



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

TO: All Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 125**
Partial/Conditional Building Permits

DATE: September 8, 2006

Revised: February 20, 2012

As a customer service initiative, the City of San Antonio (COSA) Development Services Department (DSD) has developed formal procedures for requesting Partial/Conditional Building Permits in order to allow construction to proceed at the owner's risk prior to obtaining full approval of the submitted plans.

Partial/Conditional Permits

Partial/Conditional ("P") permits are permits for portions of a project which have received partial plan approval and are issued before the full project is approved. These permits may allow partial construction, and may allow full construction to proceed with the stipulation that certain conditions will be met prior to a certain event or date (i.e., recording of a plat; resolution of outstanding plan review denial, special inspections, etc.). The expiration date of a partial/conditional permit allows the owner's design professionals time to respond and correct code issues, and the applicant is requested to provide an estimate of how much time he/she needs to revise designs to meet code. The applicant will receive plans for the work being performed under a new building permit number (the original permit number with a "P" added as a prefix) to differentiate the partial/conditional status from a full permit. Inspections will be inserted into the City permitting system only for that work that is authorized. No certificate of occupancy can be obtained under the "P" permit. The permit owner will need to resolve any remaining plan review issues prior to staff removing the "P" in front of the permit number providing release of the certificate of occupancy. At the discretion of DSD, a "P" permit may be issued for one or more of the following:

- Site Grading and/or Utilities
- Foundation or Basement Excavation
- Building Footing and Foundation
- Structural Superstructure
- Building Shell/Partial Interior Work
- Full Construction

Application

In order to obtain a partial/conditional building permit, the owner or the owner's representative shall submit a **Partial/Conditional Building Permit Request Form** to the Development & Business Service Center @ 1901 S. Alamo, San Antonio, Texas 78204, Attention: Development Services Engineer – Building Plans Review. The form shall be filled out completely and signed

by both the applicant and the owner. COSA DSD will review the request and typically respond in writing to the applicant within three (3) business days.

Third Copy of Plans Submitted

If a Partial/Conditional Building Permit Request is approved, the applicant will next be required to bring in one (1) additional set of the building permit plans to be processed by staff and issued to the owner of the requested “P” building permit. The additional construction set must include all sheets identical to the set originally submitted plus any applicable revisions and re-submittals made to the city. This set of plans covering the partial or full work to be performed will be processed and issued to the customer marked as a Partial/Conditional Building Permit set. The issued set will clearly indicate the work that is authorized under the “P” permit. The customer will be required to pay any outstanding permit fees due, all building permit issuance fees, plus the \$200 partial/conditional permit fee at time the “P” permit is issued. After DSD issues the “P” building permit number, the applicant has the responsibility of notifying any contractors and subcontractors of the new permit number for inspections and trade permit applications.

Note: A Partial/Conditional Building Permit may not be issued until all applicable DSD plan review disciplines have completed an initial review of the submitted plans. Also, a “P” permit may not be issued if the outstanding plan review denial comments include any critical and/or life safety design parameters (e.g., the location of the building on-site, deficient type of construction, insufficient fire department vehicle access or fire flow, etc.).

Construction and Inspections

Construction may start based on the issuance of the “P” permit, trade permits may be pulled, and inspections may be called. Work may proceed until that work authorized is completed or the date that the partial/conditional permit expires. The work being performed will be at the owner’s risk concerning requirements to meet all building codes. Construction work that progresses beyond that authorized by the “P” permit and indicated on the construction set would be considered work without a permit, and a stop work order may be issued as well as fines placed on that permit. A “P” permit does not negate the requirement of special inspections for the work authorized, and the special inspection log-book must still be kept on-site.

Partial/Conditional Extensions

An applicant may renew the partial/conditional permit or may request additional work to be performed and additional inspections entered into the city permitting system with a new partial/conditional permit application with payment of an additional \$200 fee. Generally no new plans need be submitted, unless there were further revisions of design after the original partial/conditional permit was issued.

We hope this process will assist our customers with their construction process. If you have any questions about this new permit or about the procedures to follow, please call the DSD Plans Review at 210-207-8297.

Attachments: Partial/Conditional Building Permit Request Form



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

PARTIAL/CONDITIONAL BUILDING PERMIT REQUEST FORM

A. PROJECT: (Please complete all of the following information. Please print.)					
A/P #:					
Project Name:					
Project Address:		Building:		Space:	
Description of Work:					
Requested Expiration:					

STATEMENT OF UNDERSTANDING

The undersigned requests that a **Partial/Conditional Building Permit** be granted for the above referenced project for the scope of work described above in order for construction to proceed prior to the issuance of the full building permit. It is understood by all parties that issuance of a Partial/Conditional Building Permit is completely at the applicant's and owner's risk and provides no assurance that either a full building permit or a Certificate of Occupancy will be issued by DSD. The undersigned also agrees to each of the following conditions:

- Any work that is found that does not comply with the final approved plans shall be corrected by the design/ construction team.
- If this request is approved, the customer shall submit one (1) set of building permit plans. The applicant certifies that the submitted set of construction plans is identical to the original documents including resubmittals and revisions.
- The undersigned shall proceed with denial comment resolution as soon as possible to obtain the full building permit, schedule all inspections and obtain the certificate of occupancy with the understanding that the partial/conditional permit will expire at a certain date without resolution of design/code issues.
- The design and construction teams shall abide by any special terms of acceptance noted in Section C.

B. APPLICANT:				
Applicant's Name:		Co. Name:		
Applicant's Signature:		Date:		
Telephone #:		Fax#:		
Email address:				
C. OWNER:				
Owner's Name:		Co. Name:		
Owner's Signature:		Date:		

C. DSD OFFICAL ACTION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	
Signature:		Date:	
Printed Name:		Title:	
Comments:			