

# Planning & Development Services

April 2009  
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San Antonio TX 78204  
(210) 207-1111  
[www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)

## Electronic Plan Review Moves Forward



Planning & Development Services is working diligently to develop our pilot program to test hardware and software applications for Electronic Plan Review. The results of our survey are posted on our website under the most requested section. Our goal is to begin the pilot program in May. The purpose is to achieve the most we can from the program and provide the greatest possible benefit to the community and our stakeholders. The more we can learn during the pilot the better we can serve you going forward. To date, we have received many volunteer requests to be a part of the program. Here is the list of companies we will start with:

### Commercial

- GNB
- Smithers Merchant Builders, LP
- RVK Architects, Inc.
- Metropolitan Contracting Co.
- Development Strategies, Inc.

### Residential

- DR Horton
- Centex
- Sitterle

Thank you to all who volunteered. Based upon the comments the department received from the survey, we have developed a preliminary FAQ about the program which is on page 4. More to come!

## SABCA Update

### 2009 International Fire Code Significant Changes 2009 International Building Code Significant Changes

Registration for our May 26 through May 29 SABCA sessions is underway and there are still seats available. We are pleased to have the authors of the 2009 IFC Significant Changes and 2009 IBC Significant Changes authors, Mr. Scott Stookey and Mr. Doug Thornburg, teaching these sessions for us—each has tremendous insight on the development and adoption of these changes to the code. These seminars will be held in Room 103 of the Henry B. Gonzalez Convention Center, 200 E. Market Street, San Antonio TX, 78205. Each course is worth 6 hours of continuing education credit.



Registration fees are \$185 and include a workbook valued at \$44.95. The deadline for a guaranteed reservation is May 11, 2009. We will accept seminar registrations up to the day of each event on a space-available basis; however, we cannot guarantee a workbook will be available. For registration forms, course outlines, instructor biographies or more information, please visit our SABCA web page, [www.sanantonio.gov/dsd/sabca.asp](http://www.sanantonio.gov/dsd/sabca.asp).

## Building Safety Week

May 4th marks the beginning of Building Safety Week. Celebrations for the week include booths in the One Stop Lobby where you will have an opportunity to meet and talk to the department's inspectors and staff from Fire, Health, Household Hazardous Waste Collection, and Housing and Neighborhood Services. In addition to registering citizens for a free smoke detector, the Fire Department will be offering the public free Fire Extinguisher Training on May 5th at 12:00 PM. Please call 210.207.1111, opt 0 to register for the training.



## New Information Bulletins

The department recently posted new Information Bulletins to its website at [www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd):

**IB 516—Preliminary Development Plan Review Meetings**— As a customer service initiative, Land Development offers Preliminary Development Plan Review (PDPR) meeting opportunities to allow the owner and/or owner's agent(s) to meet with PDSD staff to discuss future development projects. In order to schedule a PDPR, submit a PDPR Request Form via email to: Primary [rachel.ramirez@sanantonio.gov](mailto:rachel.ramirez@sanantonio.gov) and secondary [melissa.quiruz@sanantonio.gov](mailto:melissa.quiruz@sanantonio.gov) or by mail to the address listed in IB 512 available on our website.

**IB 157—Monuments—Obtaining Building and Sign Permits**—The purpose of this Information Bulletin (IB) is to inform the public of the process for submitting an application and obtaining a permit to construct a sign monument. Each proposed monument requires its own building permit separate from other building permits that are obtained for habitable and non-habitable structures to be constructed on a lot/site. In addition, a monument requires its own sign permit obtained by a sign contractor. The standard commercial building permit application is required to be submitted for a monument. The information bulletin contains a checklist to help determine submittal requirements.

## New Ordinances

### Sale of HVAC and Refrigeration Equipment

On April 2, 2009, City Council amended the City Code, Chapter 6, Article V entitled "Mechanical Code" by making the sale, transfer, or offer to transfer of specific heating, ventilating and air-conditioning (HVAC) and refrigeration equipment to unlicensed and unregistered contractors or dealers a violation; requiring sales-related records to be kept; providing for agency registration; and providing for penalties. This Ordinance was required since the Texas Department of Licensing and Regulation has statutes that only regulate who purchases heating, ventilating, air conditioning and refrigeration equipment. The selling of this equipment is currently unregulated. Due to deregulation, equipment sales from suppliers are made to unlicensed/unregistered individuals. These sales make it easy for an individual to undercut a properly licensed contractor's cost proposal. As a result, there is an increased chance that the installation of the equipment will not be done by a licensed individual who secures the required permit and schedules appropriate safety related mechanical inspections.

## New Code Interpretation

The following Code Interpretation (CI) was posted to the department's web site:

**CI2009-001—Metal Clad Cable exterior color coding identification**—the purpose of the CI is to outline requirements for identification of the exterior armor of MC Cable in specific installations. The CI outlines and clarifies code requirements for the use of blue and green armor on MC Cable and under what circumstances they are used. The complete CI can be accessed at our website: [www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)

## Staff Certifications

Congratulations to the following staff members for certification achievement:

- Jesus Castillo, ICC Residential Plumbing Inspector
- James Clark, ICC Mechanical Plans Examiner

## Military Lighting Overlay District (MLOD)

On April 2, 2009, the City Council approved the Camp Bullis Military Lighting Overlay District. MLOD establishes regulations for outdoor lighting in a three mile perimeter around Camp Bullis that impact military operations. The ordinance governs both commercial and residential properties for the type, intensity and positioning of lighting fixtures. Additional information is posted to the department's web site at: <http://www.sanantonio.gov/dsd/mlod.asp>. This information includes:

- The governing ordinance
- Map of the affected area
- FAQ and Staff Contacts
- Presentation provided to the community
- Examples of acceptable and unacceptable fixtures

The MLOD has also been added to our Interactive Web Mapping System available on the department's website. Please note the MLOD is on a separate layer under the general folder and will not appear in the Zoning label or information window.



## March 2009 Performance Measures

### Activity

Major Plats Technical Review (Goal: 35 Calendar Days)  
 Residential Plans Review (Goal: 3 Working Days)  
 Complex Commercial Plan Review (Goal: 18 Calendar Days)  
 Inspections Performed as Scheduled (Goal: 95%)  
 Call Center Telephone Abandonment Rate (Goal: 5%)  
 Customer Service Survey Score (Scale 1-5 points—5 the highest)

### Performance

155 Calendar Days (CPS longest review)  
 1 Working Day  
 15 Calendar Days  
 99% as Scheduled  
 2% Abandoned  
 4.71

## Lunch & Learn

On the third Friday of each month, Planning and Development Services offers Lunch and Learn training sessions taught by experts in their respective fields. Our Lunch and Learn sessions are free and you do not need a reservation to attend. Each session begins at 11:00 AM and lasts about an hour and a half. Please bring your lunch and join us!



May 15 Reinvestment Plan Areas & the Strategic Plan for Community Development

Our quarterly Lunch and Learn schedule can be found on-line, just click on the Lunch and Learn link on the PDSD home page. Please email Jim Flood at [james.flood@sanantonio.gov](mailto:james.flood@sanantonio.gov) if you would like to suggest a topic for future Lunch & Learn programs.

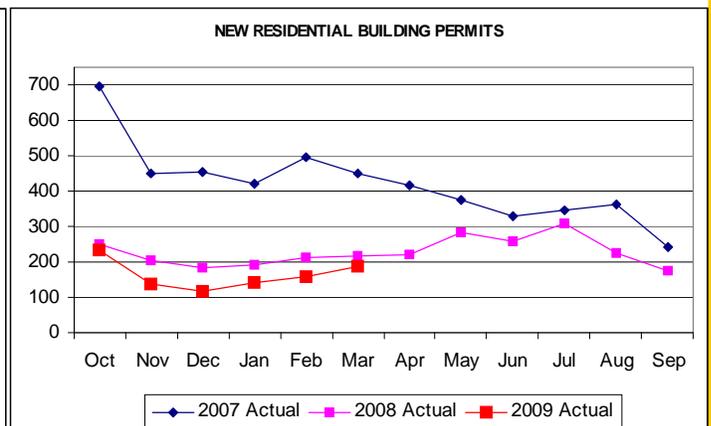
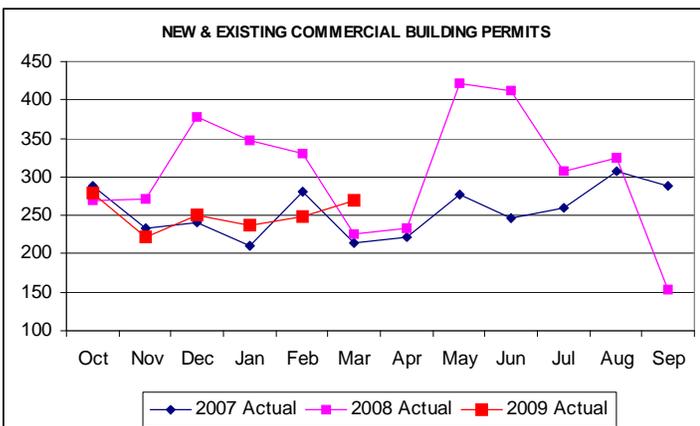
## Historic Window Workshop

The Office of Historic Preservation is hosting a historic windows workshop. Workshop details are:

- Thursday, May 14—Educational Night, open to the public starting @ 6:30 PM at the AIA center for Architecture at Pearl Brewery
- Friday, May 15—Basic restoration, training begins @ 9:00 AM at the Historic Fire Station # 11
- Saturday, May 16—Advanced Restoration, training begins @ 9:00 AM at the Historic Fire Station # 11

For more information and registration forms, please contact Molly Matthews at [ohp@sanantonio.gov](mailto:ohp@sanantonio.gov) or at the following websites:  
[www.sanantonio.gov/historic](http://www.sanantonio.gov/historic) [www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)

## Monthly Permit Summary





## Electronic Plan Review FAQ

*How does Electronic Plan Review work?*

Instead of submitting two sets of paper plans to Planning and Development Services, customers can submit plans in electronic format.

*What delivery method is established for electronic plans?*

Initially, the department will accept plans on recordable medium such as CDs. Eventually, customers will be able to upload plans as part of the permit application through a secure FTP site.

*Will the electronic plans be altered during the review process?*

No. The software package chosen by the department creates “layers” as part of the review process that simply overlay on the original file, and save the file into a secure format after review. At no time will the original submission be altered in any way. The department does not possess any software capable of altering CAD files.

*Will submittals in hard copy and electronic format be required?*

No. Once the program is completely implemented in FY10, customers will have the option to either submit files electronically or in paper format. Please keep in mind there will be scanning fees assessed for paper plan sets.

*How will this change the current process for plan submission and review?*

Initially, there will be no changes. Staff responsible for intake and completeness review will conduct their assessment on the electronic file.

*What formats are accepted by Planning and Development Services for electronic files?*

The proposed software works with over sixty different file formats, including CAD files, TIFF and PDF just to name a few. The department does not anticipate any compatibility issues to arise from the implementation of this program.

*Can files be submitted by email?*

No. Due to the potentially large variation in file sizes, it is likely that some files would be rejected by the department mail servers. This could create more problems than it solves. Instead, the department is exploring other options with the City's IT department.

*How will comments be relayed back to the community?*

Comments and changes required will be communicated via the existing process, but for clarity the markups will be overlaid on to the original file, with the goal of eliminating the need for additional communications back and forth regarding re-submission requirements.

*Is there any place I can see the software for myself?*

Yes. The two software solutions currently being evaluated are Brava! Desktop and Myriad Desktop created by Informative Graphics. The capabilities and specifics on the viewing software can be accessed at:

<http://www.bravaviewer.com/bravadesktop.htm>

<http://www.myriadviewer.com/mvriaddesktop.htm>

*What is the proposed timeframe for the pilot program?*

Currently, the pilot program is scheduled to start in May. During this time we will evaluate solutions, develop processes and collect feedback from our staff and stakeholders to build a system that best fits the needs of the community and the City.

*Where can I get more information?*

For additional questions, feel free to contact Jason Brichta at 207-5502 or [jason.brichta@sanantonio.gov](mailto:jason.brichta@sanantonio.gov)