



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

**USE OF THIS APPLICATION**

This application is intended for a new commercial building, a structure or an addition to an existing commercial building. This application may be used for phased permitting of a new building – permit for a foundation, a building shell, and/or a first time interior finish-out.

For grading only, please use the [Commercial Grading Permit Application](#).

For grading and additional site work including parking lots and underground utilities, use the [Commercial Site-work Permit Application](#).

For a remodel project in an existing building, use the [Commercial Remodel Permit Application](#).

**HISTORIC BUILDINGS**

Not all historic buildings are on the city zoning map and therefore may not be flagged as historic by the building permitting software until a demolition permit is applied for. For a full or partial demolition of a building, or a remodel of an existing building, customers are advised to contact the Office of Historic Preservation. Phone numbers and e-mail addresses are at:

<http://www.sanantonio.gov/historic/AboutUs/Staff.aspx>

In addition the customer is advised to check the City's Office of Historic Preservation website as follows: <http://www.sanantonio.gov/historic>. In the main menu on the left, choose "Historic Sites." From there, choose both "Historic Districts" and "Landmarks." By choosing "Historic Districts", a list of historic district names are available. Choosing any district name brings up an access to the map of the historic district boundaries. From there you may determine if a lot is in a historic district. If you select "Landmarks" under "Historic Sites", you will find links at the bottom of the page to existing landmarks by name and by street. Reviewing the list of addresses will determine if a lot is a designated landmark. Direct links are at: <http://www.sanantonio.gov/historic/historicsites/HistoricDistricts.aspx>  
<http://www.sanantonio.gov/historic/historicsites/Landmarks.aspx>

If the building is Historic, then any work done on the building, or demolition of the building may need to go to the Historic Design Review Commission.

**REQUIRED – COMMERCIAL BUILDING CHECKLIST – INFORMATION BULLETIN 103**

In addition to this application, the checklist ([IB 103](#)) is required to be filled out. If the design submittal requires a design professional, IB 103 is required to be signed by the Registered Design Professional in Responsible Charge and submitted with this application.

**DESIGN PROFESSIONALS AND RESPONSIBILITIES**

Chapter 10 of the City ordinances Section 10-8(c)(4) requires the owner to designate on the building permit application a registered design professional who shall act as the **Registered Design Professional in Responsible Charge (RDPIRC)**. In cases where the owner and contractor are the same, the City may designate the RDPIRC. Please refer to [Information Bulletin 132](#) Program Policies, Procedures & Guidelines, Lists, Notice Forms and Report Forms for Special Inspections.

The design submittal may require a design professional who shall be an architect or engineer legally registered under the laws of the State of Texas regulating architecture and engineering and shall affix their official seal to drawings, specifications, and accompanying data. You may check the following websites for more information relating to when an architect or engineer must be engaged for design (and construction, in the case of architects):

- [Texas Board of Architectural Examiners](#)
- [Texas Board of Professional Engineers](#)

San Antonio Ordinance Chapter 10 Section 10-8(a) requires design professionals prepare the construction documents for the following:

- All group A (Assembly) – Theaters, restaurants, bars, churches, stadiums, etc.
- All group E (Educational) – Daycares, grades 1<sup>st</sup> – 12<sup>th</sup>, religious educational rooms, etc.
- All group I (Institutional) – Care facilities, assisted living facilities, social rehabilitation facilities, etc.
- Buildings and structures three stories or more in height above grade plane.
- Buildings and structures 5,000 square feet or more in area.
- Electrical Engineering requirements: Installation or alteration of any equipment on the customer side of the utility point of delivery (service point) rated over four hundred (400) amps at two hundred fifty (250) volts or less; rated at over two hundred (200) amps at greater than two hundred fifty (250) volts; any system above six hundred (600) volts; or when required by the Texas Engineering Practice Act.

For landscaping plans, a Landscape Architect seal is required when the new impervious surface (combination of building, parking lot, sidewalks) exceeds 4,300 square feet. – *UDC* Section 35-511 (b).

### **STEPS TO OBTAIN A COMMERCIAL BUILDING PERMIT**

1. Begin with a legal description printout and verified (through DSD Addressing) address.
2. Ensure that the property is properly zoned and platted or that platting is in process before submittal of plans. A permit will not be issued without proper zoning.
3. Prepare construction documents in compliance with all applicable codes.
4. Complete all related paper work, (drainage forms and/or reports, TIA worksheet, tree affidavit, TAS accessibility AB number, etc.)
5. Submit to Development Services (DSD) the attached application along with two identical sets of construction documents containing the items on the IB 103 checklist, include one additional copy of the tree preservation and landscaping plan.
6. Pay the appropriate plan review fees (the amount of plan review fees will be provided as part of the intake process).
7. Re-submit as required through the plan review process.
8. Pay the building permit fees once contacted that plan review is complete.
9. Pick up the contractor set of approved plans for construction.

### **SUBMITTAL OF THE CHECKLIST AND APPLICATION – COMPLETENESS REVIEW (CAR)**

The review period for completeness and assignment of submittals for commercial building permits is three working days from time of submittal. If the application, construction documents and all required review agency documents are complete, the official city clock for plan review will start the day that the plans were received. If the submittal package is not complete, the design team/owner will be provided with a list of items in writing that need to be submitted and the city plan review clock will start when the application is complete. Incomplete applications will remain with the CAR team for a period of 30-days. If the application is still incomplete after this time, the application will be considered abandoned.

#### **Location:**

Cliff Morton Development and Business Services Center  
 Development Services Department  
 1901 S. Alamo Street San Antonio, Texas 78204  
 Hours: Monday – Friday 7:45 to 4:30  
 (210) 207-1111

## ELECTRONIC PLAN REVIEW

The City of San Antonio is accepting plans electronically. Please review [IB 216 Electronic Plan Review](#) for information and requirements.

## OTHER REQUIREMENTS

Businesses with Locational and Zoning Verification Requirements: Certain businesses have distance requirements to schools, churches, etc. (Alcohol Sales, Bed and Breakfasts, Community Homes for Disabled Persons, Head Shops, Transitional Homes, Sexually Oriented Business, and Gaming Devices), and may have zoning verification letters required. In order to ensure the distance requirements are met, the department requires customers to submit an Affidavit stating that the proposed business meets the locational requirements and a certified site map prepared by a state licensed engineer or state licensed surveyor. In addition, if the applicant is not the owner of the property, the department requires authorization by the property owner. See [IB 126a](#)

### Specifications

The City of San Antonio does not accept printed versions of specifications, i.e. "spec books". Any specifications submitted (if submitted) as part of the construction documents, are required to be submitted on CD or as part of electronic plan review.

### Shell Buildings

A building permit issued for phased construction for a foundation or a building shell does not receive a certificate of occupancy (C of O), rather will be issued a Letter of Completion. Issuance of a certificate of occupancy requires the final phased permit for a first time finish out. For more information on definitions and types of shell permits, please refer to [IB 162 Shell Building Permits](#).

## OTHER PERMITS THAT MAY BE REQUIRED

In submitting projects for permits, several types of work will require separate permits. **Utilities in right-of-ways** or public easements, as well as **utility connections to a public system** are not reviewed by DSD. It is the responsibility of the design team to submit utility designs to SAWS or other utilities and to obtain permits from them to tie into existing sanitary and water supply systems. All **civil work within the public right-of-way** requires a separate flatwork/driveway/curb permit. If **swimming pools** are being proposed, these require a separate permit submittal. Any **monuments** for which will support a sign require a separate sign permit and will not be included in scope of the building permit when issued. Full building **Demolition permits** are separate permits and require CPS, Historic and Tree Preservation pre-approvals. See [IB 106](#). For a **retaining wall** (even if shown on the plans), a separate permit is required (See [IB 171](#)).

## CONSTRUCTION DOCUMENTS AND SCOPE OF WORK

The Building Permit Application asks for a detailed written Scope of Work. The construction documents must match the description of the written Scope of Work, and the City of San Antonio will review the plans accordingly. Work shown in construction documents that is not indicated in the written Scope of Work should not be submitted. In some cases construction documents may be returned until the written Scope of Work reasonable matches the work shown on plans. In other cases plan examiners may remove or cross out sheets that show work beyond that described by the Scope of Work.

## ADOPTED CODES

The owner, the owner's design professionals and contractors are responsible for compliance with the requirements of the various adopted Codes and Ordinances of the City of San Antonio, Texas. The City of San Antonio is currently under the *2015 International Codes, the 2015 International Energy Conservation Code and the 2014 NEC*. The list of adopted codes and local amendments for these codes can be found at: [New Chapter 10 – Building Related Codes](#)

In addition proposed projects must comply with other city development ordinances for: zoning, platting, traffic impact analysis, storm water management, tree preservation and tree canopy, buffers and landscaping, lot layout and setbacks, building height and density, infrastructure standards including sidewalks, overlay zoning district requirements and off-street parking requirements. These requirements are located in [Chapter 35 of the City Codes](#). Other City ordinances that may impact a proposed development are located at: <http://library.municode.com/index.aspx?clientId=11508>

#### **EXPIRATION OF PERMITS**

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.

**CITY OF SAN ANTONIO**  
**COMMERCIAL – NEW BUILDING PERMIT APPLICATION**  
 (New Buildings, Structures, Foundations, Shells, Interior Finish-outs, and Additions)

0	AP No.:		TDLR No.:		PLAT No.:	
1	<b>Project Name:</b>					
	Site Address:				Building No.:	Suite No.:
2	Legal Description	NCB:	Block:	Lots:		
	<b>Existing Zoning:</b>		<b>Is this property in a Form Based Zoning District?</b>		Yes	No
3	<b>Owner:</b>			Phone:		Fax:
	Address:			Email:		
	City:	<b>AC#</b>	State:	Zip Code:		
4	<b>Contractor:</b>			Phone:		Fax:
	Address:			Email:		
	City:	<b>Contr. ID#</b>	State:	Zip Code:		
5	<b>Architect/Engineer/Designer of Record/(RDPIRC)</b>			Phone:		Fax:
	Address:			Email:		
	City:	<b>AC#</b>	State:	Zip Code:		
	<p>If a registered design professional is required by the State of Texas, and that design professional requires construction special inspection services, the owner shall contract with and hire a registered design professional in responsible charge (RDPIRC). See Information Bulletin 132. <b>The RDPIRC and the special inspectors may not be in the employ of the general contractor, subcontractors or material suppliers.</b> The RDPIRC implements the special inspections program and is responsible for the List of Required Special Inspections and Final Report. The owner is responsible to notify Development Services when the RDPIRC changes during construction.</p>					
6	<b>Structural Engineer:</b>			Phone:		Fax:
	Address:			Email:		
	City:	<b>AC#</b>	State:	Zip Code:		
7	<b>Contact Person:</b>			Phone:		Fax:
	Address:			Email:		
	City:	<b>AC#</b>	State:	Zip Code:		

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<b>8</b>	<b>Type of Work (circle one):</b> (For remodels use the Commercial Remodel Permit Application)	New Building/Structure	Foundation		Shell Only					
		White Box	First time Interior Finish-Out		Addition					
<b>9</b>	<b>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)</b>									
<b>10</b>	<b>Describe the principal use of the building or products or services that will be provided at the project address:</b>									
<b>11</b>	Construction Type (IBC): (Circle Applicable)	<b>I A</b>	<b>I B</b>	<b>II A</b>	<b>II B</b>	<b>III A</b>	<b>III B</b>	<b>IV</b>	<b>V A</b>	<b>V B</b>
	Occupancy Group per IBC:  (Circle as Applicable)	Assembly	Business (office)	Educational (thru 12 <sup>th</sup> grade)		Factory		High-Hazard		
		Institutional	Mercantile	Residential		Storage		Utility		
<b>12</b>	Stories:	Total Building Height (ft.):			Height to Highest Floor (ft.):					
	Square Footage of the New building/Foundation/Shell, Finish-Out or Addition (sq. ft.):									
	Increase or (Decrease) in Impervious Cover (sq. ft.) (footprint of the building(s), canopies, concrete, asphalt, pavers, etc. as a result of this project.) (indicate if decrease)									
<b>13</b>	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
<b>14</b>	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): <b>If YES, e-mail construction plans in PDF to CPS Energy Right of Way Management at: <a href="mailto:rowclerk@cpsenergy.com">rowclerk@cpsenergy.com</a></b>								Yes	No
<b>15</b>	Is there an active, abandoned, or plugged water well on the property?								Yes	No
<b>16</b>	Is the project within an EAA Subchapter 713 Regulated Zone? <a href="#">EAA Map of Subchapter 713 Regulated Zones</a>								Yes	No
	If Yes, will the site store and handle regulated substances as defined by EAA Rule 713? <a href="#">EAA Rules and Regulations</a>								Yes	No
	If Yes, will substances be stored in containers greater than 55 gallons?								Yes	No

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<b>17</b>	Trade Work to be Done (Circle as Appropriate):	<b>Mechanical</b>	<b>Electrical</b>	<b>Plumbing</b>	<b>Fire Sprinkler</b>	<b>Fire Alarm</b>
	Water Available?	Yes	No	Sewer Available?	Yes	No
<b>18</b>	Have you had a Preliminary Plan Review?					
	Yes			No		
	If so, when?			Preliminary Plan Review #:		
<b>19</b>	<b>Will FOOD be sold? Does this project have any of the following uses?</b> Restaurant, Fast Food, Grocery Store, Bar, Liquor store, Bingo Parlor, Bowling Alley, Convenience Store, Child Care Facility, School (public or private), Swimming Pool, Paint and Body Shop, Hotel or Motel, or any type of retail establishment that sells or serves food or drinks whether open, or pre-packaged or pre-bottled. Includes any remodel projects that contain these same uses.		Yes	No	If yes, a plan review by the health department and a health inspection is required to obtain a Certificate of Occupancy.	
	Is this a <b>care facility</b> such as an assistant living facility, boarding home, community home, nursing facility located in a single-family residential zoning district?		Yes	No	If yes, DSD Zoning approval is required For nursing homes, Health Inspection required	
	Will there be any <b>gaming devices</b> ?		Yes	No	If yes, <a href="#">Gaming Device Affidavit</a> and traffic review of site plan	
	Is this a <b>Transitional Home</b> (Halfway House)?		Yes	No	If yes, <a href="#">affidavit regarding locational requirements with survey</a> and DSD Zoning approval are required (§35-390 of UDC)	
	Is this a <b>Bed and Breakfast</b> or Inn?		Yes	No	If yes, <a href="#">affidavit regarding locational requirements with survey</a> and DSD Zoning approval are required (§35-374 of UDC)	
	Is this a <b>Head shop</b> ?		Yes	No	If yes, <a href="#">affidavit regarding locational requirements with survey</a> and DSD Zoning approval are required (§35-377 of UDC)	
	Is this a <b>Specified Financial Institution, Payday Loan, or Check Cashing Business</b> ?		Yes	No	If yes, DSD Zoning approval is required	
	Is this an <b>Automotive Repair/Maintenance, Body Shop or Tire Shop</b> ?		Yes	No	If yes, <a href="#">affidavit in Support of Certificate of Occupancy (Automotive Repair/Maintenance, Body and Tire Shop)</a> and zoning approval are required	
	Is this a <b>Salvage Yard and/or Metal Recycling Facility</b> ?		Yes	No	If yes, License issued by Code Enforcement Division of Development Services Required (Note: you will be required to submit a Zoning Verification Letter before Code Enforcement will issue the License). See <a href="#">IB 800</a> for additional information.	
	Will <b>alcohol</b> be sold?		Yes	No	If yes, <a href="#">affidavit regarding locational requirements with survey</a> is required (Chapter 4, City Code) before the department will sign off on the TABC Application to sell alcohol for this address	
	Is this a <b>Bar, Tavern or Nightclub</b> ?		Yes	No	If yes, provide the square footage (exclude kitchen, restrooms and storage area) DSD Zoning approval is required Health Inspection required	
Square Footage: _____						

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	Will you have <b>live entertainment</b> ? (A use which includes any and all of the following activities, either principal or accessory: performance by musicians, dancers, stand-up comedians or other performance artists, karaoke, live bands or musical acts; or the amplification of recorded music/entertainment by live disc jockeys)	Yes	No	If yes, DSD Zoning approval is required.		
20	Will you have a <b>cover charge three or more nights a week</b> ? (A fee levied by a food service establishment, bar, nightclub or tavern in addition to the charge for food and/or drink)	Yes	No	If yes, Zoning approval is required		
	Is this a <b>Sexually Oriented Business</b> ?	Yes	No	If yes, <a href="#">SOB Affidavit (with survey)</a> , traffic review of site plan and DSD Zoning approval are required (§35-388 of UDC)		
	Do you have <b>Non-Conforming Rights for the building use</b> ?	Yes	No	If yes, DSD Zoning approval is required		
21	<b>Valuation \$:</b> (Includes <b>all Work</b> : the total cost to the Owner to construct all elements of the Project designed by the Architect and shall include contractors, general conditions costs, overhead and profit. The Cost of the Work does not include compensation of the Architect, the cost of the land, right-of-way, financing, and contingencies for changes in the work or other cost that are the responsibility of the owner.)					
	<b>Expected Date to Start Construction:</b>					
22	<b>City Project?</b>	Yes	No	If Yes, Which City Department?		
<b>Section 20 Required FOR A BUILDING ADDITION</b>						
23	Existing Building Square Footage:			New Total Square Footage:		
	Existing fire sprinkler system?	Yes	No	Proposed fire sprinkler system?	Yes	No
	Existing standpipe system?	Yes	No	Proposed standpipe system?	Yes	No
	Existing fire alarm system?	Yes	No	Proposed fire alarm system?	Yes	No
	Existing detection system?	Yes	No	Proposed detection system?	Yes	No
	Existing smoke control?	Yes	No	Proposed smoke control?	Yes	No
<b>ENERGY CONSERVATION</b>						
24	Method of Energy Compliance? (circle one)	IECC Prescriptive Path	IECC Bldg Performance Path	ASHRAE 90.1 Prescriptive	ASHRAE 90.1 Energy Cost Budget	
	Building Envelope Air Leakage Compliance - Which Method is Being Used? C402.5 (circle one)			Thermal Envelope Pressure Testing	List of Materials and Assemblies	
	Is Commissioning Required? See IECC section C408 or ASHRAE 90.1-2913 section 6.7.2.4			Yes	No	

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<b>24</b>	If IECC Prescriptive is being used, Circle the additional Energy Package chosen as part of the design (IECC C406)	1.HVAC	2.Lighting Power	3.Lighting Controls	4.Renew energy	5.Dedicated outdoor air	6.Efficient water heating
<b>25</b>	<b>NOTICE</b>						
	<p><i>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that this permit belongs to the property owner. 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>						
<b>26</b>	<b>Applicants Signature:</b>					Date:	
<b>27</b>	<b>Owner Signature</b> <small>(OWNER REQUIRED or Authorized Agent signature below) *</small> :					Date:	
	<b>Owner Printed Name:</b>						

\* Owner's Authorized Agent:

**I CERTIFY THAT I AM AN AGENT OF:**

\_\_\_\_\_

**Owner/Company/Partnership**

\_\_\_\_\_

**Authorized Agent Signature**