

EFFECTIVE

Nov. 30, 2020



WE ARE EXCITED TO
ANNOUNCE

**BUILDING AND FIRE
PERMITS & LICENSES**
will be available online
24x7, making doing
business with us, easier,
faster and better overall.

**ONLINE
BUILDING
AND FIRE
PERMITS &
LICENSES
AVAILABLE**

Home Land Development **Building** Fire

[Search Applications](#) [Create an Application](#)

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type, click on the record type.

[Search](#)

<input type="radio"/> Annual Maintenance Permit Application	<input type="radio"/> Minor Building Repair Application
<input type="radio"/> Building-Related-Fire Codes Appeals-Advisory Board	<input type="radio"/> Residential - Garage Sale Application
<input type="radio"/> Certificate of Occupancy Application	<input type="radio"/> Residential Building Permit Application
<input type="radio"/> Commercial Project Application	<input type="radio"/> Residential Fence Application
<input type="radio"/> Demolition Pedestrian Protection Application	<input type="radio"/> Residential Improvements Permit Application
<input type="radio"/> Fire Damage Assessment Request	<input type="radio"/> Sidewalk-Curb Application
<input type="radio"/> LSR MEP Permit Application	<input type="radio"/> Sign Permit Application
<input type="radio"/> Manufactured Home Application	<input type="radio"/> Tree Affidavit/Permit Application
<input type="radio"/> MEP Trade Permits Application	

To take advantage of BuildSA, our new electronic plan review system, customers will need to create a portal account and submit plans online. This is a requirement for all **Residential, Commercial, Fire System, Solar, and Demolition Building Permits** as these records must be submitted online.

The following items in Hansen will be migrated to BuildSA on Nov. 30:

- All certificates of occupancy issued for commercial projects
- Sign applications and permits
- Tree permits
- Fire annual permits and licenses
- Strike Team investigation
- All active contractor licenses (renewal applications must be submitted online)

Building plans under review in Hansen on Nov. 30 will be recreated in Accela once all technical reviews are approved. Permits in the inspection process in Hansen will be completed in Hansen.

Note that outstanding permits not completed by May 31, 2021 will be recreated in BuildSA. All new projects submitted on or after Nov. 30 will be processed in Accela.



BuildSA Support

To ensure a smooth transition, we are here for you and have the following resources available:

- What's Changing Training
- Portal Training
- Online Training Materials
- Additional Staff for the Call Center (including Core BuildSA Staff)
- Dedicated Staff for Plan Room Questions
- Dedicated Staff to Re-create Hansen Records in BuildSA

VIRTUAL TRAINING

now available at

[https://www.sanantonio.gov/](https://www.sanantonio.gov/DSD/BuildSA-Project)

DSD/BuildSA-Project

Training > Building Development

 www.sanantonio.gov/dsd/buildsa-project

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Nov. 13, 2020