

OCA Special Permits

Most Common Permits - Frequently Asked Questions



Q. Who do I call if I need a permit to sell food or beverages at my event?

A. For the sale of food and/or beverages, please call the Consumer Health Department (Food Protection Division). They can assist with the sale/distribution of food and/or beverages and even with permits to feed the homeless.

Contact number: 214-670-8083.

Website: <http://dallascityhall.com/departments/codecompliance/restaurantandbar>

Q. I was has told that I need to get a Tent Permit to erect a tent for my exhibition. Who should I call?



A. To obtain a tent permit, please call the Dallas Fire Department. They can assist you with tent permits, pyrotechnic permits, liquid propane permits, and others. The Dallas Fire Marshall also inspects buildings to ensure occupancy safety.

Contact Number: 214-670-4319

Q. My organization would like to host a project at a City of Dallas Park. Should I call to make a reservation?

A. Yes. You will need to contact the Parks and Recreation Department to make a reservation or to obtain permission any time you use a City park for an event or project. Reservations can also be made online.

Contact Number: 214-670-8740

Website: <http://www.dallasparcs.org/365/Make-a-Reservation>

Q. How would I know if a park is privately managed or if it is City owned?

A. You can contact the Parks and Recreation Department, and they will let you know if a park is privately owned.



Q. Our drama troop would like to do a photo shoot in preparation for filming our play, and we need to close a street for the shoot. Do we need a permit?

A. Yes. You will need to contact the Office of Special Events to obtain a Special Event Permit for the street closure and a Filming permit for the photo shoot and filming. The Office of Special Events also provides permits for Street Pole Banners and Neighborhood Farmers' Markets.

Contact Number: 214-939-2701

Website: <http://www.dallaspecialevents.com/links/>

Q. Can the Office of Special Events help me with any other permits?

A. Yes. The Office of Special Events can assist with permits for festivals, carnivals, portable restrooms (non-construction), secondary tent permits, and more.



Q. Do I need a permit to sell wine at my gallery opening even though it is indoors?

A. Yes. Please contact the Texas Alcoholic Beverage Commission to obtain information on selling alcoholic beverages indoors and/or outdoors.

Contact Number: 817-652-5912

Website: https://www.tabc.state.tx.us/about_us/arlington_region.asp

Q. I received a citation for having the wrong certificate of occupancy (C.O.) for my building. Where can I have this C.O. updated?

A. Certificates of Occupancy can be updated and/or applied for at the Building Inspections Department (Sustainable Development). They can assist you with certificates of occupancy for vacant buildings, hanging banners on venues, vendor permits for the sale of merchandise, and more.

Contact number: 214-670-8160 or 214-948-4480

Website: <http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection>



CERTIFICATES OF OCCUPANCY
(Building Inspections)

Q. What is a Certificate of Occupancy?

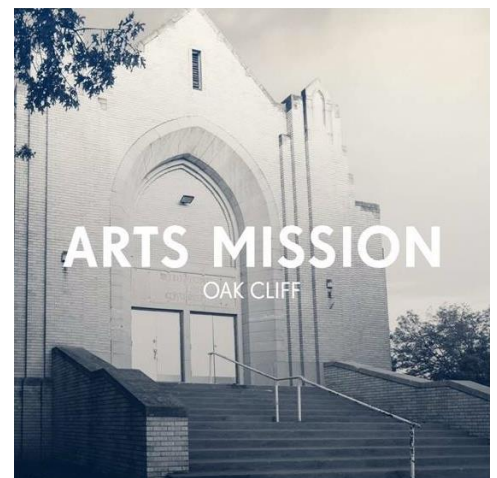
A. A certificate of occupancy is a document issued by a local government agency or building department certifying a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy.

Q. When do I need a Certificate of Occupancy (CO)?

A. 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



How to get a Certificate of Occupancy

The cost for a CO is \$215.00 plus a \$65 Code Compliance fee. A "record change" can be made to a CO when only the name of the business (DBA) changes. 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. **You must have multi-tenant approval from Code Compliance PRIOR to applying for a CO.**

Q. What is a Temporary CO?

A. 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.

Q. Where do I go to obtain a CO?

**Building Inspection Division
320 E Jefferson Boulevard, Room 118 – Permit Center
Dallas, Texas 75203
214-948-4480**

Please note: Temporary Certificate of Occupancy's must be applied for at a **District Office**.

Q. How long does it take to obtain a CO?

A. 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 district office. 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.

Q. What Special Rules Apply if my Establishment Sells Alcoholic Beverages?

A. See **Alcohol Measurement Checklist**



Q. What are the procedures to obtain a CO?

A. Complete and submit an **application** and the **CO checklist** to Building Inspection along with the appropriate fee. If the use will be different from the previous use, follow the instructions on our **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. Health inspections are required on ALL food establishments with a \$300 Health Permit

Application. When requested, these inspections take place the following work day after application review is complete or may be scheduled at a later date at your convenience. Please access our brochure on How to use the [24-hour Automated Inspection System](#) for your convenience.

Inspections are performed between 8:30am – 3:30pm. 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 re-inspection fee will be charged for the first re-inspection.

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.

FOR MORE INFORMATION VISIT:

http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/Pages/certificate_occupancy.aspx

