



# Development Services

## Service First Bulletin #106

### EARLY RELEASE FOR BUILDING PERMIT PROCESS

#### PURPOSE

As a customer service initiative, the Development Services Department (DSD) created this Service First Bulletin 106 (SFB) to inform internal and external customers of the early release of a building permit process. The early release process allows an applicant to apply for a grading, foundation, or building permit prior to the filing of a plat with the jurisdictional County Clerk. This process is effective May 1, 2024.

#### SCOPE

The platting process ensures that a parcel(s) of land is of such character that it can be used safely for private development purposes without danger to health or peril from fire, flood, or other menace. In addition, this process allows the City and County to ensure parcel(s) of land have met the minimum design standards to confirm provisions have been made for safe development improvements (Examples: paving, drainage, water, wastewater, public utilities, capital improvements, parks, recreation facilities, and rights-of-way for streets, transportation infrastructure, etc.). The [Dallas Development Code Section, 51A.8.702](#), “Generally” states:

*“No building or foundation permit may be issued before the completion and filing for record of a final plat except in accordance with this section. The recipient of an early release permit bears the entire risk that improvements may need to be modified or removed based on engineering plan review or final plat disapproval. No certificate of occupancy shall be issued until the final plat is properly filed for record as required by this article and state law, and all conditions of preliminary plat approval and all other applicable rules and regulations have been satisfied.”*

DSD understands that platting and subdividing of parcels can be a lengthy process. Therefore, the Department aims to facilitate the issuance of “foundation only” (partial) and “full building” permits while the applicant finalizes the recordation process with the applicable County. This process does not apply to grading, tree removal, or excavation occurring on private property only.

## PROCESS

Applicants requesting a review and approval of an early release shall submit an [Early Release for Building Permit Application](#) and a \$269.00 nonrefundable application fee to the Building Official for consideration. Applicants may submit applications to the DSD Engineering Division at 320 E Jefferson, Room# 101.

Approvals for the requested scope of work will require sign offs from the Drainage & Paving Engineering, Water & Wastewater Engineering, and Arborist divisions. Once Approvals have been received, the applicant shall submit the list of approvals along with following items to the DSD Subdivision team at 320 E Jefferson, Room# 101.

- ❖ The number of copies required for circulation and review;
- ❖ A copy of the approved preliminary plat;
- ❖ The file number assigned to the plat application by the city;
- ❖ A copy of the action letter from the subdivision administrator outlining the conditions of preliminary plat approval;
- ❖ all requisites for building or foundation permit applications, whichever apply; and

A site plan showing the following:

- ❖ Boundary lines of the property.
- ❖ Existing streets.
- ❖ Pavement widths and surface compositions for existing and proposed driveways, sidewalks, and areas intended for vehicular travel.
- ❖ Improvements existing on the property, and all proposed improvements.
- ❖ All dedications required by the preliminary plat.

An Early Release may not be authorized until:

- ❖ Clearance has been received from all affected departments;
- ❖ The commission or the subdivision administrator has approved a preliminary or final plat subject to conditions in accordance with this article.
- ❖ All submitted plans conform to all applicable city ordinances, requirements, and conditions of plat approval, and compliance can otherwise be enforced;
- ❖ All affected departments have determined the basic requirements necessary for final approval;
- ❖ The proposed building site has adequate all weather access through public or private right-of-way;
- ❖ Adequate storm drainage outfall exists to safely discharge on-site drainage of a one-hundred-year flood;
- ❖ Adequate assurance has been received that off-site easements necessary for infrastructure to serve the plat have been secured;
- ❖ The proposed site has adequate water facilities for emergency fire service;
- ❖ Infrastructure plans for the proposed plat have been submitted to the department and are in general conformance with city standards;

- ❖ If required by the director, private development contracts and bonds have been submitted;
- ❖ The application complies with all applicable laws;
- ❖ The only requirement preventing the building or foundation permit from being issued is the completion and filing for record of the plat;
- ❖ The building or foundation permit clearly states that no certificate of occupancy will be issued for the property or, for residential applications, no final inspection will be made until all platting requirements have been met;
- ❖ The owner acknowledges in writing concurrence with the conditions under which the permit is issued; and
- ❖ The fee is paid to the building official.

DSD staff will review the Early Release submittal within five (5) business days and any missing items will result in a rejected submittal. DSD shall provide applicants with a “Denial” Memo in writing with a list of submittal deficiencies. Only after the Building Official “Approves” or “Conditionally Approves” an Early Release Building Permit Application may a foundation or building permit be issued.

## **SUMMARY**

This bulletin is intended for informational purposes only and the Department reserves the right to administer the program. The Building Official may modify or suspend this program based on staffing levels and business needs. If you have any questions or concerns related to this process, please feel free to email the Director at [buildingofficial@dallas.gov](mailto:buildingofficial@dallas.gov).

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