

## HOW CAN I CONTACT BUILDING INSPECTION?

- For telephone assistance, call 214-948-4480.

Our helpful staff will answer your general questions or route you to appropriate staff for technical questions. For direct access to the *Interactive Voice Response System*, call 214-670-5313 or access the system from our internet site.

- Our internet address is [dallascityhall.com](http://dallascityhall.com). First, locate *City Departments*, then click on *Development Services Department*. You can obtain more information about the processes described in this brochure, you can also access the Dallas Development Code, see zoning maps, and download the forms used for permit applications.
- Building Inspection is a Division of the Development Services Department, with **main offices** at 320 E. Jefferson Blvd., Dallas, Texas 75203, telephone 214-948-4480. **District offices** are located as follows:

### Northwest:

9803 Harry Hines Blvd. (214) 670-6115

### North Central:

6969 McCallum Blvd. (214) 670-7278

### Southwest:

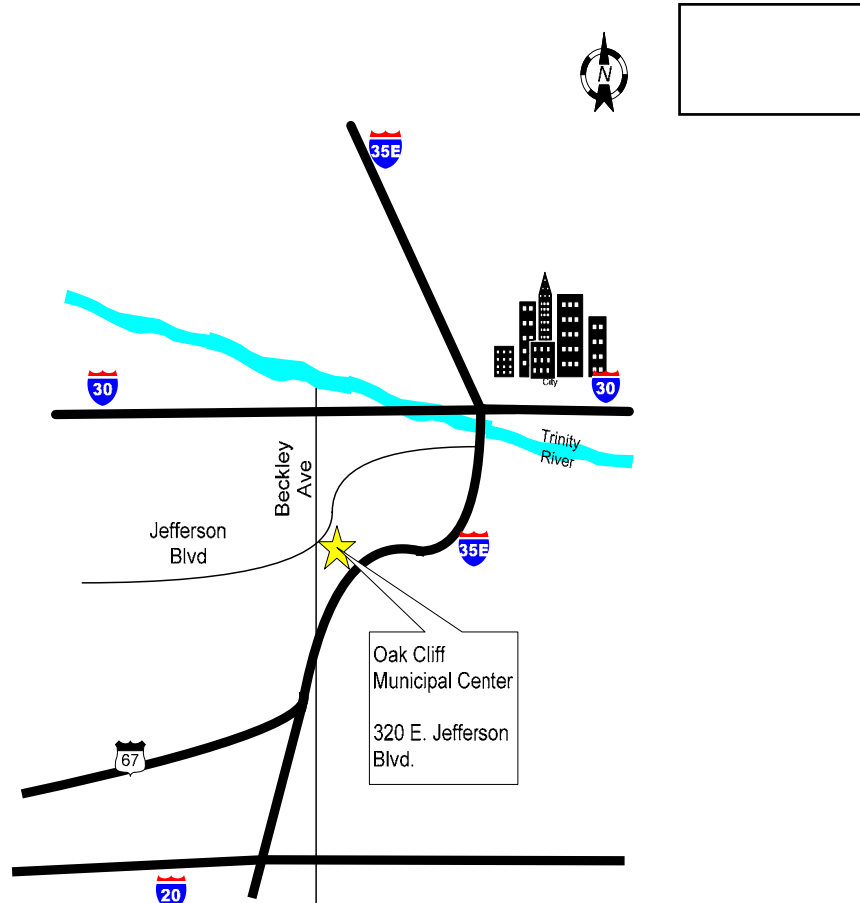
542 E. Jefferson Blvd. (214) 671-0885

### Southeast:

725 N. Jim Miller Rd. (214) 670-8160

Field Office Hours: Monday-Friday, 8:00 am to 4:30 pm

(Inspectors available by phone 8:00-8:30 am & 4:00-4:30 pm)



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Additional copies may be obtained from Building Inspection, 320 E. Jefferson Blvd., or call 214-948-4480.

This pamphlet is a guideline, and is not intended to replace the city code, or state or federal law. Always check the city code, state and federal law for details, exceptions, and amendments. In the event of a conflict between this document and the city code or other legal authority, the city code or other legal authority supersedes.

Development Services Department  
Building Inspection Division  
320 E. Jefferson Blvd.



# HOW TO GET A CERTIFICATE OF OCCUPANCY



Development Services Department

Building Inspection Division

## **WHEN DO I NEED A CERTIFICATE OF OCCUPANCY (CO)?**

The Dallas Development Code requires that “Except for single family and duplex uses, a person shall not use or change the use of a building, a portion of a building, or land without obtaining a certificate of occupancy from the building official”.

A new CO is needed for:

- The first use of land or a building,
- a change of use of land or a building,
- a change of tenant on an existing CO, or
- an existing use increases or decreases floor area.

**The cost for a CO is \$215.00.**

A “record change” can be made to a CO when the ownership (but not the tenant) listed on a CO changes. No inspections are made. The cost is \$30.00.

For Multifamily uses, this option is only available when no code violations are on record for the apartment. If code violations exist on record, a new CO must be applied for and inspections of the building are made.

## **WHAT IS A TEMPORARY CO?**

A temporary CO allows occupancy of a structure or suite while certain non-safety related work such as landscaping is near completion. The cost for a temporary CO is \$104.00.

## **WHERE DO I GO TO OBTAIN A CO?**

If the proposed use of the property is the same as the previous use, application may be made at any of the building inspection offices listed in this pamphlet.

If the new CO involves a change in use, application must be made at the Oak Cliff Municipal Center located at 320 E. Jefferson Blvd., room 118.

## **HOW LONG DOES IT TAKE TO OBTAIN A CO?**

If the proposed use is the same as the previous use, a CO application can be approved and inspections scheduled “over the counter”, while you wait, at any building inspection office listed in this pamphlet.

If the proposed use is different from the previous use, you may be required to provide a site plan with a parking analysis and building plans. The time needed to review the plans may take up to two weeks depending on the complexity of the project.

## **WHAT SPECIAL RULES APPLY IF MY ESTABLISHMENT SELLS ALCOHOLIC BEVERAGES?**

The Dallas Development Code requires that “Any person applying for a certificate of occupancy for an establishment that will sell or serve alcoholic beverages...must file an affidavit with the building official stating whether the establishment will derive 75 percent or more

of its gross quarterly (three month) revenue from the sale of alcoholic beverages for on-premise consumption”.

An additional inspection, called a liquor license inspection, will be required at a cost of \$44.00.

## **WHAT ARE THE PROCEDURES TO OBTAIN A CO?**

Complete and submit an application to Building Inspection along with the appropriate fee. If the use will be different from the previous use, follow the checklist on the next page of this pamphlet to determine additional submission requirements.

Before the building can be occupied and electricity turned on by Oncor Electric, the building site must be inspected and approved by building, electrical, and plumbing/mechanical inspectors. These inspections take place the following work day after application review is complete or may be scheduled at a later date at your convenience.

The building must be accessible to inspectors on the day inspections are scheduled and the correct address and suite numbers must be posted. If the building is not accessible and ready for inspection, a \$25.00 reinspection fee will be charged for the first reinspection.

When the CO is approved by all inspectors, the electricity will be released to Oncor Electric and the CO will be mailed to the applicant for posting at the site.

## **CHECKLIST-CHANGE OF USE CO.**

- ◇ Completed application form
- ◇ Two copies of the site plan, drawn to scale showing the parking spaces, buildings, and any other businesses on the lot
- ◇ Parking analysis to include the type of business and area in square feet for every business on the lot
- ◇ If the use is a church, theater, dance hall, labor hall, or similar use, two copies of the floor plan, drawn to scale, which shows seating and/or dance floors
- ◇ If the use requires a change in the occupancy code as defined in the Dallas Building Code, two copies of the floor plan, drawn to scale
- ◇ If the use is a warehouse or similar use, a statement of what commodities will be stored, the method of storage, the height of storage and whether or not a fire sprinkler system is installed in the building
- ◇ If the use is a manufacturing facility, the type of raw materials used and the quantity of materials used or stored
- ◇ If the use is nonconforming, alcohol related or dance hall related, additional information may be required. Please schedule an appointment with a zoning consultant at 320 E. Jefferson Blvd., room 105.
- ◇ A tree survey identifying any protected trees within 50 feet of construction or any related activity