



DEVELOPMENT QUICK GUIDE

City of Dallas — RESIDENTIAL —



Together we are building a safe and united Dallas!





ABOUT DEVELOPMENT SERVICES

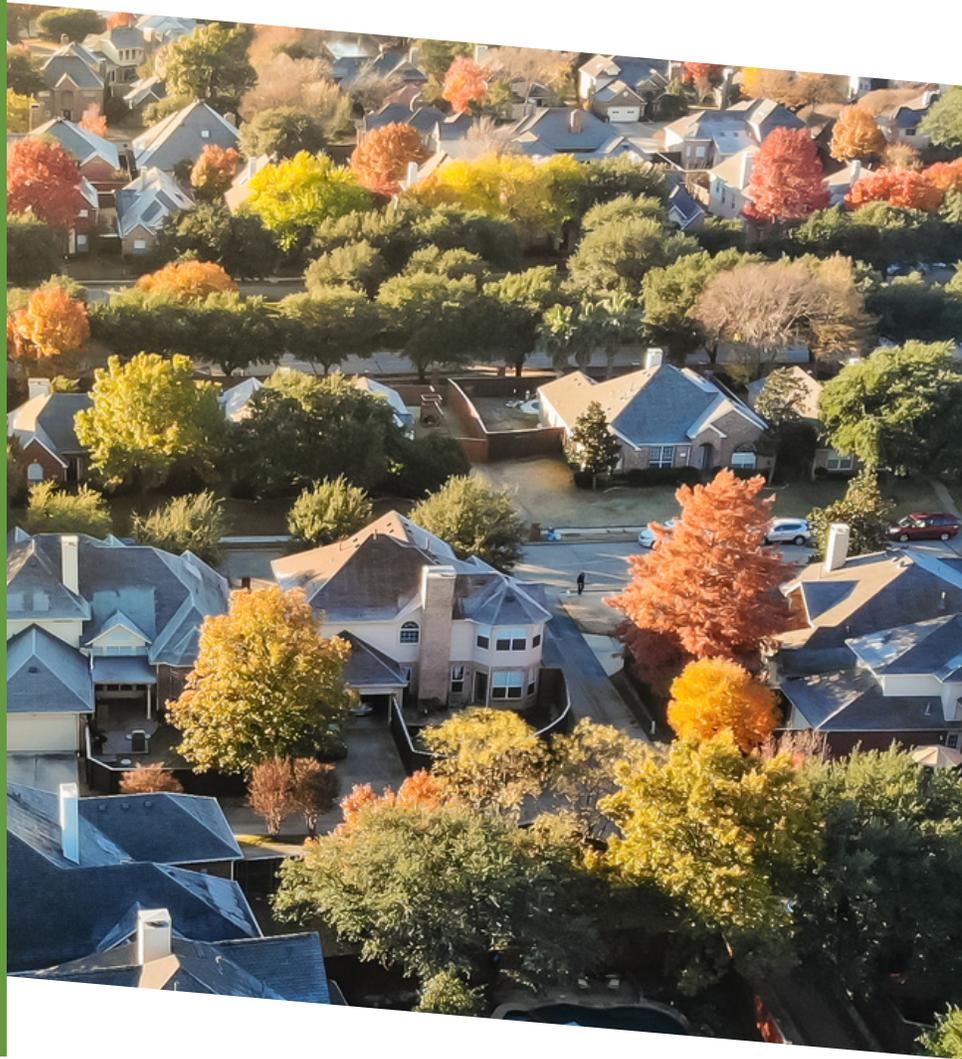
The City of Dallas Development Services Department (DSD) serves the residents and stakeholders of the Dallas community by facilitating safe, sustainable development through plan review and inspection services. The department is comprised of three divisions: Plan Review & Field Service Inspections, Land Development, and Customer Advocate. Each team works together to provide seamless plan review and inspections services to our customers.



City of Dallas

Development Services Quick Guide

For Single-Family
and Duplex Projects



WELCOME TO THE CITY OF DALLAS!

Thank you for choosing to build in the city of Dallas! We understand that building a home can be a challenging process. Acknowledging the significance of collaboration with builders and contractors, our goal is to build a safe and united City. This Quick Guide is designed to assist our partners in navigating the permitting, plan review, and inspection procedures. Our residential plan review includes expedited services, such as our Rapid Single-family VIP (RSVP) program, Affordable Housing, and Fast Track programs. We know that you are embarking on an important journey and we are dedicated to ensuring that journey is a complete success!





IS YOUR PROPERTY A LEGAL BUILDING SITE?

Before applying for a building permit to build a new single-family/duplex home, you must ensure your property is a **legal building site**.

WHAT IS A LEGAL BUILDING SITE?

It's a parcel of land where the City confirms adequate utility infrastructures, access, and other building requirements.

HOW TO DEFINE A LEGAL BUILDING SITE

- Provide a certified county plat from the Dallas County Clerk's Office
- Submit an Open Records Request to obtain a copy of a building permit prior to September 11, 1984
- Provide deeds dating back to 1929 that shows the property in the same configuration and the use has not changed

Most remodels and additions do not require proof of a legal building site.

SINGLE-FAMILY VS. DUPLEX



Single-Family

One dwelling unit per lot



Duplex

Two attached dwelling units per lot

SCAN FOR CITY
OF DALLAS
BUILDING-
RELATED CODES



RESIDENTIAL PERMITTING WORKFLOW

1

5 DAYS

PRESCREEN

Customers complete an application for a building permit. City staff prescreens and accepts permitting fees.



BUILDING PERMIT GRANTED

An issued building permit represents the City's authorization to begin construction.



OCCUPANCY

Once all inspections have been completed and approved by the City, you may move in. Congratulations!

BUILDING PERMIT PLAN REVIEW

The building permit application is a contract between the applicant and the City that initiates reviews of construction plans and design documents to check for compliance with City standards.

2

**10 DAYS
FOR INITIAL
REVIEW**

3

**1 DAY
FOR
SCHEDULING
INSPECTIONS**

DSD INSPECTIONS

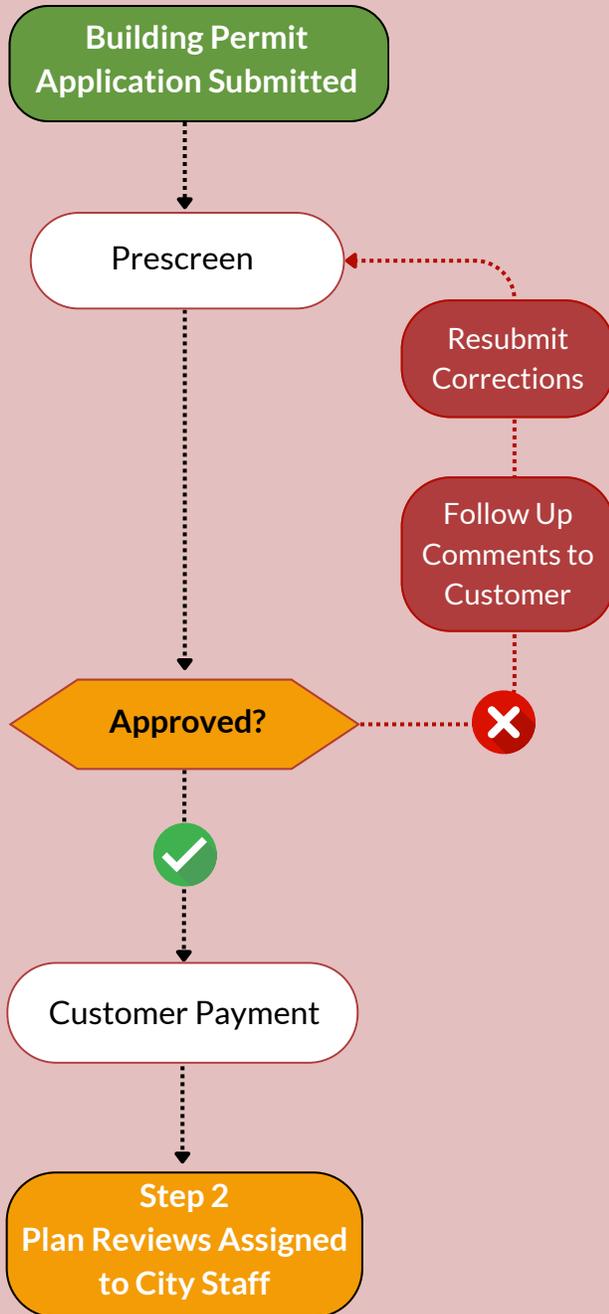
The scheduled inspections occur throughout the construction process to ensure compliance with the approved plans.

PRESCREEN

STEP 1

One of the most critical processes for any permit submittal is the accuracy, completeness, and quality of permit documents turned into the City for review. The pre-screen process confirms the minimum documentation is ready for official intake and acceptance.

5 BUSINESS DAYS



PURPOSE

We understand your time is valuable, and our goal is to partner with you to make our permitting process as efficient as possible. Before you submit a permit application, please check the residential permitting checklists on our website. The checklists are created to help our customers ensure a complete submittal is turned in *one-time*, so DSD can be *on-time*!

Please note that the City's permitting time clock officially starts once the customer pays the initial fees.

CONSERVATION/HISTORIC DISTRICT

If your property is located in a conservation or historic district, please contact the [Planning and Urban Design Department](#) prior to submitting your permit application.

HELPFUL TIPS

- 1 Ensure plans are drawn to a standard scale
- 2 Provide a complete set of plans including site plan, foundation, floor plan, elevations and roof plan
- 3 Label uses of rooms/spaces

CONTACT US

 biresidential@dallas.gov

 **5 days** turnaround time

 214-948-4480



SCAN TO SEE
OUR INTAKE
CHECKLISTS

BUILDING PERMIT PLAN REVIEW



STEP 2



The building permit is issued only after a comprehensive review. Our team ensures that development and construction plans comply with City codes. Our plan review team is here to assist and guide you through this process.



10 BUSINESS DAYS



STANDARD REVIEW

During the review, we are confirming the following:

- Zoning requirements
 - Setbacks
 - Lot coverage
 - Historic or Conservation District’s Pre-approval (if applicable)
- Easements
- Water/wastewater lines
- Compliance with current building codes

Additional reviews may be needed when:

- Property is located in floodplain
- Project does not meet all zoning ordinance and building code requirements

HELPFUL TIPS

- 1 Lot must be platted or proven to be a “legal building site”
- 2 Be aware of any easement
- 3 Ensure you have access to water and wastewater lines
- 4 Ensure you have a fire hydrant within 600’ of the property
- 5 Ensure your home does not exceed the maximum lot coverage and height for the zoning district

CONTACT US

 biresidential@dallas.gov

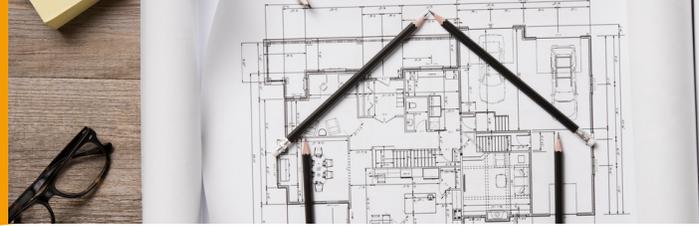
 **10 days** for initial review

 214-948-4480



SCAN FOR CITY OF DALLAS BUILDING-RELATED CODES

RESIDENTIAL PLAN REVIEW



STEP 2

STANDARD RESIDENTIAL

Applications for all residential permits are submitted 100% electronically through the city's online permitting system.

-  New single-family and duplexes
-  Initial review may take up to 10 days

AFFORDABLE HOUSING PLAN REVIEW

DSD partners with the Housing and Neighborhood & Revitalization Department to support City of Dallas affordable housing initiatives. We have a dedicated team to provide plan review and inspections services for properties identified through the Affordable Housing Program.

-  Affordable Housing Contractor Designation
-  Project must be qualified by the Housing and Neighborhood Revitalization Department
-  devservicesaffordablehousing@dallas.gov

RAPID SINGLE-FAMILY VIP (RSVP)

The RSVP Program is an appointment-based, **same-day** review for construction of new single-family and duplex dwelling units.

-  \$200/hr fee with 2-hour minimum
-  Only applicable for standard residential-zoned areas
-  Four submittals per week maximum per customer

FAST TRACK PROGRAM

This program is available to qualified, large-production developers to approve multiple floor plans in advance to speed up the permitting process.

-  Newly developed subdivisions
-  10 submittals per week maximum per customer



SCAN TO LEARN
MORE ABOUT
OUR RESIDENTIAL
TEAMS



RAPID SINGLE-FAMILY VIP (RSVP)

SAME DAY

STEP 2

This appointment-based expedited plan review service is designed to facilitate the issuance of new single-family and duplex permits on the *same day* as the review. This program is available to any registered developer, homeowner, architect, engineer, or contractor.

1 BUSINESS DAY



RSVP REVIEWS

This program is designed to process, review, and issue permits the “**SAME DAY**” by connecting City staff with applicants, ensuing minor corrections are addressed and limit permit delays.

During the review, we’re verifying:

- Building and Fire safety requirements
- Adequate water/sewer infrastructure availability
- Possible easement interference
- Zoning requirements
 - Setbacks
 - Lot coverage regulations
 - Building height

HOW TO SCHEDULE AN APPT

Applicants may contact the RSVP team by phone or email with any questions at: 214-671-RSVP(7787) or DEVServicesRSVP@Dallas.gov City staff will respond within 24 hours or the next business day with the schedule of available time slots and instructions.

- A minimum of a two(2)-hour review time slot may be reserved for each application submittal.
- 4 submittals allowed per week per customer

CONTACT US

✉ DEVServicesRSVP@Dallas.gov

⚙️ **1 day** for initial review

☎️ 214-671-RSVP(7787)

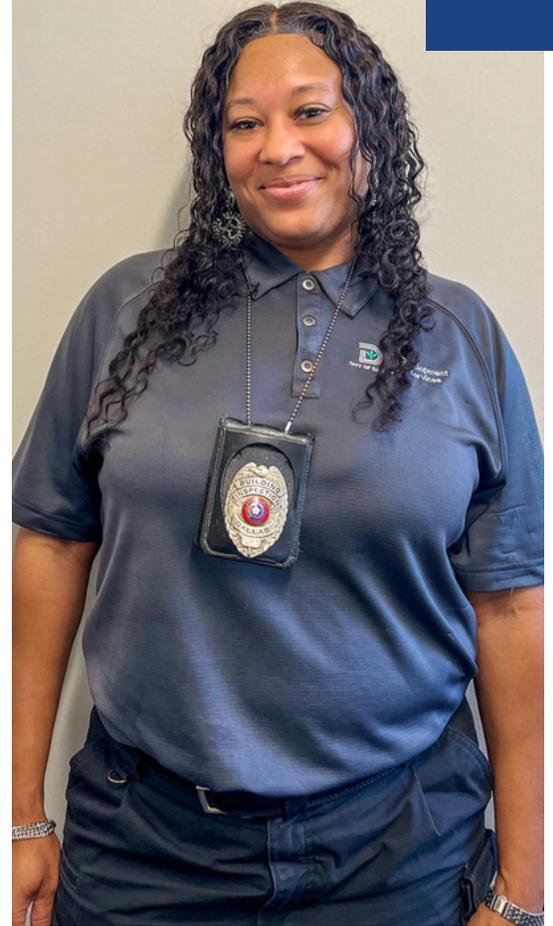


SCAN FOR MORE INFORMATION ABOUT RSVP PROGRAM

INSPECTIONS

HELPFUL TIPS

- 1 Approved plans must be onsite.
- 2 The address and permit must be posted onsite.
- 3 Construction information signs must be posted and visible from the street.
- 4 Schedule your inspections 24 hours in advance.
- 5 The City must have access to the job site to perform scheduled inspection.
- 6 Keep project site free of debris, construction litter, graffiti, and high weeds.
- 7 Schedule your inspections when they're ready.
- 8 Work only during approved construction hours. (M-F 7 a.m.- 7 p.m. Sat 8 a.m. - 6 p.m.)
- 9 Work within the scope of City-approved permits.
- 10 "Lot-to-lot drainage"—don't allow storm water run-off from your job site to affect surrounding areas.



DISTRICT OFFICES

Northeast

11910 Greenville Ave.
Suite 100
Dallas, TX 75243
214-670-7278

Northwest

7800 N. Stemmons
Dallas, TX 75247
214-948-4480

Southeast

4850 Olson Dr.
Dallas, TX 75227
214-670-8160

Southwest

2730 Coombs Creek Dr.
Dallas, TX 75203
214-671-1531

TO REQUEST AN INSPECTION

-  Call our 24/7 Automated Inspection Request System at 214-670-5313.
-  For special requests, please contact the appropriate district office.
-  Visit developdallas.dallascityhall.com/



← SCAN TO
SCHEDULE AN
INSPECTION





City of Dallas

DEVELOPMENT SERVICES

QUICK GUIDE TO RESIDENTIAL DEVELOPMENT IN DALLAS



CONNECT WITH US!



[FACEBOOK.COM/SDCDALLAS](https://www.facebook.com/SDCDALLAS)



[INSTAGRAM.COM/DALLASDEVSERVICES](https://www.instagram.com/DALLASDEVSERVICES)



[TWITTER.COM/SDCDALLAS](https://www.twitter.com/SDCDALLAS)



[CITY-OF-DALLAS-DEVELOPMENT-SERVICES](https://www.linkedin.com/company/city-of-dallas-development-services)

320 E. JEFFERSON BLVD.
214-948-4480

[DALLASCITYHALL.COM/SUSTAINABLEDEVELOPMENT](https://www.dallascityhall.com/sustainabledevelopment)

Together we are building a safe and united Dallas!

