

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. 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:

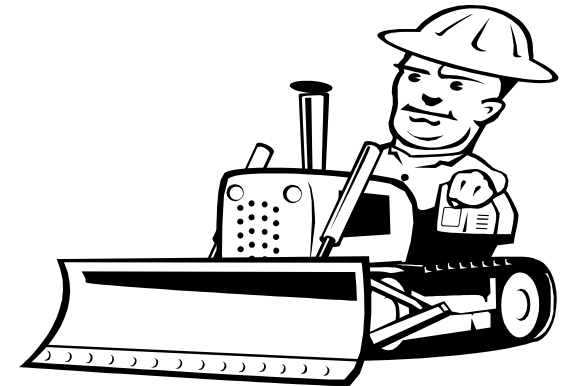
725 N. Jim Miller Rd. (214) 670-8160

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)

Development Services Department
Building Inspection Division
320 E. Jefferson Blvd.
Dallas, Texas 75203



HOW TO GET A DEMOLITION PERMIT



Development Services Department
Building Inspection Division

WHEN IS A PERMIT FOR DEMOLITION REQUIRED?

A person shall not demolish or begin demolition of a structure or part of a structure without obtaining a "MASTER PERMIT" for demolition work from Building Inspection.

A PERMIT IS NOT REQUIRED FOR:

- Demolition of a fence or swimming pool
- Demolition work performed in conjunction with remodeling, alteration, or repair of a structure for which a Master Permit is obtained.
- Demolition of a structure with a total floor area of less than 120 square feet.

WHAT IS A MASTER PERMIT?

Building Inspection issues "MASTER PERMITS" which represent the authorization for all types of work on a construction project. Demolition could be part of a project or it could be the only work to be accomplished. In either case, a MASTER PERMIT is required.

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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.

WHAT ARE THE PROCEDURES?

The owner must complete and submit an application and notarized authorization form to Building Inspection.

In addition, **Commercial property** must comply with the following:

An applicant for a permit to perform demolition work shall procure and keep in full force and effect commercial general liability insurance for bodily injury and property damage of not less than \$1,000,000 and comprehensive automobile liability insurance in the amount of \$500,000 for each occurrence. The insured provisions of the policy must name the city and its officers and employees as additional insured.

You can obtain more information about the coverage types and limits by looking in the current Building Code.

HOW MUCH DOES IT COST?

The cost to obtain a permit for demolition work is \$42.00 plus \$0.021 per square foot of floor area in the structure.

HOW LONG DOES IT TAKE TO GET THE PERMIT?

Permits for demolition of a residential structure are issued the same day if it is not a historic building and/or in the central business district.

Permits for commercial demolition are normally issued immediately following approval from Environmental and Health Services if the building is not historic and/or in the central business district.

For historic buildings, the time frame is controlled by the Landmark Commission review process.

WHERE DO I GO TO OBTAIN A PERMIT?

Permits for demolition work can be obtained at the Permit Center located in the Oak Cliff Municipal Center at 320 E. Jefferson Blvd., Room 118.

