



CITY OF SAN ANTONIO  
**DEVELOPMENT SERVICES DEPARTMENT**  
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TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 101-MP**  
Submittal of Commercial Prototype/Residential Master Plan for  
Buildings that will be constructed several times

DATE: June 26, 2008  
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CREATED BY: Plan Review Division

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) has developed the following optional Commercial Prototype/Residential Master Plan application/review process for both commercial and residential buildings in an effort to help expedite the issuance for building permits based on approved prototype. Prototypes are approved as “not-for-construction” documents for identical structures proposed to be built repeatedly in the City of San Antonio. An approved prototype allows DSD to review the building itself only once and later issue multiple site specific building permits based on that building prototype. DSD created this **revised** bulletin to update IB 101-MP. This bulletin has been updated to add a process for commercial prototypes in addition to what was known as Residential Master Plans. The term Master Plan was changed to Prototype to not confuse Commercial Development that uses the term Master Plan as part of Land Planning and Platting.

**Scope:**

The prototype program consists of two parts: 1) the prototype application/review and, 2) the site specific application/review. The prototype application/review must occur and be approved by DSD prior to the submittal of the site specific application/review.

An approved prototype is only valid for the Building Code cycle under which it was reviewed for. When the City adopts new building codes the prototype would need to be resubmitted for review and approval.

A prototype submittal has the same review turnaround cycle goals as a normal plan review.

### General Guidelines For Residential Prototypes:

- All plans must be submitted with left and right-hand orientation.
- Elevations are limited to a total of five (5) per each prototype.
- Builder options that do not increase the overall floor area (sq.ft.) of the proposed structure may be utilized on the same set of plans.
- Builder options that increase the overall floor area (sq.ft.) of the proposed structure (e.g., bonus rooms, 3-car garage, etc.) must have their own prototype application/review established. In other words, each prototype established is for a specific overall floor area (sq.ft.).
- Multiple elevations, different room configurations and/or builder options may require the submittal of multiple braced wall plans, roof framing plans, energy code compliance reports, etc. with the prototype application. It is up to the designer/builder to submit the necessary braced wall plans, roof framing plans, energy code compliance reports, etc. to show compliance for each of the different configurations proposed.
- The City of San Antonio will conduct a review for compliance to the 2015 International Residential Code and the currently adopted International Energy Conservation Code with city local amendments.
- The use of **IB 100, Option 1** is not permitted with the prototype application/review process as it includes certification of site specific items.
- The use of **IB 100** Review/Certification of One- and Two- Dwelling Plans **Option 2** is permitted to be used in conjunction with prototype application/review. The required Residential Plan Certification Statement Sheet 3 of 3 shall be submitted with the prototype application documents.

### General Guidelines For Commercial:

- Plans may be submitted in both left hand and right hand orientations if future commercial buildings are contemplated to be submitted that way.

### “Prototype” Application:

The following items are to be submitted to DSD in order to set up a prototype.

- A completed Residential or Commercial Building Permit Application signed and dated by the applicant. The building permit application should include the term “Prototype” in the Project Name field. For Residential the name must include the builder name and company plan number. For example, if the builder is “Builder X”, the Project Name field should be marked “Prototype –Builder X, plan #1845”. Site specific fields in the Residential or Commercial Building Permit Application shall be left blank.
- Two identical sets of construction documents, drawn to scale. At a minimum, all submittal packages/drawings shall include:

Residential:

1. Floor Plan(s) including builder options (if any) that do not increase the overall floor area (sq.ft.) of the structure.
2. Wall and floor/ceiling/roof sections and details
3. Floor/ceiling/roof framing plans
4. Exterior elevations
5. Window and door schedule or details
6. Braced wall calculations/structural plan submittals/wall bracing floor plan
7. Submittal of a report showing compliance with the current International Energy Conservation Code (REScheck), as well as other required IECC information.

Commercial: (See IB 103 for more information)

1. Floor Plan(s)
2. Wall and floor/roof/ceiling sections and details, including UL (or other appropriate agency) design numbers for all fire rated assemblies. Details necessary to convey compliance with the state energy conservation code (IECC).
3. Reflected ceiling plan(s)
4. Exterior elevations
5. Calculations of the Occupant Load, in graphical or tabular form, showing the number of occupants to be accommodated on each floor, and in all rooms and spaces - See 2015 International Building Code Section 107.2.3
6. Clear identification and detailing of any fire rated partitions, barriers and fire walls, and doors with hourly ratings, as defined by the 2015 IBC & UL
7. Structural Plans – Foundation, Superstructure (framing and roof plan)
8. Mechanical, Plumbing and Electrical Design Plans
9. Determination of Special Inspections
10. Submittal of a report showing compliance with the current International Energy Conservation Code (COMcheck), as well as other required IECC information.
11. Health Department Submittal of Kitchen Design
12. Elevator Design Information
13. Smoke Control Reports
14. Med Gas Submittal Forms

### Fees:

Plan review fees are due at the time of prototype application submittal. This plan review fee will not be credited toward any future building permits. Note that there are no building permit fees created or due during the prototype application/review process.

### “Prototype” Review:

Once a complete Prototype Application is submitted, DSD shall review the prototype application and construction documents for compliance with the applicable building related and energy codes. The prototype will not be approved until all corrections have been made and a clean plan is submitted by the applicant. Once approved, DSD shall return one set of the approved prototype documents to the customer. This set shall be stamped by DSD and noted as a prototype. The AP Number given to the prototype application will be the approved prototype number to be referenced for the site specific application/review. The approved prototype is valid until the City’s adoption of a new building and/or energy code.

### Site Specific Building Permit Application/Review:

Once the prototype has been approved and established by DSD, the customer may submit building permit applications based upon the prototype. The builder/applicant shall submit a completed residential or commercial building permit application and all other required documents for each site specific application.

In the Project Name field of the building permit application, the customer is to include the Term “Prototype” plus the approved Prototype AP Number previously established. This step is critical to ensure an expedited review of the plans. Failure to include this in the building permit application may cause unnecessary reviews and delays in the issuance of the building permit.

When submitting Residential floor plans and elevations, the builder/application shall clearly mark which elevation and builder options (if any) are proposed for this site specific building permit. Also, any required site specific modifications (e.g., additional exterior stairs due to grading, fire-rated exterior walls and/or soffits due to proximity to lot lines, etc.) need to be clearly marked on the submittal documents.

Payment of plan review and building permit fees are due during the Site Specific Building Permit Application/Review.

Should you have any questions on this process, please contact the Plan Review Staff at [DSDPlansManagement@sanantonio.gov](mailto:DSDPlansManagement@sanantonio.gov) or by calling (210) 207-4408.

### **Summary:**

This Information Bulletin is for informational purposes only.

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