



**City of Dallas**

# **Development Services Monthly Technology and Metrics Review**

**Economic Development  
Committee  
February 5, 2024**

Andrew Espinoza, Director/Chief Building Official  
Development Services  
City of Dallas

# Presentation Overview



- Metrics
- Technology
- Hiring and Recruitment
- Program Updates
- 7800 N Stemmons
- Next Steps



# Metrics



- December 2023-Residential New Single-Family permit submittals increased from **142** to **185**.
- A **30%** increase from previous month.
- **153** New Single-Family permits were issued.
- A total of **39** RSVP permits issued the SAME DAY.
- The Department issued permits within **2** days for the month of December.
- **13** New Commercial, **13** Commercial Additions, **205** Commercial Remodels, **12** Complex Commercial Q-Team projects.
- **27** Minor Commercial Q-Team permits issued SAME DAY.
- All new commercial/remodels initial reviews were performed within **13** days.



# Technology



- Data cleansing on stale permits continues.
- Launch of Commercial Dashboard March 2024.
- Partnering with ITS and vendor to update proposed permit fee increases.
  - Phase I: This phase includes approximately forty (40) existing fees and is reflective of the most common and highest volume permit types-February 2024.
  - Phase II: This phase includes approximately one hundred and twenty-five (125) fees. This phase is projected to be completed by March 1, 2024.
  - Phase III: This phase includes approximately forty (40) newly proposed fees. This phase is projected to be completed by mid to late-March 2024.
- Continue hosting Lunch and Learn ProjectDox training sessions to transition to 100% online plan review submittals by March 1, 2024.



# Hiring and Recruitment



| Job Classifications                                             | Vacancies |
|-----------------------------------------------------------------|-----------|
| 00701 - Engineer Assistant I                                    | 1         |
| 00703 - Senior Engineer                                         | 1         |
| 02520 - Project Coordinator I                                   | 2         |
| 02527 - Project Coordinator - Development                       | 3         |
| 06206 - Sanitarian                                              | 1         |
| 16404 - Senior Plans Examiner                                   | 7         |
| 16408 - Senior Inspector - Zoning                               | 1         |
| 16415 - Arborist                                                | 1         |
| 18012 - Senior Accounting Technician                            | 1         |
| 18034 - Senior Departmental Budget Analyst                      | 1         |
| 20180 - Compliance Coordinator                                  | 1         |
| 24112 - Intern - Development Services Engineering               | 3         |
| 28044 - Chief Planner                                           | 2         |
| 31012 - Supervisor - Development Services                       | 7         |
| 31013 - Part-Time Flex-Inspector (Plumbing)/(HVAC)              | 14        |
| 31015 - Senior Plans Examiner - Building Inspection             | 4         |
| 31019 - Senior Inspector - Building Inspection                  | 2         |
| 31021 - Senior Inspector - Electrical                           | 2         |
| 31022 - Senior Inspector - Plumbing                             | 3         |
| 31023 - Inspector III's - Building Inspection                   | 9         |
| 31248 - Manager - Survey                                        | 1         |
| 31289 - Engineering Program Administrator                       | 1         |
| 32405 - Administrative Specialist I/II                          | 3         |
| 36533 - Senior Geographic Information System Support Technician | 1         |
| 40021 - Records Technician I - Development Services             | 1         |
| 42001 - Permit Clerk                                            | 3         |
| <b>Total Vacancies as of 1/23/24</b>                            | <b>76</b> |



# Program Updates-Engineering Q-Team



- DSD is implementing the Engineering Q-Team to help facilitate “Same Day” review and approval of engineering plans for qualifying projects.
- Review model will mimic the current Q-Team reviews where design professionals and City staff meet and review projects for compliance and identify design deficiencies to be corrected on the spot.
- Stakeholder presentation and feedback is scheduled for February 15, 2024.
- DSD intends to launch the program on March 1, 2024.





# Program Updates-Self-Certification



- Qualifying projects would include:
  - Building, Fire, Mechanical, Plumbing, Electrical plan review
  - New Single-Family (duplex) projects
    - All square footage sizes
  - Minor commercial finish outs
    - Less than 3,000 square feet
    - Business and Mercantile Occupancies
  - Minor commercial remodel projects
    - Less than 5,000 square feet
    - Business and Mercantile Occupancies
- *NOTE: Zoning/Conservation/Flood plain reviews, inspections, appeals, performed by City staff*



# Program Updates-2024 Code Updates



DSD operates under the International Code Council (ICC) Building and Fire Related Codes with Dallas Amendments and the NFPA National Electric Code (NEC)

- ICC Codes on a reoccurring three (3) cycle
- Department is establishing calendar Code Amendment Process
  - DSD proposed adoption date Summer 2025
- DSD will partner with Dallas Fire and Rescue on Fire Code Amendments
- DSD has participated in the North Central Texas Council of Governments NEC 2023 Code Amendment Process and is currently working on finalizing Dallas Electrical Code. The NEC is published on a reoccurring three (3) year cycle
  - Public review process is scheduled for Spring of 2024
  - DSD proposed adoption date of Summer of 2024





# 7800 N Stemmons



- DSD continues transition move to the “One Stop”
  - Phase II week of January 15, 2024, and teams included
    - Residential Plan Review/RSVP Team
    - Minor Commercial Plan Review/2<sup>nd</sup> QTeam
    - Budget/Procurement Teams
    - Hiring and Recruitment Teams
  - Phase III Week of February 16<sup>th</sup>, 2024
    - Permit Counter
    - Call Center
    - Zoning Consultation Team





# Next Steps

- Finalize Self-Certification Program-January 2024
- Complete Phase III move to 7800 N Stemmons-February 2024
- DSD Recruitment Fair-February 2024
- Transition to online commercial permits-March 2024
- Implement Engineering Q-Team-March 2024
- Finalize permit fee adjustment in POSSE software system-April 2024





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# Appendix A Fee Study Outreach



- Dallas Home Builders Association-August 3<sup>rd</sup>, 2023
- Development Advisory Committee-August 15<sup>th</sup>, 2023
- Economic Development Committee-September 5<sup>th</sup>, 2023 & November 6<sup>th</sup>, 2023
- Texas Real Estate Council-October 5<sup>th</sup>, 2023
- Dallas Home Builders Association-October 17<sup>th</sup>, 2023
- Development Advisory Committee, October 20<sup>th</sup>, 2023
- City Council Memo-October 27<sup>th</sup>, 2023
- Dallas Independent School District-November 1<sup>st</sup>, 2023
- Rescom Fire Contractors-November 3<sup>rd</sup>, 2023
- Economic Development Committee-November 6<sup>th</sup>, 2023
- Building Owners and Managers Association-November 9<sup>th</sup>, 2023
- Fire Contractors Association-November 13<sup>th</sup>, 2023
- Professional Engineering Community-November 16<sup>th</sup>, 2023
- Professional Surveying Community-November 16<sup>th</sup>, 2023
- National Fire Sprinkler Association-November 28<sup>th</sup>, 2023
- Dallas Home Builders Association-December 12<sup>th</sup>, 2023
- Construction Contractors Association-December 28<sup>th</sup>, 2023
- Regional Black Contractors Association-January 5<sup>th</sup>, 2024
- Texas Real Estate Council-January 8<sup>th</sup>, 2024
- American Institute of Architects, Dallas-January 9<sup>th</sup>, 2024
- Regional Hispanic Contractors Association-January 11<sup>th</sup>, 2024
- Update to Regional Hispanic Contractors Association–January 16<sup>th</sup>, 2024
- Construction Contractors Association-January 25<sup>th</sup>, 2024
- Development Advisory Committee-February 9<sup>th</sup>, 2024
- Dallas Home Builders Association-February 13<sup>th</sup>, 2024
- ***NOTE: DSD has reextended multiple engagement opportunities to all stakeholders.***

