



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 120d**
Fast-Track Mechanical Permits

DATE: May 16, 2006/*Revised February 20, 2012/August 1, 2014/March 18, 2015*

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Department of Development Services (DSD) created this **revised** bulletin for fast-track mechanical permits. The purpose of this information bulletin is to allow contractors to legally start mechanical work without delay on interior finish out projects in existing buildings before the final building construction plans for the interior finish out/remodel have been reviewed, approved, and the permit issued. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

Scope:

To obtain this optional permit, a Fast-Track Metal Stud Permit must first be issued to the general contractor. The licensed mechanical contractor may then complete a Fast-Track Mechanical Permit Application (attached) and pays a nonrefundable mechanical permit fee of \$50.00 plus the 3% technological and 3% development services fees. Since plans will be under review for the interior finish out/remodel permit, design documents are not required to be submitted with a Fast-Track Mechanical Permit Application. The fee for the Fast-Track Mechanical Permit will not be credited toward the full permit fee. If separate permits are anticipated for various segments of the job, separate Fast-Track Mechanical Permit applications will be required.

Issuance of a Fast-Track Mechanical Permit requires the acknowledgment by the mechanical contractor that the issuance of a Fast-Track Mechanical Permit is at his/her own risk and any work that is found not to comply with the approved plans shall be corrected. The issuance of a Fast-Track Mechanical Permit also provides no assurance that either the permit for the interior finish out will be issued or that a Certificate of Occupancy will be granted. No mechanical work will be inspected without the previously submitted full interior finish out/remodel permit being reviewed, issued and the city approved plans on the job site.

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 feel free to contact DSD Plans Management by calling **(210) 207-4408**.

Summary:

This Information Bulletin is for informational purposes only.

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Reviewed by: Richard Chamberlin, PE, Development Services Director

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FAST-TRACK PERMIT APPLICATION

*****OPTIONAL*****

APPLICANT: Please complete all of the following information. Please print.

Project Address:

San Antonio, Texas

Suite:

Project Name:

Scope of Work:

STATEMENT OF UNDERSTANDING

The undersigned requests that a Fast-Track Permit be issued to allow the work to proceed prior to the approval of the design documents. It is understood that all work performed prior to the approval of the plans and issuance of the full permit is done completely at the permit holder's own risk. Any work that is found to not comply with the approved plans shall be corrected. The undersigned acknowledges the following conditions:

- No work will be inspected without city approved plans on the jobsite.
- No work may be concealed without inspection approval.
- No Certificate of Occupancy will be issued without inspection approval.

Furthermore, the applicant agrees to proceed with the development and obtain approval of the design documents as soon as possible. All review issues shall be resolved, and the full permit shall be obtained without delay.

Finally, I understand that the issuance of Fast-Track Permit at my own risk provides no assurance that either the permit for the interior finish out will be issued or that a Certificate of Occupancy will be granted.

Check one:

Mechanical

Electrical

Plumbing

Permit fees are \$50.00 + 3% Technological Fee + 3% Development Services Fee = **\$53.00 Total**

Contractor Name:

Contractor ID#:

Escrow: YES NO

Master License Holder:

License #:

Authorized Agent Name:

Contact ID#: AC

Telephone #:

Email:

Other Contact ID# (s) associated with this permit:

REQUIRED:

FAST-TRACK METAL STUD PERMIT #:

PERMIT DATE: .