



# Commercial Building Permit Application



NEW CONSTRUCTION: \_\_\_\_\_ REMODEL: \_\_\_\_\_

*Applications must be approved and picked up within 90 days or they are null and void*

PROJECT ADDRESS: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

### P&Z INFORMATION

ZONING: \_\_\_\_\_ PD# \_\_\_\_\_ CONST. TYPE: \_\_\_\_\_

USAGE OCCUPYING THE SPACE? \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ (<http://www.dallascad.org>)

Area Sq Ft: \_\_\_\_\_ Sprinkler Yes \_\_\_ No \_\_\_ Asbestos Report Yes \_\_\_ No \_\_\_  
TDLR# \_\_\_\_\_ (*Under 50K not Applicable*)

VALUE OF WORK: \$ \_\_\_\_\_ SEWER TAP SIZE: \_\_\_\_\_

WATER METER(S): Domestic: \_\_\_\_\_ Size: \_\_\_\_\_ Irrigation: \_\_\_\_\_ Size: \_\_\_\_\_

**CONTRACTORS: (All contractors must be registered with the City before we will release the permit)**

Business Name	Address	Phone #
GENERAL: _____ / _____ / _____		
ELECTRICAL: _____ / _____ / _____		
PLUMBING: _____ / _____ / _____		
MECHANICAL: _____ / _____ / _____		

*I have hereby read and completed this application and know the same is true and correct and hereby agree to comply with all City, State, and Federal laws applicable to my property and project whether herein stated or not. I am the owner or the duly authorized agent of the above described property. Permission is hereby granted to enter this premise and make all investigations and inspections as required.*

APPLICANT'S PRINTED NAME: \_\_\_\_\_

Company name & name of individual completing form.

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### FOR OFFICE/PLAN REVIEW

ENGINEERING: \_\_\_\_\_ DATE: \_\_\_\_\_ P&Z REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_

FIRE MARSHAL: \_\_\_\_\_ DATE: \_\_\_\_\_ P&Z USAGE: \_\_\_\_\_ DATE: \_\_\_\_\_

HEALTH: \_\_\_\_\_ DATE: \_\_\_\_\_ BLDG. INSP: \_\_\_\_\_ DATE: \_\_\_\_\_

FEE: \$ \_\_\_\_\_

**New/Remodel Commercial & Residential  
Plan Review Checklist**

**This checklist is Required with All building permit applications. Plan Review Will NOT be performed until All Applicable Items are Submitted**

Address: \_\_\_\_\_ Project Name: \_\_\_\_\_

\_\_\_\_\_ Plan Review Checklist

\_\_\_\_\_ Building Permit Application

\_\_\_\_\_ For NEW Commercial Builds (value \$1,000,000+), 50% of the Permit Fees will be Required at the Time of Submittal

\_\_\_\_\_ For ALL NEW Commercial Projects, an Engineering Acceptance Letter is Required at the Time of Submittal

\_\_\_\_\_ Asbestos Survey (ALL COMMERCIAL REMODELS IF ANY DEMOLITION IS BEING DONE)

\_\_\_\_\_ TDLR# - Texas Accessibility Standards (for Commercial if value over \$50,000)

\_\_\_\_\_ A RES-Check Energy or a COM-Check Compliance Report (for New Commercial or Residential)

\_\_\_\_\_ Site Plan to include:

Legal Description (Lot, Block, Subdivision)  
Property Lines and Lot Dimensions  
Proposed Structure and Existing Buildings  
Proposed Flatwork  
All Easements and Proposed Location of Utilities  
North Arrow and Scale  
Sq ft Totals  
Lot Cover calculations including %

\_\_\_\_\_ Framing details

\_\_\_\_\_ Engineered foundation plans

\_\_\_\_\_ For Septic Systems Provide Documents showing Designated Rep (DR) from Dallas county

\_\_\_\_\_ (2) Separately BOUND Hardcopies of Full Sets of Plans \*To Scale\*

\_\_\_\_\_ (1) Electronic copy of ALL of the above on a CD

Signature: \_\_\_\_\_

Date: \_\_\_\_\_