



Development Services Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

NEW CONSTRUCTION AND ADDITIONS FOR COMMERCIAL BUILDINGS APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (1 of 4)

By checking each requirement, you are stating that you have supplied correct and complete information. If the required information is not contained in the submitted documents, you will be notified of the deficiency. **Failure to supply the additional requested information may result in your application being delayed, denied, and eventually discarded.** A new application, the original application, complete plans, and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as new application and will be processed in the order of receipt.

1. These plans comply with the Dallas Energy Conservation Code and the Green Building Ordinance.
 - Provide Commercial Green Building Program Plan Review Compliance Affidavit & Application Checklist from a Registered Third-Party Green Building Provider.
 - Provide an *Energy Code Compliance Path* form with the permit application, and an *Energy Code Compliance Certificate* must be provided prior to final inspection (*effective on November 1, 2016*).
2. Have you submitted with your application, certified copies of any instrument that contains a restriction on the use of or on construction on the affected property? YES NO NOT APPLICABLE
3. An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules and the National Emission Standards for Hazardous Air Pollutants for the area being renovated and/or demolished.
 YES NO (Permit cannot be issued prior to notification of survey being conducted.) NOT APPLICABLE
4. Documented proof that plans and specifications were submitted to the Texas Department of Licensing and Regulation that complies with the Texas Accessibility Standards (TAS) by a Registered Accessibility Specialist (Independent contract provider) must be presented along with the building permit application.

Texas Department of Licensing and Regulation (TDLR) Project Number: _____

5. Completed permit and CO applications, site plan review form and commercial permit processing information sheet for each separate building on site.
6. **Is this project for the construction of any of the following: hotel or motel; multifamily housing; college dormitory; fraternity or sorority house?** YES (complete worksheet) NO
7. If question 6 is YES, will this project produce a **net increase** in dwelling units, sleeping rooms or guest rooms on the property from its existing conditions? YES (See Park Land Dedication Ordinance Packet) NO If selecting Yes to question 5 above, please see the attached example of the fee worksheet. Visit the Park Land Dedication webpage for more information about completing the worksheet to submit with your building permit application packet.
8. Two (2) copies of information sheets to include:
 - Detailed scope of work
 - Total area in square feet of buildings with each building identified by occupancy or use.
 - Occupancy classification, if known

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8. Continued from previous page:

- Number of dwelling units (apartments) or guest rooms (hotel or motel).
- Fire sprinkler status and intentions
- Parking requirements calculations
- Texas Department of Transportation (TXDOT) approval, if applicable.

9. All drawing documents submitted for review must have a minimum text size of 3/32" and a minimum drawing sheet size of 11"17" and a maximum of 36" x 48", "E" size.

10. Two (2) copies of a site plan to include:

- Drawn to a standard scale and fully dimensioned.
- All property lines.
- Footprint (outline) of all structures, including all projections beyond the foundation line, showing location on the property, and front, side, and rear yard setbacks.
- Location of all easements and platted building lines.
- Location of gas, water, and sewer lines and underground electrical (if applicable).
- Location of proposed driveway, drive approach, city sidewalks and fire lanes.
- Location of all fire hydrants.
- Location of permanent fences and gates.
- Parking lot layout including striping and location of accessible parking

11. Legal building site (platted) or an otherwise an approved Building Site YES NO NOT APPLICABLE

12. Two (2) sets of landscape plans, as applicable to the zoning designation for the property.

- Drawn to standard scale and consistent with all location information in the site plan.
- Locations and dimensions of all proposed landscape areas.
- Complete description of plant materials shown on the plan, including names, locations, quantities and sizes.
- An indication of which protected trees will be removed and which will be retained.
- A description of proposed watering method.

13. Two (2) sets of tree protection plans

- Site plan drawn to standard scale indicating the location of land disturbance, clearing, grading, trenching, tree protection zones, proposed underground utilities, staging areas for parking, material storage, concrete washout, or other activities which may affect tree protection and/or soil compaction.
- Complete** tree survey identifying all trees within 50 feet of any construction related activity.
- Detailed drawings of tree protection measures including, but not limited to, tree protection fencing and erosion control fencing.

14. Are you disturbing one (1) or more acres of land? YES NO NOT APPLICABLE

If **YES**, you are **required** to submit a copy of the Storm Water Pollution Prevention Plan (SWPPP) to Public Works & Transportation / Storm Water Management?

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15. Two (2) sets of legible and fully dimensioned building plans of the following drawn to a standard scale with design professional seals and signatures where required:
- Foundation plans and other engineered structural plans.
 - Complete** set of architectural plans to include, but not limited to; floor plans, means of egress, elevations, wall sections, area separation wall locations and fire ratings, occupancy separation locations and fire ratings, equipment, and furniture layout plan (if applicable), door and window schedules, shaft locations and fire rating.
 - Mechanical, electrical, and plumbing plans (refer to specific permit type for additional information).
16. If the project includes construction of areas where food/ice or beverages are manufactured, packaged, stored, distributed, sold, or prepared excluding vending machines, then provide:
- 2 sets of scaled floor plans showing equipment and plumbing fixtures layout including floor drains.
 - 2sets of scaled plans showing finish schedules for floors, walls, and ceilings.
 - 2 sets of menus and cut sheets of equipment being installed, if available.
17. Two (2) sets of civil plans including:
- Site grading plan
 - Public infrastructure as applicable:
 - Domestic water and sanitary sewer
 - Storm water
 - Drive approaches and sidewalks
 - Turn lanes, decel lanes, and median cuts
18. All aspects of the construction project comply with the Environmental Protection Agency (EPA) Lead Renovation, Repair and Painting Program Rule; 40 CFR, Part 745.

SPECIAL SECTION: REQUIRED DOCUMENTS ONLY FOR COMMUNICATIONS TOWER ON PRIVATE PROPERTY

19. **Two (2) copies of the foundation design, sealed and signed by a Registered Professional Engineer (Certification not required for a small (less than 5,000 ft. accessory building)**
20. **Two (2) copies of structural plans for the tower, including any attachments, sealed and signed by a Registered Professional Engineer. Actual height of the tower must be clearly indicated.**

ACKNOWLEDGEMENT

I, _____ have read the above information and acknowledge that all
Please Print
 required documents have been provided.

Signature _____ Date: _____



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COMMERCIAL BUILDING PERMIT PROCESSING OR CERTIFICATE OF OCCUPANCY INFORMATION SHEET (4 of 4)

NOTE TO APPLICANT: Please complete this information sheet as accurately as possible. A customer service plans examiner can help you complete this form whenever you require assistance. Missing or incorrect information could delay processing of your permit application.

PROJECT ADDRESS	
APPLICANT	PHONE
BUILDING DATA	
NEW BUILDING USE	
EXISTING BUILDING USE	
PROJECTION CONSTRUCTION AREA (SQ.FT.)	OCCUPANCY GROUP (CHAP. 3, IBC)
BUILDING CONSTRUCTION TYPE (CHAP. 6, IBC)	NUMBER OF STORIES OR FLOOR LEVELS
BUILDING SPRINKLED? <input type="checkbox"/> ALL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE	

PARKING ANALYSIS (Required number of Parking Spaces= Building Area divided by Parking Space Ratio)

Exception: Not required if there is no change in building use

TYPE OF BUILDING USE	BUILDING AREA	PARKING SPACE RATIO	REQUIRED PARKING SPACES
OFFICE		333 SF	
WAREHOUSE		1,000 SF	
RETAIL		200 SF	
COMM. AMUSE/RESTAURANT/BAR/ASSEMBLY		100 SF	
CHURCH (Enter number of seats in sanctuary)		EVERY 4 SEATS	
MULTI-FAMILY		500 SF	
FACTORY		600 SF	
OTHER			
TOTAL NUMBER OF SPACES REQUIRED			
TOTAL NUMBER OF SPACES PROVIDED			
COMMENTS			