



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 116**
Preliminary Plan Review (PPR) Meetings

DATE: March 10, 2006
Revised February 03, 2017 / May 08, 2017

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** Information Bulletin 116 to assist customers with preliminary plan review (PPR) meetings. This bulletin has been updated to add in additional information regarding what should be included in PPR meeting minutes submitted to the City by the customer.

Scope:

DSD offers Preliminary Plan Review (PPR) meetings to allow the owner and/or owner's agent(s) to meet with DSD staff to discuss preliminary design and/or construction issues that may require revised construction plans. These meetings will assist the owner and/or design team to identify items that need to be addressed or modified before construction plans are submitted to the City for permit review.

The preliminary plan review meeting should not be considered a detailed code review of plans given the short time frame of the meeting, often preliminary design of plans, and possible important information not available at the time of the PPR. City code analysis and city opinions provided at the meeting could be altered once 100% design documents and full code reviews are performed. Any code discussions made at the meeting need to be documented per procedure number 7 and 8 listed below.

Procedures:

The following procedures are to be followed to set up and execute your PPR.

1. In order to schedule a PPR, submit a **PPR Request Form** (see following example) via, email or mail to:

City of San Antonio
Development Services Department
Plan Review Division
Attn: Plans Management Staff
1901 S. Alamo St.
San Antonio, TX 78204
PH: 210-207-4408, email: DSDPlansManagement@sanantonio.gov

The PPR Request Form shall be filled out completely and signed by the person requesting the PPR meeting. The PPR Request Form shall include check marks next to all the divisions that

you wish to be present at the PPR. The divisions that are available for a PPR meeting are Building, Fire, Mechanical, Electrical, Plumbing, Drainage, Traffic/Sidewalk, Tree/Landscape, Health, Historic, Zoning, Addressing and the San Antonio River Authority. Note that divisions that are not marked on the PPR Request form will not be available for the PPR.

2. There is a non-refundable \$100.00 per hour fee for each division for each PPR. For example, if the Building, Fire, and Electrical divisions were requested to attend for a 1-hour meeting, the PPR fee is \$300.00 (\$100.00 x 3). For PPR meetings with more than 2 or 3 disciplines including Building and Fire, it is highly recommended that the meeting be scheduled for a full 1-1/2 hours since meetings will not be extended. When a 1-1/2 hour meeting is requested, the fee in effect, is \$150 per discipline. Several divisions are free. LID features will receive complimentary reviews by SARA, Public Works Drainage and Tree/Landscape if requested. Payment of the PPR fee is to be made at the time of scheduling the meeting. A date and time may be requested on the PPR Request Form, but the PPR meeting will not be formally scheduled until this fee has been paid. An applicant should call DSD staff above to determine available dates and times. Rescheduling a meeting is permitted with no new payment of fees if notice is provided at least 24 hours in advance of the scheduled PPR meeting date.
3. The City will return the PPR Request form and receipt of payment to the applicant by email with the scheduled date, time and assigned PPR Number assigned for the meeting.
4. All PPR meetings will be held at the COSA Development and Business Services Center (DBSC) located at 1901 S. Alamo, San Antonio, TX 78204.
5. Each PPR meeting is a minimum of sixty (60) minutes and a maximum ninety (90) minutes in duration. If it is anticipated that more time is needed, additional PPR meetings are to be requested by the customer in advance. Where possible, COSA DSD staff will schedule these multiple meetings back-to-back or at least on the same day. It is up to the customer to manage the meeting agenda and discussion to meet the time frames allotted. The customer(s) should plan on arriving at the COSA DBSC approximately fifteen (15) minutes prior to the PPR meeting start time to allow time for check in. The PPR meeting will not be extended past the original end time due to the customer arriving late and/or due to the number of divisions requested. It is important to note that if there are no other questions for a specific plan examiner covering a discipline, that plan examiner may leave the meeting early, but will be “on-call” if additional questions require their input.
6. The customer should submit an agenda, if there is an agenda, for the PPR meeting to COSA DSD at least two (2) days in advance of the PPR. The proposed agenda is to be submitted via mail, or email to the contact listed in Item 1 above and is to clearly reference the PPR Number and Project Name.
7. After the PPR meeting, the customer may wish to prepare meeting minutes outlining those items discussed during the meeting and submit these back to the City. The meeting minutes

shall be submitted to the City as soon as reasonably possible via mail, or email to the contact listed in Item 1 above. The meeting minutes shall be reviewed by COSA DSD within 10-business days of receipt and be returned to the customer as “Approved”, “Approved w/ Comments” or “Denied w/ Comments”. Meeting minutes shall not be recognized as a record of the items discussed during a PPR unless they are approved in writing by COSA DSD. The meeting minutes shall include the following information:

- a. Project Name
 - b. PPR meeting number
 - c. Date and Time of Meeting
 - d. List of attendees including company name and e-mail at a minimum
 - e. List of items discussed during the meeting in some detail
 - f. Contact information of person submitting the meeting minutes, including e-mail to return City comments.
8. Formal approval of any part of the project **will not** be granted by COSA staff during the PPR meeting, due to the meeting being a preliminary incomplete review of documents as described in the Scope above. If a formal written City approval for a specific project issue is needed, these approvals may be obtained through a request for a formal Code Interpretation (see **IB 115**), or an approved Code Modification Request (see **IB 114**). If needed, it shall be the responsibility of the customer to develop, coordinate and obtain these formal written approvals outside of the PPR process.

Summary:

This information bulletin is for informational purposes only.

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CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

1901 S. Alamo, San Antonio, TX 78204

PRELIMINARY PLAN REVIEW REQUEST FORM

New Structure

Interior Finish-Out

Renovation

Project Name: _____

Project Address: _____

Project Square Footage: _____ No of Stories: _____

Estimated Construction Cost: _____ Estimated Start Date: _____

Project Description: _____

Preliminary Plan Review Request by Name:

Company: _____

Address: _____

City, State, Zip: _____

Telephone # _____ E-Mail: _____

Signature: _____

Please check the Divisions you would like present at the meeting. Note that there is a non-refundable \$100.00 per hour fee for each Division for each PPR and that payment of this fee is to be made prior to the meeting being scheduled. Fees are calculated based on a minimum 1 hour and a maximum 1-1/2 hour meeting.

Note: * Indicates a free complementary service if chosen

<input type="checkbox"/>	Building	<input type="checkbox"/>	*Zoning	<input type="checkbox"/>	Fire
<input type="checkbox"/>	Mechanical	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Tree Landscaping	<input type="checkbox"/>	Drainage Flood	<input type="checkbox"/>	Health Department
<input type="checkbox"/>	*Addressing	<input type="checkbox"/>	Traffic Sidewalk Bicycle	<input type="checkbox"/>	Traffic Impact Report TIA
<input type="checkbox"/>	*Low Impact Development	<input type="checkbox"/>	Historic	<input type="checkbox"/>	*Overlay Districts
<input type="checkbox"/>	*Plan Review Process Overview	<input type="checkbox"/>		<input type="checkbox"/>	

Requested Meeting Date: _____ Requested Time and Duration: _____

For Office Use Only:

PPR #:

Scheduled Meeting Date:

Time slot:

*****Note that an agenda for the PPR meeting should be submitted to COSA DSD at least two (2) days in advance of the PPR, and submitted via email to DSDPlansManagement@sanantonio.gov. Clearly reference the PPR # and Project Name.