BUILDING PERMIT APPLICATION

DEVELOPMENT DIVISION
DEPARTMENT OF UNINCORPORATED AREA SERVICES
900 Jackson Street, 3rd Floor, Suite 380, Dallas, Texas 75202
Main: 214.653.6565 Fax: 214.653.6752
Development@dallascounty.org

APPLICANT INFORMATION

Date: _______________ ETJ: _______________ Permit Number: _______________
(Staff Only) (Staff Only)

Applicant Name: _____________________________ Phone: _______________
Address: __________________________________ Phone: _______________
Property Owner Name: _________________________ Phone: _______________
Address: ____________________________________________
Permit Address: _________________________________
Type of Work: ______________________________________
Project Cost: _____________________________ Total Sq. Ft.: _______________________
Construction Type: ___________________________ Occupancy: _______________________
Commissioners District: ☐ 1 ☐ 2 ☐ 3 ☐ 4
Unincorporated Area Community Name: ______________________________
Property Platted?: ☐ Yes ☐ No
*If yes, provide copy of previously recorded plat*
Property subdivided?: ☐ Yes ☐ No
*If yes, into how many lots?: _______________________

*Copy of Survey and/or Plat must accompany application*

PERMIT INFORMATION

☐ New Building ☐ Addition ☐ Remodel ☐ Manufactured Home
☐ Accessory Structure ☐ Septic ☐ Fire Sprinkler ☐ Fire Alarm
☐ Grading ☐ Filling ☐ Pool ☐ Operational
☐ Development ☐ Other ____________________________
Please describe in detail what you want to do:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

CONTRACTOR INFORMATION

Contractor: _______________________________  Phone: ________________
Address: _________________________________  E-mail: ________________

Electrician: _______________________________  Phone: ________________
Address: _________________________________  E-mail: ________________

Plumber: _________________________________  Phone: ________________
Address: _________________________________  E-mail: ________________

Other: ____________________________________  Phone: ________________
Address: __________________________________  E-mail: ________________

Extra-Territorial Jurisdiction (ETJ)  ☐ Yes ☐ No
City: ________________________________

If you are in an ETJ, a letter of project acceptance from that city, must accompany this permit application before it is reviewed. Please contact the Department of Unincorporated Area Services at 214-653-6565 for additional information.

Floodplain – Is your property or project in the floodplain?  ☐ Yes ☐ No

If it is, a separate flood plain review and development permit will be required prior to approval and issuance of the building permit. Please contact the Department of Unincorporated Area Services at 214-653-6565 for additional information.
Each permit application could be reviewed by several departments. Based on your specific project other documentation may be required by these departments. Once the application is received it will be routed to the other departments to help with the timeliness in issuing your permit. Required plans may include:

- Construction Plans
- A Site Plan
- An Engineering statement or study
- A floor plan
- Others as required by a particular department.

All work and materials shall be in compliance with the 2009 International Codes, 2008 National Electrical Code (NEC), the adopted code amendments, and the Dallas County Code of Ordinances.

I understand that a certificate of compliance or certificate of occupancy will be issued only when the building and premises comply with the County of Dallas Code of Ordinances, the laws of the State of Texas, the County of Dallas adopted model International Codes and the National Electric code.

Applicant’s Printed Name: ____________ Signature: ________________
Date: __________