## **BUILDING PERMIT APPLICATION CHECKLIST**



**CITY OF DALLAS** 

## **REQUIRED DOCUMENTS FOR COMMUNICATIONS TOWER ON PRIVATE PROPERTY**

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days will result in your application being denied and returned to you. A new application, the original application, complete plans, and a new checklist will be required for re-submittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt.

- 1. 
  □ Legal building site (platted)
- 2. 
  ☐ Completed permit application
- 3.  $\Box$  Four (4) copies (the two additional are for Dallas Water Utilities) of a site plan to include:
  - Drawn to scale and dimensioned
  - Footprint of foundation and location of guy wire anchors (if applicable) showing location on the property
  - Footprint of all existing structures including signs and projections beyond the Π foundation line
  - Footprint of new accessory structures
  - Location of drive approach, driveway and required parking space(s)
- 4. 
  Two (2) copies of the foundation design, sealed and signed by a Registered Professional Engineer (Certification not required for a small (less than 5,000 ft. accessory building)
- 5. Two (2) copies of structural plans for the tower, including any attachments, sealed and signed by a Registered Professional Engineer. Actual height of the tower must be clearly indicated.
- 6. Two (2) copies of plans for any accessory structure(s) (if applicable). See REQUIRED DOCUMENTS FOR COMMERCIAL BUILDING - NEW CONSTRUCTION. Pre-manufactured buildings must have industrialized building stamp.
- 7.  $\Box$  Two (2) copies of landscape plans

*I*, \_ have read the above information and acknowledge that all required documents have been provided. **Please Print** Signature Date Telephone 214-948-4480