

# Permit Application Submittal Requirements

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- Permit Submittals – Submit Electronically to [dfwsubmittals@dfwairport.com](mailto:dfwsubmittals@dfwairport.com)
- Permit Application – completed with no blanks. Must have accurate brief description of project. If project is not a new building then a description of type of work being performed i.e.; electrical, mechanical, plumbing, etc. Must include Skire time code (for TRIP and Board projects). Accurate valuation (total value of work) is required at time of submittal.
- Plans – Building construction plans including Mechanical, Electrical, and Plumbing with engineer's and/or architect's seal (as required by state law) –

The site plan must show the proposed work and its location in relation to property lines and existing buildings. Site plans must include the following:

- Specified scale, north arrow and legal description
  - Existing and/or proposed structure(s) with exact dimensions
  - Parking areas and required number of parking spaces
  - Driveway locations and traffic circulation system
  - Lot and building line dimensions, as well as dimensions from property line to the project
  - Alley with dimensions, if applicable
  - All easements, if applicable
  - Street names
  - Sidewalks
  - Location of nearest fire hydrant(s)
  - Fire lanes
  - Utility or civil engineering site plan, showing water and sanitary sewer.
- Commissioning Plan approval – Airport Board / Trip projects only as follows:  
All construction projects of any type valued over \$500,000. New buildings, remodels, and additions valued over \$50,000.
  - TDLR – for all building projects over \$50,000. Proof of project registration with TDLR and copy of TAS Plan review. Applicable to buildings, remodels, additions, parking. Not applicable to utilities only type projects.
  - FAA Airspace – for projects that affect the airport layout or airspace. Not applicable to interior type projects within existing buildings.
  - Proof of project cost – copy of contract documents showing cost
  - Energy Code review sheet (Comcheck)