign Permits and Inspections

- SIGN PERMITS IN GENERAL -

Sign permits are obtained through our online plan submission portal: [ProjectDox](#)

Sign permits typically take around two business days to be approved if all required items are submitted. See [here](#) for a complete list of items needed for sign permit review.

A permit ***IS REQUIRED*** for all signs (new or re-face) if any sign:

- has an effective area greater than 20-square-feet.
- is located in excess of eight-feet in height.
- is illuminated or has any electrical components, including motion.
- is located in or over a public roadway.



General Provisions Overview



- Chapter 52: Administrative Procedures
 - 301.2.4 – Defenses to an Electrical Permit (pg. 36)
 - 301.2.5 – Defenses to a Sign Permit (pg. 37)
 - 301.4.6.1 – Sign Permit Procedures (pg. 44-45)
 - 303.5.5 – Sign Permit Fee Schedule (pg. 61 & 66)
 - Sect. 602 – Construction Information Signs (pg. 107-109)
- Chapter 53: 2015 IBC Amendments *
 - Chapter 36 - 2015 IBC (pg. 169) *
- Chapter 56: 2020 NEC Amendments
 - Addition of Art. 81: General Provisions & Art. 82: Qualification & Registration of Electricians



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* [2021 IBC Amendment Adoption](#) approved yesterday, tentative effective date: 5/15/2023



General Provisions Overview



- Chapter 51A, Article VII Sign Regulations

-  51A-7.100 – Purposes & Definitions
-  51A-7.200 – Provisions for All Zoning Districts
-  51A-7.300 – Provisions for Business Zoning Districts
-  51A-7.400 – Provisions for Non-Business Zoning Districts
 - 51A-7.500 – Special Provision Sign Districts (SPSDs)
-  51A-7.600 – Permit Procedures
 - 51A-7.700 – Non-Conformance & Enforcement Procedures
 - 51A-7.800 – Procedures for Changes & Amendments
 - 51A-7.900 thru 51A-7.2300 – Specific SPSPD Provisions



bit.ly/Dallas-SignCode



General Provisions Overview



- 51A-7.101 - Purpose
 - Outlines standards for private signs near public rights-of-way to promote public well-being, enjoyment & help achieve the following:
 - Safety: Prevent hazards & traffic issues.
 - Communications Efficiency: Aid identification & navigation.
 - Landscape: Preserve views, avoid nuisances, protect property values & maintain character.



General Provisions Overview



- [51A-7.102](#) - Definitions
- Key Definitions
 - [\(1\) ADVERTISE](#) means to attract, or attempt to attract, the attention of any person to a business, accommodations, goods, services, property, or commercial activity.



General Provisions Overview



- Key Definitions (continued from [51A-7.102](#))



- (11) EFFECTIVE AREA:

- (A) detached sign – the area within a minimum imaginary rectangle of vertical & horizontal lines that fully contains all extremities of the sign, excluding supports...
- (B) attached sign – the sum of the areas within minimum imaginary rectangles of vertical & horizontal lines, each fully containing a word. Designs that surround a word are included in area calculations.



General Provisions Overview



- Key Definitions (continued from [51A-7.102](#))
 - (32) SIGN means any device, flag, light, ..., or other thing visible from outside the premise on which it is located and that is designed, intended, or used to inform or advertise to persons not on that premise. Does not include:
 - (A) searchlights & landscape features w/ no words;
 - (B) works of art (that do not advertise) or;
 - (C) temporary holiday decorations.



General Provisions Overview



- Key Definitions (continued from [51A-7.102](#))
 - (37) WORD each is considered one word:
 - (A) Any word in any language found in a dictionary;
 - (B) Any proper noun or initials/series of initials;
 - (C) Any separate character, symbol or abbreviation;
 - (D) Any number (telephone, street, or combination of numbers/symbols)
 - (E) Any symbol or trademarked logo containing no word or character.



General Provisions Overview



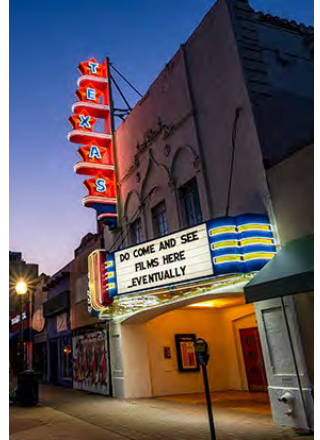
- 51A-7.200 Provisions for All Zoning Districts

- Key Provisions

- Roof & ROW Signs (from 51A-7.203)

- In general, signs are prohibited on roofs, over buildings, & in public rights-of-way. Exceptions include:

- As provided in 51A-7.305 (attached signs - business zoning)
 - Attached signs that project 18" or less over the ROW
 - Subdivision Signs (as provided in 51A-7.300 & 51A-7.400)
 - With express authorization by other provisions (PD & SPSDs)



General Provisions Overview



- Key Provisions (continued from [51A-7.200](#))
 - Movement Control Signs (aka Directionals) (from [51A-7.205](#) (c))
 - Movement control signs can be erected on any occupancy or premise, except for single-family or duplex premises. These signs can be attached or detached without limit, as long as the sign:
 - ≥ 2 sf, $\geq 2'$ tall, has no advertising/identification message, and no words $> 4''$ tall.
 - Variances can be granted for area, height, & messages.



General Provisions Overview



- Key Provisions (continued from [51A-7.200](#))
 - Signs & Structures Located on Buildings (from [51A-7.211](#))
 - A sign may be attached to a structure located on a building if it refers exclusively to:
 - The identification of the premise or a tenant that occupies in excess of 50 percent of the floor area of the premise.
 - [51A-7.211\(a\)](#) provides list of structures. Mechanical rooms, equipment screens, & parapet walls over four-feet in height are included.



General Provisions Overview



- Key Provisions (continued from [51A-7.200](#))
 - Digital Displays (from [51A-7.216](#))
 - The effective area of a digital display may not exceed 50 sf or 50% of the total area allowance for the sign, whichever is greater.
 - (b) Contains lighting requirements.
 - Message display: Business zoning – minimum 20 sec.; Non-business – minimum 20 min. (no brightness changes)
 - All applications require manufacturer letter as outlined in (b)(3).



General Provisions Overview



- Zoning Districts & Overlays
 - General Zoning Districts (GZDs)
 - Divided into Business ([51A-7.300](#)) & Non-Business ([51A-7.400](#))
 - Overlay Districts & Provisions
 - Planned Development Districts ([PDs](#)), Form Districts ([Art. XII](#)), Conservation Districts ([CDs](#)), & Historic Districts ([H/Ds](#)).
 - Special Provision Sign Districts ([SPSDs](#))
 - Overlays may change provisions & require additional reviews and/or approvals.



General Zoning Districts



- Temporary Signs in the GZDs (aka Base Zoning)
 - SPECIAL PURPOSE SIGN means a sign temporarily supplementing the permanent signs on a premise.
 - All provisions for this type of sign were removed from the General Zoning Districts, so they are not allowed.
 - Some overlays have provisions allowing for Special Purpose Signs.
 - Signs functioning as permanent signs follow the provisions for the signs provided for by the district.



General Zoning Districts



SPECIAL PURPOSE SIGNS



General Zoning Districts



- Business Zoning Districts (BZDs) ([51A-7.300](#) & [51A-7.301](#))
 - Chapter 51A: Any CR, RR, CS, I (LI, IR, & IM), CA, MU, MC, P & PD (unless specifically excluded by its provisions). *
 - Chapter 51: SC, GR, LC, CA-1, CA-2, HC, I, & any PD unless specifically excluded (for purposes of PDs, ie. PD No.193)**
- Includes most Nonresidential Zoning Districts.
- Does not apply to attached signs $\leq 100'$ of a Nonbusiness zoning district or Public Park > 1 acre

* Ch. 51A - Community Retail, Regional Retail, Commercial Service, Industrial (Light Industrial (LI), Industrial Research (IR), & Industrial Manufacturing (IM)), Central Area (1 & 2), Mixed-Use (1 thru 3), Multiple Commercial (1 thru 4), Parking, & Urban Corridor (1 thru 3)

** Ch. 51 - Shopping Center, General Retail, Light Commercial, Central Area (1 & 2), Heavy Commercial, Industrial (I-1 thru 3), & Parking



General Zoning Districts



- General Provisions for all BZDs ([51A-7.303](#))
 - (a) thru (c) Lighting & Movement
 - (d) Subdivision & Business Park Signs
 - Must be ≥ 40 sf, $\geq 6'$ OAH, not internally illuminated
 - Limited to landscape/monument, 2/street entrance, and only contain the name of the business park
 - Must provide letters of support from:
 - All Property owner/s abutting sign/s and
 - Two-thirds of property owners/s within 300' of sign/s



General Zoning Districts



- BZD General Detached Sign Provisions ([51A-7.304](#))
 - (b)(2) No portion of a detached sign can be located above a Residential Proximity Slope (RPS) ([51A-4.412](#))
 - (R thru TH) = 1:3 & (CH thru MF-2) = 1:1 to 50' (measured the from property line of the residential zoning district thru average grade)
 - (a)(1) Effective Area to Height Ratio & (a)(5) Setback to Height Slope
 - Sign allowances are determined by figuring maximums based on setbacks along a variable slope beginning at 7.5' above the right-of-way line.



General Zoning Districts



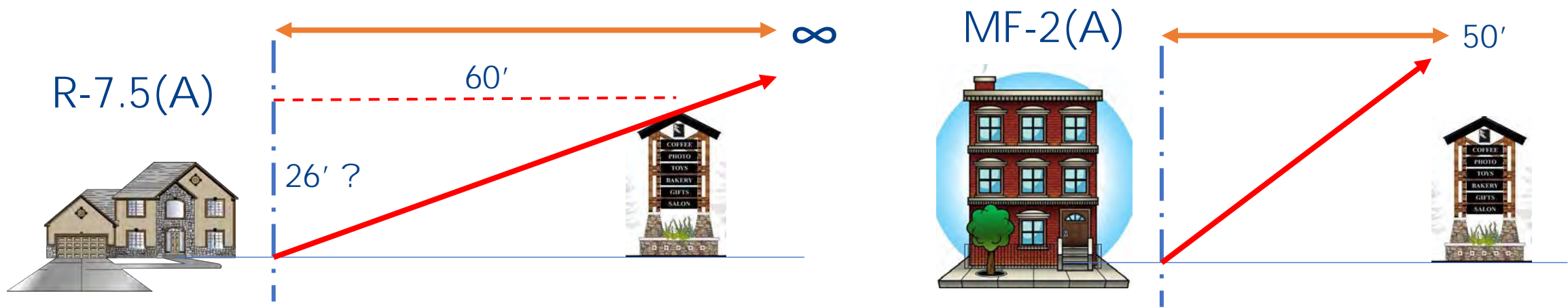
Any Questions?



General Zoning Districts



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General Zoning Districts

• BZD General Detached Sign Provisions ([51A-7.304](#))

- (a)(1) Effective Area to Height Ratio & (a)(5) Setback to Height Slope

$$S = (H - 7.5') \times 2$$

$$H = S/2 + 7.5'$$

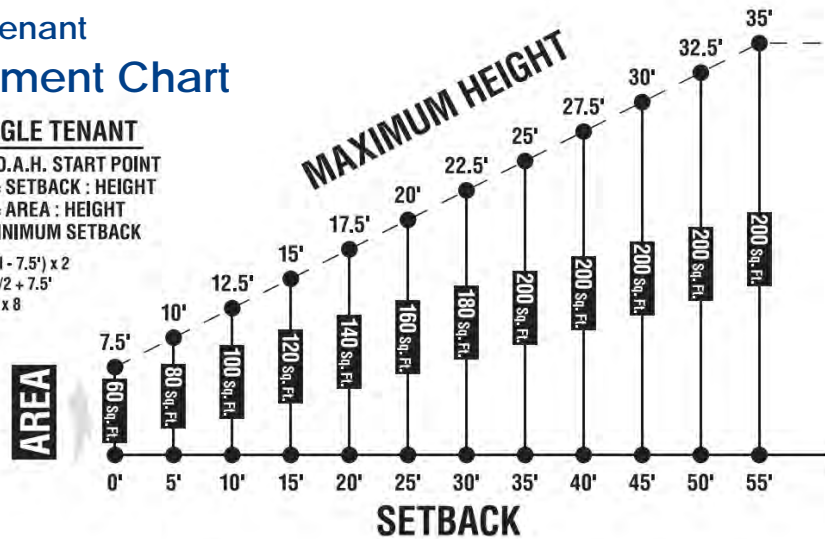
$$A = H \times 8$$

- [Monument Sign Charts](#) | [Non-Monument Sign Charts](#)

Single Tenant Monument Chart

SINGLE TENANT
 7.5' O.A.H. START POINT
 2:1 = SETBACK : HEIGHT
 8:1 = AREA : HEIGHT
 0' MINIMUM SETBACK

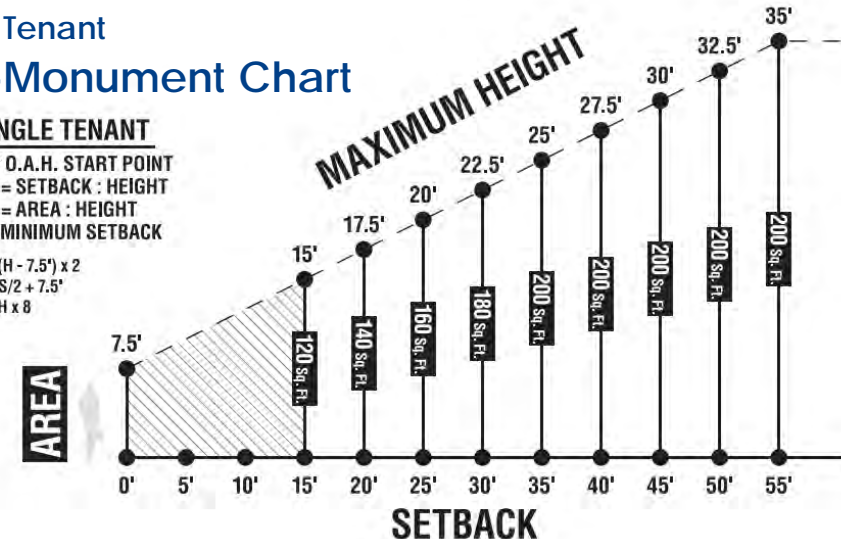
$S = (H - 7.5') \times 2$
 $H = S/2 + 7.5'$
 $A = H \times 8$



Single Tenant Non-Monument Chart

SINGLE TENANT
 7.5' O.A.H. START POINT
 2:1 = SETBACK : HEIGHT
 8:1 = AREA : HEIGHT
 15' MINIMUM SETBACK

$S = (H - 7.5') \times 2$
 $H = S/2 + 7.5'$
 $A = H \times 8$



General Zoning Districts



- BZD General Detached Sign Provisions ([51A-7.304](#))
 - Monument vs Non-Monument Signs
 - MONUMENT SIGN - applied directly onto a ground-level support (instead of a pole support) with no separation from the sign and the ground, or mounted on a fence.
 - NON-MONUMENT SIGN – a detached sign that is not a monument sign



General Zoning Districts



Any Questions?



General Zoning Districts



- BZD General Detached Sign Provisions ([51A-7.304](#))
 - Monument Sign Translation:
 - “Must be applied to a ground-level support (instead of a pole support)”, means no direct burial poles (alternatives such as anchor bolts, match plates, rebar, etc. at ground level, are acceptable); the sign support is to end at the ground.
 - “with no separation between the sign and the ground” = The widest point of the sign, must be in contact with the ground – or – the sign must have a base as wide as the “sign cabinet” itself.



General Zoning Districts

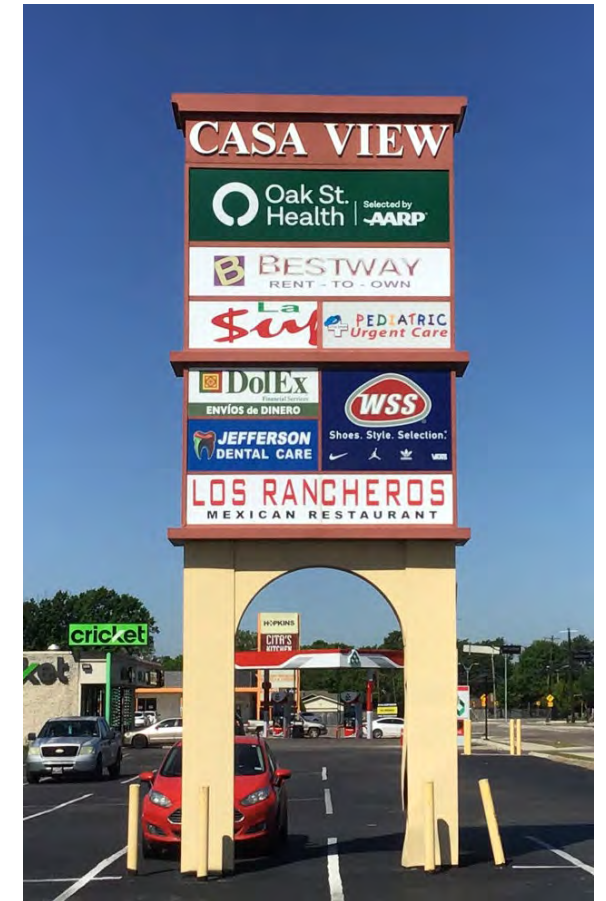
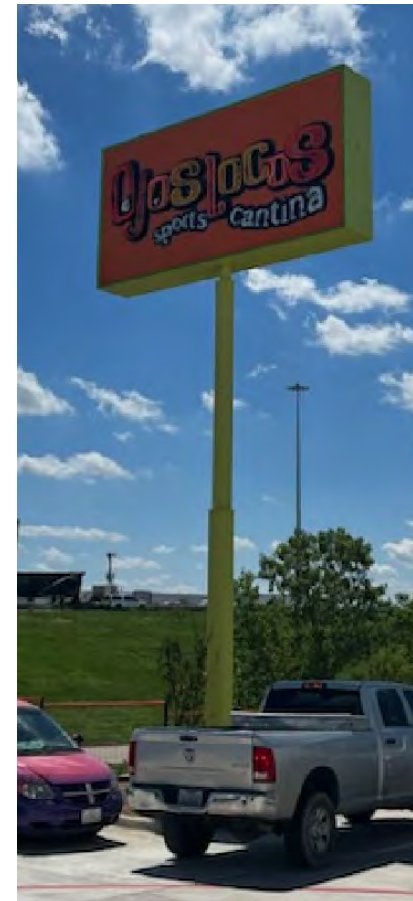


- BZD Detached Sign Provisions ([51A-7.304](#))
 - Monument Sign Application:
 - Everything above grade is considered effective area due to the ground-level support.
 - As a result, monument signs are allowed a reduced setback, beginning at the right-of-way line, under certain conditions. Minimum setbacks for non-monuments begin at 15' from the ROW.

(ROW means the property line adjacent to a public right-of-way/city street)



General Zoning Districts



Monument Signs

Non-Monument Signs



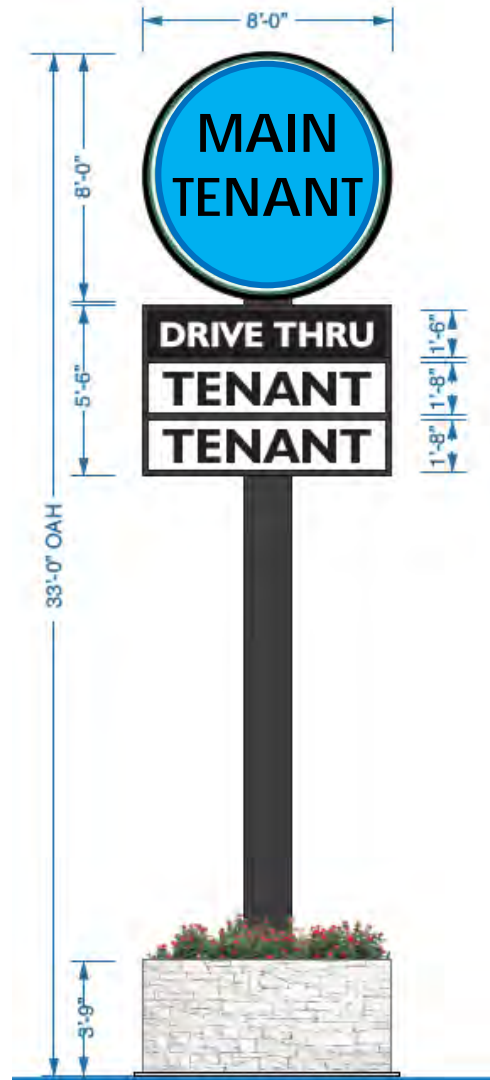
General Zoning Districts



QUIZ

Monument Sign?

- Yes, or No?
- Any Issues?



D/F MULTI-TENANT PYLON SIGN

ONE (1) REQUIRED

SCALE: 1/4" = 1'-0"

216 SQ. FT. TOTAL

MANUFACTURE AND INSTALL ONE (1) NEW ILLUMINATED D/F MULTI-TENANT PYLON SIGN

- NEW FRAME ALUMINUM CABINET (PAINT COLOR TO BE SPECIFIED) WITH 2" RETAINERS.

- TRANSLUCENT WHITE ACRYLIC FACES w/ 1st SURFACE APPLIED VINYL (EXACT COLORS AND ART TBD)

- WHITE LED ILLUMINATION

POLE & FOUNDATION

(REFERENCE ONLY - ENGINEERING TBD)

8" DIA. METAL POLE TO BE MOUNTED WITH BASE PLATE AND J-BOLT ATTACHMENT OR SIMILAR (NO DIRECT BURIAL)

ENGINEERING REQUIRED

18" WIDE ALUMINUM SHEET FRAME POLE COVER (PAINT COLOR TBD)

FRAMED CEMENT BOARD PLANTER BASE WITH STONE OR VENEER COVERING TO MATCH BUILDING ARCHITECTURE (AUSTIN STONE OR OTHER TBD)



UL LABEL TO BE LOCATED ON SIGN CABINET



General Zoning Districts



- BZD General Detached Sign Provisions ([51A-7.304](#))
 - (b)(3) Prohibits non-monument signs within 250' of private property in a non-business zoning district or public park >1 acre w/o a special exception.
 - (b)(4) One detached sign is allowed per street frontage.
 - Exception being Expressways (list in [51A-7.102\(13\)](#)), where one sign is allowed for every 450' of frontage.



General Zoning Districts



- BZD General Detached Sign Provisions ([51A-7.304](#))
 - (b)(5) Detached sign on same premise must have 200' separation.
 - (b)(7) No detached sign can be located in a visibility triangle.
 - (b)(10) For signs mounted to a fence, only the sign is considered in effective area.



General Zoning Districts



- BZD General Detached Sign Provisions ([51A-7.304](#))
 - Types of Detached Signs:
 - (c) Single-Tenant
 - (d) Multi-Tenant
 - Must contain Address
 - (f) Expressway (list in [51A-7.102\(13\)](#))
 - Must be \leq 100' from Expressway ROW

[Monument Sign Charts](#)

[Non-Monument Sign Charts](#)

[Expressway Charts](#)



General Zoning Districts



- Any Questions on BZD Detached Signs?



General Zoning Districts



- BZD General Attached Sign Provisions ([51A-7.305](#))
 - Attached Sign Provisions
 - (c) Signs on the primary facade cannot exceed 25% of its total area. Signs on each secondary facade cannot exceed 15% of its total area. Each separate use with a certificate of occupancy is treated as a separate facade. A maximum of eight words can be used on any facade with characters four inches or taller, words with characters less than four inches can be used without limit.



General Zoning Districts



- BZD General Attached Sign Provisions ([51A-7.305](#))
 - Attached Sign Provisions
 - (b) All signs & words must be mounted parallel to the building surface to which they are attached and not project more than 18" except as provided in (e).
 - (e)(1) Signs perpendicular to the façade "Blade Signs"
 - One per premise, can project up to four-feet, can't exceed 20 sf, & can't be lower than 10', exceed the roof, or be located on premise with a detached sign.



General Zoning Districts



- BZD General Attached Sign Provisions ([51A-7.305](#))
 - Attached Sign Provisions
 - (e)(2) Signs parallel to the facade
 - Signs can be installed at the eave or edge of a roof or canopy and project up to 4' above the surface provided the sign is parallel to the vertical plane.



General Zoning Districts



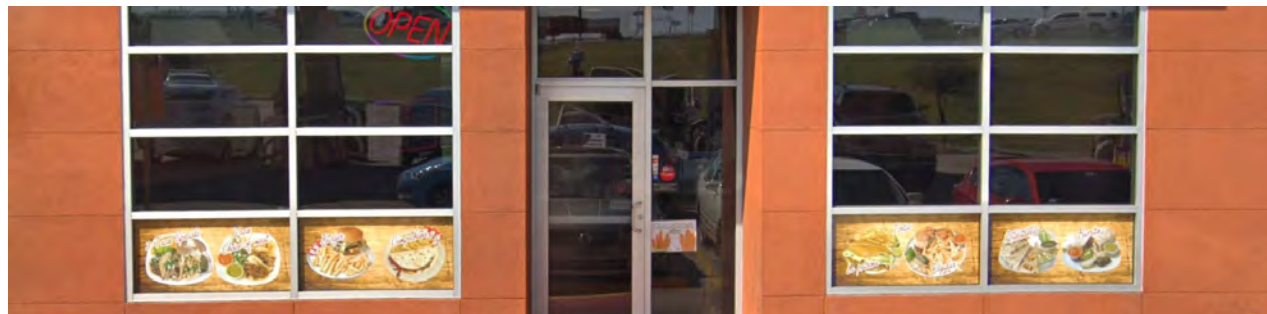
- BZD General Attached Sign Provisions ([51A-7.305](#))
 - Attached Sign Provisions
 - (e)(3) Larger Blade Signs w/ no “Words”
 - One per premise, can project up to four-feet, can't exceed 60 sf, & can't be lower than 10' above grade. Must be registered trademark or logo w/no words.



General Zoning Districts



- BZD General Attached Sign Provisions ([51A-7.305](#))
 - Attached Sign Provisions
 - (d) Window Graphics
 - All signs attached to any window or any glass door may not exceed 15 percent of the area of that window or door. Signs in the upper two-thirds of a window or glass door are prohibited.



General Zoning Districts



- BZD General Attached Sign Provisions ([51A-7.305](#))
 - Attached Sign Provisions
 - (f) Words attached to machinery or equipment
 - Gas pumps, Ice/Vending Machines, etc. Words must refer exclusively to products or services dispensed by the device, consist of characters no more than four inches in height, and project no more than one inch from the surface of the device.



General Zoning Districts



- Any Questions on BZD Attached Signs?



General Zoning Districts



- Non-Business Zoning Districts (N-BZDs)
 - All other zoning districts not designated as a Business Zoning District. *
 - Includes some Non-Residential & all Residential Zoning Districts.

* Includes but not limited to: Office (Neighborhood Office (NO), Limited Office (LO), Mid-Range Office (MO), & General Office (GO)), Manufactured Home (MH), Multi-Family (MF-1 thru 4), Clustered Housing (CH), Townhouse (TH), Duplex (D), Single Family (R-1/2 thru R-10), Agriculture (A)



General Zoning Districts



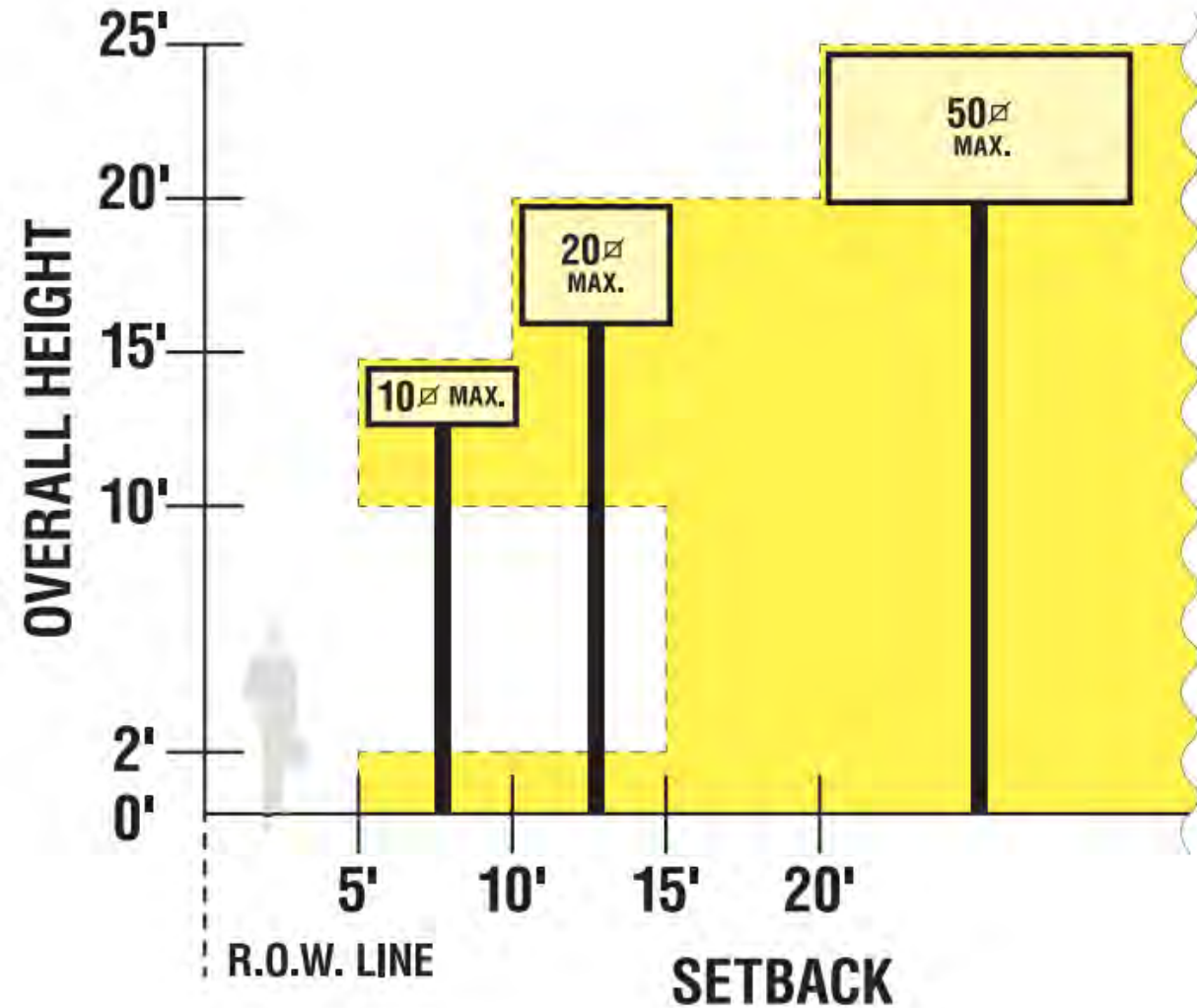
- General Provisions for all N-BZDs ([51A-7.402](#))
 - (a) thru (c) Lighting & No Movement
 - (d) Subdivision Signs
 - Must be ≥ 40 sf, $\geq 6'$ OAH, not internally illuminated
 - Limited to landscape/monument, 2/street entrance, and only contain the name of the neighborhood
 - Must be submitted/authorized by an HOA & provide letters of support from:
 - All Property owner/s abutting sign/s and
 - Two-thirds of property owners/s within 300' of sign/s



General Zoning Districts



- N-BZD General Detached Sign Provisions ([51A-7.403](#))
 - (a)(2) One detached sign per 600' of frontage along a public right-of-way other than an alley.
 - [N-BZD Det. Sign Chart](#)



General Zoning Districts



- Any Questions on N-BZD Detached Signs?



General Zoning Districts



- N-BZD General Attached Sign Provisions ([51A-7.404](#))
 - Attached Sign Provisions
 - (2) Limited to one sign per occupant per façade
 - (5) Except as provided for certain Office Districts, no sign can exceed 40 sf or contain more than eight-words over four-inches tall.



General Zoning Districts



- N-BZD General Attached Sign Provisions ([51A-7.404](#))
 - Attached Sign Provisions
 - (5) For LO(A), GO(A), MO(A), & O-2 Districts, up to two signs per building can exceed 40 sf, provided:
 - Signs are located above the second floor and not on the same façade.
 - An additional 40 sf of effective area is permitted for each story over the first two.



General Zoning Districts



- N-BZD General Attached Sign Provisions ([51A-7.404](#))
 - Attached Sign Provisions
 - (6) All signs & words must be mounted parallel to the building surface to which they are attached and not project more than 18" except as provided in (7). No sign can mount to or project above a roof
 - (7) Signs perpendicular to the façade "Blade Signs"
 - One sign per non-residential premise, can project up to four-feet, can't exceed 20 sf, & can't be lower than 10' above grade, or be on premise with a detached sign.



General Zoning Districts



- Any Questions on N-BZD Attached Signs?



Permitting



- 51A-7.600 Permit Procedures
 - When is a permit required? (from 51A-7.602)
 - Permits are required for all signs:
 - That exceed 20 sf or 8 ft in height
 - That are illuminated
 - With moving elements
 - Erected in or over a public right-of-way
 - Project more than 18"
 - Located in an SPSP



Permitting



- Online Permit Submittal System
- ProjectDox (Pdox) (<https://bit.ly/Dallas-Permits>)
 - A PDox account is needed to use the system.
 - Permits “should” take no longer than 2 business days to issue, provided:
 - Sign application is complete, approvable, & all applicant tasks are completed when notified.
 - Goal is same day permits.



bit.ly/Dallas-Permits



Permitting



- ProjectDox (Pdcox) (<https://bit.ly/Dallas-Permits>)
 - Items required for review:

ALL SIGNS:

- OVERHEAD LOCATION MAP - Must show location of sign being applied for, all proposed signs, & any existing signs to remain on site.
- ELEVATION OF THE SIGN - Must show the exact wording to appear on the sign, overall dimensions of the sign, & the height and length of each word.
- CONSTRUCTION DETAIL (side view) - Must show materials used, the overall depth of the sign, & the attachment method to ground or building.
- ELECTRICAL DETAIL (electrical signs only - side view) - Must show all electrical & lighting components used. Can be combined w/ construction detail.
- DIGITAL DISPLAYS - Must provide written certification from the display manufacturer that:
 - (A) the light intensity has been factory programmed to comply with the maximum brightness and dimming standards in 51A-7.216 of the Dallas City Code; and
 - (B) the light intensity is protected from end-user manipulation.



Permitting



- ProjectDox (Pdox) (<https://bit.ly/Dallas-Permits>)
 - Items required for review:

ATTACHED SIGNS:

- PLACEMENT ON BUILDING FACADE** - Must include overall dimensions of the facade, overall dimensions of sign, clearance of sign above grade, & any existing (remaining) or proposed signs on that facade
- ENGINEERING** - If any portion of the sign is over 100 sq. ft., mounted over 50' above grade, or projects more than 4' from the surface to which it is attached a stamped drawing from a certified TX engineer showing that the sign is designed to withstand 2021 IBC wind load requirements.



Permitting



- ProjectDox (Pdox) (<https://bit.ly/Dallas-Permits>)
 - Items required for review:

DETACHED SIGNS:

- SIGN PREMISE WARRANTY FORM - Must accurately portray # of detached sign (after work is complete) on the property, be signed by property owner or manager, & notarized. If sign is to be removed, please notate.
- SCALED SITE MAP - Must include setback of the proposed sign, location of all easements, property lines, any other detached sign (proposed or existing to remain), the distance between those signs and the proposed sign.
- ENGINEERING - If any portion of the sign is over 32 sq. ft or extends more than 8' above grade, a stamped drawing from a certified TX engineer demonstrating the sign is designed to withstand 2021 IBC requirements.

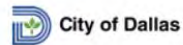
*****NOTE*** NAME ON CO MUST MATCH NAME ON SIGN BEFORE
PRE-SCREEN CAN BE APPROVED**



Permitting



- ProjectDox (<https://bit.ly/Dallas-Permits>)



Welcome to the City of Dallas ePlan Portal

April 14, 2023

Login

E-mail:

Password:

Login

[Forgot password?](#)

You need an account to submit and manage applications. Don't have an account?

Create Account

Welcome to the City of Dallas ePlan Portal!

The ePlan Portal enables you to submit an online application request for Building and Engineering Projects. Plans and documents will be submitted, reviewed and approved electronically.

Online Submittal:

Submission of an online application request for a Building or Engineering Project requires the applicant to complete the documentation form, upload the plans and associated required documentation and to pay for the permit. ["How to Guide for ePlan Submittals"](#) will help you to understand the process.

Timelines:

Once you have completed the online submission process City Staff will begin the pre-screening process. The initial request may take from 7 to 10 business days to be pre-screened. Once the pre-screening is complete your plans will be assigned to a Senior Plans Examiner for review.

An incomplete submission will delay the pre-screening of your submittal and increase the review time for your project.

Please refer to the ["How to Guide for ePlan Submittals"](#) for more information on electronic submittals.



bit.ly/Dallas-Permits



Permitting



- ProjectDox (<https://bit.ly/Dallas-Permits>)

The screenshot shows the City of Dallas ePlan Portal interface. At the top left is the City of Dallas logo. Below it are navigation links for Home, Profile, and Services. On the right side, there are links for Jason Pool, Admin, and Logout. A central banner reads "Welcome to the City of Dallas ePlan Portal" with the date "April 14, 2023". Below the banner are two main content cards. The left card, titled "View My Existing Projects", contains the text "Click here to go to your existing projects." and a "View All Projects" button. The right card, titled "Commercial", lists several project types: Commercial (New Construction, Finish Out, Alteration, Addition, Multi-Family New Construction (Triplex or larger)), Multi-Family Remodel (Triplex or larger), Multi family Addition (Triplex or larger), Commercial Back up Generator, and Sign Application. A "Commercial" button is located at the bottom of this card.



bit.ly/Dallas-Permits



Permitting



- ProjectDox (<https://bit.ly/Dallas-Permits>)

City of Dallas

Home Search Project: All Tasks All Reports Logout

Tasks Projects

Refresh Save Settings Reset Settings

All Overdue Priority Show 10 records

ACTION	PROJECT	TASK	DUE DATE	STATUS	CREATED	ASSIGNMENT TYPE	WORKFLOW
	▼ Contains...	▼ Contains...	▼ On...	▼ Contains...	▼ On...	▼ Contains...	▼ SIGN

0 - 0 of 0 records

Prev 1 Next



bit.ly/Dallas-Permits



Permitting



- ProjectDox (<https://bit.ly/Dallas-Permits>)
 - Frequently Encountered Hang-Ups
 - Applicant Upload Task not Received.
 - Reason: Incorrect application data or use of “Special Characters” in application field (anything other than letters/numbers).
 - Solution: General rule, if not received within 20 minutes, re-apply using letters/numbers only & keep it simple.



bit.ly/Dallas-Permits



Permitting



- ProjectDox (<https://bit.ly/Dallas-Permits>)
 - Frequently Encountered Hang-Ups
 - No access to project task error.
 - Reason: Filled out Application with different email address than one used to log in with.
 - Solution: Re-apply using correct email address and send us request to cancel old permit.



bit.ly/Dallas-Permits



Permitting



- ProjectDox (<https://bit.ly/Dallas-Permits>)
 - Frequently Encountered Hang-Ups
 - Payment made, why is it taking so long.
 - Reason: Document Uploads are manual on our end. Also, be sure the Final Fee Payment Task has been totally completed (2-steps).
 - Solution: If not received by the end of business day, email/give us a call.



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Permitting



- ProjectDox (<https://bit.ly/Dallas-Permits>)
 - Frequently Encountered Hang-Ups
 - Still having Issues.
 - Solution: Email or give us a call.

Scott Roper

Senior Plans Examiner

Off: 214-948-4675

Scott.Roper@Dallas.gov

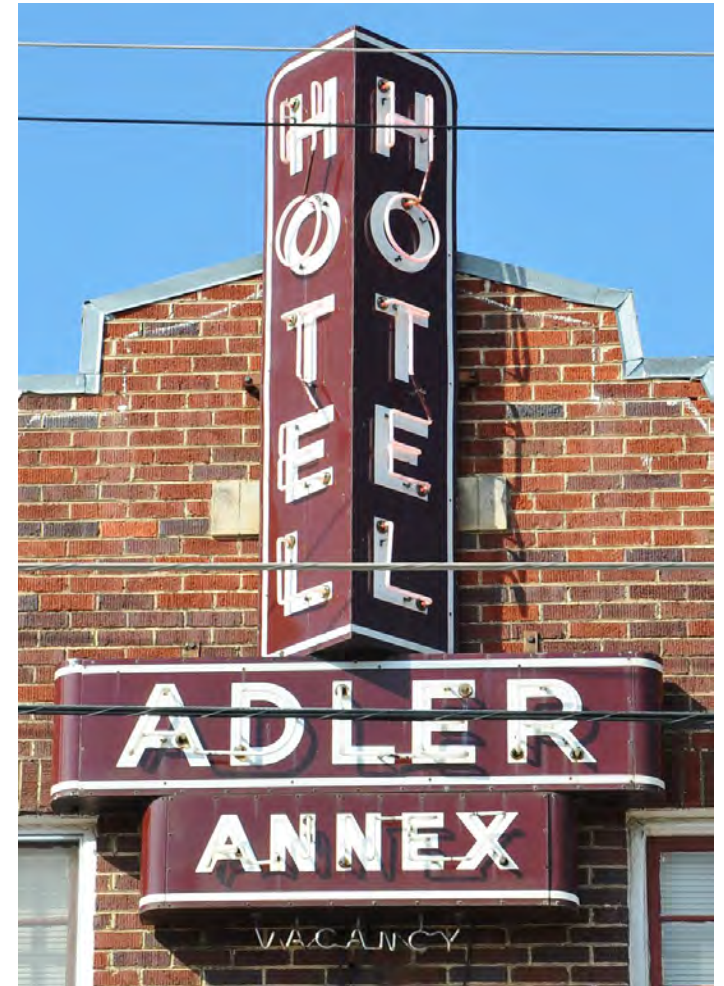
Scan to create contact:



Permitting



- Any Questions on permitting?



Inspections



- Inspection Overview

- Engagement Inspection (approx. 2-weeks after issue)
 - Email from inspector with contact info & list of inspections
- Review Sign Inspections from [Map Handout](#), also available in the “Approved” folder in Pdox.
- Call IVR System to Schedule Inspections
- Email/Call inspector morning of inspection to schedule inspection window.
- Inspector will email applicant results of inspections & next steps if any remain.



Inspections



- Common & Issues
 - Did Not Call In Inspection
 - Improper Listings & Section Labels
 - Improper Switches & Terminations
 - No Licensed Crew Member On-Site
 - Improper Wire Type/Pass-Throughs
 - Improper Power Supply Loading



Inspections



Inspections are scheduled via our IVR Phone System.

Inspections called in after 7 am will be scheduled for the next business day.

**CALL TO SCHEDULE:
214-670-5313**

- 1 Enter your permit #.
- 2 Enter your inspection #.
- 3 On-site inspections. ★ Contact your inspector before 8:15 am on the day of the inspection.

INSPECTION TYPES:

★ - On-Site Inspection, called in BEFORE work is completed. Licensed personnel must be on site for all work.

ELECTRICAL / ILLUMINATED SIGNS (ES)

- 720 - SIGN LOCATION - To be completed prior to digging pier. (NEW DETACHED SIGNS ONLY - HOLE/S MUST BE MARKED)
- 550 - PIER INSPECTION - To be completed before pouring concrete. (NEW DETACHED SIGNS ONLY)
- ★ 730 - ELECTRICAL SIGN CAN WIRING - Required on all new signs & LED retros prior to installation. (MUST MEET INSPECTOR ON-SITE BEFORE INSTALL)
- 740 - FINAL - Called in after all work is completed. (ALL SIGNS)

NON-ILLUMINATED SIGNS (SI)

- 520 - SIGN LOCATION - To be completed prior to digging pier. (NEW DETACHED SIGNS ONLY - HOLE/S MUST BE MARKED)
- 550 - PIER INSPECTION - To be completed just pouring concrete. (NEW DETACHED SIGNS ONLY)
- 540 - FINAL - Called in after all work is completed. (ALL SIGNS)



Inspections



Oscar Lozoya

Sign Inspector - North
Off: 214-670-7288
Cell: 945-542-2325
Oscar.Lozoya@Dallas.gov

Scan to create contact:



Mike Martin

Senior Sign Inspector
Off: 214-671-0384
Cell: 945-542-2321
Michael.Martin 2@Dallas.gov

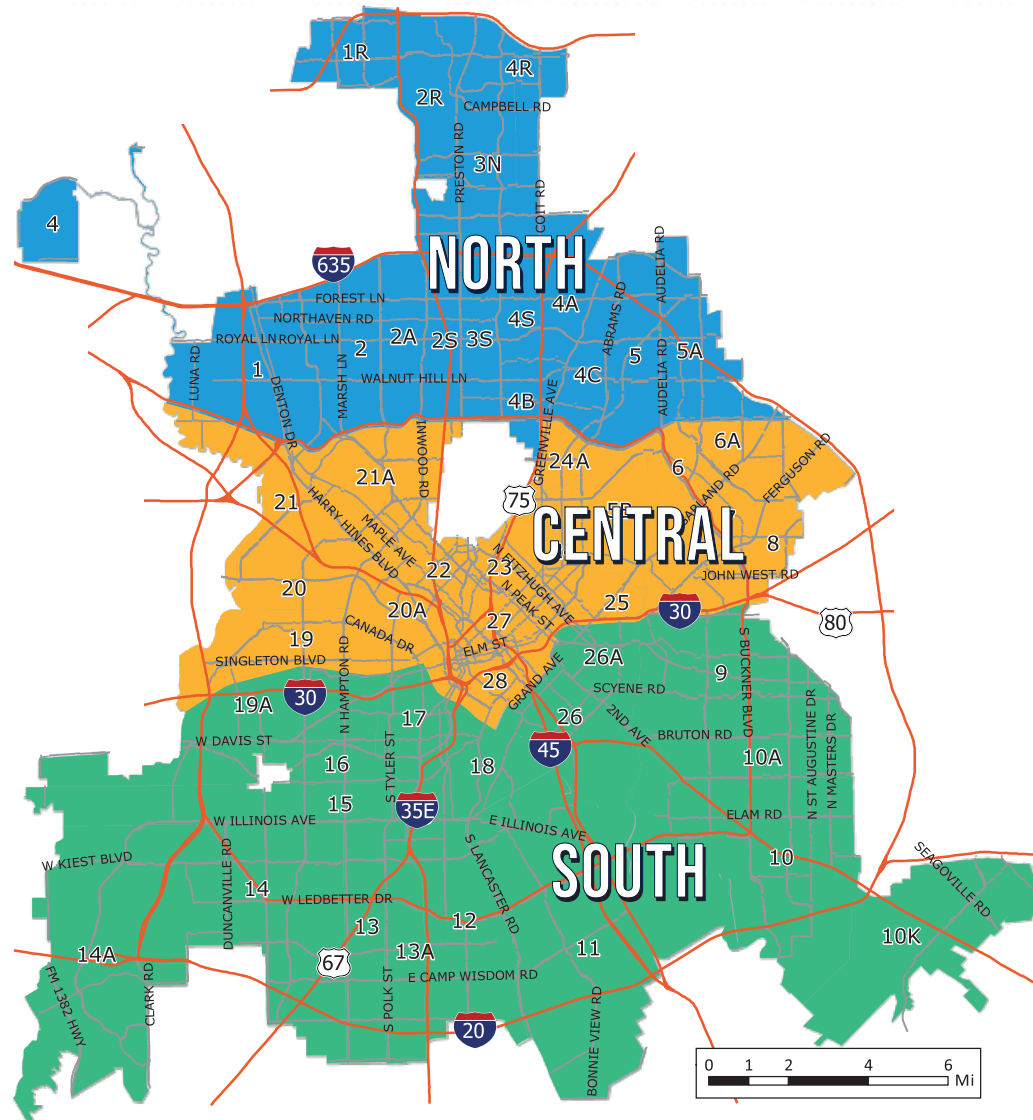
Scan to create contact:



Miguel Salas

Sign Inspector - South
Off: 214-671-1768
Cell: 945-275-3170
Miguel.Salas@Dallas.gov

Scan to create contact:



bit.ly/Dallas-
Signs



Inspections



- Any Questions on Inspections?



Zoning Map



- Zoning Map
- Tutorial



The screenshot shows the City of Dallas Zoning Map web application. The browser address bar displays <https://developmentweb.dallascityhall.com/publiczoningweb/>. The page title is "City of Dallas Zoning Map" and the subtitle is "The City of Dallas DEV GIS Department". A search bar at the top center contains the text "Find address or place". On the left side, there is a "Layer List" panel with the following layers: CityLimits (checked), Dallas Tax Parcels (checked), Floodplain (unchecked), Census Tracts (checked), Council District (checked), Base Zoning (checked), PD Subdistricts (checked), CD Subdistricts (checked), PD193 Oaklawn (checked), PDS Subdistricts (checked), Turtle Creek Setback Corridor (unchecked), and SUP (checked). The main map area shows an aerial view of a city block with various zoning districts overlaid in blue and black lines. Labels on the map include "MU-3", "MC-1", "MF-2(A)", "MF-2(A)(SAH)", "MF-1(A)", "PD-895", "PD-927", "MU-3(SAH)", "PD-927 Subarea B", "R-7.5(A)", "PD-1030", "GO(A)", "PD-745 Subarea C", "PD-745 Subarea D", "PD-745 Subarea E", "PD-745 Subarea F", "PD-745 Subarea G", "PD-745 Subarea H", "PD-745 Subarea I", "PD-745 Subarea J", "PD-745 Subarea K", "PD-745 Subarea L", "PD-745 Subarea M", "PD-745 Subarea N", "PD-745 Subarea O", "PD-745 Subarea P", "PD-745 Subarea Q", "PD-745 Subarea R", "PD-745 Subarea S", "PD-745 Subarea T", "PD-745 Subarea U", "PD-745 Subarea V", "PD-745 Subarea W", "PD-745 Subarea X", "PD-745 Subarea Y", "PD-745 Subarea Z". A scale bar at the bottom left indicates 300 feet. The bottom right corner of the map area says "POWERED BY esri" and "All rights reserved".



Zoning Map



- Any Questions on the Zoning Map?



Next Steps / Up & Coming



- **Signs 102 | Specialty Processes** (August)
 - DSUAs, BDA, PDs, CDs, HDs, Form Districts, CAs & SPSDs, ROW Agreements & Ordinance Changes
- **Signs 103 | A Master Class** (December)
 - TBD
- **Signs 104 | Stakeholder Meeting** (TBD)
 - A two-way discussion on provisions & processes.



Q & A Session



- Questions / Comments

Jason Pool

Manager - Development

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Jason.Pool@Dallas.gov

Scan to create contact:





City of Dallas

*Thanks
for Joining*

SIGNS 101

UNBOXED | a Lunch & Learn Series

04/14/2023

Jason Pool – Manager Development
Development Services Department
City of Dallas