



CITY OF SAN ANTONIO
PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
 1901 S. ALAMO STREET, TEXAS 78204 (210) 207-1111
Commercial and Residential Sitework Permit Application

(Grading Cuts and Fills over 3-inches, Retaining Walls that support a surcharge or are over 4-feet in height , Commercial and Multi-lot Residential Subdivision Fences, New Parking Lots, Commercial Site Utility Work, Drainage Structures, Sidewalks and Driveways 30" above grade and other non-occupiable structures on private property)

The 2015 International Building Codes and 2014 *National Electrical Code* apply

0	AP No.:		TDLR No.:		PLAT No.:	
1	Project Name:					
	Site Address:				Parcel Key No:	
2	Legal Description	NCB:		Block:		Lot(s):
3	Owner:			Phone:		Fax:
	Address:			Email:		
	City:	AC#		State:	Zip Code:	
4	Contractor:			Phone:		Fax:
	Address:			Email:		
	City:	Contr. ID#		State:	Zip Code:	
5	Architect/Engineer/Designer of Record/(RDPIRC)			Phone:		Fax:
	Address:			Email:		
	City:	AC#		State:	Zip Code:	
6	Structural Engineer:			Phone:		Fax:
	Address:			Email:		
	City:	AC#		State:	Zip Code:	
7	Contact Person:			Phone:		Fax:
	Address:			Email:		
	City:	AC#		State:	Zip Code:	

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SITEWORK PERMIT APPLICATION

8	SAWS Taps: Water Sewer	SAWS Permit No:	TCEQ Permit No:			
9	Type of Work (circle all applicable):	Grading	New Parking Lot	Fence	Retaining Wall (Surcharge? Yes No)	
		Utility Work	Drainage Structure	Sidewalks/Driveways (over 30" above grade)	Other	
10	Scope of Work: (Provide as much detail as possible. If there are items shown on the construction plans that are not part of the scope of the permit, list these items. Attach separate pages as needed)					
11	Increase or (Decrease) in Impervious Cover (sq. ft.) (footprint of any, canopies, concrete, asphalt, pavers, etc. as a result of this project.) (indicate if decrease)					
12	Is this project in the River Improvement Overlay (RIO) district?				Yes	No
	Does the project (this permit set) include Low Impact Development (LID) components?				Yes	No
13	Is grading or other work being done in a CPS Energy Transmission Easement that may affect a CPS Energy pole/tower/structure? (Circle Yes or No): If YES, e-mail construction plans in PDF to CPS Energy Right of Way Management at: rowclerk@cpsenergy.com				Yes	No
14	Trade Work to be Done (circle as appropriate): Mechanical Electrical Plumbing					
15	Water Available?	Yes	No	Sewer Available?	Yes	No
16	Existing Structures on Site?			Yes	No	
17	Have you had a Preliminary Plan Review (PPR)?			Yes	No	
	If there was a PPR, provide date?			Preliminary Plan Review #:		
18	Valuation: \$		City Project: Yes No		Department?	
19	Board of Adjustment Hearing?	Yes	No	Case No:	Zoning Conditions?	Yes No
	Tree Removal Permit?	Yes	No	AP No:	Other?	Yes No
	Floodplain Permit?	Yes	No	Permit No:	Floodplain?	Yes No
	Overlay Corridor District?	Yes	No	ID:	Historical?	Yes No
	Non-Conforming/Vested rights?	Yes	No	Registration No:		

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SITWORK PERMIT APPLICATION

SITWORK CHECKLIST

All plan review fees & tree affidavit fees are due upon the issuance of an application number (AP#).

All applications shall be submitted in duplicate unless otherwise indicated.

Prior to the start of the department's acceptance of the application and construction documents, the submittal shall be reviewed for completeness of the documents. Lack of required documents or adjustment of fees that need to be submitted will be communicated to the applicant prior to the start of plan review. Additional building permit fees are due after completion of plan review, and prior to construction and inspections.

THE FOLLOWING IS A LIST OF THE MINIMUM ITEMS REQUIRED FOR A COMPLETE SUBMITTAL: Items marked with a double asterisk (**) are required only if applicable.

Submittal Document	Check:	Yes	No						
1. Tree affidavit (notarized)									
2. Plat - Two copies of the recorded plat or Letter of Determination .									
3. Construction Documents									
A. Civil drawings (3 copies) to include:									
1. Site plan with scope of work. Site plan shall include any easements as well as foundations and structures not in the scope of work.									
2. Grading Plan									
3. **Utility Plan – Circle all Commercial utility work proposed and in the scope of work:									
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%; text-align: center;">Potable Water</td> <td style="width: 15%; text-align: center;">Waste Water</td> <td style="width: 15%; text-align: center;">Storm Water</td> <td style="width: 15%; text-align: center;">Electric</td> <td style="width: 15%; text-align: center;">Gas</td> <td style="width: 15%; text-align: center;">Fire</td> </tr> </table>	Potable Water	Waste Water	Storm Water	Electric	Gas	Fire			
Potable Water	Waste Water	Storm Water	Electric	Gas	Fire				
4. **Labeled Fire Protection (if fire mains are proposed) **Fire flow test, if fire mains proposed. **If new hydrant is proposed, provide hydraulic calculations.									
5. **Parking lot – sidewalks/approaches in the right-of-way if in scope of work.									
6. **Drainage plans and erosion control.									
7. **Storm water participation form/report when applicable. (original signature).									
8. **TCEQ notification or permit number. SAWS Permit No. _____									
9. **Retaining walls –Retaining walls require a separate sitework permit application and submittal of the Retaining Wall Information Form (See IB 171)									
10. **Special Inspection Requirements - See IB 132									
B. Cover sheet with:									
1. Scope of work									
2. **Design professional stamp (when applicable)									
4. ** Landscape and/or Tree preservation plans - Three copies									
5. **Traffic impact worksheet/report, if a proposed parking lot will serve an adjacent structure.									

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20	<p><u>Time Limits of Applications and Permits</u></p> <p>An application for a permit for proposed work shall be deemed to be abandoned 180-days after the date of filing, unless such application is pursued in good faith or a permit is issued; except that the building official is authorized to grant one or more extensions of time for periods of 90-days each. A request for extension shall be in writing and justifiable cause demonstrated – 2015 IBC Section 105.3.2</p> <p>Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. – 2015 IBC Section 105.5</p>	
	NOTICE	
21	<p>Separate permits are required for mechanical, electrical, plumbing trade work in private property, sidewalks, approaches, curb cuts, and any utility work in the public right-of-way, connections to public utilities, swimming pools, monuments intended for signs, any building encroachment into the public right-of-way (building footprints, porches, balconies, awnings, door swings, etc.).</p> <p>Ensure that the property is <u>properly zoned for the intended use</u> of the owner. A permit will not be issued without proper zoning.</p> <p>Permits are property of the project owner, not the applicant. By signing below as the applicant, you are acknowledging that this permit is the property of the owner and can/will be transferred at the owner's request.</p> <p><i>I acknowledge that my project may be subject to the requirements of the Fair Housing Act (FHA), the Americans with Disabilities Act (ADA), the Texas Accessibility Standards (TAS), and section 504 of the Rehabilitation Act of 1973. It is my responsibility to ensure my project complies with those requirements. I affirm that for information I will contact: 1-800-949-4232 for ADA, 1-800-767-7468 for FHA, or 1-800-803-9202 for TAS.</i></p>	
22	Applicant Signature:	Date:
23	Owner Signature <small>(OWNER REQUIRED or Authorized Agent signature below) *</small>	Date:
24	Owner Printed Name	

* Owner's Authorized Agent:

I CERTIFY THAT I AM AN AGENT OF:

Owner/Company/Partnership

Authorized Agent Signature