



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 105**
Plumbing Permits issued prior to Residential Building Permits

DATE: October 31, 2005/*Revised August 1, 2014*

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 105 to inform customers that the plumbing permit can be issued before residential plans have been submitted. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

Scope:

DSD, in accordance with the International Residential Code, requires building permits to be issued prior to the beginning of any construction associated with a new one- and two-family dwelling. It is recognized that the house plumbing drains and other such plumbing work is installed prior to the foundation being constructed. DSD, as a customer service initiative, allows the plumbing permit to be issued after the residential building plans have been submitted and entered into the City computer system. This allows the plumbing work to be installed, completed and inspected during the building permit processing review time frame. It should be noted that the residential builder is proceeding at his own risk if changes are required as a condition of the building permit being issued. Below listed is the allowable work that may be performed prior to the building permit issuance:

- o Residential plans submitted to DSD and entered into the computer creating an AP number. Applications will be date and time stamped documenting the submittal date to the City offices.
- o Site work or plumbing work may begin after the tree review has been completed and documented approved in the City Land Development software system.
- o Foundation preparation work (forms, sub-base material, grade beam, vapor barrier, etc.). No building work (placing of reinforcing steel, placing concrete, etc.) beyond the foundation preparation stage may begin prior to the issuance of the building permit.

Projects that proceed beyond these listed guidelines will have a "working-without-a- permit fee" assessed.

Should you have any questions on this process, please contact the Plan Review Staff at (210) 207-8297 or the Development Services Manager at (210) 207-0237.

Summary:

This Information Bulletin is for information purposes only.

Prepared by: Michael Dice, Development Services Manager

Reviewed by: Richard Chamberlin, PE, Development Services Engineer

Authorized by: Terry Kannawin, Assistant Director