



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 103**  
Plan Review Submittal (**Commercial Checklist**) For New Buildings and Additions (as well as Foundations, Shells and First Time Finish-outs)

DATE: January 7, 2010/*Revised March 07, 2016*

CREATED BY: Plan Review Division

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**Purpose:**

As a customer service initiative, Development Services Department (DSD) created this **revised** bulletin to update IB103 for the 2015 building and fire related codes. This Information Bulletin has been updated to incorporate the department's new format for Information Bulletins.

**Scope:**

This submittal form (checklist) is intended for a new commercial building, a non-occupiable structure, or an addition to an existing building. This checklist would be used for phased permitting of a new building – separate permits for the foundation, superstructure, building shell, and/or a first time interior finish-out of that shell.

If your project is a remodel to an existing building, this checklist is not appropriate and you are directed to the separate checklist included with the [Commercial Remodel Permit Application](#).

The City of San Antonio is currently under the *2015 International Codes and 2014 NEC, including the 2015 International Energy Conservation Code*. The list of adopted codes and local amendments for these codes can be found at: [New Chapter 10 - Building Related Codes](#)

The *2015 International Building Code* Section 107.3.4 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). For plans requiring a design professional, this individual is required to sign this document, and is responsible for the final special inspections report. See [IB 132 Special Inspections](#)

**This checklist contains four parts:**

- I: **Review Submittal Form** – Used to provide permit history to expedite reviews; to help DSD and TCI Storm Water find information previously submitted.
- II. **List of minimum items REQUIRED** to be submitted with and/or shown on the construction plans to expedite completeness review of the application and the start of plan review.

**NOTE:**

**(Part II lists the required items to submit for a typical new occupiable building.** A permit application for a non-occupiable structure or for a small occupiable building may not need all the "Required" items for the submittal package. Alternatively, an item listed as "Required" may not be required for a phased submittal package if you are splitting/phasing a permit into several permit applications; a foundation with civil site-work, then a permit for the shell building and lastly a permit for a first time interior finish out.

- III. **List of details that may or may not be applicable** to your project with links to other forms. This list contains all the items that are typically needed for each design discipline. The RDPIRC should check those items that are being submitted with the application. Some details are required as part of the minimum items in Part II above, but provide further information.
  
- IV. **Signature page for the RDPIRC**

If you have any questions on this process, please contact the Plans 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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**CITY OF SAN ANTONIO, DEPARTMENT OF PUBLIC WORKS**  
**Storm Water Engineering Review Team**

**PART I - Submittal Review Checklist / Comments**

Date: _____	Engr. of Record: _____
Project: _____	Contact Name: _____
Type / City ID No.: _____	Phone Number: _____
Design Firm: _____	email: _____

REVIEWER: _____	QA/QC: _____
Phone Number: _____	Email: _____
	SWE ID: _____

<b>SUBMITTAL TYPE</b> <input type="checkbox"/> Major Plat <input type="checkbox"/> Minor Plat <input type="checkbox"/> MDP <input type="checkbox"/> P.U.D. <input type="checkbox"/> Building Permit	<b>SUBMITTED / REVIEWED</b> <input type="checkbox"/> I. Storm Water Management Plan (SWMP) <input type="checkbox"/> II. Construction Plans <input type="checkbox"/> III. Plat <input type="checkbox"/> IV. Floodplain Analysis <input type="checkbox"/> CLOMR <input type="checkbox"/> LOMR <input type="checkbox"/> Other
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To expedite review, please reference all City approved Plans, Plats, Building Permits or Floodplain Analyses associated with this development. Please provide as much information as available.

**Parent Projects:**

	NUMBER	NAME	DATE	Approved SWMP*
<b>MDP (MPCD)<sup>+</sup>:</b>	_____	_____	_____	<input type="checkbox"/>
<b>PUD<sup>+</sup>:</b>	_____	_____	_____	<input type="checkbox"/>
<b>Plat:</b>	_____	_____	_____	<input type="checkbox"/>
<b>Flood Study:</b>	_____	_____	_____	<input type="checkbox"/>
<b>Building Permits:</b>				
<b>Site:</b>	_____	_____	_____	<input type="checkbox"/>
<b>Foundation:</b>	_____	_____	_____	<input type="checkbox"/>
<b>Shell:</b>	_____	_____	_____	<input type="checkbox"/>

\*Approved Storm Water Management Plan with included Adverse Impact Analysis. (If plat was approved prior to October 1997, adverse impact analysis approval is required.) <sup>+</sup> MDP = Master Development Plan, MPCD = Master Planned Community District, PUD = Planned Unit Development

**For Resubmittals:**

1. Please respond to each of the comments with a cover letter
2. Submit two (2) signed/sealed copies in the resubmittal package accompanied by original redlines if applicable.
3. Include certification that no changes or additions were made to plans or the report other than those addressing said comments. If other changes were made, please include a description of those changes.

## Part II MINIMUM REQUIREMENTS FOR SUBMITTAL

Circle **Yes** if this project, **and submitted Construction Plans**, contain the following:  
Otherwise circle NA:

Multiple Buildings on a lot <sup>(Footnote 1)</sup>	Yes	NA	Will Require Phased Temporary Certificate of Occupancies by Floor or Area <sup>(Footnote 2)</sup>	Yes	NA
* Grading and Tree Removal	Yes	NA	* Full Building Demolition	Yes	No
* Site Work (beyond grading)	Yes	NA	* Retaining Walls	Yes	NA
Building Foundation	Yes	NA	* Canopies	Yes	NA
* Building Shell	Yes	NA	* Sign Monument	Yes	NA
* Interior Finish Out	Yes	NA	* Swimming Pool	Yes	NA
* Fire Sprinkler System	Yes	NA	* Photovoltaic System	Yes	NA
* Fire Standpipe	Yes	NA	* Paint Booths	Yes	NA
* Underground Fire Line	Yes	NA	* Communication Towers	Yes	NA
* Fire Alarm System	Yes	NA	* Approach/Sidewalks/Curbs	Yes	NA
* Gaseous Suppression System	Yes	NA	Right of Way Improvements (may be required by the Traffic Impact Analysis Studies)	Yes	NA
Smoke Control System	Yes	NA	* Fuel Tanks	Yes	NA
Other Systems not listed that require Permits:					

### NOTES:

1. For Multiple Buildings, submit the [Additional Building Submittal Form](#). A Building Permit will be created for each building for Certificate of Occupancy purposes.
2. For planned phased Certificates of Occupancies (COO) by floor or by area while construction continues in other areas, provide a list of those floors or areas. Children permits will be created to track the inspections for each floor or area. Phased COOs will be provided for each area/floor prior to the issuing the final COO for the whole building which is provided with completion of all areas/floors.
3. \* Items listed above, indicated with an asterisk (\*), require separate permits which may be created at intake depending on phasing and what information and applications are submitted. At commercial intake, the fees and the list of permits with their numbers will be provided. If items above are found on plans, but circled "NA", permits will still be required for those items and associated further submissions, documents, or application forms may be required. Some of these "children" permits to the project require specialized contractors to submit their information along with fees for those specific permits.

(  ) **Full Permit - New Building, or Building Addition: *Check those items that are submitted:***

REQUIRED ITEMS FOR ALL NEW OCCUPIABLE BUILDINGS	COMMENTS AND NOTES & LOCATION OF SUBMITTAL DOCUMENTS ON-LINE
This Checklist – last page signed by the RDPiRC	RDPiRC signature not required for plans that do not require a design professional as determined by the State of Texas or the City of San Antonio
A complete application for building permit.	<a href="#">Commercial Building Permit Application</a>
<p>If a full or partial building is being demolished or remodeled, check to see if the building is designated historic before proceeding.</p> <p>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.</p>	<p>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: <a href="http://www.sanantonio.gov/historic/AboutUs/Staff.aspx">http://www.sanantonio.gov/historic/AboutUs/Staff.aspx</a></p> <p>In addition the customer is advised to check the City's Office of Historic Preservation website as follows: <a href="http://www.sanantonio.gov/historic">http://www.sanantonio.gov/historic</a>. 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 is 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:  <a href="http://www.sanantonio.gov/historic/historicsites/HistoricDistricts.aspx">http://www.sanantonio.gov/historic/historicsites/HistoricDistricts.aspx</a>  <a href="http://www.sanantonio.gov/historic/historicsites/Landmarks.aspx">http://www.sanantonio.gov/historic/historicsites/Landmarks.aspx</a></p>
Two copies of the latest recorded plat or plat deferral that matches the site plan or a Letter of Determination. (May submit a copy of the proposed plat currently in review with the Plat ID No.)	<p><a href="#">Bexar County Land Records Letter of Determination</a></p> <p>In some cases a conditional building permit may be issued if the plat is not yet recorded; but NO Certificate of Occupancy will be issued without recordation of the plat.</p>
Two identical sets of construction documents for paper submittal process – See <a href="#">IB 216</a> if submitting electronically	<p>Include:</p> <ol style="list-style-type: none"> <li>1. Title Sheet with the Project Title, a Location Map, and a list of applicable codes. Analysis that includes occupancy group(s), proposed occupant load, construction type, proposed fire protection system (fire sprinkler, fire alarm, fire standpipe, gaseous suppressions), etc</li> <li>2. Index Sheet of all drawings (with the dated of latest issuance/revision).</li> </ol>
Proof of Valid Address	Applicant must obtain a valid address for new buildings/suites and the combining or splitting of suites in multi tenant existing buildings. An address assignment is made with DSD Addressing; Refer to IB 536 at: <a href="#">DSD Addressing</a> for more information.
Tree affidavit, notarized and signed	Refer to information at: <a href="#">Tree Affidavit and IB 523</a>
Energy Conservation Compliance Report	<p>See <a href="#">Information Bulletin 221</a> for all required submittal forms and information regarding energy compliance plan review and inspections, including <a href="#">COMCheck from the DOE</a> (based on the 2015 IECC or ASHRAE 90.1-2013, or other software as approved by the DOE.</p> <p>For speculative buildings where the tenant(s) are not yet known, (such as a commercial strip center) as a minimum, the building envelope must be shown to be code compliant and built with the shell building. Plumbing Mechanical and Electrical energy compliant systems may be submitted and installed at the tenant finish-out stage.</p>
Architect/Engineer's Letter of Energy Review	See <a href="#">Information Bulletin 221</a> for the form and information. The Architect/Engineer's Letter of Energy Review is required even if all items are checked "No".
Three (3) copies of the Fire Protection Site Plan (label as such).	<p>The Fire Protection Site Plan shall be drawn to scale (no less than 1:60) and shall show and include information listed in COSA Amendments to the 2015 IFC Section 501.3.1.</p> <p><a href="#">2015 International Fire Code Amendments</a></p>

	Fire Flow Test Report in accordance with COSA standard fire flow test format.	<a href="#">COSA-SAFD Fire Flow Test Form</a> Fire flow test must have been conducted no more than twelve (12) months prior to the date of construction document submittal to COSA. Flow test shall be for on the fire hydrants nearest the project site unless otherwise approved by the fire code official.
	Traffic Impact Analysis (TIA) Worksheet or proof of previous TIA Study	(Required for new occupiable structures) <a href="#">Traffic Impact Analysis Worksheet</a>
	Asbestos Survey Form	<b>Required for additions and remodels</b> to existing buildings: <a href="#">Asbestos Survey Certification</a>
	Architectural Sheets	Required: <ol style="list-style-type: none"> <li>1. Floor Plan(s)</li> <li>2. Wall and floor/roof/ceiling sections and details, including UL (or other appropriate agency's) design numbers for all fire rated assemblies. Details necessary to convey compliance with the state energy conservation code (IECC).</li> <li>3. Reflected ceiling plan(s)</li> <li>4. Exterior elevations</li> <li>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 <i>International Building Code</i> Section 107.2.3</li> <li>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 &amp; UL</li> </ol>
	Civil Site Plan Provide <b>one (1) additional copy</b> of all new civil work proposed on site and within the Right-of-Way (sidewalks, driveways, approaches, parking lots, proposed median work, loading dock areas and other paved areas, including streets, curbs and gutters).	Required: <ol style="list-style-type: none"> <li>1. Legal description of the property (matching latest recorded plat representation of the land). - Location on plans:</li> <li>2. Address (city issued)</li> <li>3. North arrow indicated on plan</li> <li>4. Bearings of all property lines</li> <li>5. Location of all recorded easement(s) on the property</li> <li>6. Location of the public right-of-way adjacent to the property</li> <li>7. Plan showing dimensions for all existing and proposed sidewalks, driveways, approaches, paved areas, retaining walls, streets, curbs, and gutters</li> <li>8. Show sidewalk and handicapped ramps to be replaced if not ADA compliant.</li> </ol>
	Structural Sheets	Required: <ol style="list-style-type: none"> <li>1. Foundation Plan(s)</li> <li>2. Superstructure Plan(s) (Framing plan and roof plan)</li> <li>3. Design Criteria per IBC Section 1603</li> <li>4. Design load: List design load combination (IBC 1605.1)</li> <li>5. Live loads (IBC table 1607.1): List design floor live loads for each use category. State live-load reductions, if any, and show basis (IBC section 1607.10).</li> <li>6. Wind load: (chapter 6 of ASCE 7 IBC Section 1609).  (1) Show basis of design wind mph for primary frames and systems (IBC Section 1609 or ASCE Section 6).  (2) State importance Factor I (IBC 1609.4).</li> <li>7. Earthquake loads: (IBC Section 1613.1).</li> <li>8. <b>Deferred Design Submittals (if any)</b> List of deferred submittals that the structural engineer of record <b>will be responsible for</b> reviewing and then observing or requiring inspections during construction, <u>and</u> a list of deferred submittals that the structural engineer of record <b>will not be responsible for</b> either reviewing or inspecting during construction. See the 2015 <i>International Building Code</i> Section 107.3.4.2. For deferred submittals not reviewed by the structural engineer, the City will require the submittal, including shop drawings, for City review and inspections. For structural shop drawings that the structural engineer will be reviewing, a letter of compliance is required to be submitted to the department prior to issuance of the Certificate of Occupancy.</li> </ol>

	Flood Plain and TIC Storm Water Drainage Submittal	Required: Review all items in the Storm Water Engineering Review Checklist located at the following web-page: <a href="#">TCI Storm Water Plan Review</a>
	Three copies of the Tree Preservation/Canopy Plan	UDC Sections 35-523, 35-524, 35-B123, 35-B124, 35-B125, 35-B126 The applicant shall submit (3) sets of tree preservation plans. The plans include: 1. Survey showing the location of all significant, heritage, or mitigation trees, including clusters, an inventory with calculations, and tree protection notes and details. 35-B123(a) 2. Calculations showing the development will meet the required minimum percent Tree Canopy <a href="#">Tree Preservation/Tree Canopy Ordinance</a>
	Three copies of the Landscaping/Irrigation Plan	Landscaping UDC Sections 35-510, 511, 512 & 35-B107, Irrigation UDC Sections 35- B107 (h), 35-511 (c) (6) Required: A landscape plan shall consist of three (3) sets of plans with the contents prescribed in 35-B107(a) and comply with the environmental standards set forth in the City of San Antonio Unified Development Code.. A Landscape Architect seal is required when the impervious surface (combination of building, parking lot, sidewalks etc.) exceeds 4,300 sq.ft. 35-511 (b). Landscape plans are required to show a minimum of 70 points earned.  Commercial projects which do not include off-street parking within the street yard, shall show a minimum of 25 points earned. (required to provide all calculations) UDC 35-511 (e) (1).  If the development is in an Overlay Corridor, additional landscaping and landscaping buffers may be required. See the list of Overlay Corridors at: <a href="http://www.sanantonio.gov/Planning/Resources.aspx#13357796-corridor-overlay-districts">http://www.sanantonio.gov/Planning/Resources.aspx#13357796-corridor-overlay-districts</a>  <u>Parking Lot Shading</u> (Required to show all calculations on plan) up to 35 points maximum. 20 points may be earned for shading 25% of parking lot, 5 points may be earned for shading 35% of parking lot, and 15 points may be earned for shading 50% of parking lot. Existing trees may also be used as parking lot shading if within 12 feet of any edge and meet RPZ requirements. Refer to Appendix E for shade value. 35-511 (c)(7) & 35-511 (e)(4)  An irrigation plan shall consist of two (2) sets of plans with the contents prescribed in 35-B107 (d) and 35-511 (c) (6). Project name, street address, legal description, date, scale, north arrow, names, addresses, and telephone numbers of both the property owner and the person preparing the plan required. Irrigation is required when landscape area exceeds 2,000 square feet, and/or 10 or more trees, or if project exceeds 4,300 square feet of impervious surface. A hose bib may be used if plant material is within 100 feet. A Letter of conformity must be attached or embedded on plan and signed by licensed Irrigator.  See the following for information related to irrigation permits: <a href="#">Information Bulletin 183 Landscape Irrigation System Requirements</a>
	<b>Payment of the Plan Review Fee</b>	The fee will be determined and communicated to the applicant at the completion of the submittal intake/completeness review. Payment is due prior to plan review starting. After approval of the plans, the building permit fee is due prior to issuance of the permit and the applicant obtaining the copy of the approved construction plans. For a <u>preliminary</u> fee calculation please refer to: <a href="#">Plan Review Estimator</a>

ITEMS REQUIRED FOR MOST APPLICATIONS		See Details Part III Below for more information
	Texas Department of Licensing and Regulation AB# (Architectural/ Barriers Number)	Provide the TDLR Architectural Barriers Registration Number (AB#) obtained from the State of Texas. Required if valuation stated on the application is equal to or exceeds \$50,000 <a href="#">TDLR Form</a> <a href="http://www.license.state.tx.us">www.license.state.tx.us</a>
	Determination of Required Special Inspections (Requirements as per Chapter 17 of the 2015 International Building Code) <b>FOR EACH SEPARATE STRUCTURE TO BE CONSTRUCTED</b>	<a href="#">Information Bulletin 132 Special Inspections Program</a> - Program Policies, Guidelines and Forms. This IB defines and sets out the procedures to follow.  For the Design Professional's use: <a href="http://docsonline.sanantonio.gov/FileUploads/dsd/SIReportLetter.pdf">http://docsonline.sanantonio.gov/FileUploads/dsd/SIReportLetter.pdf</a> <a href="http://docsonline.sanantonio.gov/FileUploads/dsd/SINonComplianceLtr.pdf">http://docsonline.sanantonio.gov/FileUploads/dsd/SINonComplianceLtr.pdf</a> Final document required prior to obtaining the Certificate of Occupancy: <a href="http://docsonline.sanantonio.gov/FileUploads/dsd/SIRDPiRCFinalReport.pdf">http://docsonline.sanantonio.gov/FileUploads/dsd/SIRDPiRCFinalReport.pdf</a> <i>Location on plans:</i>
	Regional Stormwater Management Participation Form (RSWMPF)	<a href="#">Regional Storm Water Management Participation Form (RSWMPF)</a> with original signature. Required when the impervious cover equals or exceeds 4300 square feet.
	Complete Commodities Storage Letter	For <b>Storage, Retail, Warehouse, Manufacturing and/or Hazardous Materials storage or use</b> , etc. See <a href="#">Information Bulletin 192a</a> for Commodities Storage Letter Instructions to determine submittal requirements. See also <a href="#">Information Bulletin 192b</a> for answers to FAQ's and Definitions related to Commodities Storage Letter requirements in the City's fire code.
	Mechanical, Electrical, Plumbing	See Part III Below for required items
	Tree Preservation and Tree Canopy	If the property is 2 acres in size or greater, provide the <a href="#">Habitat Compliance Form</a> . See <a href="#">Information Bulletin 520</a>
	Submittals to Health Department	A Health review will be conducted for projects that include a restaurant, grocery store, or other establishment that sells or prepares food or food products. Please refer to the Details Part III below for information regarding finish schedules, sinks, dishwashing requirements, and dumpsters.  Health requirements and information may be obtained from San Antonio Health Department, 332 W. Commerce, Suite 101, San Antonio, Texas 78205-2489, (210) 207-8853, FAX (210) 207-8039. See also the following website: <a href="http://www.sanantonio.gov/health/">http://www.sanantonio.gov/health/</a> .

## PART III - OTHER ITEMS TO BE SUBMITTED IF APPLICABLE

### Check if Provided

GENERAL SUBMITTAL REQUIREMENTS	
	Alcohol Sales Affidavit – Located in <a href="#">Information Bulletin 168</a> . This IB also contains the distance requirement variance procedures and form to City Council.
	<a href="#">Sexually Oriented Business Affidavit</a>
	Two copies of any approved Code Modification Requests (CMR), if design is based on an approved CMR (Refer to section 104.10 and 104.11, 2015 IBC). Also, indication of the approval of any encroachment of the project into the public-right-of-way.
	Preliminary Plan Review Meeting(s), if a meeting was held: Minutes when approved by the City of San Antonio. Meeting minutes shall include AP Number(s), date(s), attendance sheet(s), and City approved meeting minutes.
	A spreadsheet (City specified format) for multi-building applications for one site. <a href="#">Additional Building Form</a> NOTE: Each building being constructed, enlarged altered, moved, etc. Per 2015 IBC section 101.2 must be separately represented on the form and the form must be complete. Each building will be issued a separate building permit number for inspection and certificate of occupancy purposes, however, may be reviewed under the main building permit number during plan review. Each building requires its own valuation to determine plan review and building permit fees.

	Distance surveys and zoning compliance letters for sale of alcohol, Bed and Breakfast, Community Home for Disabled Persons, Head Shop, Transitional Home, Sexually Oriented Business, and Live Entertainment.
	<b>STRUCTURAL (Building and Civil)</b>
	Retaining Walls. <a href="#">See IB 171 for Retaining Wall Requirements</a> -(Retaining walls require additional submittal information located in the IB)
	<b>ELEVATOR</b>
	Hoistway: Show hoistway construction and access. IBC section 713.14 and chapter 30. - Location on plans:
	Hoistway: Show any equipment, ducts, or wiring located in hoistway. Location on plans:
	Machine Room: Show machine room construction, ventilation, pressurization and access, if required. IBC section 3005 - Location on plans:
	High-rise Requirements: Show all details related to high-rise requirements. - Location on plans:
	Pit Construction: Show pit construction details. - Location on plans:
	Emergency/Security Operation: Provide information on all emergency/security operations. - Location on plans:
	Elevator recall functions are required per Section 607 of the 2015 International Fire Code. If a building is <u>not</u> equipped with a fire alarm system, specific elevator recall functions must be described on the elevator plans. Location on plans:
	Elevator sump pumps are required to meet the requirement of the Texas Department of Licensing and Regulation (TDLR). See <a href="#">Information Bulletin 160</a> . Location on plans:
	<b>FIRE</b>
	If the private or public water supply piping is not yet constructed, and that will serve new fire hydrants and/or fire sprinkler systems, hydraulic calculations for the proposed water supply piping design shall be submitted. The calculations shall be based on the flow test conducted on the hydrants nearest the project site and shall verify that the piping design provides the minimum required fire flow at no less than 25 psi residual. Refer to COSA Amendments to the 2015 IFC Section 507.5.7.
	City approved smoke management and/or fire protection/life safety reports where required (high rise, atriums, smoke protected assembly seating, covered mall buildings, etc.). See <a href="#">IB 185 - Smoke Control System Submittal Requirements</a> .
	For proposed medical care facilities (e.g., hospitals, day-surgery centers, medical clinics, dental clinics, veterinary clinics, dialysis clinics, diagnostic imaging centers, medical labs, etc.), submit a completed COSA Medical Gas Form. See <a href="#">IB 175 – Medical Gas Form</a> for submittal requirements. _
	For swimming pools, hot tubs and spas proposed present in a commercial facility (e.g., hotels, motels, apartment complexes, fitness centers and other public accessible locations), submit a completed COSA Swimming Pool Chemicals Form. See <a href="#">IB 200 – Swimming Pool Chemicals Form</a> for submittal requirements.
	<b>MECHANICAL</b>
	HVAC equipment and schedules: Show locations, type, capacity, energy efficiency, and weight/support of all heating, ventilation and air conditioning (HVAC) equipment. - Location on plans:
	Rated Enclosures: Show or specify wall construction and opening protection where rated enclosures are required (heaters, boilers, etc., over 400,000 BTU; air conditioners over 100 HP, etc.). - Location on plans:
	Special Equipment: Show special equipment such as kitchen hoods, garage ventilation, paint booth exhaust, automatic fire suppression, etc. - Location on plans:
	Fire or Smoke Control: Define in specifications or on plans special use of equipment in conjunction with fire or smoke control. - Location on plans:
	Penetrations of Rated Assemblies: Show method of opening protection and note referenced listing or refer to drawings containing same information. - Location on plans:

	Special Requirement: Show appurtenances and required details such as flue vent type and size, expansion tanks, blow down systems, protection devices, means for combustion air and special use equipment. - Location on plans:
	Air Distribution System: Show all duct runs, fire/smoke dampers where applicable, sheet metal gauge thickness for medium and high velocity systems, type and class of non-metallic duct, etc. - Location on plans:
	2015 <i>International Energy Conservation Code</i> Compliance/Calculations for Mechanical/Plumbing Equipment. See <a href="#">Information Bulletin 221</a> for all mechanical requirements. Using the COMcheck software, provide Mechanical Reports/Certificate <a href="http://www.energycodes.gov">www.energycodes.gov</a> - Location on plans:
<b>ELECTRICAL</b>	
	Utility Site Plan: The site plan should include location of all electrical equipment external to the building envelope, such as: power poles, overhead or underground electric lines, service equipment, pad mount transformers, generators, signs, pole lights, and exterior building lights.
	Riser Diagram: The riser diagram should be a complete and comprehensive one-line diagram, including all service equipment, panels, transformers, generators, and fire pumps. The riser should also include all conductor sizes, over current protection sizes, conduit sizes, and ground fault protection at the service if applicable.
	Grounding Detail: The grounding detail can be incorporated in the riser or detailed separately; either format should include all conductor sizes, ground rod size, and location of bond. As a minimum the grounding electrode system shall consist of a concrete encased electrode, cold water bond, and structural steel bond and grounding electrode. All methods of grounding/bonding should be sized and installed as per NEC article 250.
	Interior Electrical Layout: The power plan should include the locations, circuiting, and wiring methods, of all electrical equipment such as panels, transformers, disconnects, elevator equipment, receptacles, etc. The lighting plan should include the location of all fixtures and switches or other method of control (occupancy sensor, contactor, photo cell, time clock, etc.). All 2009 IECC requirements such as bi-level switching, occupancy sensors, master switches, etc... will be required where applicable.
	Load Analysis: The load analysis should be calculated as per NEC article 220, and will need to include and indicate any existing load to assure adequate capacity of a common service, panel, load center, etc...
	Panel Schedules: The panel schedules should include frame sizes, main lug or main breaker, feeder size, number of circuits, all overcurrent protection sizes (including main), NEMA classification of enclosure, and indication of any arc fault, ground fault, or shunt trip type breakers.
	Fixture Schedule: The fixture schedule should include a fixture description, number of lamps, maximum lamp wattage, installed lamp wattage, and number of fixtures.
	IECC Lighting Compliance Certificate: The 2015 <i>International Energy Conservation Code</i> (IECC) is enforced. See <a href="#">Information Bulletin 221</a> for all electrical requirements. A COMcheck is also required.
	If your project lies within five miles of one of the military bases in Bexar County, your project must conform to the outdoor lighting requirements of Ordinance 2008-12-11-1133. The Ordinance can be reviewed at: <a href="http://docsonline.sanantonio.gov/FileUploads/dsd/MilitarysOrdinanceVersion28.pdf">http://docsonline.sanantonio.gov/FileUploads/dsd/MilitarysOrdinanceVersion28.pdf</a>
	<p><b>Additional Electrical Notes:</b></p> <ol style="list-style-type: none"> <li>1. Once CPS Energy has approved two services to one structure, the required two hour fire barrier that separates the areas served by each will need to be indicated on the appropriate architectural drawings as well as the electrical drawings.</li> <li>2. Rooms containing large equipment as defined by NEC article 110.26 (c) (2) will need to indicate the correct door swing and hardware. This information will need to be shown on the appropriate architectural drawings as well as the electrical drawings.</li> <li>3. Disconnecting means for heating equipment covered in article 424 of the NEC and for Refrigeration equipment found in article 440 of the NEC will be required to be independently supported off the unit. This requirement will also apply to the required servicing 120 volt receptacle outlet. Please reference Section 10-93 (1) (e) &amp; (f) of Chapter 10 of the City Code for more details.</li> <li>4. Exterior lighting designs on all commercial structures in addition to meeting NEC requirements will also need to be in accordance with section 35-392 of the Unified Development Code (UDC).</li> </ol>

PLUMBING	
	Plumbing Fixtures: Show fixture numbers and locations. Number of fixtures is based on the Occupant Load of the building. Include water closets, urinals, lavatories and drinking fountains. Plumbing Fixtures installed are required to be on the current EPA list of WaterSense fixtures, with flow rates as per the 2015 IPC Amendments. The list of EPA WaterSense fixtures can be obtained at the EPA website: <a href="http://www.epa.gov/watersense/product_search.html">http://www.epa.gov/watersense/product_search.html</a> - Location on plans:
	Building Drain System: Show the under-floor system of the drain waste and soil piping, indicating pipe sizes and slope. Provide riser diagram for multiple fixtures. - Location on plans:
	Plumbing Riser and/or Isometric: Provide diagram of installation for waste, vent, and water piping for multiple fixture installations. - Location on plans:
	Building Utilities: Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities. - Location on plans:
	Materials: Indicate all piping materials. - Location on plans:
	Water System: Provide known water pressure and supply pipe sizes and calculations of water system, water heater data, and hot water system and accessories (expansion tank, vacuum relief, safety devices, etc.), backflow prevention requirements, pressure reducing valves, etc. - Location on plans:
	Venting System: Show pipe sizes, size of vent through the roof and connection to building drains. - Location on plans:
	Special Requirements: Show all required appurtenances, such as grease interceptors, sump pumps, sewage ejectors, sample ports, backflow preventers, backflow valves, and special fixtures. Provide appropriate calculations.
	Gas Piping System Diagram: Provide schematic diagram of gas piping system Including system operating pressure. Developed lengths, gas outlets with stated demand in CFH. - Location on plans:
	The 2015 <i>International Energy Conservation Code</i> (IECC) is enforced. See <a href="#">Information Bulletin 221</a> for all plumbing requirements related to hot water as well as equipment efficiencies.
ENERGY CONSERVATION	
	Statement of Commissioning Requirements – If Commissioning is required. See the 2015 IECC Section C408, specifically C408.2.1 and <a href="#">Information Bulletin 221</a>
	Other information as listed in Information Bulletin 221 Part III (detailed Submittal Requirements)
HEALTH	
	Finish schedules (floors, walls, ceilings and lighting).
	Utensil Washing Sink: All food establishments in which food is prepared (including coffee or beverages) or in which multi-service kitchen utensils are used shall have a minimum three-compartment sink with two integral drainboards, on each side. The sink compartments and drainboards shall be large enough to accommodate the largest utensil used.
	Liquor service or tavern sinks: A separate handsink is required. An approved glass washing machine with a rinse sink may be substitute for the compartment sink.
	Dishwashing Machines: All automatic dish machines shall be installed and operated in accordance with code. All spray type dish machines, which are designed, for a hot water sanitizing rinse shall be provided with a booster heater, or be connected to an approved recirculation water system which is capable of maintaining the rinse water at not less than 180° F.
	Lavatories and Handwashing sinks: Handwashing facilities shall be provided within or adjacent to toilet rooms and shall be equipped with an adequate supply of hot and cold running water delivered under pressure through a mixing valve. An adequate number of handwashing cleanser and single-use sanitary towels, or hot-air blowers, shall be provided in wall-mounted dispensers at all handwashing facilities. Handwashing facilities shall be provided within each food preparation area, waitress station, and warewashing areas.
	Janitorial Sink (Mop Sink) A room, area, or cabinet shall be provided for the storage of cleaning equipment and supplies, such as mops, buckets, brooms, cleaners and waxes; and shall be equipped with at least one of the following, to be used for general cleaning purposes and for the disposal of mop bucket wastes and other liquid wastes: <ol style="list-style-type: none"> <li>1. A one-compartment, non-porous janitorial sink/mop sink (stainless steel, porcelain or fiberglass), or</li> <li>2. A slab, basin, or floor constructed of concrete or equivalent material, cubed and sloped to a drain. Such facilities</li> </ol>

