

Commercial Internal Design Guide



City of San Antonio

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Approvals

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Intended Audience

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Document Purpose

The purpose of the document is to provide staff with an understanding of the design, functionality and constraints with the Commercial Project Application and its child permits from the Accela Online Portal (used by the external customers) and Accela Civic Platform (AKA: Back-office) functionality (used by Intake and Plan Reviewers) of the Commercial Record.

This document does not provide step by step instructions for submitting or processing this application or its permits.

The intent is to provide enough resources and knowledge to help Staff in problem solving and reporting issues and/or incorporating functional low impact workarounds to help improve their support to our customer and their business process.

HELPFUL HINT: Throughout this document will be links to other sections or external documents that allows you easy navigation to that section or that document. Simply hold the CTRL key down and using your mouse, click on the name. These can be visually identified by the field being in a [Blue and Underline](#) format and once clicked will turn [Red and Underline](#) format.

Overview of the Commercial Project Application Record

The Commercial Project Application is an application to request permits for construction for work on any non-single-family residential use.

The Commercial Project Application will create the following Permits.

However, not all the permits allow for multiple buildings/structures, and some cannot be requested with other types. Below is a chart that helps describe which permits can be requested together and which ones can be requested for multiple buildings/structures.

Permit Type	No. of Bldgs	Phased	Can be requested with:								Issuance
			Addition	Remodel	New Building	Sitework	Foundation	Shell	Finish Out	Minor Structures	
Addition Permit	1+	No	X	X						X	LOC or COO
Remodel Permit	1+	No	X	X						X	LOC or COO
New Building Permit	1+	No			X	X				X	COO
Sitework Permit	1	Both	X	X	X	X	X	X		X	LOC
Foundation Permit	1+	Yes				X	X	X		X	LOC
Shell Permit	1+	Yes				X	X	X		X	LOC
Finish Out Permit	1+	No							X	X	COO
*Communication Equipment Permit	1	Both	X	X	X	X	X	X	X	X	LOC
*Drive-Thru/Aisles Permit	1	Both	X	X	X	X	X	X	X	X	LOC
*Fence Permit	1	Both	X	X	X	X	X	X	X	X	LOC
*Ice-Teller Machine Permit	1	Both	X	X	X	X	X	X	X	X	LOC
*Monument Permit	1	Both	X	X	X	X	X	X	X	X	LOC
*Pad Site Permit	1	Both	X	X	X	X	X	X	X	X	LOC
*Retaining Wall Permit	1	Both	X	X	X	X	X	X	X	X	LOC
*Shade Structure Permit	1	Both	X	X	X	X	X	X	X	X	LOC
*Street Improvement Permit	1	Both	X	X	X	X	X	X	X	X	LOC
*Swimming Pool Permit	1	Both	X	X	X	X	X	X	X	X	LOC

For each permit type and each building/structure the Commercial Project Application will create equal amounts of permits. Example: Customer can request a Complete New Building for 10 buildings along with a Monument, Pad Site and Fence. With this request the result would be 13 permits.

Each building/permit requested will include:

- ✓ Plan Review Fees
- ✓ Base Permit Fees
- ✓ Required MEP Permit Fees (*exclusions of Minor Structures)
- ✓ Required Inspections (*exclusions of Minor Structures)

* Minor Structure Permits will require user to submit a MEP Trade Application. Permit Fees and Inspections will be included in MEP Permit record. LOC for the Minor Structure on the Commercial Permit will be controlled by Required Permits process (Refer to Permit Closure Process LOC/COO Issuance Internal User Guide) and will not close and issue LOC until this permit is closed and issued LOC.

Property Information Requirements

Address or Parcel is required: The property information is required for a Commercial Project Application. If the User fails to enter either an address or parcel, they will be prevented from submitting the Application and receive the following message:

You must provide an Address or a Parcel for this application.

Property must be within City Limits or with SA ETJ: When the user enters the Address or Parcel, the system queries the city GIS information (i.e. One-Stop Map). If the address is found outside City Limits or not with the SA ETJ, the User will receive the following message:

A permit is not required from the City of San Antonio since the property is located outside our jurisdiction."

When the address/parcel is accepted (and after submission), the property attributes (i.e. Overlays, Jurisdiction etc) are copied and viewable in Custom Lists of the Application.

How to lookup Address or Parcel Info:

- Refer to [BuildSA - Address Best Practices](#) document for Search Best Practices instructions
- Refer to **TBD** for Processing Steps for looking up an address or Parcel in the ACA Online Portal
- Refer to **TBD** for Processing Steps for looking up an address or Parcel in the AA Backoffice

Once the application is submitted, the system uses the GIS information of the address to determine which Technical Reviews will be required. Refer to [Workflow Requirements](#) Section for these requirements.

Contact Information Requirements

When submitting the Commercial Project Application, the Applicant must provide us with the name of the Company/Business owner of the project. The Application will not be allowed to submit without this without this contact.

Other Contacts available and their authorizations are listed below. These contacts can be provided prior to submission of the Application or after by use of the Add/Remove Contact amendment.

Types	Authorization			
	Amendments	Document Upload	Inspection Scheduling	Fee Payment
Contacts				
Applicant	X	X	Building, Fire, Health, NCD, Sign, Traffic or Tree Inspection Types	X
Architect		X		X
Authorized Agent		X		X
Company Name / Business Owner		X		X
Engineer		X		X
Escrow Owner		X		X
General Contractor	X	X	Building, Fire, Health, NCD, Sign, Traffic or Tree Inspection Types	X
Landscape Architect		X		X
Property Owner		X		X
RDPIRC		X		X
Tenant		X		X
License Professional Types				
Electrical Contractor			Electrical Inspection type only	X
Mechanical Contractor			Mechanical Inspection type only	X
Responsible Master Plumber Contractor			Gas, Med Gas and Plumbing Inspection Types only	X
Sidewalk & Curb Contractor			Flatwork Inspection Types only	X
On Site Sewer Contractor			Sewer Inspection Types only	X
Irrigator Contractor			Irrigation Inspection Types only	X

Refer to [BuildSA – Contact Searching Best Practices](#) document for Search Best Practices instructions

Refer to [Delegate Management Guide](#) document for Delegates of other ACA Accounts and their authorization.

Required Sections and Custom List by Permit Type

For the Commercial Project the Custom fields are separated by section and custom lists. Depending on the Permit type selected, is depending on which sections and custom lists must be completed.

If you are adding a new permit type or changing from one permit type to another, you must ensure the appropriate sections and custom lists are completed and/or removed.

LOCATION	Addition	Remodel	New Building	Sitework	Foundation	Shell	Finishout	Minor Structures
CUSTOM FIELDS								
COMMERCIAL PERMIT TYPE	R	R	R	R	R	R	R	R
GENERAL PROJECT INFORMATION	R	R	R	R	R	R	R	R
SPECIFIC BUSINESS USES DETAILS	R	R	R			R	R	
LIVE ENTERTAINMENT	C	C	C			C	C	
SITWORK DETAILS	R			R	R			R
TREE PROTECTION DETAILS	R			R	R			R
STORM WATER FLOOD DETAILS				R	R			R
GENERAL SITE DETAILS	R	R		R	R			
SIDEWALKS AND CURBS DETAILS	R	R	R	R	R	R	R	
MULTIPLE BUILDING DETAILS			R		R	R	R	
SPECIFIC BUILDING INFORMATION	R	R	R			R		
ENERGY CONSERVATION	R	R	R			R		
REMODELS AND ADDITIONS	R	R						
MINOR BUILDING STRUCTURES TYPE								R
COMMERCIAL FENCE DETAILS								C
CELL ANTENNA EQUIPMENT DETAILS								C
RETAINING WALL DETAILS								C
STREET IMPROVEMENT DETAILS								C
WAIVER ELIGIBILITY	R	R	R	R	R	R	R	R
ACKNOWLEDGEMENT	R	R	R	R	R	R	R	R
PERMIT INSPECTIONS SITWORK				R				
CUSTOM LISTS								
FOUNDATION INFORMATION					R			
BUILDING, SHELL IFO INFO			R			R	R	
ADDITION BUILDING INFO	R							
REMODEL BUILDING INFO		R						
CLASSIFICATION BLDG OR SPACE	R	R	R			R	R	
COO INFORMATION	C	C	R				R	
REQ INSPECTIONS - NEW BLDG			R					
REQ INSPECTIONS - FOUNDATION					R			
REQUIRED INSPECTIONS - SHELL						R		
REQ INSPECTIONS - FINISH OUT							R	
REQ INSPECTION - MINOR BUILD								C
REQ INSPECTIONS - ADDITION	R							
REQ INSPECTIONS - REMODEL		R						
FAST TRACK REQUEST	O	O	O	O	O	O	O	O
HOLD LOC/COO ISSUANCE	O	O	O	O	O	O	O	O
PARTIAL PERMIT REQUEST	O	O	O	O	O	O	O	O
REQUIRED PERMITS	O	O	O	O	O	O	O	O
SPECIAL INSPECTION DETAILS	O	O	O	O	O	O	O	O

R=Required / C=Conditional / O=Optional

Conditional Details:

- CELL ANTENNA EQUIPMENT DETAILS – This section is only required if user selects the permit type of 'Communication Equipment Permit' on the COMMERCIAL PERMIT TYPE section.
- COMMERCIAL FENCE DETAILS – This section is only required if user selects the permit type of 'Commercial Fence' on the COMMERCIAL PERMIT TYPE section.
- COO INFORMATION – This Custom List is only required for an Addition or Remodel when the user as indicated YES to 'Will the owner want a new Certificate of Occupancy?' in the ADDITION BUILDING INFO or ADDITION BUILDING INFO Custom List.
- LIVE ENTERTAINMENT - This section is only required if 'Bar, Tavern, Nightclub' or 'Food Establishment' uses are checked in the SPECIFIC BUSINESS USES DETAILS section.
- RETAINING WALL DETAILS – This section is only required if user selects the permit type of 'Retaining Wall Permit' on the COMMERCIAL PERMIT TYPE section.
- STREET IMPROVEMENT DETAILS – This section is only required if user selects the permit type of 'Street Improvement Permit' on the COMMERCIAL PERMIT TYPE section.

Custom Field Design

Now that we understand what sections are required for which permit types (Refer to [Required Sections and Custom List by Permit Type](#)), it is also important to understand how some of the information provided in these Custom Field sections are used by the system when to build out the workflows, fees and inspections. For easier navigation, this section is broken down by Sections. You will also find this information in Workflow Requirements, Fee Requirements and Inspection Requirement sections.

Commercial Permit Type Section

The PERMIT TYPE(S) checked in this section determines the required Sections and Custom List ~~that are~~ required based on the Permit Type(s) checked (refer to [Required Sections and Custom List by Permit Type](#) Section of this document for easier view of what is required by Permit Type).

It is also the key to what permit type will be created after all Technical Review workflow tasks are closed.

General Project Information Type Section

This section has fields that will be used by the system to invoice fees, determine task assignment, and Technical Review task activation.

- What is the total acreage for the project?
 - Invoices the Tree Canopy Commercial Fee and uses the value to calculate the amount of the Fee.
- Is the owner an ISD or Alamo Colleges District that is part of the Interlocal Agreement?
 - Auto-Assigns Completeness Review and Technical Review – Commercial Building Tasks to School Team
- Is the project Affordable Housing through deed, SAHA or a community development corporation?
 - Auto-Assigns Completeness Review and Technical Review – Commercial Building Tasks to Affordable Housing Team (Future Enhancement)
- Is a building being demolished as part of this project?:
 - Activates the Technical Review – OHP Task
- Are there any known Historic buildings or structures on site being affected?
 - Activates the Technical Review – OHP Task

Specific Business Uses Details Section

This section will activate the Health Technical Review tasks and default the Health Inspections to be created when the Permit is issued. In addition, based on the USES checked, it may require Staff to confirm that CODE was notified before Completeness Review can be closed.

- Will a Health - Boarding Mobile inspection be required?
 - Activates Technical Review - Health Environmental
 - Defaults the Health - Boarding Home Mobile Park Inspection in 'Required Inspections' Custom Lists for the Additions, Remodels, New Building and Finish Out Permit(s)
- Will a Health - Environmental inspection be required?
 - Activates Technical Review - Health Environmental
 - Defaults the XX Inspection in 'Required Inspections' Custom Lists for the Additions, Remodels, New Building and Finish Out Permit(s)
- Will a Health - Air Pollution inspection be required?
 - Activates Technical Review - Health Environmental
 - Defaults the Health - Air Pollution Inspection in 'Required Inspections' Custom Lists for the Additions, Remodels, New Building and Finish Out Permit(s)
- Will a Health inspection and Food Establishment Permit be required?
 - Activates Technical Review - Health Food Custodian
 - Defaults the Health - Food Custodial Inspection in 'Required Inspections' Custom Lists for the Additions, Remodels, New Building and Finish Out Permit(s)

- When Use of 'Sexually Oriented Business' is checked
 - Prevents Completeness Review from closing until Staff checks 'If Boarding Home or Salvage Yard/Metal Recycle was checked, was Code Enforcement notified?' In the [Project Details-Internal](#) Section of this document.
- When Use of 'SPA, Massage Parlor, Therapeutic Massage' is checked.
 - Prevents Completeness Review from closing until Staff checks 'If Boarding Home or Salvage Yard/Metal Recycle was checked, was Code Enforcement notified?' In the [Project Details-Internal](#) Section of this document.

Live Entertainment Section

This section is only required when Use of 'Bar, Tavern, Nightclub' or 'Bar, Tavern, Nightclub' is checked in the above section. All information in this section is informational only.

Sitework Details Section

This section uses all fields to invoice fees, calculate fees and default inspections.

- What is the Valuation of the Sitework portion of this project? (Material and labor):
 - Used to calculate the Plan Review and Base Permit fee for Sitework Permit type only.
- Will the work include electrical utility work?
 - Defaults the Electrical - Conduit in Trench, Rough-in and Final in the Required Inspections for Sitework ONLY
 - Invoices the Permit Electrical Fee for Sitework and Foundation Permits only.
- Will a TML be required with this permit?
 - Defaults the Electrical - TML Inspection for the following permit types:
 - Sitework
 - Foundation
 - Shell
 - Finish Out
 - Addition
 - Invoices the Permit Electrical Fee TML Fee for the following permit types:
 - Sitework
 - Foundation
 - Shell
 - Finish Out
 - Addition
- Will a TOPS be required with this permit?
 - Defaults the Electrical - TOPS Inspection for the following permit types
 - Sitework
 - Foundation
 - Shell
 - Finish Out

- Invoices the Permit Electrical Fee TOPS Fee for the following permit types
 - Sitework
 - Foundation
 - Shell
 - Finish Out
- Will the work include underground water utility work?
 - Defaults the Plumbing - Underground Waterline Inspection for Sitework Permit Type ONLY
 - Invoices the Permit - Plumbing Fee for the following permit types
 - Sitework
 - Foundation
- Will the work include sewer utility work?
 - Defaults the Sewer Utility Site Inspection for Sitework Permit Type ONLY
 - Invoices the Permit - Sewer Fee for Sitework Permit Type ONLY
- Will the work include irrigation work?
 - Defaults the Irrigation – Final Inspection for Sitework Permit Type ONLY
 - Invoices the following Fees for Sitework Permit Type ONLY:
 - Commercial Landscape Irrigation System Permit Fee
 - Irrigation System Fee
- Is the intent to construct a building with an Occupancy Classification of Residential (R-1 or R-2)?
 - Calculates the MEP Permit Fees amounts at 133% rate for the following Permit Types.
 - Sitework
 - Foundation
- Is the intent to construct a building with an Occupancy Classification of Storage (S-1 or S-2)?
 - Calculates the MEP Permit Fees amounts at 50% for the following Permit Types. If the calculated amount results in less than \$100, then the system will invoice \$100.
 - Sitework
 - Foundation
- What is the total square footage of the future building?
 - Used to calculate the MEP Permit Fees amounts for the following permit types:
 - Sitework
 - Foundation

Tree Protection Details Section

This section uses the first question only to invoice fees.

- How will the construction work affect any heritage, significant or historic trees?
 - When the value of A2 or A4 is selected, the system will invoice the Tree Preservation Review Fee

Storm Water Flood Details Section

This section is information ONLY.

General Site Details Section

This section is information ONLY.

Sidewalks and Curb Details Section

This section uses the first question to invoice the Permit Sidewalk Gutter and Curb Fee.

- Are curbs, sidewalks, handicapped ramps, driveway approaches in a ROW being replaced/constructed?
 - Invoices Permit Sidewalk Gutter and Curb Fee

IMPORTANT: The system does not use the other fields in this section to calculate those fees. The system uses the fields in [Traffic Details-Internal](#) Section of this document (entered by Staff) in the calculation of this fee.

IMPORTANT: The system does not check (default) the Flatwork Inspections. This should be done manually by staff during their review.

Multiple Building Section

This section is used by the following permit types to determine the number of Buildings/Structures are included in the Project:

- ✓ Complete New Building
- ✓ Foundation
- ✓ Shell
- ✓ Finish Out
- Number of foundations, buildings or tenant spaces, or school portables that require a COO or LOC?
 - The system will require the user to add the same number of rows to the following Custom Lists based on the value entered in this field. Each row within these custom lists will create a single Permit.
 - ✓ [Foundation Information](#) - Custom List
 - ✓ [Building, Shell IFO Info](#) - Custom List

Specific Building Information Section

- Is this a High-Rise Building? (Highest occupied floor over 75-feet above fire department access)?
 - Activates the Technical Review – Fire Smoke Control task
- Will the new or remodeled building/space contain over 500 sq. ft. of high piled combustible storage?
- Will the new or remodeled building/space store or utilize hazardous materials defined in the IFC?
- Is this a warehouse, manufacturing, repair or maintenance shop, laboratory or hospital use?
 - Activates the Technical Review – Fire OCL task

Energy Conservation Details Section

This section is information ONLY.

Remodel and Additions Section

This section is only presented for permit types of Addition and Remodel. Fields here are used to activate Technical Review – Addressing task and to determine the number of Buildings/Structures are included in the Project.

- Is this project combining or splitting existing suites?
 - Activates the Technical Review – Address task
- Please indicate the number of Additions that require a COO or LOC?
 - The system will require the user to add the same number of rows to the [Addition Building Info](#) Custom Lists Section of this document based on the value entered in this field. Ultimately, each row within these custom lists will create a single Permit.
- Number of Remodel structures that require a COO or LOC?
 - The system will require the user to add the same number of rows to the [Remodel Building Info](#) Custom Lists Section of this document based on the value entered in this field. Ultimately, each row within these custom lists will create a single Permit.

Minor Building Structures Details Section

This section is only used for the Minor Structure permits (Refer to [Overview of the Commercial Project Application Record](#) Section of this document for a list of Minor Structure permits). The system uses information within this section to determine if a MEP Permit is required before closure and for calculating the Base Permit Fees and

- Does the scope of work include electrical, mechanical or plumbing?
 - The Commercial Permit will not close and the LOC will not be issued if there is not a closed MEP Permit linked to the Commercial Permit.
- The following fields are used to calculate the corresponding Permit Base Fee. The system will use the value in these fields if the value found in the COSA Valuation in [Project Details-Internal](#) Section of this document is less.
 - What is the total valuation of the alterations for the Drive-Thru, Drive Aisles and/or Parking Lots (material and labor)?
 - What is the total valuation of the Drive-up Ice Machine and/or Teller Machines (material and labor)?
 - What is the total valuation of the Monument (material and labor)?
 - What is the total valuation of the Pad Site(s) (material and labor)?
 - What is the total valuation of the Shade Structures (material and labor)?
 - What is the total valuation of the Swimming Pool (material and labor)?

Commercial Fence Details Section

This section is only presented when the permit type requested is for a Commercial Fence. The only information used in this section is for invoicing and calculating the Plan Review and Permit Base Fees.

- Is this application for a new site or modification to an existing site?
 - Used to determine which fee to invoice to ensure the money is placed into the correct GL account.
 - Modifications will invoice:
 - ✓ Plan Review Commercial Fence Existing
 - ✓ Permit Commercial Fence Existing Fee
 - Existing will invoice
 - ✓ Plan Review Commercial Fence New
 - ✓ Permit Commercial Fence New Fee
- What is the total valuation of the Fence (material and labor)?
 - Used to calculate the amount of the Fees above.

Cell Antenna Equipment Details Section

This section is only presented when the permit type requested is for a Communication Equipment Antennas Towers including small cell. The only information used in this section is for calculating the Plan Review and Permit Base Fees.

- What is the total valuation of the Cell Antenna Equipment (material and labor)?
 - Used to calculate the amount of the Plan Review and Permit Base Fees.

Retaining Wall Details Section

This section is only presented when the permit type requested is for a Communication Retaining Wall Permit. The only information used in this section is for calculating the Plan Review and Permit Base Fees.

- Valuation of the wall(s) including labor
 - Used to calculate the amount of the Plan Review and Permit Base Fees.

Street Improvement Details Section

This section is only presented when the permit type requested is for a Communication Street Improvement Permit. All fields in this section are information only.

Waiver Eligibility Section

This section is used for Fee Waiver Review and Permit Fee Waiver Review task activation.

Internal Custom Fields

Energy Details-Internal Section

This section is information ONLY.

Permit Inspections Sitework Section

This section lists all the inspection types that are available for the Sitework permit only. The system will systematically check the inspection(s) based on information provided in the [Sitework Details](#) Section of this document.

Anything checked in this section will cause the system to create the requested Inspection type on the Sitework Permit at the time it is created.

IMPORTANT: If the permit is already created, user must add the inspection manually from the Permit/Inspection Tab.

Project Details-Internal Section

The system uses information in this section to set the Technical Review task performances, inspection assignment by GIS and to calculate the Permit Base fees for School Permits.

- What type of Permit is this for purposes of the Performance Goals?
 - Sets the Technical Review task due date based on the below:

Performance Value	Days	Type
Complex Plans	18	Calendar
Demolition	3	Business
Minor Plans	8	Business
Minor Structures	3	Business
School District New Construction	18	Calendar
School Portables	5	Business
School Remodels	10	Business
Site Work	10	Business
Special Project	18	Calendar

- What type of Permit is this for purposes of the Inspection assignments?
 - Used by the system to determine which Discipline to use for Inspection assignment.
- Does School qualify for 25% Waiver?
 - Used by the system to calculate the Permit Base Fees.
- If Boarding Home or Salvage Yard/Metal Recycle was checked, was Code Enforcement notified?
 - Required to be answered before Completeness Review can be closed, when 'Sexually Oriented Business' or 'SPA, Massage Parlor, Therapeutic Massage' is checked in the [Specific Business Uses Details](#) Section of this document.
- The following fields are used to calculate the corresponding Permit Base Fee. The system will use the value in these fields if the value found in the valuation provided by the custom in the [Sitework Details](#) Section of this document and [Minor Building Structures Details](#) Section of this document is less.:

- COSA Project valuation- Standalone Sitework
- COSA Project valuation - Drive-Thru, Drive Aisles and/or Parking Lots
- COSA Project valuation - Drive-up Ice and/or Teller Machines
- COSA Project valuation - Monument
- COSA Project valuation - Pad Site(s)
- COSA Project valuation - Shade Structures
- COSA Project valuation - Swimming Pool
- COSA Project valuation - Fence
- COSA Project valuation - Cell Antenna Equipment
- COSA Project valuation - Retaining Walls
- COSA Project valuation - Street Improvements

Special Inspections-Internal Section

This section is information ONLY.

Traffic Details-Internal Section

The information in this section is entered by Staff during Technical Review. The system will use the value in [Sidewalks and Curb Details](#) section to invoice the fee but uses the below fields in this section for calculating the Permit Sidewalk Gutter and Curb Fee amount. If the information isn't entered by the time Technical Review is closed, then the system will not invoice this fee.

- Approved square footage of Sidewalk
- Approved square footage of drive approaches
- Approved linear feet of Curb

Tree Details-Internal Section

This section is information ONLY.

Custom Lists Design

Now that we understand what custom lists are required for which permit types (Refer to [Required Sections and Custom List by Permit Type](#)), it is also important to understand how some of the information provided in these Custom Lists are used by the system when to build out the fees and inspections. For easier navigation, this section is broken down by Sections. You will also find this information in [Fee Requirements](#) and [Inspection Requirement](#) sections.

Parent Custom Lists

Parent custom lists are those that are used by the system to create the permit. A permit will be created for each row that exists.

- Foundation Information
- Building Shell INFO
- Addition Building Info
- Remodel Building Info

[Foundation Information Custom List](#)

The Foundation Custom List is the main list that is used by the system to **create the Foundation permit**. When all Technical Reviews are closed, the system will create a Commercial Foundation Permit for each row found in this Custom List.

[Adding a Row](#)

The system uses the **Building No.** as the **unique key** between other rows found in this Custom List. As such the Building No. must be unique, and any child custom lists must match to this Building No. to be included on the Commercial Foundation Permit once created.

[Automatically Created Child Rows](#)

When you add a Foundation Information Custom List, the system will automatically create the following Child Custom Lists with the same Building No.

1. Building Shell INFO Custom List (if Shell Permit is requested with a Foundation Permit)
2. Required Inspection - Foundation Custom List

The inspections checked on the Required Inspection – Foundation Custom List when it is created are based on required defaults and conditional information provided in Custom Fields and Foundation Info Custom Lists (refer to [System Defaults by Permit Type](#) section for additional information)

[Removing a Row](#)

When you remove a Foundation Information Custom List row, the system will NOT automatically remove the associated Required Inspection – Foundation. Staff must manually remove the child custom lists associated to the same Building No.

Updating information on a row

Building Number: When updating the Building No. on the Foundation Information Custom List row, any Required Inspection – Foundation row that matches by the Building No. before update, will be systematically updated with the new Building No.

However, any optional Custom List rows (see below) may need to be manually updated with the new Building No. to ensure it is copied to the Foundation Permit when created.

- ✓ COSA Calculated Valuation Custom List
- ✓ Required Permits Custom List
- ✓ Hold LOC/COO Issuance Custom List
- ✓ Partial Permit Request Custom List
- ✓ Fast Track Request Information Custom List

Updating any other information on the Foundation Information will not systematically cause the system to generate Fees or default inspections. This process must be manually done after updating the row. Review to the following section to determine manual updates needed after updating.

How System uses data in Foundation Info Custom List

The information found in the Foundation Custom List will be used to default the Inspections on the Required Inspections – Foundation Custom List created at the time the application is submitted and invoice Permit Fees when Permit is created. The order below is the order of the fields left to right on the Custom List.

- Valuation of the foundation work - including materials and labor?
 - Used for calculation of the Plan Review and Base Fees
- Does the scope of work for this foundation include Plumbing?
 - Invoices the Permit – Plumbing Fee

NOTE: Plumbing Inspections are defaulted regardless of this question. Refer to [System Defaults by Permit Type](#) for Inspection defaults for Foundation Permits.

IMPORTANT: If Customer indicates NO, then the Plumbing Inspections in the Required Inspections – Foundation Custom List must be unchecked for the matching Building No. and Unit No.

- Does the scope of work for this foundation include sewer utility work?
 - Invoices the Permit - Sewer Fee

IMPORTANT: The Sewer Utility Site and Sewer Final inspections are not defaulted and must be manually checked in the [Required Inspections – Foundation](#) Custom Lists for the same Building No. when Staff find it applicable.

- Does the scope of work for this foundation include Electrical?
 - Invoices the Permit - Electrical Fee

NOTE: Electrical - Concrete Encased Electrode and Electrical - Foundation/Slab are always defaulted inspections. Refer to [Required Inspections – Foundation](#) Custom Lists for information on all system defaulted inspections.

IMPORTANT: If Customer indicates NO, then the Electrical Inspections in the Required Inspections – Foundation Custom List must be unchecked for the matching Building No. and Unit No.

- Will a TOPS be required with this permit?
 - Defaults the Electrical – TOPS inspection in the [Required Inspections – Foundation](#) Custom Lists for the same Building No.
 - Invoices the Permit – Electrical TML Fee
- What is the square footage of the foundation (slab on grade or area covered by pier and beam)?
 - Used to calculate the MEP Permit Fees.

[Building, Shell IFO Info Custom List](#)

The Building Shell INFO Custom List is the main list that is used by the system to **create the New Building, Commercial Shell or Finish Out permit**. When all Technical Reviews are closed, the system will create the Permit for each row found in this Custom List.

Although this one Custom List is used for multiple permits, these above permits cannot be requested together. As such, when the Building Shell INFO is used, it is always for only one of the above permit types.

[Adding a Building Shell INFO Row](#)

The system uses the **Building No. and Unit No.** combination as the **unique key** between other rows found in this Custom List. As such the Building No. and Unit No must be unique, and any child custom lists must match to this Building No. and Unit No. combination to be included on the Permit once created.

[Automatically Created Child Rows for Building Shell INFO](#)

When you add a Building Shell INFO Custom List, the system will automatically create the following Child Custom Lists with the same Building No. and Unit No.

- ✓ [Classification Building or Space](#) – Custom List
- ✓ [COO Information](#) – Custom List (New Building and Finish Out only)

AND the following based on the requested permit type:

- ✓ [Required Inspections – New Building](#) Custom List
- ✓ [Required Inspections – Shell](#) Custom List
- ✓ [Required Inspections – Finish Out](#) Custom List

The inspections checked on the Required Inspection Custom Lists when they are created are based on required defaults and conditional information provided in Custom Fields and Building Shell INFO Info Custom Lists (refer to [System Defaults by Permit Type](#) section for additional information)

[Removing a Building Shell INFO Row](#)

When you remove a Building Shell INFO Custom List row, the system will NOT automatically remove the Required Inspection – Foundation that have the same **Building No. and Unit No.**

Updating information on a Building Shell INFO row

Building Number or Unit Number: When updating the Building No. or Unit No. on the Building Shell INFO Custom List row, any Child Custom List row that matches by the Building No. and Unit No. combination before update, will be systematically updated with the new Building No. and/or Unit No.

However, any optional Custom List rows (see below) will need to be manually updated with the new Building No. and/or Unit No to ensure it is copied to the Permit when created.

- ✓ COSA Calculated Valuation Custom List
- ✓ Required Permits Custom List
- ✓ Hold LOC/COO Issuance Custom List
- ✓ Partial Permit Request Custom List
- ✓ Fast Track Request Information Custom List

Updating any other information on the Building Shell INFO will not systematically cause the system to generate Fees or default inspections. This process must be manually done after updating the row. Review the following section to determine manual updates needed after updating.

How System uses data in Building Shell INFO Custom List

The information found in the Building Shell INFO Custom List will be used to default the Inspections on the Required Inspections Custom List created at the time the application is submitted and invoice Permit Fees when Permit is created. The order below is the order of the fields left to right on the Custom List.

- Building or Suite Area (Sq. Ft.):
 - Used to calculate the MEP Permit Fees
- Valuation of work being submitted for this Building or Suite:
 - Used to calculate the Plan Review and Base Permit Fees
- Does the scope of work for this building/suite include Electrical?
 - Invoices the Permit - Electrical Fee

NOTE: Electrical Inspections are always defaulted for Complete New Building, Shell and Finish Out. Refer to [System Defaults by Permit Type](#) for Inspection defaults.

IMPORTANT: If Customer indicates NO, then the Electrical Inspections in the corresponding permit type Required Inspections –Custom List must be unchecked for the matching Building No. and Unit No.

- Will a TOPS be required with this permit?
 - Invoices the Permit - TOPS Fee
 - Defaults the Electrical TOPS Inspection in the Required Inspections Custom List for the matching Building No. and Unit No. (Commercial Shell and Finish Out only)
- Does the scope of work for this building/suite include Mechanical?
 - Invoices the Permit - Mechanical Fee
 - Defaults the Mechanical Inspection for Commercial Shell in the Required Inspections- Shell Custom List for the matching Building No. and Unit No.

NOTE: Electrical Inspections are always defaulted for Complete New Building and Finish Out. Refer to [System Defaults by Permit Type](#) for Inspection defaults.

IMPORTANT: If Customer indicates NO, then the Electrical Inspections in the corresponding permit type Required Inspections –Custom List must be unchecked for the matching Building No. and Unit No.

- Does the scope of work for this building/suite include Plumbing?
 - Invoices the Permit - Plumbing Fee

NOTE: Plumbing Inspections are always defaulted for Complete New Building, Shell and Finish Out. Refer to [System Defaults by Permit Type](#) for Inspection defaults.

IMPORTANT: If Customer indicates NO, then the Plumbing Inspections in the corresponding permit type Required Inspections –Custom List must be unchecked for the matching Building No. and Unit No.

- Does the scope of Work for this building/suite include sewer utility work?
 - Invoices the Permit Sewer Fee
 - Defaults the Sewer Inspection for Commercial Shell in the Required Inspections- Shell Custom List for the matching Building No. and Unit No.

IMPORTANT: The system does not check (default) the Sewer Utility Site or Sewer Final Inspections for New Building or Finish Out. This should be done manually by staff during their review. If Customer indicates NO and this is for a Shell Permit, then the Sewer Inspections in the Required Inspections – Shell Custom List must be unchecked for the matching Building No. and Unit No.

- Does the scope of Work for this building/suite include Gas?
 - Invoices the Permit - Gas Fee
 - Defaults the Gas Inspection for Commercial Shell in the Required Inspections- Shell Custom List for the matching Building No. and Unit No.

IMPORTANT: The system does not check (default) the Gas Inspections for New Building or Finish Out. This should be done manually by staff during their review. If Customer indicates NO and this is for a Shell Permit, then the Gas Inspections in the Required Inspections – Shell Custom List must be unchecked for the matching Building No. and Unit No.

- Does the scope of work for this building/suite include Medical Gas?
 - Invoices the Permit – Medical Gas Inspection Fee

IMPORTANT: The system does not check (default) the Medical Gas Inspections. This should be done manually by staff during their review.

- Will you be installing a backflow preventers?
 - Invoices the Permit - Plumbing Backflow Fee

IMPORTANT: The system does not check (default) the Backflow Inspections for New Building, Shell or Finish Out. This should be done manually by staff during their review.

- Number of backflow preventers less than 2-inches:
- Number of backflow preventers 2-inches and larger:
 - Used to calculate the amount of the Permit - Plumbing Backflow Fee
- Is there a new Atrium or work within an Atrium that would require a smoke control report?
 - Activates the Technical Review – Fire Smoke Control Task

Addition Building Info Custom List

The Addition Building Info Custom List is the main list that is used by the system to **create the permit**. When all Technical Reviews are closed, the system will create a Commercial Addition Permit for each row found in this Custom List.

Adding an Addition Row

The system uses the **Building No. and Unit No.** as the **unique key** between other rows found in this Custom List. As such the Building No. and Unit Number combination must be unique and any child custom lists must match to this Building No. and Unit Number to be included on the Commercial Addition Permit once created.

Automatically Created Child Rows for Addition

When you add an Addition Building Info Custom List, the system will automatically create the following Child Custom Lists with the same Building No. and Unit No.

3. Classification Building or Space
4. COO Information (If customer responded YES to 'Will the owner want a new Certificate of Occupancy?')
5. Required Inspections – Addition Custom List

The information on the Child Custom List(s) are created with default information only and must be updated as appropriate.

Removing an Addition Row

When you remove an Addition Building Info Custom List row, the system will **NOT** automatically remove the Child Row(s) that have the same **Building No. and Unit No.**

How System uses data in Addition Building Info Custom List

- Will the owner want a new Certificate of Occupancy?

- Used to create the COO Information Custom List
- Used to close permit as COO Issued, create Certificate Record and generate COO Report.
- Building or Suite Area (Sq. Ft.):
 - Used to calculate the MEP Permit Fees
- Valuation of work being submitted for this Building or Suite
 - Used to calculate the Plan Review and Base Permit Fees
- Does the scope of work for this building/suite include Electrical?
 - Invoices the Permit - Electrical Fee

NOTE: Electrical Inspections are defaulted regardless of this question. Refer to [System Defaults by Permit Type](#) for Inspection defaults for Addition Permits.

IMPORTANT: If Customer indicates NO, then the Electrical Inspections in the Required Inspections – Addition must be unchecked for the matching Building No. and Unit No.

- Will a TOPS be required with this permit?
 - Invoices the Permit - TOPS Fee
 - Defaults the Electrical TOPS Inspection in the Required Inspections – Addition Custom List for the matching Building No. and Unit No.
- Does the scope of work for this building/suite include Mechanical?
 - Invoices the Permit - Mechanical Fee

NOTE: Mechanical Inspections are defaulted regardless of this question. Refer to [System Defaults by Permit Type](#) for Inspection defaults for Addition Permits.

IMPORTANT: If Customer indicates NO, then the Mechanical Inspections in the Required Inspections – Addition must be unchecked for the matching Building No. and Unit No.

Does the scope of work for this building/suite include Plumbing?

- Invoices the Permit - Plumbing Fee

NOTE: Plumbing Inspections are defaulted regardless of this question. Refer to [System Defaults by Permit Type](#) for Inspection defaults for Addition Permits.

IMPORTANT: If Customer indicates NO, then the Plumbing Inspections in the Required Inspections – Addition must be unchecked for the matching Building No. and Unit No.

Does the scope of work for this building/suite include sewer utility work?

- Invoices the Permit Sewer Fee
- **IMPORTANT:** The system does not check (default) the Plumbing Backflow Inspections. This should be done manually by staff during their review.

Does the scope of Work for this building/suite include Gas

- Invoices the Permit - Gas Fee

Does the scope of work for this building/suite include Medical Gas

- Invoices the Permit – Medical Gas Inspection Fee

IMPORTANT: The system does not check (default) the Medical Gas Inspections. This should be done manually by staff during their review.

Will you be installing a backflow preventers?

- Invoices the Permit - Plumbing Backflow Fee

IMPORTANT: The system does not check (default) the Plumbing Backflow Inspections. This should be done manually by staff during their review.

- Number of backflow preventers less than 2-inches:
- Number of backflow preventers 2-inches and larger:
 - Used to calculate the amount of the Permit - Plumbing Backflow Fee
- Is there a new Atrium or work within an Atrium that would require a smoke control report?
 - Activates the Technical Review – Fire Smoke Control Task

Remodel Building Info Custom List

The Remodel Building Info Custom List is the main list that is used by the system to **create the permit**. When all Technical Reviews are closed, the system will create a Commercial Remodel Permit for each row found in this Custom List.

Adding a Remodel Row

The system uses the **Building No. and Unit No.** as the **unique key** between other rows found in this Custom List. As such the Building No. and Unit Number combination must be unique and any child custom lists must match to this Building No. and Unit Number to be included on the Commercial Remodel Permit once created.

Automatically Created Child Rows for Remodel

When you add a Remodel Building Info Custom List, the system will automatically create the following Child Custom Lists with the same Building No. and Unit No.

6. Classification Building or Space
7. COO Information (If customer responded YES to 'Will the owner want a new Certificate of Occupancy?')
8. Required Inspections - Remodel Custom List

The information on the Child Custom List(s) are created with default information only and must be updated as appropriate.

Removing a Remodel Row

Initially, when you remove a Remodel Building Info Custom List row, the system will NOT automatically remove the Child Row(s) that have the same **Building No. and Unit No.**

How System uses data in Remodel Building Info Custom List

- Will the owner want a new Certificate of Occupancy?
 - Used to create the COO Information Custom List
 - Used to close the permit as COO Issued, creates Certificate Record and generates COO Report.
- Building or Suite Area (Sq. Ft.):
 - Used to calculate the MEP Permit Fees
- Valuation of work being submitted for this Building or Suite:
 - Used to calculate the Plan Review and Base Permit Fees
- Does the scope of work for this building/suite include Electrical?
 - Invoices the Permit - Electrical Fee

NOTE: Electrical Inspections are defaulted regardless of this question. Refer to [System Defaults by Permit Type](#) for Inspection defaults for Remodel Permits.

IMPORTANT: If Customer indicates NO, then the Electrical Inspections in the Required Inspections – Remodel must be unchecked for the matching Building No. and Unit No.

- Will a TOPS be required with this permit?
 - Invoices the Permit - TOPS Fee
 - Defaults the Electrical TOPS Inspection in the Required Inspections – Remodel Custom List for the matching Building No. and Unit No.
- Does the scope of work for this building/suite include Mechanical?
 - Invoices the Permit - Mechanical Fee

IMPORTANT: The system does not check (default) the Mechanical Inspections. This should be done manually by staff during their review.

- Does the scope of work for this building/suite include Plumbing?
 - Invoices the Permit - Plumbing Fee

IMPORTANT: The system does not check (default) the Plumbing Inspections. This should be done manually by staff during their review.

- Does the scope of Work for this building/suite include sewer utility work?
 - Invoices the Permit Sewer Fee

IMPORTANT: The system does not check (default) the Plumbing Backflow Inspections. This should be done manually by staff during their review.

- Does the scope of Work for this building/suite include Gas
 - Invoices the Permit - Gas Fee
 - Defaults the Gas Inspection in the Required Inspections – Remodel Custom List for the matching Building No. and Unit No.
- Does the scope of work for this building/suite include Medical Gas
 - Invoices the Permit – Medical Gas Inspection Fee

IMPORTANT: The system does not check (default) the Medical Gas Inspections. This should be done manually by staff during their review.

- Will you be installing a backflow preventers?
 - Invoices the Permit - Plumbing Backflow Fee
 - Defaults the Plumbing Backflow Inspection in the Required Inspections – Remodel Custom List for the matching Building No. and Unit No.
- Number of backflow preventers less than 2-inches:
- Number of backflow preventers 2-inches and larger:
 - Used to calculate the amount of the Permit - Plumbing Backflow Fee
- Is there a new Atrium or work within an Atrium that would require a smoke control report?
 - Activates the Technical Review – Fire Smoke Control Task

Child Custom Lists

There are two types of Child Custom Lists. Child list that is always required to accompany the Parent and those that are optional. Each of these child custom lists must **match exactly** to the **Building No. and Unit No.** on a Parent row.

If they fail to match, the system will not copy the child row to the permit when it is created and will result in the Permit fees calculating in error, inspections not being created and or issuance of a COO not being created.

Required Child Custom Lists:

- Classification Building or Space
- COO Information
- Required Inspections

Optional Child Custom Lists

Optional Child Permits are those that may or may not apply to every building/structure (i.e. parent row). If the apply, they are manually added by the staff.

- COSA Calculated Valuation Custom List
- Fast Track Request Information Custom List
- Hold LOC/COO Issuance Custom List
- Partial Permit Request Custom List
- Required Permits Custom List
- Special Inspection Details Custom List

Classification Building or Space Custom List

The Classification Building or Space Custom List is systematically created by the system when a Parent row (Building Shell INFO, Addition Building Info or Remodel Building Info) is added.

The Building No. and Unit Number are the unique key for the system to identify the information that needs to be copied over to the permit when created. As such, these fields are prepopulated when created and disabled from update. To update the Building No. and/or Unit No. on the Classification Custom List, navigate to the Parent Custom List and update from the Parent. The system will sync this update to the child customer lists.

The Classification Building or Space Custom List is used to by the system to determine which fee schedule should be used for the MEP Permit Fees. It also has information within it that populates to the Certificate of Occupancy.

The Classification Building or Space Custom List is not used for the Commercial Foundation, Sitework or any of the Minor Structures. Foundation and Sitework obtain their Occupancy type for the [Sitework Details Custom Field](#) section. Minor Structures are not required to provide Occupancy Type.

Adding a Row

A Classification Building or Space row should never be added directly from the Classification Building or Space Custom List and should always be added from the Parent Custom List (Building Shell INFO, Addition Building Info or Remodel Building Info).

Removing a Row

A Classification Building or Space row should never be removed directly from the Classification Building or Space Custom List and should always be removed from the Parent Custom List (Building Shell INFO, Addition Building Info or Remodel Building Info). When you remove a Parent Custom List row, the system will NOT automatically remove the Classification Building or Space row that have the same **Building No. and Unit No.**

Systematic uses with Information

The following information provided in this custom list is used for the Certificate of Occupancy and also for the calculation of the MEP Permit Fees.

The following Fields in this custom list are used to pre-populated to the COO Information Custom List and used to create the Certificate of Occupancy when issued.

- Please provide the Business Name (DBA Name) for the Certificate of Occupancy
- Name of the Business Owner for the Certificate of Occupancy
- Please provide the Business Use for the Certificate of Occupancy
- Occupancy Types

The list of Occupancy Type(s) are also used by the system for permit Fee calculation.

- If S-1 or S-2 are selected – The system will calculate the Fee at 50% Rate.
- If R-1 or R-2 are selected – The system will calculate the MEP Fees at 133% rate.
- All other Occupancy Type(s) are calculated at the normal 100% rate.

Refer to [Fee Requirements](#) for Fee Schedule(s) used and other requirements by permit type.

IMPORTANT: If both S-1/S-2 and R-1/R-2 are checked, the system will invoice the fee twice. Staff must deselect one of the Occupancy Types.

COO Information Custom List

The COO Information Custom List is used to by the system to create the Certificate of Occupancy when the permit closes (all fees paid, and all inspections closed). COO Information Custom List must **match exactly** to the **Building No. and Unit No.** on a Parent row.

The Building No. and Unit Number are the unique key for the system to identify the information that needs to be copied over to the permit when created. As such, these fields are prepopulated by the system when created and disabled from update. To update the Building No. and/or Unit No. on the COO Information Custom List, navigate to the Parent Custom List and update from the Parent. The system will sync this update to the child customer lists.

The COO Information Custom List is only available on the following Commercial Permit Types:

- Complete New Building
- First Time Finish Out
- Addition (If customer indicates YES to 'Will the owner want a new Certificate of Occupancy?' in the [Addition Building Info](#) Custom List Row)
- Remodel (If customer indicates YES to 'Will the owner want a new Certificate of Occupancy?' in the [Remodel Building Info](#) Custom List Row)

Adding a Row

A COO Information Custom List row should never be added directly from the COO Information Custom List and should always be added from the Parent Custom List (Building Shell INFO, Addition Building Info or Remodel Building Info).

Removing a Row

A COO Information row should never be removed directly from the COO Information Custom List and should always be removed from the Parent Custom List (Building Shell INFO, Addition Building Info or Remodel Building Info). When you remove a Parent Custom List row, the system will NOT automatically remove the COO Information row that have the same **Building No. and Unit No.**

Systematic uses with Information

All information in the COO Information Custom Lists is used to populate to the Certificate Record which populate to the Certificate Report and attached to the Permit Closure email.

1. Name of the Business Owner
2. Name of Business
3. Business Use
4. Building Number
5. Unit Number
6. Permit Type:
7. Code year of the Design
8. Occupancy Group:
9. Occupancy Use:
10. Construction Type:
11. Occupant Load
12. Special Stipulations and Conditions:
Code Modification(s)
13. Automatic Fire Sprinkler
Automatic Fire Sprinkler
Required
Automatic Fire Alarm
Automatic Fire Alarm Required
13. Alcohol Sales allowed?

CERTIFICATE OF OCCUPANCY
CITY OF SAN ANTONIO, TEXAS
DEVELOPMENT SERVICES DEPARTMENT

Date: 10/05/2022 Certificate No: COO-COM-122-38100891

The described portion of the following structure has been inspected for compliance with the 2018 International Building Code (IBC) and meets the minimum requirements for occupancy and division of occupancy, along with the use for which the proposed occupancy is classified.

Business Name: Taft High School
Building Address: 11600 CULEBRA RD, City of San Antonio, TX, 78253
Building Number: Portable Classroom# 030
Unit/Suite Number: NA
Name and Address of Owner / Authorized Agent: Northside ISD - 5900 Evers Rd, San Antonio Tx 78238 (210)397-1200

Occupant Load: 52

Occupancy Group: Educational E
Occupancy Use: classrooms
Construction Type: Type V-B
Special Stipulations and Conditions: N/A

Automatic Fire Sprinkler: No
Automatic Fire Sprinkler Required: No
Automatic Fire Alarm: Yes
Automatic Fire Alarm Required: Yes
Code Modification Request No(s): N/A

Michael P. Shannon, PE, CBO
Director, Development Services Department

Partnering with our community to build and maintain a safer San Antonio

Required Inspections Custom Lists

There are required Inspections for all permit types except for Sitework. Sitework inspections are found in Custom Fields [Permit Inspections Sitework](#) Section.

For each Permit Type the system will systematically create a Required Inspection Custom List row for the same Building No. and Unit No. and will check the default inspection(s) and other inspections based on information provided in the Parent Custom List (i.e. Foundation Information, Building Shell INFO, Addition Building Info or Remodel Building Information Custom Lists). Refer to [System Defaults by Permit Type](#) for a list of defaults for each Permit Type.

The Building No. and Unit Number are the unique key for the system to identify the information that needs to be copied over to the permit when created. As such, these fields are prepopulated by the system when created and disabled from update. To update the Building No. and/or Unit No. on the Required Inspection Custom List, navigate to the Parent Custom List and update from the Parent. The system will sync this update to the child customer lists.

Adding a Row

A Required Inspection Custom List row should never be added directly from the Required Inspection Custom List and should always be added from the Parent Custom List (Foundation Information, Building Shell INFO, Addition Building Info or Remodel Building Info).

Removing a Row

A Required Inspection row should never be removed directly from the Required Inspection Custom List and should always be removed from the Parent Custom List (Foundation Information, Building Shell INFO, Addition Building Info or Remodel Building Info). When you remove a Parent Custom List row, the system will NOT automatically remove the Required Inspection row that have the same Permit Type, **Building No. and Unit No.**

Systematic uses with Information

Any inspection checked in the Required Inspection Custom Lists will cause the system to create the requested Inspection type on the Permit at the time it is created.

IMPORTANT: If the permit is already created, user must add the inspection manually from the Permit/Inspection Tab.

- Required Inspections – Addition Custom List
- Required Inspections - Finish Out Custom List
- Required Inspections – Foundation Custom List
- Required Inspections - Minor Building Custom List
- Required Inspections - New Bldg Custom List
- Required Inspections – Remodel Custom List
- Required Inspections – Shell Custom List

COSA Calculated Valuation Custom List

The COSA Calculated Valuation is used strictly for calculating the Plan Review and Base Permit fee amount.

When there is a COSA Calculated Valuation custom list with the same Building No. and Unit No. as the Parent Custom List (Foundation Information, Building Shell INFO, Addition Building Info or Remodel Building Info), then the system will use higher valuation entered between the COSA Calculated Valuation custom list and the valuation value in the Parent Custom Lists.

If there is no COSA Calculated Valuation custom list, then the system will use the valuation found in the Parent Custom List for calculating the fees (refer to [Fee Requirements](#) section for additional information on fee calculation).

For Sitework and Minor Structures their COSA Calculated Valuation can be found in the [Project Details-Internal](#) Section.

Adding a Row

A COSA Calculated Valuation custom list row is always added manually through the COSA Calculated Valuation custom list Table. For it to be used for calculating Permit fees, the **Permit Type** must be requested, and the **Building No. and Unit No.** must **match** to a Parent Custom List.

Removing a Row

Initially, a COSA Calculated Valuation custom list row must manually be removed through the COSA Calculated Valuation custom list Table.

IMPORTANT: If the Parent Building No. or Unit No. are changed after the COSA Calculated Valuation custom list row is created, then the user who modified the Parent Custom List must also manually update the COSA Calculated Valuation custom list. If this step is not performed, then the COSA Calculated Valuation custom list will not match and will not be copied to the Permit to be used in the calculation of the Permit Fees.

Systematic uses with Information

Permit Type is a dropdown list of all applicable permits. This is required when Commercial Project is for multiple permit types (i.e. Foundation with a Building Shell or an Addition with a Remodel). The system then can identify which Parent custom list it needs to use to match to the Building No. and Unit number when it builds the permit.

Other than the Building No. and Unit No. (used to determine which permit to copy to when the permit is created) the Valuation amount is the only required field.

Fast Track Request Information Custom List

Internal use only. No system functionality.

Hold LOC/COO Issuance Custom List – *Coming Soon!*

The Hold LOC/COO Issuance Custom List is used to prevent the permit from closing and issuing the COO or LOC. When all inspections have closed, and all fees have been paid the system will not close the permit and instead will activate a task for the Customer Advocate group to review the request. The staff will then review the comments entered in this Custom List and take actions as instructed.

For more information regarding the use and process of this Custom List refer to Permit Closure Process LOC/COO Issuance Internal User Guide – *Coming Soon!*

Adding a Row

A Hold LOC/COO Issuance custom list row is always added manually through the Hold LOC/COO Issuance custom list Table. For it to be used for preventing the closure of the permit, the **Permit Type** must be selected, and the **Building No. and Unit No.** must **match** to a Parent Custom List.

Removing a Row

Initially, a Hold LOC/COO Issuance custom list row must manually be removed through the Hold LOC/COO Issuance custom list Table.

IMPORTANT: If the Parent Building No. or Unit No. are changed after the Hold LOC/COO Issuance custom list row is created, then the user who modified the Parent Custom List must also manually update the Hold LOC/COO Issuance custom list. If this step is not performed, then the Hold LOC/COO Issuance custom list will not match and will not be copied to the Permit to be used and the permit will auto-close when all inspections are closed and fees are paid.

Partial Permit Request Custom List

The Partial Permit Request process is used to issue the Permit for portions of the project which have received partial plan approval before the full project is approved. These 'Partial' permits may allow the customer to proceed with full or partial construction. Refer to IB125 for full detail scope description of Partial/Conditional Permits.

The Partial Permits are not available for the Minor Structures. Please refer to the '[Partial Permit Internal User Guide](#)' for a full description and steps for using this custom list.

IMPORTANT: Once the Partial Permit has been approved and the permit created the Building No. and Unit number on the Parent Custom List should not be changed. If the Parent Custom List Building No. or Unit No. is updated after the Partial Permit is created, then the system will fail to match to the already existing permit and instead create another permit after all Technical Reviews are closed.

Adding a Row

A Partial Permit Request custom list row is always added manually through the Partial Permit Request custom list Table. The **Permit Type** and the **Building No. and Unit No.** must **match** to a Parent Custom List.

Removing a Row

Initially, a Partial Permit Request custom list row must manually be removed through the Partial Permit Request custom list Table.

IMPORTANT: If the Parent Building No. or Unit No. are changed after the Partial Permit Request custom list row is created, then the user who modified the Parent Custom List must also manually update Partial Permit Request custom list. If the Partial Permit has already been created, the user must also update the Partial Permit Request Building No. and Unit NO. custom list on the Permit. If this step is not performed, then the system will fail to match to the already existing permit and instead create another permit after all Technical Reviews are closed.

Required Permits Custom List – Coming Soon!

The Required Permit custom list is used by the system to prevent the Commercial Permit from closing until its standalone permit has been closed. For all Commercial Permits the user has the option to select any the Fire Permits. For the Minor Structure there is the option to indicate which MEP Permit is required.

Once all inspections are completed and all fees have been paid, the system will check for a Required Permit Request Custom List. If one exists, the Permit Closure Task on the permit will activate in status of '**COO Review Required**' status and assign to the Customer Advocate Group.

For more information regarding the use and process of this Custom List refer to Permit Closure Process LOC/COO Issuance Internal User Guide – *Coming Soon!*

Adding a Row

A Partial Permit Request custom list row is always added manually through the Partial Permit Request custom list Table. The **Permit Type** and the **Building No. and Unit No.** must **match** to a Parent Custom List.

Removing a Row

Initially, a Partial Permit Request custom list row must manually be removed through the Partial Permit Request custom list Table.

IMPORTANT: If the Parent Building No. or Unit No. are changed after the Partial Permit Request custom list row is created, then the user who modified the Parent Custom List must also manually update Partial Permit Request custom list. If the Partial Permit has already been created, the user must also update the Partial Permit Request Building No. and Unit NO. custom list on the Permit. If this step is not performed, then the system will fail to match to the already existing permit and instead create another permit after all Technical Reviews are closed.

Special Inspection Details Custom List

The Special Inspection Details custom list is informational only and used for the Plan Reviewer to notify the Inspector of the details to a Special Inspection.

The Inspector will only be notified to review these details by the assignment of a Building – Special Inspections Review inspection.

In addition to adding a Special Inspection Details Custom List row, the Plan Reviewer must also check the Building – Special Inspections Report or Building – Special Inspections Review inspections in the Required Inspections to be created when the permit is issued.

If the Building – Special Inspections Report or Building – Special Inspections Review inspections are not checked to be created the Inspector will not be notified to check for the Special Inspection Detail.

Adding a Row

A Special Inspection Details custom list row is always added manually. To ensure it is copied to the permit the **Permit Type** and the **Building No. and Unit No.** must **match** to a Parent Custom List.

Removing a Row

Initially, if the Parent Custom List (Foundation Information, Building Shell Information, Addition Building Information or Remodel Building Information) is removed, the Special Inspection Details custom list row must manually be removed.

IMPORTANT: If the Parent Building No. or Unit No. are changed after the Special Inspection Details custom list row is created, then the user who modified the Parent Custom List must also manually update the Special Inspection Details custom list. If this step is not performed, then the Special Inspection Details custom list will not match and will not be copied to the Permit and available to the Inspector when it performs the Building – Special Inspections Review inspection.

Informational Custom Lists

The following information is pulled from GIS based on the site address provided in the Application. The GIS information which is used to determine if the site address jurisdiction and zoning also for use of Technical Review assignment for the external disciplines (i.e. Aviation, OHP, NCD etc)

- GIS Jurisdiction
- GIS Land Development

- GIS Water Areas
- GIS Zoning Base
- GIS Zoning Overlay

Application Workflow Design

The application workflow is broken in sections (COSA Groups) and flows in the below order. Each group must be completed before the next one begins. Some groups have multiple Tasks that are intended for the various disciplines (i.e Electrical, Mechanical, Fire, NCD, OHP etc) within the group.

- Intake
- Completeness Review
- Fee Waiver Review
- Fees Due
- Technical Review
- Partial Permit (Optional)
- Issuance
- Closure
- Post Permit (Optional)

Application Intake

The **Application Intake** task is used to capture which environment the request was submitted from (Accela Online Portal (used by the external customers) or Accela Civic Platform (AKA: Back-office). The task is systematically created and automatically closed upon the receipt of the record.

- If the task is closed with the status of 'Received' than the application was entered by COSA from Back-office.
- If the task is closed with the status of 'Received Online' than the application was entered by an external customer from Accela Online Portal.

Completeness Review

The **Completeness Review** is designed with two (2) tasks (Completeness Review and Completeness Review – Zoning). Both tasks are assigned to the same employee based on the following:

- If the Customer indicated the owner an ISD or Alamo Colleges District, then the system will auto-assign to a staff listed in the School Intake Reviewer group.
- If the Customer indicated the project is Affordable Housing, then the system will auto-assign to a staff listed in the Affordable Housing Supervisor group
- Otherwise, the task will be auto assigned to a staff listed in the Commercial Intake group.

Both tasks must be closed to proceed to the next stage. Both tasks have a performance measure of three (3) business days (consecutive) to complete. This is tracked in the In Possession Time (hrs) field of each task.

The **Completeness Review** task is intended to capture the timeframe in which the staff reviews the request for completeness. This step may require the staff to update or request additional information before the next process of the request proceeds.

The **Completeness Review Zoning** task was intended to capture the review of the zoning for the property. If needed, the Commercial Intake can reassign to another organization to complete this process before the process flow continues.

Once both Completeness Review tasks are closed, the next step will initiate the invoicing of the Plan Review Fees, followed by the activation of the Technical Review. Therefore, it is important that the following information be validated before the staff close the Completeness Review to ensure the system has the most accurate information before proceeding in the process.

- Permit Type – Used to determine which Plan Review fee will be invoiced.
- Valuation Value – Used to calculate the Plan Review fee.
- Permit Purposes for Performance Goals – This is used for determining the performance measurements for the Technical Review.
- Inspection Purposes for Assignments – This is used to determine which inspector group will be assigned these inspections.

Both tasks have the following available statuses the user can select.

- Under Review
 - This is the status the task is set to when the system activates it for the first time.
 - This will start the tracking of performance In Possession Time (hrs) of the task.
 - If the staff update the task to this status, it will change the status of the Record to 'Under Review'
- Additional Information Required
 - This status is intended to provide the staff the method to notify the customer of additional documentation or fees required to proceed.
 - The system requires at least one Deficiency (i.e. Task Specific Information) to be checked on the task.
 - The system will automatically generate the Additional Information Required email when this status is used (Refer to [Email Requirements](#) section)
 - This system will automatically update the status of the Record to 'Additional Info Required'
 - This will stop the tracking of performance In Possession Time (hrs) of the task.
- Additional Information Received
 - This status is systematically set to notify staff that information they previously requested has been received.
 - All deficiencies checked must be received before the task will be systematically updated.
 - This will re-start the tracking of performance In Possession Time (hrs) of the task.
 - This status will update the Record status to 'Under Review'
- Approved
 - The task cannot be closed without completing the following in the Custom Fields [Project Details-Internal](#) section.
 - What type of Permit is this for purposes of the Performance Goals?
 - Does School qualify for 25% Waiver?
 - What type of Permit is this for purposes of the Inspection assignments?
 - If Boarding Home or Salvage Yard/Metal Recycle was checked, was Code Enforcement notified?

- Required when 'Sexually Oriented Business' or 'SPA, Massage Parlor, Therapeutic Massage' is checked in the Specific Business Uses Details Section of Custom Fields.
- This status will close the task and the stop the tracking of performance In Possession Time (hrs) of the task.
- If Both Tasks are closed, the system will perform the following:
 - Invoice the Plan Review Fees
 - Generate the Additional Fees Assessed email (Refer to [Email Requirements](#) section for additional information on this email).
 - Update the Record Status to Additional Info Required
 - Activate the Fees Due Task
- Denied
 - System will require the user to enter Standard Comments. This is included in the email when generated and is intended to notify the customer as to why their request is being denied.
 - This status will leave the task in active status and generate the Review Status email (Refer to [Email Requirements](#) section for additional information on this email).
 - This will stop the tracking of performance In Possession Time (hrs) of the task.
- Withdrawn
 - When you select the status of withdrawn, the system will display two (2) checkbox items.
 - Confirm
 - Email Notice of Withdraw (New! As of Dec 12, 2022)

IMPORTANT: The Withdrawn status should only be used if the Commercial Project Application was erroneously submitted. It should NOT be used to close a singular task.

- The 'Confirm' is required to be checked before the system will allow you to close the task with this status. Its purpose is to ensure the action requested was what you expected and not an mis selection of task status.
- The 'Email Notice of Withdraw' checkbox is optional and if checked will generate the withdraw email (Refer to [Email Requirements](#) section for more information on this email). Checking this option will require you also to enter in Standard Comments as to why your withdrawing the record. This will be included in the email to the customer.

Fee Waiver Review

The Fee Waiver Review task only activates if the customer indicated they are approved for a City fee waiver program and provided a valid identification number. When the task is activated, it will be automatically assigned to the same staff that completed the Completeness Review. The Fee Waiver Review task has no performance measures.

The Fee Waiver task has the following available statuses the user can select.

- Under Review
 - This is the status the task is set to when the system activates it for the first time.
 - If the staff update the task to this status, it will change the status of the Record to 'Under Review'

- Eligible
 - This status is intended to reflect that the staff reviewed the customer waiver information, and they qualify and has applied the waiver to the required unpaid fees (Refer to [City or ICRIP payment Guide](#) for direction on paying by ICRIP)
 - This status will close the task and progress to Fees Due.
- Not Eligible
 - This status is intended to reflect that the staff reviewed the customer waiver information and found they do not qualify and must pay all required fees.
 - This status will close the task and progress to Fees Due.
- Not Applicable
 - If customer indicated No to the waiver, the system automatically close the task as 'Not Applicable' and progress to Fees Due.

Fees Due

The Fees Due task is intended to capture when fees are unpaid on the Application. If the customer owes any fees, the system will activate the task in a Fees Due status.

- If no fees are due (i.e. were waived via ICRIP), the system will automatically close with status of Paid.
- Once the customer has paid their fees, the system will automatically close this task with status of Paid'

Once the Fees Due task has closed, the system will automatically activate the Technical Reviews.

Technical Reviews

The **Technical Reviews** are designed with a task for each discipline (i.e Electrical, Mechanical, Fire, NCD, OHP etc). All Technical Reviews must be closed to proceed to the next stage.

These tasks have different assignments and conditions on which they will activate (see below).

They also use the same performance measurements based on what was selected for purposes of the Performance Goals during Completeness Review. Refer to [Project Details-Internal](#) Section for details). Performance is tracked in the In Possession Time (hrs) field of each task.

They also all have the same statuses available for the user can select:

- Under Review
 - This is the status the task is set to when the system activates it for the first time.
 - This will start the tracking of performance In Possession Time (hrs) of the task.
 - If the staff update the task to this status, it will change the status of the Record to 'Under Review'
- Additional Information Required
 - This status is intended to provide the staff the method to notify the customer of additional documentation or fees required to proceed.
 - The system requires an Open Issue in the Plan Room for the Task that is using it. (Refer to [Plan Room](#) Section for additional information)

- The system will automatically generate the DPR Discipline Review Rejected email when this status is used (Refer to [Email Requirements](#) section)
- This system will automatically update the status of the Record to 'Additional Info Required
- This will stop the tracking of performance In Possession Time (hrs) of the task.
- Additional Information Received
 - This status is systematically set to notify staff that information they previously requested has been received.
 - This will re-start the tracking of performance In Possession Time (hrs) of the task.
 - This status will update the Record status to 'Under Review'
- Approved or Approved with Conditions
 - If Approved: The system will prevent this task from closing if there is any Open Issues in the plan room.
 - If Approved with Conditions: The system will prevent this task from closing if it doesn't have an open condition listed for the associated task.
 - This status will close the task and the stop the tracking of performance In Possession Time (hrs) of the task.
 - The system will automatically generate the Review Status email (Refer to [Email Requirements](#) for additional information) to inform then of the outcome of the disciplines review.
 - If all Technical Review Tasks are closed, the system will perform the following:
 - Activate the Permit Issuance task is status of Pending Issuance
 - Create the Permit(s) for each row found in the Parent Custom Lists (Refer to [Parent Custom Lists](#) section)

For each permit the system performs the following on each permit:

 - Copy Custom Fields and [Child Custom Lists](#) to the Permit (Child Custom lists will have the same Building Number and Unit Number combination values).
 - Link them in Related Records Tab
 - Auto close Issuance task with Status to Pending Issuance
 - Activate the Fees Due Task in status of fees due
 - Set Permit Status to Fees Due
 - Invoice the Permit Fees (Refer to [Permit Fees](#) section)
 - Create a copy of the Permit Fees on the Application (Refer to [Shopping Cart Fee Design](#) section for additional information).
 - Generate the Additional Fees Assessed email (Refer to [Email Requirements](#) section for additional information on this email) on the permit.
 - Create the inspections (as checked in the Required Inspection Custom Lists) on the Permit in Pending Issuance status.
- Denied
 - The purpose is for when the reviewer finds the project has a violation to code and requires a variance and/or code modification.

- System will require the user to enter Standard Comments from the Standard Comments List. This is included in the email when generated and is intended to notify the customer as to why their request is being denied.
- This status will leave the task in active status and generate the Review Status email (Refer to [Email Requirements](#) section for additional information on this email).
- This will stop the tracking of performance In Possession Time (hrs) of the task.
- Reviewed No Action
 - This status is intended for the reviewer to close their task when they find the project does not include the scope of work for their discipline.
 - This status will simply close the task. Since there is no Approval or Denial, no notice to the customer is generated.
 - This will stop the tracking of performance In Possession Time (hrs) of the task.
- Withdrawn
 - When you select the status of withdrawn, the system will display two (2) checkbox items.
 - Confirm
 - Email Notice of Withdraw (New! As of Dec 12, 2022)

IMPORTANT: The Withdrawn status should only be used if the Commercial Project Application was erroneously submitted. It should NOT be used to close a singular task.

- The 'Confirm' is required to be checked before the system will allow you to close the task with this status. Its purpose is to ensure the action requested was what you expected and not an mis selection of task status.
- The 'Email Notice of Withdraw' checkbox is optional and if checked will generate the withdraw email (Refer to [Email Requirements](#) section for more information on this email). Checking this option will require you also to enter in Standard Comments as to why your withdrawing the record. This will be included in the email to the customer.

Technical Review – Addressing

The Addressing task will only activate for the following Commercial Permit types:

- Addition (If the project is combining or splitting existing suites)
- Building Foundation
- Building Shell
- Complete New Building
- First Time Interior Finish Out
- Remodel (If the project is combining or splitting existing suites)
- Sitework

When the task is activated, the system will **automatically assign** based on the following:

- If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Team – Building group. **Coming Soon!**
- If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Team - Building group. **Coming Soon!**

- Otherwise, the system will auto-assign to a staff in the Addressing Planner group

Technical Review - Aviation

- The Aviation task will only **activate** for the following Commercial Permit types:
 - Complete New Building
 - Building Shell
- And ONLY when the site address is within the GIS layer 'AHOD'. (Refer to Custom Lists GIS Zoning Overlay).
- When the task is activated, the system will automatically **assign** to a staff in the Aviation Reviewer group.

Technical Review - Commercial Building

- The Building task is **activated** for all commercial permit types.
- When the task is activated, the system will automatically **assign** based on the following:
 - If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Team – Building group. **Coming Soon!**
 - If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Team - Building group. **Coming Soon!**
 - Otherwise, the system will auto-assign to a staff in the Addressing Planner group

Technical Review - Disability

- The Disability task will only **activate** for the following Commercial Permit types:
 - Complete New Building
 - First Time Finish Out
- And ONLY when the custom has indicated the business use is for 'Apartment Complex' in the [Specific Business Uses Details](#) section of Custom Fields.
- When the task is activated, the system will automatically **assign** to a staff in the Disability Reviewer group.

Technical Review - Drainage

- The Drainage task will only **activate** for the following Commercial Permit types
 - Addition
 - Building Foundation
 - Complete New Building
 - Sitework
 - Swimming Pool
- When the task is activated, the system will automatically **assign** to a staff in the TCI Storm Water Manager group.

Technical Review - Electrical

- The Electrical task will only **activate** for the following Commercial Permit types:
 - Addition
 - Building Foundation
 - Building Shell
 - Communication Equipment Antennas Towers including small cell
 - Complete New Building
 - Drive-up Ice machine /Teller Machines etc.
 - First Time Interior Finish Out
 - Remodel
 - Sitework
 - Swimming Pool
- When the task is activated, the system will automatically **assign** based on the following:
 - If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Team – Electrical group. **Coming Soon!**
 - If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Team - Electrical group. **Coming Soon!**
 - Otherwise, the system will auto-assign to a staff in the Building Commercial Supervisor group

Technical Review - Fire

- The Fire task will only **activate** for the following Commercial Permit types:
 - Addition
 - Remodel
 - Complete New Building
 - Sitework
 - Building Foundation
 - Building Shell
 - First Time Interior Finish Out
 - Communication Equipment Antennas Towers including small cell
 - Drive-up Ice machine /Teller Machines etc.
 - Swimming Pool
- When the task is activated, the system will automatically assign based on the following:
 - If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Team – Building group. **Coming Soon!**
 - If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Team - Building group. **Coming Soon!**
 - Otherwise, the system will auto-assign to a staff in the Building Commercial Supervisor group

Technical Review - Fire OCL

- The Fire OCL task will only **activate** for the following Commercial Permit types:
 - Addition
 - Complete New Building
 - First Time Interior Finish Out
 - Remodel
- And ONLY when the customer has indicated one the building/space will (Refer to Custom Fields [Specific Building Information](#) section for more detail):
 - Contain over 500 sq. ft. of high piled combustible storage
 - Store or utilize hazardous materials
 - Be used as a warehouse
 - Be used as a manufacturing facility
 - Be used as a repair or maintenance shop
 - Be used as a laboratory
 - Be used as a hospital use
- When the task is activated, the system will automatically **assign** based on the following:
 - If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Team – Building group. **Coming Soon!**
 - If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Team - Building group. **Coming Soon!**
 - Otherwise, the system will auto-assign to a staff in the Building Commercial Supervisor group

Technical Review - Fire Smoke Control

- The Fire Smoke Control task will only **activate** for the following Commercial Permit types:
 - Addition
 - Complete New Building
 - First Time Interior Finish Out
 - Remodel
- And ONLY when:
 1. The customer has indicated the structure will be a High-Rise over 75-feet (Refer to Custom Fields [Specific Building Information](#) section for more detail)
 2. The structure will require a smoke control report (Refer to the 'How System uses data' section of each of the Parent Custom Lists ([Building Shell INFO](#), [Addition Building Info](#), or [Remodel Building Info](#)) for more detail)
 3. The customer has indicated one the building/space will (Refer to Custom Fields [Specific Building Information](#) section for more detail):
 - Store or utilize hazardous materials
 - Be used as a warehouse
 - Be used as a manufacturing facility

- Be used as a repair or maintenance shop
- Be used as a laboratory
- Be used as a hospital use
- When the task is activated, the system will automatically **assign** based on the following:
 - If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Team – Building group. **Coming Soon!**
 - If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Team - Building group. **Coming Soon!**
 - Otherwise, the system will auto-assign to a staff in the Building Commercial Supervisor group

Technical Review – Flood

- The Flood task will **activate** for any permit type
- And **ONLY** when the site address is within the GIS Water area for FEMA1 (Refer to Custom Lists GIS Water Areas).
- When the task is activated, the system will automatically **assign** to a staff in the TCI Storm Water Manager group.

Technical Review - Health Environmental

- The Health Environmental task will only **activate** for the following Commercial Permit types:
 - Addition
 - Remodel
 - Complete New Building
 - First Time Interior Finish out
 - Swimming Pool
- And **ONLY** when the customer has indicated YES to either of the below Health questions found in the [Specific Business Uses Details](#) Section section):
 - Will a Health - Boarding Mobile inspection be required?
 - Will a Health - Environmental inspection be required?
 - Will a Health - Air Pollution inspection be required?
- When the task is activated, the system will automatically **assign** to a staff in the Health Manager Reviewer group.

Technical Review - Health Food Custodian

- The Health Environmental task will only **activate** for the following Commercial Permit types:
 - Addition
 - Remodel
 - Complete New Building

- And ONLY when the customer has indicated YES to Will a Health - Food or Custodial inspection and Food Establishment Permit be required? in the [Specific Business Uses Details](#) Section section).
- When the task is activated, the system will automatically **assign** to a staff in the Health Manager Reviewer group.

Technical Review - Irrigation

- The Irrigation task will only **activate** for the following Commercial Permit types:
 - Addition
 - Building Foundation
 - Complete New Building
 - Sitework
- When the task is activated, the system will automatically **assign** based on the following:
 - If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Intake Reviewer group. **Coming Soon!**
 - If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Team – Plumbing group. **Coming Soon!**
 - Otherwise, the system will auto-assign to a staff in the Plan Review Tree Supervisor group

Technical Review - Landscaping

- The Landscaping task will only **activate** for the following Commercial Permit types:
 - Addition
 - Building Foundation
 - Complete New Building
 - Sitework
- When the task is activated, the system will automatically **assign** based on the following:
 - If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Intake Reviewer group. **Coming Soon!**
 - If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Supervisor group. **Coming Soon!**
 - Otherwise, the system will auto-assign to a staff in the Plan Review Tree Supervisor group

Technical Review - Mechanical

- The Mechanical task will **activate** for all Commercial Permit types:
 - Addition
 - Building Shell
 - Complete New Building
 - First Time Interior Finish Out
- When the task is activated, the system will automatically **assign** based on the following:

- If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Team - Mechanical group. **Coming Soon!**
- If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Team - Mechanical group. **Coming Soon!**
- Otherwise, the system will auto-assign to a staff in the Building Commercial Supervisor group

Technical Review - NCD

- The NCD task will **activate** for any permit type
- And **ONLY** when the site address is within any of the following GIS layers. (Refer to Custom Lists GIS Overlay / Neighborhood Conservation District Code).
 - NCD-1 thru NCD-10
 - C-1
 - GC-2
 - G2-3
 - IH-1
 - MC-1
 - MC-2
 - MC-3
 - PC-1
- When the task is activated, the system will automatically **assign** to a staff in the NCD Plan Supervisor group.

Technical Review - OHP

- The Office of Historic Preservation task will **activate** for any permit type
- And **ONLY** when the site address is in a Historic District GIS layer or has a Historic Code on any of the following GIS layers. (Refer to Custom Lists GIS Zoning Overlay / Historic Code).
 - H
 - HL
 - HE
 - HS
 - RIO
 - D

OR when GIS layer for "BCAD Parcels" with attribute "Owner_Name" set to "CITY OF SAN ANTONIO"

OR the customer has indicated either of the following as reported in the [General Project Information](#) section of Custom Fields.

- There project will be beginning demolition as part of this project.
 - There are Historic buildings or structures that will be affected.
- When the task is activated, the system will automatically **assign** to a staff in the Historic Preservation Reviewer group.

Technical Review - Plumbing

- The Plumbing task will **activate** for all Commercial Permit types:
 - Addition
 - Remodel
 - Complete New Building
 - Sitework
 - Building Foundation
 - Building Shell
 - First Time Interior Finish Out
 - Swimming Pool
- When the task is activated, the system will automatically **assign** based on the following:
 - If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Team - Plumbing group. **Coming Soon!**
 - If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Team - Plumbing group. **Coming Soon!**
 - Otherwise, the system will auto-assign to a staff in the Building Commercial Supervisor group

Technical Review - SAWS

- The SAWS task will **activate** for all Commercial Permit types:
 - Addition
 - Complete New Building
 - Sitework
 - Building Foundation
- And ONLY when the site address is in the 'Edwards Aquifer (ERZD)' GIS layers. (Refer to Custom Lists GIS Water Areas).
- When the task is activated, the system will automatically **assign** to a staff in the SAWS Reviewer group.

Technical Review - Sidewalk/Traffic

- The Sidewalk/Traffic task will **activate** for all Commercial Permit types:
 - Addition
 - Alteration to Drive-Thru/Drive Aisles
 - Building Foundation
 - Complete New Building
 - Drive-up Ice machine /Teller Machines etc.
 - First Time Interior Finish Out
 - Remodel
 - Sitework
 - Street Improvement

- When the task is activated, the system will automatically **assign** based on the following:
 - If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Intake Reviewer group. **Coming Soon!**
 - If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Supervisor group. **Coming Soon!**
 - Otherwise, the system will auto-assign to a staff in the Engineer Street Lights group

Technical Review - Sign

- The SAWS task will **activate** ONLY for Monuments for Signage Commercial Permit type.
- When the task is activated, the system will automatically **assign** to a staff in the Sign Inspection Supervisor group.

Technical Review - Traffic Impact Analysis

- The Traffic Impact Analysis task will **activate** for all Commercial Permit types:
 - Addition
 - Remodel
 - Complete New Building
 - Sitework
 - Building Foundation
 - First Time Interior Finish Out
 - Street Improvement
- When the task is activated, the system will automatically **assign** based on the following:
 - If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Intake Reviewer group. **Coming Soon!**
 - If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Supervisor group. **Coming Soon!**
 - Otherwise, the system will auto-assign to a staff in the TCI Streets Reviewer group

Technical Review - Tree Commercial

- The Tree task will **activate** for all Commercial Permit types:
 - Addition
 - Alteration to Drive-Thru/Drive Aisles
 - Building Foundation
 - Complete New Building
 - Remodel
 - Sitework
 - Street Improvement
 - Swimming Pool
- When the task is activated, the system will automatically **assign** based on the following:

- If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Intake Reviewer group. **Coming Soon!**
- If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Supervisor group. **Coming Soon!**
- Otherwise, the system will auto-assign to a staff in the Plan Review Tree Supervisor group
- The Tree Task is unique to all the other Technical Review tasks in that it has some additional statuses other task do not have. In addition to the standard statuses (Refer to Standard Task Status Requirements section) the Tree Task also has Preliminary Tree Inspection Status.

The purpose of this status is to stop the performance on the Tree Commercial task, while the inspector is performing their inspection of the site property. When used, the system will leave the task in active status, but the performance clock will stop (i.e. In Possession Time (hrs). The result of this activity is needed for the reviewer to come to a final decision before closing their task.

Technical Review - Zoning

- The Zoning task will **activate** for all Commercial Permit types:
 - Addition
 - Remodel
 - Complete New Building
 - Sitework
 - Building Foundation
 - Building Shell
 - First Time Interior Finish Out
- And **ONLY** when the customer indicates the structure will be used as one of the business uses in Custom Fields Specific Business Uses Details.
 - Bail Bond Agency
 - Bar, Tavern, Nightclub
 - Bed and Breakfast
 - Community Home or Assisted Living Facility
 - Headshop
 - Human Service Campus
 - Massage Parlor
 - Non-Metal Recycling
 - Outside Storage
 - Pawn Shop
 - Payday Loans
 - Salvage Yard, Metal Recycling
 - Sexually Oriented Business
 - Transitional Home
- OR when the site address in a GIS layer on any of the following: (Refer to Custom Lists GIS Zoning Overlay).

- Arts & Entertainment District: AE-1 through AE-4
- Business Park District: BP
- Commercial Districts: C-1 & C-2P
- Corridor Overlay Districts: GC-1, GC-2, GC-3, IH-1, MC 1-3, PC-1,
- Entertainment District: ED
- Flex Districts: UD, RD, FR, MI-1 & MI-2
- Form Based Zoning District: FBZD
- Golf District: G
- Infill Development Zone: IDZ
- Master Planned Community District: MPCD
- Military Airport Overlay Zones: MAOZ-1 & 2
- Mixed Use District: MXD
- Neighborhood Commercial District: NC
- Neighborhood Conservation Districts: NCD (all)
- Office Districts: O-1, O1.5 and O-2
- Planned Unit Development District: PUD
- Transit Oriented District: TOD
- Urban Development: UD Quarry District: QD
- When the task is activated, the system will automatically **assign** to a staff in the Zoning Manager group.

Permit Issuance

- The Permit Issuance task will systematically activate in the status of Pending Issuance once all the Technical Reviews have closed and the Permit is created (Refer to [Technical Reviews](#) section 'Approved or Approved with Conditions' task status, for the other activity that this process performs).

Partial Permit Review

The Partial Permit task is optional and typically conducted during Technical Review. Refer to [Partial Permit Internal User Guide](#) for additional information on Partial Permit process.

The Partial Permit Review is the main task that will result in the approval or denial of the request. This task is activated **ONLY** by Supervisor Override function (Refer to [Supervisor/Task Activation Internal Process Guide - Coming Soon!](#) for steps on performing Supervisor Override).

- The Partial Permit Technical Review sub-task will systematically **activate** when the Partial Permit Review task is closed with status of 'Reviews in Progress'. The staff closing that will be prompted to select which disciplines should be activated for review.
- When the selected disciplines Partial Permit Technical Reviews has been activated, they will systematically **assign** to the same staff that was assigned to the Technical Review for the same discipline.

Post Permit Review

- The Post Permit Review task is **activated** by the following methods:

- A document was uploaded to the Commercial Project Application after the permit was already issued (i.e. Permit Issuance Task in status of Issued).
- The Inspector checked 'Additional plans required' on their inspection when they resulted (Refer to *Inspection User Design Document Coming Soon!* for additional information).
- When the task is activated, the system will automatically **assign** based on the following:
 - If the customer indicated the project is ISD or Alamo Colleges District, then the system will auto-assign the task to a staff in the School Intake Reviewer group. **Coming Soon!**
 - If the customer indicated the project is Affordable Housing through deed, SAHA or a community development corporation, then the system will auto-assign the task to a staff in the Affordable Housing Supervisor group. **Coming Soon!**
 - Otherwise, the system will auto-assign to a staff in the Plan Review Admin group
- The Post Permit Technical Review sub-task will systematically **activate** when the Post Permit Review task is closed with status of 'Reviews in Progress'. The staff closing that will be prompted to select which disciplines should be activated for review.
- When the selected disciplines Post Permit Technical Reviews has been activated, they will systematically **assign** to the same staff that was assigned to the Technical Review for the same discipline.

Closure

The Commercial Project Application will systematically close when all related permits are closed.

Permit Workflow Design

The permit workflow flows in the below order. The first 4 tasks will systematically activate and close. The last 2 are systematically activate, but manually closed. Refer to the Task details below for additional information.

- Issuance
- Permit Fee Waiver Review
- Permit Fees Due
- Fees Due
- Release to CPS
- Permit Closure

The other tasks available on the Permit workflow are conditional and may or may not be present.

- Document Review
- Temp COO Issuance
- Withdrawn
- Revoked
- Reinstatement

Issuance

The issuance task on the Commercial Permit is systematically close in Pending Issuance at the time the permit is created (Refer to [Technical Review](#) section Approved/Conditionally Approved for additional information).

When all required Permit fees are paid, the Issuance task will systematically close again with status of Active. The issuance task status will also always update the Permit Record to the same status.

Permit Fee Waiver Review

The Permit Fee Waiver Review task only activates if the customer indicated they are approved for a City fee waiver program and provided a valid identification number. When the task is activated, it will be automatically assigned to the same staff that completed the Completeness Review on the Commercial Project Application. The Permit Fee Waiver Review task has no performance measures.

The Permit Fee Waiver task has the following available statuses the user can select.

- Under Review
 - This is the status the task is set to when the system activates it for the first time.
 - If the staff update the task to this status, it will change the status of the Record to 'Under Review'
- Eligible
 - This status is intended to reflect that the staff reviewed the customer waiver information, and they qualify and has applied the waiver to the required unpaid fees (Refer to [City or ICRIP payment Guide](#) for direction on paying by ICRIP)
 - This status will close the task and progress to Fees Due.
- Not Eligible
 - This status is intended to reflect that the staff reviewed the customer waiver information and found they do not qualify and must pay all required fees.
 - This status will close the task and progress to Fees Due.
- Not Applicable
 - If customer indicated No to the waiver, the system automatically close the task as 'Not Applicable' and progress to Fees Due.

Permit Fees Due

The Permit Fees Due task is intended to capture when there are any unpaid fees on the Permit (Refer to [Permit Fees](#) section for additional information). If the customer owes any fees, the system will activate the task in a Fees Due status.

- If no fees are due (i.e. were waived via ICRIP), the system will automatically close with status of Paid.
- Once the customer has paid their fees, the system will automatically close this task with status of Paid'

Once the Permit Fees Due task has closed, the system will automatically auto-close the Issuance task in status of Active to reflect that all permit fees invoiced have been paid.

NOTE: The customer is not required to pay all fees to obtain their Commercial Permit Issuance. Only the Permit Base Fees are required to be paid to begin work.

Release to CPS

The Release to CPS task is designed to ensure that staff reviews the Permit

The Release to CPS task will **activate** ONLY on the following permit types:

- **Addition** (if COO is requested in [Addition Building Info](#) Custom List)
- **Remodel** (if COO is requested in [Remodel Building Info](#) Custom List)
- **Complete New Building**
- **First Time Finish Out**

And ONLY when:

- All Inspections have closed.
- There are **no** unpaid fees on the Permit
- There are **no** unpaid fees on the Commercial Project Application

When the task is activated, the system will automatically **assign** to a staff in the Customer Advocate group.

The Release to CPS task has the following statuses:

Permit Closure

Withdrawn

Revoked

Reinstatement

Document Review - DSD

Document Review - Flood

Document Review - Inspection

Document Review - Fire

Temp COO Issuance

Fees Due

Plan Room Requirements

This section is in development!

Commercial Fee Design

This section will list all fees associated with the Commercial Project Application or it's permits. All fees listed in this section are available to user to manually add from the Fee Tab.

Understanding the Legends

(i) Indicates the Fee is ICRIP Eligible.

(AR) Indicates it is an accounts receivable fee and will create a user account in SAP.

Plan Review Fees

All Plan Review Fees are intended to be **invoiced** during the application workflow process **prior to the Permit Issuance**. If a fee is invoiced on the Application after the permit has already been created, then those fees are not required to be paid by the system until the Permit is ready for closure (LOC or COO Issuance).

Systematically Invoiced Plan Review Fees:

Each Permit Type and Building Structure will be charged a Plan Review Fee.

The closure of both Completeness Review tasks is what triggers the System to invoice these fees and activate the Fees Due workflow Task and sends the Customer email and the Invoice(s) for the required fees.

These Fees must be paid before the Technical Reviews will be activated.

- Plan Review Commercial Building Existing Fee (i)
- Plan Review Commercial Building New Fee (i)
- Plan Review Commercial Swimming Pool Existing (i)
- Plan Review Commercial Swimming Pool New (i)
- Plan Review Commercial Fence Existing (i)
- Plan Review Commercial Fence New (i)
- Plan Review Commercial Irrigation Fee (i)
- Plan Review Commercial Landscape Fee (i)

The system will use the highest valuation value found between what was provided by the customer or what was entered by the Staff to calculate the Plan Review fee amount.

Permit Type	Customer Location		COSA Location	
	Custom Fields	Custom Lists	Custom Fields	Custom Lists
Addition		Addition Building Information		COSA Calculated Valuation
Remodel		Remodel Building Information		COSA Calculated Valuation
New Building		Building, Shell IFO Info		COSA Calculated Valuation
Sitework	Sitework Details Section		Project Details - Internal Section	
Foundation		Foundation Information		COSA Calculated Valuation
Building Shell		Building, Shell IFO Info		COSA Calculated Valuation
Finish Out		Building, Shell IFO Info		COSA Calculated Valuation
Fence Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Communication Equipment Permit	Cell Antenna Equipment Details		Project Details - Internal Section	
Drive-Thru/Aisles Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Ice-Teller Machine Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Monument Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Pad Site Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Retaining Wall Permit	Retaining Wall Details Section		Project Details - Internal Section	
Shade Structure Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Street Improvement Permit	Stree Improvement Details Section		Project Details - Internal Section	
Swimming Pool Permit	Minor Building Structure Types Section		Project Details - Internal Section	

If there is no valuation value found entered by staff, the system will always use the valuation provided by the customer.

Once the value is found, the system will then use the following fee schedule to determine the amount to invoice:

Range	Base Amount	Amount added per 1,000
\$0 - \$1,000	= \$100.00	
\$1,001 - \$200,000	= \$100.00	+ \$1.60 for each additional 1,000 or portion there of over \$1,000
\$200,001 - \$1,000,000	= \$418.40	+ \$1.50 for each additional 1,000 or portion there of over \$200,000
\$1,000,001 - \$5,000,000	= \$1,618.40	+ \$0.75 for each additional 1,000 or portion there of over \$1,000,000
> \$5,000,000	= \$4,618.40	+ \$0.50 for each additional 1,000 or portion there of over \$5,000,000

IMPORTANT: If the Commercial Permit is for a School and Staff has indicated YES to 'Does School qualify for 25% Waiver?' in the 'Project Details-Internal' section. Then the system will calculate only charge 25% of the total amount and if the total is less than \$868.40, then the system will charge \$868.40.

Once the system has calculated and invoiced the Plan Review fee, it then invoices the Development Services and Technical Improvement Surcharge fees based on the amount charged for the Plan Review Fee. The system determines the Surcharge amount by using the amount of the Plan Review Fee and multiplies by 3%.

Manually Invoiced Plan Review Fees:

All other plan review fees are only available to be manually invoiced.

When staff manually adds the fee, the system will create the Fee on the Fee Tab in status of NEW. The customer will not be notified to pay these fees until the Staff selects the fee and clicks 'INVOICE'.

IMPORTANT: To easily view all fees that are not invoiced, it is recommended to sort the fees by 'Status' so that all fees not invoiced will display at the top. Then select and INVOICE.

- Additional Plan Review Fees – These fees are calculated at \$100 for each quantity entered when added and does not assess any surcharge fees.
- After Hours Plan Review Fees – These fees are calculated at \$100 for each quantity entered when added and does not assess any surcharge fees.
- Post Permit Plan Review Fees – These fees are calculated at \$100 for each quantity entered when added and does not assess any surcharge fees.
- Plan Review By Appointment Processing Fee – This fee is calculated at \$200 for each quantity entered when added and does not assess any surcharge fees.
- Plan Review Extension Fee – This fee amount is based on the quantity entered when added and does not assess any surcharge fees.

Tree Fees

Systematically Invoiced Tree Fees:

- Tree Preservation Review Fee (i) is **systematically** invoiced on the **Application** at a flat rate of \$250.00 when the customer indicates the value of A2 or A4 in 'How will the construction work

affect any heritage, significant or historic trees?’ In the [Tree Protection Details](#) section of custom fields.

The fee is systematically invoiced when both Completeness Review tasks are closed. After the system invoices the fee, it activates Fees Due workflow Task and the sends the Customer email with the Invoice for the required fee. This fee must be paid before the Technical Review will be activated.

- Tree Canopy Commercial Fee (i) is **systematically** invoiced on the **Permit** after Permit issuance and only if the customer indicates No Rights Determination. The amount is calculated using the Total Project Square Footage in the [General Project Information](#) section and multiplying this value by \$25.00 for each square footage.

Manually Invoiced Tree Fees:

All of the remaining fees for Trees are not invoiced by the system and are only added and invoiced by staff.

When staff manually adds the fee, the system will create the Fee on the Fee Tab in status of NEW. The customer will not be notified to pay these fees until the Staff selects the fee and clicks ‘INVOICE’.

IMPORTANT: To easily view all fees that are not invoiced, it is recommended to sort the fees by ‘Status’ so that all fees not invoiced will display at the top. Then select and INVOICE.

- Rights Determination Fee – This fee is calculated at \$250 for each quantity entered and does not assess any surcharge fees.
- Tree Affidavit Commercial Fee (i) – This fee is calculated at \$175 for each quantity entered and does not assess any surcharge fees.
- Tree Credit Fee – This fee is calculated \$100 and then adds \$1.00 for each quantity greater than 1 and does not assess any surcharge fees (i.e. Quantity entered is 4, calculated amount is \$103.00).
- Tree Mitigation (2006 or Less) Fee – This fee is calculated at \$100 for each quantity entered and does not assess any surcharge fees.
- Tree Mitigation (2010 or Greater) Fee – This fee is calculated at \$200 for each quantity entered and does not assess any surcharge fees.
- Tree Preservation Validation Fee – This fee is calculated at \$100 for each quantity entered when added and does not assess any surcharge fees.
- Tree Warranty (1 Tree) Fee – This fee is calculated at \$500 for each quantity entered when added and does not assess any surcharge fees.
- Tree Warranty (2 or more Trees) Fee – This fee is calculated \$500 and then adds \$150.00 for each quantity greater than 1 and does not assess any surcharge fees (i.e. Quantity entered is 4, calculated amount is \$950.00).

IMPORTANT: If any of these fees are invoiced during Completeness Review they will be required to be paid before the Technical Review is activated.

If any of these fees are invoiced on the application after the permit has already been created, then those fees are not required to be paid by the system until the Permit is ready for closure (LOC or COO Issuance).

Permit Fees

Base Permit Fees

All Permit Base fees are systematically invoiced on the Permit once created.

The system will use the highest valuation value found between what was provided by the customer or what was entered by the Staff to calculate the Base Permit fee amount.

Permit Type	Customer Location		COSA Location	
	Custom Fields	Custom Lists	Custom Fields	Custom Lists
Addition		Addition Building Information		COSA Calculated Valuation
Remodel		Remodel Building Information		COSA Calculated Valuation
New Building		Building, Shell IFO Info		COSA Calculated Valuation
Sitework	Sitework Details Section		Project Details - Internal Section	
Foundation		Foundation Information		COSA Calculated Valuation
Building Shell		Building, Shell IFO Info		COSA Calculated Valuation
Finish Out		Building, Shell IFO Info		COSA Calculated Valuation
Fence Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Communication Equipment Permit	Cell Antenna Equipment Details		Project Details - Internal Section	
Drive-Thru/Aisles Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Ice-Teller Machine Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Monument Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Pad Site Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Retaining Wall Permit	Retaining Wall Details Section		Project Details - Internal Section	
Shade Structure Permit	Minor Building Structure Types Section		Project Details - Internal Section	
Street Improvement Permit	Stree Improvement Details Section		Project Details - Internal Section	
Swimming Pool Permit	Minor Building Structure Types Section		Project Details - Internal Section	

If there is no valuation value found entered by staff, the system will always use the valuation provided by the customer.

Once the value is found, the system will then use the following fee schedule to determine the amount to invoice:

Range	Base Amount	Amount added per 1,000
\$0-\$1,000	= \$100.00	
\$1,001 - \$25,000	= \$100.00	+ \$7.28 for each additional 1,000 or portion there of over \$1,000
\$25,001 - \$75,000	= \$274.87	+ \$5.72 for each additional 1,000 or portion there of over \$25,000
> 75,000	= \$560.00	+ \$2.00 for each additional 1,000 or portion there of over \$75,000

IMPORTANT: If the Commercial Permit is for a School and Staff has indicated YES to 'Does School qualify for 25% Waiver?' in the 'Project Details-Internal' section. Then the system will calculate only charge 25% of the total amount and if the total is less than \$1,410, then the system will charge \$1,410.

Once the system has calculated and invoiced the Base Permit fee, it then invoices the Development Services and Technical Improvement Surcharge fees based on the amount charged for the Base Permit Fee. The system determines the Surcharge amount by using the amount of the Plan Review Fee and multiplies by 3%.

- Permit Commercial Building Addition/Remodel Fee (i)
- Permit Commercial Building Finish Out Fee (i)
- Permit Commercial Building Foundation Fee (i)

- Permit Commercial Building Minor Structure Fee (i)
- Permit Commercial Building New Fee (i)
- Permit Commercial Building Shell Fee (i)
- Permit Commercial Building Sitework Fee (i)
- Permit Commercial Fence Existing Fee (i)
- Permit Commercial Fence New Fee (i)
- Permit Commercial Swimming Pool Existing Fee (i)
- Permit Commercial Swimming Pool New Fee (i)

Once the Base Fees are paid, the permit is considered 'Issued' and the customer is notified by the 'Commercial Permit Issued' notice that work can begin (Refer to [Email Requirements](#) Section for additional information)

Trade Permit Fees

All Trade Permit Fees are systematically invoiced on the Permit once created and only if the customer has indicated the trade is within scope. The scope is included in the following locations:

- [Addition Building Information](#) Custom List
- [Building Shell INFO](#) Custom List
- [Foundation Information](#) Custom List
- [Remodel Building Information](#) Custom List
- [Sitework Details](#) Section of Custom Fields

The system uses the square footage, occupancy type and permit type to calculate the Electrical, Mechanical and Plumbing Permit fees while other fees are a flat rate.

IMPORTANT: During the Technical Reviews, the staff should determine if the Trade is or is not included in scope based on the Plans. If the scope is YES but it is determined from the Plan that it isn't needed, then the staff should update the Required Inspections to prevent the inspection from being created. It is important to ensure both are accurate to ensure Inspections are not performed unless permit fees are also invoiced and paid or the customer is not invoiced the fee when inspections are not required.

- **PERMIT ELECTRICAL FEE (I)** – The Electrical Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

The determination of scope for the Electrical Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
Will the work include electrical utility work?	Sitework Details Section	Custom Fields	Sitework Permit
Does the scope of work for this foundation include Electrical?	Foundation Information	Custom List	Foundation Permit
Does the scope of work for this building/suite include Electrical?	Building Shell INFO	Custom List	New Building, Shell and Finish Out
Does the scope of work for this building/suite include Electrical?	Addition Building Info	Custom List	Addition
Does the scope of work for this building/suite include Electrical?	Remodel Building Info	Custom List	Remodel

Once it is determined Electrical is in scope for the structure, the system will use the square footage of the structure found in the Custom Lists (above) or Sitework Details Section along with the Occupancy type found in the [Classification Bldg or Space](#) Custom list and the Sitework Details Section with the fee schedule below to calculate the fee amount.

Range	Fee Schedule (1)		Fee Schedule (2)	
	Amount	Amount added per 1,000	Amount	Amount added per 1,000
0 - 1,000 sq. ft.	= \$100.00		= \$140.00	
1,001 - 5,000 sq. ft.	= \$100.00	+ \$5.00 per additional 1,000 or portion thereof of over \$1,000	= \$140.00	+ \$7.00 per additional 1,000 or portion thereof of over \$1,000
5,001 - 10,000 sq. ft.	= \$120.00	+ \$15.00 per additional 1,000 or portion thereof of over 5,000	= \$168.00	+ \$21.00 per additional 1,000 or portion thereof of over 5,000
10,001 - 25,000 sq. ft.	= \$195.00	+ \$20.00 per additional 1,000 or portion thereof of over 10,000	= \$273.00	+ \$28.00 per additional 1,000 or portion thereof of over 10,000
25,001 - 50,000 sq. ft.	= \$495.00	+ \$30.00 per additional 1,000 or portion thereof of over 25,000	= \$693.00	+ \$42.00 per additional 1,000 or portion thereof of over 25,000
≥ 50,000 sq. ft.	= \$1,245.00	+ \$35.00 for each additional 5,000 or portion thereof of over 50,000	= \$1,743.00	+ \$49.00 for each additional 5,000 or portion thereof of over 50,000
(2) Used when Hotels and Apartments				
(1) Used for all other Occupancy Types. If Occupancy Type is S-1 or S-2 (Storage) will be calculated at 50% of fees noted above				

Once calculated, it will use the permit type to determine the percentage of this amount it will invoice.

- Foundation permits – invoiced at 10% of the calculated amount.
- Sitework Permit – invoiced at 10% of the calculated amount.
- Shell Permit – invoiced at 80% of the calculated amount.
- All other permit types are invoiced at 100% of the calculated amount.

NOTE: If the final calculated amount is less than \$100.00, the system will invoice a flat \$100.00

IMPORTANT: While the Electrical Permit Fee is conditionally invoiced, the inspections for the following permit types are always required. If this scope is answered NO, the Staff must uncheck the Electrical Inspections in Required Inspections Custom list for the associated permit type.

- Addition
 - Remodel
 - New Building
 - Foundation
 - Shell
 - Finish Out
- **PERMIT MECHANICAL HVAC FEE (I)** – The Mechanical Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

The determination of scope for the Mechanical Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
N/A	N/A	N/A	Sitework Permit
N/A	N/A	N/A	Foundation Permit
Does the scope of Work for this building/suite include Mechanical?	Building Shell INFO	Custom List	Complete New Building Permit
Does the scope of Work for this building/suite include Mechanical?	Building Shell INFO	Custom List	Building Shell Permit
Does the scope of Work for this building/suite include Mechanical?	Building Shell INFO	Custom List	First Time Finish Out Permit
Does the scope of Work for this building/suite include Mechanical?	Addition Building Info	Custom List	Addition Permit
Does the scope of Work for this building/suite include Mechanical?	Remodel Building Info	Custom List	Remodel Permit

Once it is determined Mechanical is in scope of the structure, the system will use the square footage of the structure found in the Custom Lists (above) along with the Occupancy type found in the [Classification Bldg or Space](#) Custom list with the fee schedule below to calculate the fee amount.

Range	Fee Schedule (1)		Fee Schedule (2)	
	Amount	Amount added per 1,000	Amount	Amount added per 1,000
0 - 1,000 sq. ft.	= \$100.00		= \$140.00	
1,001 - 5,000 sq. ft.	= \$100.00	+ \$5.00 per additional 1,000 or portion thereof of over \$1,000	= \$140.00	+ \$7.00 per additional 1,000 or portion thereof of over \$1,000
5,001 - 10,000 sq. ft.	= \$120.00	+ \$15.00 per additional 1,000 or portion thereof of over 5,000	= \$168.00	+ \$21.00 per additional 1,000 or portion thereof of over 5,000
10,001 - 25,000 sq. ft.	= \$195.00	+ \$20.00 per additional 1,000 or portion thereof of over 10,000	= \$273.00	+ \$28.00 per additional 1,000 or portion thereof of over 10,000
25,001 - 50,000 sq. ft.	= \$495.00	+ \$30.00 per additional 1,000 or portion thereof of over 25,000	= \$693.00	+ \$42.00 per additional 1,000 or portion thereof of over 25,000
≥ 50,000 sq. ft.	= \$1,245.00	+ \$35.00 for each additional 5,000 or portion thereof of over 50,000	= \$1,743.00	+ \$49.00 for each additional 5,000 or portion thereof of over 50,000
(2) Used when Hotels and Apartments				
(1) Used for all other Occupancy Types. If Occupancy Type is S-1 or S-2 (Storage) will be calculated at 50% of fees noted above				

NOTE: If the final calculated amount is less than \$100.00, the system will invoice a flat \$100.00

IMPORTANT: While the Mechanical HVAC Permit Fee is conditionally invoiced, the inspections for the following permit types are always defaulted. If this scope is answered NO, the Staff must uncheck the Mechanical Inspections in Required Inspections Custom list for the associated permit type.

- Addition
- New Building
- Finish Out

IMPORTANT: While the Mechanical HVAC Permit Fee is conditionally invoiced, the inspections for the following permit types are NOT defaulted. If this scope is answered YES, the Staff must check the Mechanical Inspections in Required Inspections Custom list for the associated permit type.

- Remodel
- Shell

- **PERMIT PLUMBING FEE (I)** – The Plumbing Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

The determination of scope for the Plumbing Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
Will the work include underground water utility work?	Sitework Details Section	Custom Fields	Sitework Permit
Does the scope of Work for this foundation include Plumbing?	Foundation Information	Custom List	Foundation Permit
Does the scope of Work for this building/suite include Plumbing?	Building Shell INFO	Custom List	Complete New Building Permit
Does the scope of Work for this building/suite include Plumbing?	Building Shell INFO	Custom List	Building Shell Permit
Does the scope of Work for this building/suite include Plumbing?	Building Shell INFO	Custom List	First Time Finish Out Permit
Does the scope of Work for this building/suite include Plumbing?	Addition Building Info	Custom List	Addition Permit
Does the scope of Work for this building/suite include Plumbing?	Remodel Building Info	Custom List	Remodel Permit**

****** If customer indicates Plumbing is in scope for a Remodel, Staff will need to manually check the required inspection(s) as these are not systematically defaulted by the system.

Once it is determined Plumbing is in scope for the structure, the system will use the square footage of the structure found in the Custom Lists (above) or [Sitework Details Section](#) along with the Occupancy type found in the [Classification Bldg or Space](#) Custom list and [Sitework Details Section](#) with the fee schedule below to calculate the fee amount.

Range	Fee Schedule (1)		Fee Schedule (2)	
	Amount	Amount added per 1,000	Amount	Amount added per 1,000
0 - 1,000 sq. ft.	= \$100.00		= \$140.00	
1,001 - 5,000 sq. ft.	= \$100.00	+ \$5.00 per additional 1,000 or portion thereof over 1,000	= \$140.00	+ \$7.00 per additional 1,000 or portion thereof over 1,000
5,001 - 10,000 sq. ft.	= \$120.00	+ \$15.00 per additional 1,000 or portion thereof over 5,000	= \$168.00	+ \$21.00 per additional 1,000 or portion thereof over 5,000
10,001 - 25,000 sq. ft.	= \$195.00	+ \$20.00 per additional 1,000 or portion thereof over 10,000	= \$273.00	+ \$28.00 per additional 1,000 or portion thereof over 10,000
25,001 - 50,000 sq. ft.	= \$645.00	+ \$30.00 per additional 1,000 or portion thereof over 25,000	= \$693.00	+ \$42.00 per additional 1,000 or portion thereof over 25,000
≥ 50,000 sq. ft.	= \$1,520.00	+ \$35.00 for each additional 5,000 or portion thereof over 50,000	= \$1,743.00	+ \$49.00 for each additional 5,000 or portion thereof over 50,000

(2) Used when Hotels and Apartments

(3) Used for all other Occupancy Types. If Occupancy Type is S-1 or S-2 (Storage) will be calculated at 50% of fees noted above

Once calculated, it will use the permit type to determine the percentage of this amount it will invoice.

- Foundation permits – invoiced at 10% of the calculated amount.
- Sitework Permit – invoiced at 10% of the calculated amount.
- Shell Permit – invoiced at 80% of the calculated amount.
- All other permit types are invoiced at 100% of the calculated amount.

NOTE: If the final calculated amount is less than \$100.00, the system will invoice a flat \$100.00

IMPORTANT: While the Plumbing Permit Fee is conditionally invoiced, the inspections for the following permit types are always required. If this scope is answered NO, the Staff must uncheck the Electrical Inspections in Required Inspections Custom list for the associated permit type.

- Addition
- New Building
- Foundation
- Shell
- Finish Out

IMPORTANT: While the Mechanical HVAC Permit Fee is conditionally invoiced, the inspections for the following permit types are NOT defaulted. If this scope is answered YES, then Staff must check the Mechanical Inspections in Required Inspections Custom list for the associated permit type.

- Remodel

- **PERMIT PLUMBING BACKFLOW FEE (I)** – The Backflow Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

The determination of scope for the Backflow Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
N/A	N/A	N/A	Sitework Permit
N/A	N/A	N/A	Foundation Permit
Will you be installing a backflow preventers?	Building Shell INFO	Custom List	Complete New Building Permit
Will you be installing a backflow preventers?	Building Shell INFO	Custom List	Building Shell Permit
Will you be installing a backflow preventers?	Building Shell INFO	Custom List	First Time Finish Out Permit
Will you be installing a backflow preventers?	Addition Building Info	Custom List	Addition Permit
Will you be installing a backflow preventers?	Remodel Building Info	Custom List	Remodel Permit

IMPORTANT: The Backflow Inspections are never systematically defaulted. If the Customer indicates that Backflow is within scope, the staff must check the Backflow Inspection(s) in their associated Required Inspections custom list.

Once it is determined Backflow is in scope for the structure, the system will use the values in 'Number of backflow preventers' in the above Custom Lists to calculate the fee amount.

Step 1. Multiply the value in Number of backflow preventers less than 2-inches by \$15.00

Step 2. Multiply the value in Number of backflow preventers 2-inches and larger by \$100

Step 3. Then add the results of Step 1 with the Results of Step 2 to determine the amount to invoice.

- **PERMIT GAS FEE (I)** – The Gas Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

The determination of scope for the Gas Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
N/A	N/A	N/A	Sitework Permit
N/A	N/A	N/A	Foundation Permit
Does the scope of Work for this building/suite include Gas?	Building Shell INFO	Custom List	Complete New Building Permit
Does the scope of Work for this building/suite include Gas?	Building Shell INFO	Custom List	Building Shell Permit
Does the scope of Work for this building/suite include Gas?	Building Shell INFO	Custom List	First Time Finish Out Permit
Does the scope of Work for this building/suite include Gas?	Addition Building Info	Custom List	Addition Permit
Does the scope of Work for this building/suite include Gas?	Remodel Building Info	Custom List	Remodel Permit

Once it is determined Gas is in scope for the structure, the system will use the square footage of the structure found in the Custom Lists (above) and the Fee Schedule below to calculate the fee amount.

Range	Fee Schedule
	Amount
0 - 5,000 sq. ft.	= \$80.00
5,001 - 50,000 sq. ft.	= \$100.00
> 50,000 sq. ft.	= \$120.00

- **MEDICAL GAS INSPECTION FEE (I)** – The Medical Gas Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

The determination of scope for the Medical Gas Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
N/A	N/A	N/A	Sitework Permit
N/A	N/A	N/A	Foundation Permit
Does the scope of work for this building/suite include Medical Gas?	Building Shell INFO	Custom List	Complete New Building Permit
Does the scope of work for this building/suite include Medical Gas?	Building Shell INFO	Custom List	Building Shell Permit
Does the scope of work for this building/suite include Medical Gas?	Building Shell INFO	Custom List	First Time Finish Out Permit
Does the scope of work for this building/suite include Medical Gas?	Addition Building Info	Custom List	Addition Permit
Does the scope of work for this building/suite include Medical Gas?	Remodel Building Info	Custom List	Remodel Permit

IMPORTANT: The Medical Gas Inspection is not systematically defaulted. If the Customer indicates that Medical Gas is within scope, the staff must check the inspection(s) in their associated Required Inspections custom list.

Once it is determined Medical Gas is in scope for the structure, the system will use the square footage of the structure found in the Custom Lists (above) and the Fee Schedule below to calculate the fee amount.

Range	Fee Schedule
	Amount
0 - 5,000 sq. ft.	= \$80.00
5,001 - 50,000 sq. ft.	= \$100.00
> 50,000 sq. ft.	= \$120.00

- **PERMIT SEWER FEE (I)** – The Sewer Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

Only the Sitework Permit is considered for the invoicing of the Sewer Permit Fee. The determination of scope for the Sewer Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
Will the work include sewer utility work?	Sitework Details Section	Custom Fields	Sitework Permit
N/A	N/A	N/A	Foundation Permit
N/A	N/A	N/A	Complete New Building Permit
N/A	N/A	N/A	Building Shell Permit
N/A	N/A	N/A	First Time Finish Out Permit
N/A	N/A	N/A	Addition Permit
N/A	N/A	N/A	Remodel Permit

Once it is determined Sewer is in scope for the Sitework, the system invoice a flat rate of \$100.00

- **PERMIT SIDEWALK GUTTER AND CURB FEE (I)** – The Sidewalk Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

The determination of scope for the Sidewalk (Flatwork) Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
Are curbs, sidewalks, handicapped ramps, or driveway approaches in a City public right of ways being replaced or constructed?	Sidewalks and Curbs Details	Custom Fields	Sitework Permit
N/A	N/A	N/A	Foundation Permit
N/A	N/A	N/A	Complete New Building Permit
N/A	N/A	N/A	Building Shell Permit
N/A	N/A	N/A	First Time Finish Out Permit
Are curbs, sidewalks, handicapped ramps, or driveway approaches in a City public right of ways being replaced or constructed?	Sidewalks and Curbs Details	Custom List	Addition Permit
Are curbs, sidewalks, handicapped ramps, or driveway approaches in a City public right of ways being replaced or constructed?	Sidewalks and Curbs Details	Custom List	Remodel Permit

IMPORTANT: The Flatwork Inspections is not systematically defaulted. If the Customer indicates that Sidewalk/Curb is within scope, the staff must check the Flatwork Inspection(s) in their associated Required Inspections custom list.

Once it is determined Sidewalk/Curb is in scope for the structure, the system will use the following the information entered by staff in the Internal Custom Fields section [Traffic Details-Internal](#) to calculate the fee amount.

Step 4. Add the value in Approved square footage of Sidewalk with the value found in Approved square footage of drive approaches and then multiple by .15

Step 5. Multiply the value in Approved linear feet of Curb by .15

Step 6. Then add the results of Step 1 with the Results of Step 2 to determine the amount to invoice.

NOTE: If the results of Step 3 is less than \$50.00, then the system will invoice \$50.00

- **PERMIT TML FEE (I)** – The TML Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

The determination of scope for the TML Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
Will a TML be required with this permit?	Sitework Details Section	Custom Fields	Sitework Permit
Will a TML be required with this permit?	Sitework Details Section	Custom Fields	Foundation Permit
N/A	N/A	N/A	Complete New Building Permit
N/A	N/A	N/A	Building Shell Permit
N/A	N/A	N/A	First Time Finish Out Permit
Will a TML be required with this permit	Addition Building Info	Custom List	Addition Permit
N/A	N/A	N/A	Remodel Permit

Once it is determined TML is in scope, the system invoices a flat rate of \$100.00

- **PERMIT TOPS FEE (I)** – The TOPS Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

The determination of scope for the TOPS Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
Will a TOPS be required with this permit?	Sitework Details Section	Custom Fields	Sitework Permit
Will a TOPS be required with this permit?	Sitework Details Section	Custom Fields	Foundation Permit
Will a TOPS be required with this permit?	Building Shell INFO	Custom List	Complete New Building Permit
Will a TOPS be required with this permit?	Building Shell INFO	Custom List	Building Shell Permit
Will a TOPS be required with this permit?	Building Shell INFO	Custom List	First Time Finish Out Permit
Will a TOPS be required with this permit?	Addition Building Info	Custom List	Addition Permit
Will a TOPS be required with this permit?	Remodel Building Info	Custom List	Remodel Permit

Once it is determined TOPS is in scope, the system invoices a flat rate of \$100.00

- **IRRIGATION SYSTEM INSPECTION (BASE) FEE (I)** – The Irrigation System Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

The determination of scope for the Irrigation System Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
Will the work include irrigation work?	Sitework Details Section	Custom Fields	Sitework Permit
Will the work include irrigation work?	Sitework Details Section	Custom Fields	Foundation Permit
N/A	N/A	N/A	Complete New Building Permit
N/A	N/A	N/A	Building Shell Permit
N/A	N/A	N/A	First Time Finish Out Permit
N/A	N/A	N/A	Addition Permit
N/A	N/A	N/A	Remodel Permit

Once it is determined Irrigation is in scope, the system invoices a flat rate of \$100.00

- **COMMERCIAL LANDSCAPE IRRIGATION SYSTEM PERMIT FEE** – The Landscape Irrigation Permit Fee is not invoiced for Minor Structures. This Trade is covered by the submission of a standalone MEP Permit.

The determination of scope for the Landscape Irrigation Trade is based on the customer indicating YES to the following:

Question:	Location		Permit Type
Will the work include irrigation work?	Sitework Details Section	Custom Fields	Sitework Permit
Will the work include irrigation work?	Sitework Details Section	Custom Fields	Foundation Permit
N/A	N/A	N/A	Complete New Building Permit
N/A	N/A	N/A	Building Shell Permit
N/A	N/A	N/A	First Time Finish Out Permit
N/A	N/A	N/A	Addition Permit
N/A	N/A	N/A	Remodel Permit

Once it is determined Irrigation is in scope, the system invoices a flat rate of \$100.00

Inspection Fees

Re-Inspection Fees

All Re-inspection fees are systematically invoiced when the Inspector results their inspection as Failed (Excluding: COO, QCR, Audit, Preliminary or Energy Inspections).

Fee Description	Amount	Inspection Type
Re-Inspection Building Fee (AR)	\$ 51.50	Building
Re-Inspection Electrical Fee (AR)	\$ 51.50	Electrical
Re-Inspection Mechanical Fee (AR)	\$ 51.50	Mechanical
Re-Inspection Gas Fee (AR)	\$ 51.50	Gas or Medical Gas
Re-Inspection Plumbing Fee (AR)	\$ 51.50	Plumbing
Re-Inspection Sewer Fee (AR)	\$ 51.50	Sewer-Final
Re-Inspection Tree Fee (AR)	\$ 51.50	Tree
Re-Inspection Other Fee (AR)	\$ 51.50	Flatwork
Re-Inspection Sign Fee (AR)	\$ 51.50	Sign
Re-Inspection Traffic Fee	\$ 51.50	Traffic
Re-Inspection Fire Fee	\$ 150.00	Fire-COO or Fire Final **
** Excluding 1st occurrence		

Other Inspection Fees

The following inspection fees are manually added by staff.

IMPORTANT: When staff manually adds the fee, the system will create the Fee on the Fee Tab in status of NEW. The customer will not be notified to pay these fees until the Staff selects the fee and clicks 'INVOICE'.

NOTE: To easily view all fees that are not invoiced, it is recommended to sort the fees by 'Status' so that all fees not invoiced will display at the top. Then select and INVOICE.

- Inspection No Fee Specifically Indicated - This fee is calculated at \$100 for each quantity entered when added and does not assess any surcharge fees.
- Inspection Scheduling Fee (AR) - This fee is calculated at \$3.00 for each quantity entered when added and does not assess any surcharge fees.
- After Hours Inspection Fee(s) – There is an After-Hours Inspection fee for each Trade. These Fees are calculated at \$100 for each quantity entered when added and does not assess any surcharge fees.

Other Fees

Fast Track Fees

All fees for the issuance of a Fast-Track services are manually entered by staff and qualify surcharges. When the user adds the fee, the system will automatically add the surcharge fees and calculate its amount.

IMPORTANT: When staff manually adds the fee, the system will create the Fee on the Fee Tab in status of NEW. The customer will not be notified to pay these fees until the Staff selects the fee and clicks 'INVOICE'.

NOTE: To easily view all fees that are not invoiced, it is recommended to sort the fees by 'Status' so that all fees not invoiced will display at the top. Then select and INVOICE.

- Metal Stud Fast Track Fee - This fee uses the Quantity entered against a fee schedule to calculate the fee.

Once the user enters the quantity and submits, the system will use the below fee schedule to determine the fee amount and then add the fee with status of NEW.

Range	Fee Schedule	
	Amount	Amount added per 1,000
0 - 1,000	= \$100.00	
1,001 - 25,000	= \$100.00	+ \$7.28 per additional 1,000 or portion there of over \$1,000
25,001 - 75,000	= \$274.87	+ \$5.72 per additional 1,000 or portion there of over 25,000
> 75,000	= \$560.00	+ \$2.00 for each additional 1,000 or portion there of over 75,000

- Mechanical Permit Fast Track Fee - This fee is calculated at \$50.00 for each quantity entered and then add the surcharge fees.
- Electrical Permit Fast Track Fee - This fee is calculated at \$50.00 for each quantity entered and then add the surcharge fees.
- Plumbing Permit Fast Track Fee - This fee is calculated at \$50.00 for each quantity entered and then add the surcharge fees.

Once the Fee(s) amount is determined as described above, the system will add the two (2) surcharges for 3% of the calculated amount for each fee.

- Surcharge Development Services Fee (i)
- Surcharge Technological Improvement Fee (i)

Partial Permit Fees

The Partial Permit Fee is manually entered by staff and does not qualify for surcharges. When the user adds the fee, the system will automatically add the surcharge fees and calculate its amount.

IMPORTANT: When staff manually adds the fee, the system will create the Fee on the Fee Tab in status of NEW. The customer will not be notified to pay these fees until the Staff selects the fee and clicks 'INVOICE'.

- Conditional Commercial Permit Fee (i) - This fee is calculated at \$200 for each quantity entered.

Penalty Fees

All Penalty fees are manually entered by staff and does not qualify for surcharges. When the user adds the fee, the system will automatically add the surcharge fees and calculate its amount.

IMPORTANT: When staff manually adds the fee, the system will create the Fee on the Fee Tab in status of NEW. The customer will not be notified to pay these fees until the Staff selects the fee and clicks 'INVOICE'.

NOTE: To easily view all fees that are not invoiced, it is recommended to sort the fees by 'Status' so that all fees not invoiced will display at the top. Then select and INVOICE.

- Fine New Commercial Construction Occupancy Without Certificate of Occupancy - This fee is calculated at \$500 for each quantity entered.

- Fine Existing Commercial Construction Occupancy Without Certificate of Occupancy - This fee is calculated at \$500 for each quantity entered.
- Fine for New Commercial Construction Occupancy Without Certificate of Occupancy - This fee is calculated at \$500 for each quantity entered.
- Fine for Existing Commercial Construction Occupancy without Certificate of Occupancy - This fee is calculated at \$200 for each quantity entered.
- Working Without Permit – This fee amount is based on the quantity entered when added and does not assess any surcharge fees.

TCO Fees

All fees for the issuance of a Temporary Certificate of Occupancy are manually entered by staff and do not qualify for any surcharges.

IMPORTANT: When staff manually adds the fee, the system will create the Fee on the Fee Tab in status of NEW. The customer will not be notified to pay these fees until the Staff selects the fee and clicks 'INVOICE'.

NOTE: To easily view all fees that are not invoiced, it is recommended to sort the fees by 'Status' so that all fees not invoiced will display at the top. Then select and INVOICE.

- Temporary Commercial Certificate of Occupancy - This fee is calculated at \$500 for each quantity entered.
- Temporary Commercial Certificate of Occupancy Extension Fee - This fee is calculated at \$100 for each quantity entered.
- After-Hour Fee for Counter Service for Temporary Certificate of Occupancy - This fee is calculated at \$50 for each quantity entered.

Misc. Fees

All fees listed below are manually entered by staff and do not qualify for any surcharges.

- Administrative Exception Code Variance/Code Modification Request - This fee is calculated at \$350 for each quantity entered.
- Commercial Plan Retrieval Fee - This fee is calculated at \$100 for each quantity entered.
- Document Management Fee - This fee is calculated at \$10 for each quantity entered.
- Link Child-Parent Permits Fee - This fee is calculated at \$10 for each quantity entered.
- Median and Turn Lane Review (Outside of Plat) Fee - This fee is calculated at \$100 for each quantity entered.

The following fees all invoice the amount based on the quantity entered when added and does not assess any surcharge fees.

- Miscellaneous Fee

- Permit Extension Fee
- Permit School Portable Fee (i)
- Storm Water Fee In Lieu of Detention Fee (i)

Inspection Requirements

All inspections are created on the permit in status of 'Pending Issuance' based on what was checked in the Required Inspections Custom List or Custom Fields (Sitework) for the Permit.

Once the Customer has paid the permit fee for the trade, the system will record the payment date in **the Trade Permit Work Issued** Custom list

The screenshot shows a software interface for managing custom lists. On the left, a sidebar contains a menu with items: Professionals, Custom Fields, Custom Lists (highlighted with a red arrow), Inspections, Conditions, Conditions of Approval, and Fee. The main area displays a table group named 'TRADE PERMIT WORK ISSUED' (circled in red). Below this, there are checkboxes for various permit types: Building Permitted, Mechanical Permitted, Electrical Permitted, Plumbing Permitted, Irrigation Permitted, Gas Permitted, and Medical Gas Permitted. Each checkbox is followed by a date field, with the first one showing '04/14/2021'.

Payment mapping to the Trade Permit Work Issued Custom List

Required Trade Fee	Trade Permit Work Issued Date
Permit Commercial Building Addition/Remodel Fee (i)	Building Permitted
Permit Commercial Building Minor Structure Fee (i)	
Permit Commercial Building Sitework Fee (i)	
Permit Commercial Building Foundation Fee (i)	
Permit Commercial Building Shell Fee (i)	
Permit Commercial Building Finish Out Fee (i)	
Permit Commercial Building New Fee (i)	
Permit Commercial Fence Existing Fee (i)	
Permit Commercial Fence New Fee (i)	
Permit Commercial Swimming Pool Existing Fee (i)	
Permit Commercial Swimming Pool New Fee (i)	
Tree Canopy Commercial Fee(i)	
Permit Electrical Fee (i)	Electrical Permitted
Permit Sidewalk Gutter and Curb Fee (i)	Flatwork Curb Permitted
Permit Gas Fee (i)	Gas Permitted
Commercial Landscape Irrigation System Permit Fee (i)	Irrigation Permitted
Permit Mechanical HVAC Fee (i)	Mechanical Permitted
Medical Gas Inspection Fee (i)	Medical Gas Permitted
Permit Plumbing Fee (i)	Plumbing Permitted
Permit Plumbing Backflow Fee (i)	
Permit Sewer Fee (i)	Sewer Permitted

Permit TML Fee (i)	TML Permitted
Permit TOPS Fee (i)	TOPS Permitted

Once the date is populated the system automatically update the corresponding Trade inspection to Pending status. Pending status allows the user to schedule the inspection (Refer to [Scheduling Requirements](#) section below for scheduling requirements by inspection type.

Trade Permit Work Issued 'Permitted' date mapping to Inspection Type status update

Trade Permit Work Issued Date	Release which Inspections
Building Permitted	Building Inspections
	Code Inspections
	Fire Inspections
	Health Inspections
	NCD Inspections
	Sign Inspections
	Storm Water Inspections
	Street Inspections - <i>Coming Soon!</i>
	Traffic Inspections
	Tree - Inspections
	Energy - Inspections
Electrical Permitted	Electrical - Inspections
Flatwork Curb Permitted	Flatwork Curb - Inspections
Gas Permitted	Gas - Inspections
Irrigation Permitted	Irrigation - Inspections
Mechanical Permitted	Mechanical - Inspections
Medical Gas Permitted	Medical Gas - Inspections
Plumbing Permitted	Plumbing - Inspections
Sewer Permitted	Sewer Inspections
TML Permitted	Electrical - TML
TOPS Permitted	Electrical - TOPS

IMPORTANT: The Base Fees must be paid, and Building Permitted Date populated before any of the other trade inspections can be scheduled. If the customer pays the Trade Fees but does not pay the Base fees (i.e. Pays Electrical Permit Fee but not the Permit Commercial Building New Fee (i) base fee), their Electrical inspections will update to Pending but they will still be prevented from scheduling and receive the following message:

'The specific trade permit fee(s) for work related to this inspection must be paid before work can begin and inspection(s) scheduled.'

Once the Base Fees are paid, the permit is considered 'Issued' and the customer is notified by the Permit issuance notice that work can begin (Refer to [Email Requirements](#) Section for additional information)

Scheduling Requirements

Once the inspection is updated to Pending and available to scheduled, it is important to understand what the customer can view from ACA and who is authorized to schedule these inspectors from ACA.

All inspections can be scheduled from Backoffice on any day by any COSA user. There are no restrictions. All restrictions are within the ACA Online Portal. The restrictions are by inspection type and include:

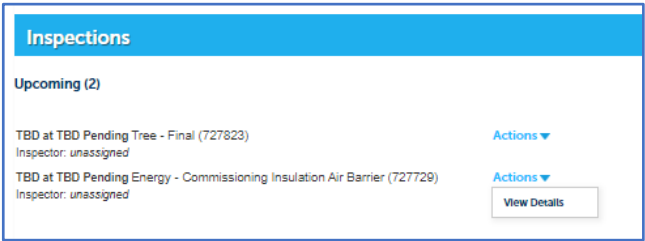
- 1. Viewable or not in ACA
- 2. Authorized to schedule from ACA
- 3. Who is Authorized to Schedule?

Below is a matrix of all Commercial Inspections and if they are presented in ACA and if the customer is allowed to schedule. Refer to TBD on matrix of who is authorized to schedule.

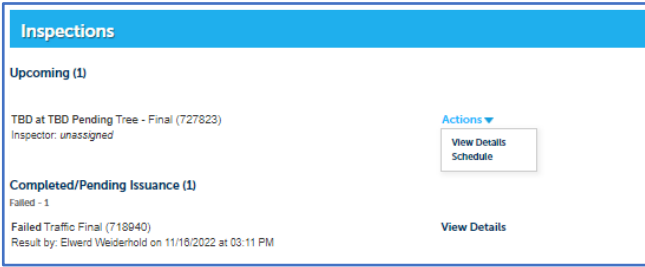
Legends:

- Grey = Not viewable from ACA
- Yellow = Viewable from ACA but not authorized to schedule from ACA

I.e. No Schedule option in their drop-down



- No High-Light = Viewable from ACA and authorized to schedule from ACA. Refer to TBD Section for scheduling authorization requirements)



Trade	Inspection	ACA Viewable	ACA Scheduling
Building	Building - Addressing	No	No
Building	Building - COO	Yes	Yes
Building	Building - Demolition	Yes	Yes
Building	Building - Energy Audit	No	No
Building	Building - Engineer Framing with Letter	Yes	No
Building	Building - Final	Yes	Yes
Building	Building - Foundation	Yes	Yes
Building	Building - Foundation Cut-Outs	Yes	Yes
Building	Building - Foundation with Letter	Yes	No
Building	Building - Frame Beam and Soffit	Yes	Yes
Building	Building- Frame Tie Down/Sheathing	Yes	Yes
Building	Building - Frame Tie Down/Wind Bracing	Yes	Yes
Building	Building - Framing	Yes	Yes
Building	Building - Insulation	Yes	Yes
Building	Building - Insulation with Letter	Yes	No
Building	Building - Pre-Construction Meeting	No	No
Building	Building - QCR	No	No
Building	Building - Retaining Wall	Yes	Yes
Building	Building - Special Report	Yes	No
Building	Building - Special Review	No	No
Building	Building- TCO	No	No
Building	Building - TCO Phased	No	No
Building	Building - Vertical Support Meeting	No	No
Building	Code - Boarding Home	No	No
Building	Code - Salvage Metal Recycle	No	No
Code	Electrical - Concrete Encased Electrode	Yes	No
Code	Electrical - Conduit in Trench	Yes	No
Electrical	Electrical - COO	Yes	Yes
Electrical	Electrical - Distributed Generation Final	Yes	Yes
Electrical	Electrical - Distributed Generation Rough-in	Yes	Yes
Electrical	Electrical - Energy Audit	No	No
Electrical	Electrical - Final	Yes	Yes
Electrical	Electrical - Foundation/Slab	Yes	Yes
Electrical	Electrical - QCR	No	No
Electrical	Electrical - Rough-in	Yes	Yes
Electrical	Electrical - TML	Yes	Yes
Electrical	Electrical - TOPS	Yes	Yes
Electrical	Electrical - Work With CPS	Yes	Yes
Fire	Fire - Final	Yes	Yes

Trade	Inspection	ACA Viewable	ACA Scheduling
Fire	Fire - Fire Lane	Yes	Yes
Fire	Fire - Knox Box	Yes	Yes
Fire	Fire - Smoke Control	Yes	Yes
Fire	Fire - Special Smoke Control	Yes	Yes
Fire	Mechanical - COO	Yes	Yes
Fire	Mechanical - Energy Audit	No	No
Flatwork	Flatwork Curb - Final	Yes	Yes
Flatwork	Flatwork Curb - Pre-Pour	Yes	Yes
Gas	Gas - Final	Yes	Yes
Gas	Gas - Rough-in	Yes	Yes
Irrigation	Irrigation - Final	Yes	Yes
Mechanical	Commercial Mechanical System Letters	No	No
Mechanical	Mechanical - Final	Yes	Yes
Mechanical	Mechanical - QCR	No	No
Mechanical	Mechanical - Rough-in	Yes	Yes
Med Gas	Medical Gas - Final	Yes	Yes
Med Gas	Medical Gas - Rough-in	Yes	Yes
Misc.	Energy - Batch Test for Apartments	Yes	No
Misc.	Energy - Commercial Electrical System	Yes	No
Misc.	Energy - Commissioning Air Barrier	Yes	No
Misc.	Energy - Commissioning Electrical Controls	Yes	No
Misc.	Energy - Commissioning High Press Ducts	Yes	No
Misc.	Energy - Commissioning Hot Water Recirculation	Yes	No
Misc.	Energy - Commissioning Insulation Air Barrier	Yes	No
Misc.	Energy - Commissioning Insulation Roof	Yes	No
Misc.	Energy - Commissioning Mech Control System	Yes	No
Misc.	Energy - Commissioning Windows	Yes	No
Misc.	Energy - Residential Duct Leakage Test	Yes	No
Misc.	Energy - Residential Electrical System	Yes	No
Misc.	Energy - Residential Hot Water System	Yes	No
Misc.	Energy - Residential Insulation Air Barrier	Yes	No
Misc.	Energy - Residential Mech System	Yes	No
Misc.	Energy - Residential Windows	Yes	No
Misc.	Health - Air Pollution	Yes	Yes
Misc.	Health - Boarding Home Mobile	Yes	Yes
Misc.	Health - Environmental	Yes	Yes
Misc.	Health - Food or Custodial	Yes	Yes
Misc.	NCD - Final	Yes	Yes
Misc.	NCD - Frame Inspection	Yes	Yes
Misc.	Plumbing - Backflow Final	Yes	Yes

Trade	Inspection	ACA Viewable	ACA Scheduling
Misc.	Plumbing - COO	Yes	Yes
Misc.	Sign - Final	Yes	Yes
Misc.	Storm Water - Drainage	Yes	No
Misc.	Storm Water - Elevation Certificate	Yes	No
Misc.	Storm Water - Flood	Yes	No
Plumbing	Plumbing - Energy Audit	No	No
Plumbing	Plumbing - Final	Yes	Yes
Plumbing	Plumbing - Pre-pour	Yes	Yes
Plumbing	Plumbing - QCR	No	No
Plumbing	Plumbing - Reclaim Water Final	Yes	Yes
Plumbing	Plumbing - Reclaim Water Rough-in	Yes	Yes
Plumbing	Plumbing - Rough-in	Yes	Yes
Plumbing	Plumbing - Top Out	Yes	Yes
Plumbing	Plumbing - Traps/Interceptors Final	Yes	Yes
Plumbing	Plumbing - Traps/Interceptors Rough-in	Yes	Yes
Plumbing	Plumbing - Tunnel Final	Yes	Yes
Plumbing	Plumbing - Underground Waterline	Yes	Yes
Plumbing	Plumbing - Water Heater Softener Rev Osmosis	Yes	Yes
Sewer	Sewer Final	Yes	Yes
Sewer	Sewer Utility Site	Yes	Yes
Traffic	Traffic - Final	Yes	Yes
Tree	Tree - Fencing	Yes	Yes
Tree	Tree - Fencing Follow Up	Yes	Yes
Tree	Tree - Final	Yes	Yes
Tree	Tree - Landscape - Final	Yes	Yes
Tree	Tree - Landscape Preliminary	Yes	No
Tree	Tree - Landscaping Fencing	Yes	Yes
Tree	Tree - Oak Wilt	Yes	Yes
Tree	Tree - Pre-Construction Meeting	Yes	Yes
Tree	Tree - Preliminary	Yes	No
Tree	Tree - QCR	No	No
Tree	Tree - Streetscape Final	Yes	Yes
Tree	Tree - Streetscape Preliminary	Yes	No
Tree	Tree - Tree Mitigation	Yes	Yes
Tree	Tree - Warranty	Yes	No

Scheduling Authorization

Of the inspections that are presented in ACA to the customer and are available for them to schedule, it is important to understand that not anyone can schedule these inspections. The authorization is based on each inspection type. Below is a matrix of who is authorized to schedule based on the Inspection Type.

- The General Contractor must be listed in the Contact Tab of the permit as a contact type of 'General Contractor'
- The License Professional must be listed in the License Professional tab of permit with the required license type.

Trade	Inspection	Who is authorized to Schedule			
		Applicant	General Contractor	License Professional	License Type
Building	Building - COO	Yes	Yes	No	N/A
Building	Building - Demolition	Yes	Yes	No	N/A
Building	Building - Final	Yes	Yes	No	N/A
Building	Building - Foundation	Yes	Yes	No	N/A
Building	Building - Foundation Cut-Outs	Yes	Yes	No	N/A
Building	Building - Frame Beam and Soffit	Yes	Yes	No	N/A
Building	Building- Frame Tie Down/Sheathing	Yes	Yes	No	N/A
Building	Building - Frame Tie Down/Wind Bracing	Yes	Yes	No	N/A
Building	Building - Framing	Yes	Yes	No	N/A
Building	Building - Insulation	Yes	Yes	No	N/A
Building	Building - Retaining Wall	Yes	Yes	No	N/A
Electrical	Electrical - COO	No	No	Yes	State Electrical Contractor
Electrical	Electrical - Distributed Generation Final	No	No	Yes	State Electrical Contractor
Electrical	Electrical - Distributed Generation Rough-in	No	No	Yes	State Electrical Contractor
Electrical	Electrical - Final	No	No	Yes	State Electrical Contractor
Electrical	Electrical - Foundation/Slab	No	No	Yes	State Electrical Contractor
Electrical	Electrical - Rough-in	No	No	Yes	State Electrical Contractor
Electrical	Electrical - TML	No	No	Yes	State Electrical Contractor
Electrical	Electrical - TOPS	No	No	Yes	State Electrical Contractor
Electrical	Electrical - Work With CPS	No	No	Yes	State Electrical Contractor
Fire	Fire - Final	Yes	Yes	No	N/A
Fire	Fire - Fire Lane	Yes	Yes	No	N/A
Fire	Fire - Knox Box	Yes	Yes	No	N/A
Fire	Fire - Smoke Control	Yes	Yes	No	N/A
Fire	Fire - Special Smoke Control	Yes	Yes	No	N/A
Fire	Mechanical - COO	Yes	Yes	No	N/A
Flatwork	Flatwork Curb - Final	No	No	Yes	Sidewalk & Curb Contractor

Trade	Inspection	Who is authorized to Schedule			
		Applicant	General Contractor	License Professional	License Type
Flatwork	Flatwork Curb - Pre-Pour	No	No	Yes	Sidewalk & Curb Contractor
Gas	Gas - Final	No	No	Yes	Responsible Master Plumber
Gas	Gas - Rough-in	No	No	Yes	Responsible Master Plumber
Irrigation	Irrigation - Final	No	No	Yes	Responsible Master Plumber Irrigator Contractor
Mechanical	Mechanical - Final	No	No	Yes	State Mechanical Contractor
Mechanical	Mechanical - Rough-in	No	No	Yes	State Mechanical Contractor
Med Gas	Medical Gas - Final	No	No	Yes	Responsible Master Plumber
Med Gas	Medical Gas - Rough-in	No	No	Yes	Responsible Master Plumber
Misc.	Health - Air Pollution	Yes	Yes	No	N/A
Misc.	Health - Boarding Home Mobile	Yes	Yes	No	N/A
Misc.	Health - Environmental	Yes	Yes	No	N/A
Misc.	Health - Food or Custodial	Yes	Yes	No	N/A
Plumbing	Plumbing - Backflow Final	Yes	Yes	No	Fire Sprinkler RME-D Fire Sprinkler RME-G Fire Sprinkler RME-U Responsible Master Plumber
Misc.	Plumbing - COO	Yes	Yes	No	N/A
Misc.	Sign - Final	No	No	Yes	City Sign Master Contractor State Sign Contractor City Commercial Sign Operator Billboard Operator
Plumbing	Plumbing - Final	No	No	Yes	Responsible Master Plumber
Plumbing	Plumbing - Pre-pour	No	No	Yes	Responsible Master Plumber
Plumbing	Plumbing - Reclaim Water Final	No	No	Yes	Responsible Master Plumber
Plumbing	Plumbing - Reclaim Water Rough-in	No	No	Yes	Responsible Master Plumber
Plumbing	Plumbing - Rough-in	No	No	Yes	Responsible Master Plumber
Plumbing	Plumbing - Top Out	No	No	Yes	Responsible Master Plumber
Plumbing	Plumbing - Traps/Interceptors Final	No	No	Yes	Responsible Master Plumber
Plumbing	Plumbing - Traps/Interceptors Rough-in	No	No	Yes	Responsible Master Plumber
Plumbing	Plumbing - Tunnel Final	No	No	Yes	Responsible Master Plumber
Plumbing	Plumbing - Underground Waterline	No	No	Yes	Responsible Master Plumber
Plumbing	Plumbing - Water Heater Softener Rev Osmosis	No	No	Yes	Responsible Master Plumber Water Treatment Specialist
Sewer	Sewer Final	No	No	Yes	Responsible Master Plumber On-Site Sewer Facility Installer
Sewer	Sewer Utility Site	No	No	Yes	Responsible Master Plumber On-Site Sewer Facility Installer

Trade	Inspection	Who is authorized to Schedule			
		Applicant	General Contractor	License Professional	License Type
Traffic	Traffic - Final	Yes	Yes	No	N/A
Tree	Tree - Fencing	Yes	Yes	No	N/A
Tree	Tree - Fencing Follow Up	Yes	Yes	No	N/A
Tree	Tree - Final	Yes	Yes	No	N/A
Tree	Tree - Landscape - Final	Yes	Yes	No	N/A
Tree	Tree - Landscaping Fencing	Yes	Yes	No	N/A
Tree	Tree - Oak Wilt	Yes	Yes	No	N/A
Tree	Tree - Pre-Construction Meeting	Yes	Yes	No	N/A
Tree	Tree - Streetscape Final	Yes	Yes	No	N/A
Tree	Tree - Tree Mitigation	Yes	Yes	No	N/A
Tree	Tree - Warranty	Yes	Yes	No	N/A

System Inspection Defaults by Permit Type

This section will provide the inspections that are defaulted by the system for each permit type. Defaults occur either by standard default (only condition is the permit type) or by information provided by the Applicant.

Below are the legends to help you read and understand the inspection grids within this section for each permit type:

- ✓ All defaults (Defaulted or Q-Defaulted) occur at the time the Commercial Project Application is submitted into Back Office. The Defaulted Inspections also occur at the time the Required Inspection Row is created by the creation of a Parent Custom List Row (Foundation Information, Building Shell INFO, Addition Building Information or Remodel Building Information).
- ✓ Defaulted = System Defaulted always
- ✓ Q-Defaulted = System Defaulted based on response on field question. Refer to 'Q-Question Location Reference' column to determine which question triggers this default.
- ✓ If the row or the Q-Question Location Reference column are greyed out for the permit type, then no defaults apply to this permit type.

Building Inspections

Permit Type	Building Inspections																	Q-Question Location Reference
	Building - Demolition	Building - Energy Audit	Building - Framing with Letter	Building - Final	Building - Foundation Cut-Outs	Building - Foundation with Letter	Building - Framing	Building - Insulation	Building - Insulation with letter	Building - Pre Construction Meeting	Building - QCR	Building - Retaining Wall	Building - Special Inspection Report	Building - Special Inspection Review	Building - TCO	Building - TCO Phased	Building - Vertical Support Meeting	
Addition Permit				Defaulted		Defaulted	Defaulted	Defaulted					Defaulted	Defaulted				
Remodel Permit				Defaulted			Defaulted											
New Building Permit				Defaulted		Defaulted		Defaulted					Defaulted	Defaulted				
Sitework Permit																		
Foundation Permit				Defaulted		Defaulted												
Shell Permit				Defaulted		Defaulted	Defaulted											
Finish Out Permit				Defaulted			Defaulted						Defaulted	Defaulted				
Communication Equipment Permit																		
Drive-Thru/Aisles Permit																		
Fence Permit																		
Ice-Teller Machine Permit						Defaulted												
Monument Permit				Defaulted		Defaulted												
Pad Site Permit																		
Retaining Wall Permit												Defaulted						
Shade Structure Permit				Defaulted		Defaulted	Defaulted											
Street Improvement Permit																		
Swimming Pool Permit				Defaulted		Defaulted												

Refer to the main section [System Defaults by Permit Type](#) to get information on how to read these grids.

Electrical Inspections

Permit Type	Electrical Inspections											Q-Question Location Reference
	Electrical - Concrete Encased Electrode	Electrical - Conduit in Trench	Electrical - COO	Electrical - Energy Audit	Electrical - Final	Electrical - Foundation/Slab	Electrical - QCR	Electrical - Rough-in	Electrical - TML	Electrical - TOPS	Electrical - Work With CPS	
Addition Permit		Defaulted			Defaulted	Defaulted		Defaulted	Q-Defaulted	Q-Defaulted		Sitework Details Section
Remodel Permit					Defaulted			Defaulted		Q-Defaulted		Remodel Building Custom List
New Building Permit		Defaulted			Defaulted			Defaulted				
Sitework Permit		Q-Defaulted			Q-Defaulted			Q-Defaulted	Q-Defaulted			Sitework Details Section
Foundation Permit	Defaulted					Defaulted			Q-Defaulted	Q-Defaulted		Sitework Details Section
Shell Permit		Defaulted			Defaulted	Defaulted		Defaulted		Q-Defaulted		Building Shell INFO Custom List
Finish Out Permit					Defaulted			Defaulted		Q-Defaulted		Building Shell INFO Custom List
Communication Equipment Permit					Defaulted							
Drive-Thru/Aisles Permit												
Fence Permit												
Ice-Teller Machine Permit		Defaulted			Defaulted							
Monument Permit												
Pad Site Permit												
Retaining Wall Permit												
Shade Structure Permit												
Street Improvement Permit												
Swimming Pool Permit					Defaulted			Defaulted				

Refer to the main section [System Defaults by Permit Type](#) to get information on how to read these grids.

IMPORTANT: Ice-Teller Machine and Swimming Pool are Minor Structures and are required to submit a standalone MEP Permit. The Standalone MEP permit will include these inspections. It is the responsibility of the staff to update the Required Inspections – Minor Building Custom List and uncheck these Electrical Inspection before the permit is issued.

Energy Inspections

Permit Type	Energy Inspections																
	Energy - Batch Test for Apartments	Energy - Commercial Electrical System Letters	Energy - Commissioning Electrical Controls	Energy - Commissioning Air Barrier	Energy - Commissioning HighPressDucts	Energy - Commissioning Hot Water Recirculation	Energy - Commissioning Insulation Air Barrier	Energy - Commissioning Insulation Roof	Energy - Commissioning Mech Control System	Energy - Commissioning Mech System	Energy - Commissioning Windows	Energy - Residential Duct Leakage Test	Energy - Residential Electrical System	Energy - Residential Hot Water System	Energy - Residential Insulation Air Barrier	Energy - Residential Mech System	Energy - Residential Windows
Addition Permit																	
Remodel Permit																	
New Building Permit																	
Sitework Permit																	
Foundation Permit																	
Shell Permit																	
Finish Out Permit																	
Communication Equipment Permit																	
Drive-Thru/Aisles Permit																	
Fence Permit																	
Ice-Teller Machine Permit																	
Monument Permit																	
Pad Site Permit																	
Retaining Wall Permit																	
Shade Structure Permit																	
Street Improvement Permit																	
Swimming Pool Permit																	

Fire Inspections

Permit Type	Fire Inspections					
	Fire - Final	Fire - Fire Lane	Fire - Knox Box	Fire - Main	Fire - Smoke Control	Fire - Special Smoke Control
Addition Permit	Defaulted	Defaulted	Defaulted	Coming Soon!		
Remodel Permit	Defaulted	Defaulted	Defaulted	Coming Soon!		
New Building Permit	Defaulted	Defaulted	Defaulted	Coming Soon!		
Sitework Permit				Coming Soon!		
Foundation Permit				Coming Soon!		
Shell Permit	Defaulted	Defaulted	Defaulted	Coming Soon!		
Finish Out Permit		Defaulted	Defaulted	Coming Soon!		
Communication Equipment Permit	Defaulted	Defaulted	Defaulted	Coming Soon!		
Drive-Thru/Aisles Permit	Defaulted	Defaulted	Defaulted	Coming Soon!		
Fence Permit				Coming Soon!		
Ice-Teller Machine Permit	Defaulted	Defaulted	Defaulted	Coming Soon!		
Monument Permit	Defaulted	Defaulted	Defaulted	Coming Soon!		
Pad Site Permit				Coming Soon!		
Retaining Wall Permit	Defaulted	Defaulted	Defaulted	Coming Soon!		
Shade Structure Permit	Defaulted	Defaulted	Defaulted	Coming Soon!		
Street Improvement Permit				Coming Soon!		
Swimming Pool Permit	Defaulted	Defaulted	Defaulted	Coming Soon!		

Refer to the main section [System Defaults by Permit Type](#) to get information on how to read these grids.

Mechanical Inspections

Permit Type	Mechanical Inspections											
	Mechanical - COO	Mechanical - Energy Audit	Mechanical - QCR	Mechanical - Final	Mechanical - Rough-in	Mechanical - HVAC Final	Mechanical - HVAC Rough-in	Mechanical - Refrigeration Final	Mechanical - Refrigeration Rough In	Mechanical - Kitchen Final	Mechanical - Kitchen Rough In	Q-Question Location Reference
Addition Permit				Defaulted	Defaulted	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Remodel Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
New Building Permit				Defaulted	Defaulted	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Sitework Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Foundation Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Shell Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Finish Out Permit				Defaulted	Defaulted	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Communication Equipment Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Drive-Thru/Aisles Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Fence Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Ice-Teller Machine Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Monument Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Pad Site Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Retaining Wall Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Shade Structure Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Street Improvement Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	
Swimming Pool Permit						Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	Coming Soon!	

Plumbing Inspections

Permit Type	Plumbing Inspections																				Q-Question Location Reference
	Gas - Final	Gas - Rough-in	Irrigation - Final	Medical Gas - Final	Medical Gas - Rough-in	Plumbing - Backflow Final	Plumbing - COO	Plumbing - Energy Audit	Plumbing - Final	Plumbing - Traps/Interceptors Final	Plumbing - Traps/Interceptors Rough-in	Plumbing - Pre-pour	Plumbing - QCR	Plumbing - Reclaim Water Final	Plumbing - Reclaim Water Rough-in	Plumbing - Rough-in	Plumbing - Top Out	Plumbing - Tunnel Final	Plumbing - Underground Waterline	Plumbing - Water Heater Softener Rev Osmosis	
Addition Permit	Q-Defaulted	Q-Defaulted							Defaulted			Defaulted				Defaulted	Defaulted		Defaulted		Addition Building Custom List
Remodel Permit	Q-Defaulted	Q-Defaulted																			Remodel Building Custom List
New Building Permit	Q-Defaulted	Q-Defaulted							Defaulted			Defaulted				Defaulted	Defaulted		Defaulted		Building Shell INFO Custom List
Sitework Permit			Q-Defaulted																		Sitework Details Section
Foundation Permit												Defaulted				Defaulted			Defaulted	Q-Defaulted	Foundation Info Custom List
Shell Permit	Q-Defaulted	Q-Defaulted							Defaulted			Defaulted				Defaulted					Building Shell INFO Custom List
Finish Out Permit									Defaulted			Defaulted				Defaulted	Defaulted				Building Shell INFO Custom List
Communication Equipment Permit																					
Drive-Thru/Aisles Permit																					
Fence Permit																					
Ice-Teller Machine Permit																					
Monument Permit																					
Pad Site Permit																					
Retaining Wall Permit																					
Shade Structure Permit																					
Street Improvement Permit																					
Swimming Pool Permit																					

Refer to the main section [System Defaults by Permit Type](#) to get information on how to read these grids.

Tree Inspections

Permit Type	Tree Inspections													
	Tree - Fencing	Tree - Fencing Follow Up	Tree - Final	Tree - Landscape - Fencing	Tree - Landscape - Final	Tree - Oak wilt	Tree - Pre-Constructi on Meeting	Tree - Preliminary	Tree - Landscape Preliminary	Tree - Streetscape Preliminary	Tree - QCR	Tree - Streetscape Final	Tree - Tree Mitigation	Tree Landscape - Warranty
Addition Permit														
Remodel Permit														
New Building Permit														
Sitework Permit														
Foundation Permit														
Shell Permit														
Finish Out Permit														
Communication Equipment Permit														
Drive-Thru/Aisles Permit														
Fence Permit														
Ice-Teller Machine Permit														
Monument Permit														
Pad Site Permit														
Retaining Wall Permit														
Shade Structure Permit														
Street Improvement Permit														
Swimming Pool Permit														

Other Inspections

Permit Type	Other Inspections															
	Code - Boarding Home	Code - Salvage Metal Recycle	Flatwork Curb - Pre Pour	Flatwork Curb - Final	Health - Air Pollution	Health - Boarding Home Mobile Park	Health - Food Custodial	Health - Environmental	NCD - Final	NCD - Frame	Sign - Final	Storm Water - Drainage	Storm Water - Elevation Certificate	Storm Water - Flood	Traffic Final	Q-Question Location Reference
Addition Permit					Q-Defaulted	Q-Defaulted	Q-Defaulted	Q-Defaulted	Defaulted	Defaulted						GIS layer "NCD" Specific Business Uses Details
Remodel Permit					Q-Defaulted	Q-Defaulted	Q-Defaulted	Q-Defaulted	Defaulted	Defaulted						GIS layer "NCD" Specific Business Uses Details
New Building Permit					Q-Defaulted	Q-Defaulted	Q-Defaulted	Q-Defaulted	Defaulted	Defaulted					Defaulted	GIS layer "NCD" Specific Business Uses Details
Sitework Permit																
Foundation Permit									Defaulted	Defaulted						GIS layer "NCD"
Shell Permit									Defaulted	Defaulted					Defaulted	GIS layer "NCD"
Finish Out Permit					Q-Defaulted	Q-Defaulted	Q-Defaulted	Q-Defaulted	Defaulted	Defaulted						GIS layer "NCD" Specific Business Uses Details
Communication Equipment Permit																
Drive-Thru/Aisles Permit															Defaulted	
Fence Permit																
Ice-Teller Machine Permit																
Monument Permit																
Pad Site Permit																
Retaining Wall Permit																
Shade Structure Permit																
Street Improvement Permit																
Swimming Pool Permit																

Refer to the main section [System Defaults by Permit Type](#) to get information on how to read these grids.

Email Requirements

Application

- Application Receipt
- Additional Information Required
- Additional Fees Assessed
- Review Status
- Partial Permit Approval
- Partial Permit Denied
- Fast Track Issuance
- Application Expiration Reminder
- Application/Permit Expiration
- Withdraw notice
- DPR Discipline Review Rejected

Permit

- Application Receipt
- Commercial Permit Issued
- Additional Fees Assessed
- Inspection Status Updated
- CPS Release Notification
- Permit Closeout
- Hazmat COO Issuance Notice
- Fire Annual Night Club Permit
- Temporary Certificate of Occupancy
- Temp COO/Partial Permit Expiration Reminder
- Temp COO/Partial Permit Expired
- Permit Expiration
- Application/Permit Expiration
- Withdraw notice

Error Messages

Building Shell Info Error message keeps displaying

COO Information missing data

Custom List did not copy to the Permit

Permit isn't creating

Project Details-Internal fields must be completed error message keeps displaying

Cause: All required fields in [Project Details-Internal](#) section have not been completed.

Project contains one or more review packages that are not yet submitted.

Cause: The Plan Room is missing uploaded documents or Review Package has not been Accepted.

Building Number and/or Unit Number are required or already exists

Cause: System is not allowing the row to be added because there is another row that exists with the same Building Number and Unit Number combination. Building Number and Unit Number combination must be unique.

Links to other related Guides

Guides

[City or ICRIP payment Guide](#)

[Address Search-Best Practices Help Tips](#)

[Commercial Inspection Check List Guide](#)

[Contact Type Selection-Help Tips](#)

CPS Release Design User Guide – *Coming Soon!*

[Customer Commercial Shopping Cart User Guide](#)

[ICRIP Guidelines](#)

Inspection User Design Document – *Coming Soon!*

[Partial Permit Internal User Guide](#)

Permit Closure Process LOC/COO Issuance Internal User Guide – *Coming Soon!*

[Phased vs Not Phased – Help Guide](#)

Supervisor/Task Activation Internal Process Guide – *Coming Soon!*

IB's

[IB126 Certificate of Occupancy for Commercial Construction](#)

[IB223 223 Residential and Commercial Fences](#)

[IB235 Commercial Minor Structures](#)

[IB141 - Determination of Valuation for Building Permit Applications](#)

[IB125 Partial/Conditional Buildings Permits](#)