



City of San Antonio Commercial Grading Permit Application

This permit application is intended **only for removal of trees (if any) and site grading**. This permit will only have a tree and drainage review. No inspections are generated other than a tree inspection. Permit fees are based on the value of the work. This permit is typically a 10-day (business day) permit.

This permit is **not intended** for grading with other site improvements such as underground utilities, on-site structures such as monuments, retaining walls, detention ponds, fences, driveways, parking lots, landscaping, etc. These activities require more reviews prior to issuing a permit. To obtain a permit for grading with other site improvements please use the [Commercial Sitework Permit Application](#).

This permit is **not intended** for an existing developed parcel with demolition of code required existing fire lanes, parking lots, driveways, detention ponds or other structures, UDC required landscaping and irrigation, etc. These activities require additional reviews prior to issuing a permit. Please use the [Commercial Sitework Permit Application](#) if grading of an existing developed lot requires demolition of these types of structures.

GRADING CHECKLIST

All plan review fees & tree affidavit fees are due prior to the start of plan review.
All applications documents 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 removal of trees or grading activities.

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 Documents
1. Tree affidavit (notarized) and Tree preservation plans - Three copies (Or reference an approved tree permit number on the application below)
2. Construction Documents - Civil drawings (2 copies) to include:
1. Site plan with scope of work.
2. Grading Plan
3. **Drainage plans and erosion control.
4. **Storm water participation form/report when applicable. (Original signature).

CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
 1901 S. ALAMO STREET, SAN ANTONIO TEXAS 78204 (210) 207-1111

Commercial Grading Permit Application

Commercial Grading - Cuts and Fills over 3-inches

(Applicant to complete all numbered spaces – Please Print)

	AP 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	Contact Person:			Phone:		Fax:
	Address:			Email:		
	City:		AC#	State:	Zip Code:	
6	SAWS Permit No:			TCEQ Permit No:		
7	Have you had a Preliminary Plan Review?			Yes		No
	If so, when?			Preliminary Plan Review #:		
8	Tree Removal Permit?	Yes	No	AP No:		
	Floodplain Permit?	Yes	No	Permit No:		

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9	<p>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)</p>				
10	<p>Valuation: \$</p>	<p>City Project:</p>	<p>Yes</p>	<p>No</p>	<p>Department?</p>
11	<p><u>Time Limits of Applications and Permits</u></p> <p>Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The building official may extend the time for action by the applicant for a period not to exceed an additional 90 days upon request of the applicant who must demonstrate that circumstances beyond their control have prevented action from being taken. If an application expires, plans must be resubmitted at an additional plan review fee. – 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> <p><i>Permits are property of the property 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.</i></p>				
12	<p>Applicant Signature:</p>			<p>Date:</p>	
	<p>Owner Signature <small>(or Authorized Agent) *</small>:</p>			<p>Date:</p>	

* Owner's Authorized Agent:

I CERTIFY THAT I AM AN AGENT OF

(By signing as the owner, I agree that this permit is the property of the owner)