Commercial Project Application, Guide, & Required Documents

What is a Commercial Project? – A collection of one or more permits (excluding single family, duplex, and townhomes) that define one owner’s construction project. Most Commercial Projects are either new buildings, remodels to existing buildings, or a tenant finish-out for a new building or commercial tenant space. Each of these types may include sitework. A Commercial Project may be submitted in phases using the same application number. Phases are Sitework, Foundation, Shell and Interior Finish Out (first-time finish out of a shell building by the project owner). It is important that the owner be the same for each phase, otherwise a new Project application is needed.

Commercial Projects and Accessory “Minor Structures” Permits - A project application may include several associated “children” permits that are accessory to the main building(s). Some of these accessory structures may require additional information and forms associated with an Information Bulletin. These are termed “Minor Structures” and considered minor in nature. These may also be “standalone” construction not attached to further work. These include but are not limited to:

- Communication/Utility Equipment/Antennas/Tower – Includes Cell towers and their equipment as well as communication equipment placed on buildings or structures (if within the City Right-of-Ways, these are permitted through Public Works).
- Commercial Fence (all non-single/duplex family fences)
- Monument for a Sign(s) – Monuments require a separate permit for location and structural sufficiency.
- Commercial Swimming Pools (indoor and outdoor)
- Alterations to Drive Thru and Parking Isles in parking lots
- Shade Structures -Does not include Commercial Carports or structures used as Storage
- Drive up Structures such as Ice Machines / Teller Machines, etc.
- Retaining Walls

Obtaining a Certificate of Occupancy (COO) (projects with occupiable buildings)

If a Certificate of Occupancy will be issued, the COO will track with the project. There are several cases:

A. New Building – Will be provided per building and for the final building when all project permits are completed. If phased occupy will occur in a new building, various phased CCos will be issued and Temporary COOs may be issued for FF&E and employees prior to the final COO.
B. Existing Building or Existing Tenant Space for additions and remodels.
   a. There is an existing COO and the owner will not obtain a new one (provide a copy) – If there is an existing COO, a new COO is not required if the occupancy classification, use or occupancy load is not changing.
   b. There is an existing COO but will obtain a new COO (requires more detailed plans) – This is for a change in occupancy classification or use, or an increase in occupant load. An addition may increase the occupant load to a degree that requires a new COO.
   c. No COO on record or no copy exists – A new COO will be issued (requires more detailed plans)

Where a new Certificate of Occupancy will be issued for an existing building, DSD will need complete floor plans of the building or tenant space to review and to calculate the total occupant load. All trade inspections would be required even if there is no shown MEP construction work.

**Shell Buildings** A building permit issued for phased construction for a foundation or a building shell does not receive a certificate of occupancy (C of O), rather will be issued a Letter of Completion. Issuance of a certificate of occupancy requires the final phased permit for a first time finish out. For a multiple tenant space building, each tenant space has a unique owner and address, therefore each requires a separate Commercial Project Application. For more information on definitions and types of shell permits, please refer to IB 162 Shell Building Permits.

**How to Apply**

Create an Online Portal Account in BuildSA after November 30, 2020 - Please follow the link for instructions to create your account. Citizen Access Portal Create an Account Instructions

The Commercial application is submitted in the Customer Portal, since reviews of electronic commercial plans are interactive between the City and customers though the BuildSA Plan Room. The paper application (attached) may be submitted to our counter staff but requires an active BuildSA Portal Account. While City staff may help with the initial intake of an application for a fee, any further submittals and interaction with the records, documents, fees or inspections are on-line through the Portal.

The project application includes several sections, not all of which may be applicable depending on the scope of work and/or whether the submittal is a subsequent submission for an existing phased project.
General Information

The City of San Antonio is currently under the 2018 International Codes and 2017 NEC, including the 2018 International Energy Conservation Code. The list of adopted codes and local amendments can be found at: New Chapter 10 - Building Related Codes

Historic Buildings

Not all historic buildings or landmarks are on the city zoning map and therefore may not be flagged as historic by the building permitting software when a permit is applied for and a construction permit issued, but may be later identified as historic when a demolition permit is applied for. Where a full or partial demolition of a building or structure is planned as part of a project, customers are advised to contact the Office of Historic Preservation prior to submittal. If a building is Historic, then any work done on the building, or demolition of the building may need to go before the Historic Design Review Commission for approval. Phone numbers and e-mail addresses are at: Office of Historic Preservation Contacts

In addition, the customer is advised to check the City’s Office of Historic Preservation website for landmarks or districts that might affect your project:
List of Historic Districts
List of Historic Landmarks

Design Professional Requirements and Responsibilities

Chapter 10 of the City ordinances Section 10-8(c)(4) requires the owner to designate on the building permit application a registered design professional who shall act as the Registered Design Professional in Responsible Charge (RDPiRC). In cases where the owner and contractor are the same, the City may designate the RDPiRC. Please refer to Information Bulletin 132 Program Policies, Procedures & Guidelines, Lists, Notice Forms and Report Forms for Special Inspections. The design submittal may require a design professional who shall be an architect or engineer legally registered under the laws of the State of Texas regulating architecture and engineering and shall affix their official seal to drawings, specifications, and accompanying data. You may check the following websites for more information:

Texas Board of Architectural Examiners
Texas Board of Professional Engineers

San Antonio Ordinance Chapter 10 Section 10-8(a) requires design professionals prepare the construction documents for the following:

- All group A (Assembly) – Theaters, restaurants, bars, churches, stadiums, etc.
- All group E (Educational) – Daycares, grades 1st – 12th, religious educational rooms, etc.
- All group I (Institutional) – Care facilities, assisted living facilities, social rehabilitation facilities, etc.
- Buildings and structures three stories or more in height above grade plane.
- Buildings and structures 5,000 square feet or more in area.
- Electrical Engineering requirements: Installation or alteration of any equipment on the customer side of the utility point of delivery (service point) rated over four hundred (400) amps at two hundred fifty (250) volts or less; rated at over two hundred (200)
amps at greater than two hundred fifty (250) volts; any system above six hundred (600) volts; or when required by the Texas Engineering Practice Act.

- For landscaping plans, a Landscape Architect seal is required when the new impervious surface (combination of building, parking lot, sidewalks) exceeds 4,300 square feet. – UDC Section 35-511 (b).

**Deed Restrictions and Covenants**
The City of San Antonio is only authorized to enforce City and State zoning and development ordinances and statutes. The City has not authority to enforce covenants and deed restrictions. See Information Bulletin 234 for additional information.

**DOCUMENT SUBMITTAL REQUIREMENTS:**
See below this chart for details needed on specific construction documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Document Location</th>
<th>Description</th>
<th>Required? If so, When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Exception (Approved)</td>
<td></td>
<td>A previously approved AEVR (Administrative Exception/variance Request)</td>
<td>No</td>
</tr>
<tr>
<td>Affidavit - Alcohol Sales</td>
<td>IB 126A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affidavit TABC Prequalification</td>
<td>IB 168</td>
<td>Affidavit for submittal in support of a Certificate of Occupancy to include sales of alcohol</td>
<td>Required to be submitted if alcohol will sold (page 11 of the IB) and possibly page 12 Authorization of property owner</td>
</tr>
<tr>
<td>Asbestos Survey Form/Report</td>
<td>Asbestos Survey Certification</td>
<td></td>
<td>Required for all Additions to a building, all Remodels/Alterations, or Repairs due to Fire/Storm Damage</td>
</tr>
<tr>
<td>Code Modification Request (Approved)</td>
<td></td>
<td>A previously approved CMR (Code Modification Request)</td>
<td>No</td>
</tr>
<tr>
<td>Commercial Project Application And Guide</td>
<td>Project Application</td>
<td>Paper Application</td>
<td>Required only if submittal is in person</td>
</tr>
<tr>
<td>Construction Drawings - Cut Sheets</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Construction Drawings</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Document Name</td>
<td>Document Location</td>
<td>Description</td>
<td>Required? If so, When</td>
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<tr>
<td>Letter for Self Preservation</td>
<td></td>
<td>A letter from the doctor or dentist stating whether care is rendered to persons incapable of self-preservation by the services provided.</td>
<td>Required for buildings and/or spaces used to provide medical, surgical, psychiatric, nursing, or similar care on less than 24-hour basis, businesses includes dental and hemodialysis services.</td>
</tr>
<tr>
<td>Habitat Compliance Form</td>
<td>Habitat Compliance Form</td>
<td>Form is linked in IB 520</td>
<td>Required if 2 acres or larger parcels for all projects with sitework - See IB 520</td>
</tr>
<tr>
<td>HDRC - Certificate Of Appropriateness</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment Authorization From COSA Escrow</td>
<td>COSA Escrow Account Form</td>
<td>For a City Project only, and only if using a City Escrow Account to pay fees</td>
<td></td>
</tr>
<tr>
<td>Plat Or Certificate Of Determination (Cod)</td>
<td>Certificate of Determination</td>
<td>A copy of the recorded plat, plat under review, or a Certificate of Determination that platting is not required</td>
<td>See IB 529 that list categories and examples when Platting or a COD is/is not required. New Buildings require platting, but Remodels do not require a Plat or COD</td>
</tr>
<tr>
<td>Preliminary Plan Review Meeting Notes</td>
<td></td>
<td>If a Preliminary Meeting was held and if there are customer notes signed by the City</td>
<td></td>
</tr>
<tr>
<td>Swimming Pool Chemicals Form</td>
<td>IB 200</td>
<td>Pool Chemicals Storage Form for review by the Fire Department</td>
<td>Required for a permit to construct an indoor or outdoor commercial swimming pool</td>
</tr>
<tr>
<td>TDLR Architectural Barriers Registration Confirmation Page</td>
<td></td>
<td>This is the &quot;EAB&quot; Architectural Barriers Registration Number from TDLR once the project is registered with the State of Texas.</td>
<td>The Architectural Barriers Registration Number is required for any project with a valuation of $50,000 or greater. The actual number can be entered on the application or submit the Confirmation Page from TDLR</td>
</tr>
<tr>
<td>Document Name</td>
<td>Document Location</td>
<td>Description</td>
<td>Required? If so, When</td>
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</tr>
<tr>
<td><strong>Architectural</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Construction Drawings - Architectural</td>
<td></td>
<td></td>
<td>Required for all work where the State of Texas Requires an Architect and for all Group A, E, I Occupancies, for all 3-stories and above, for all buildings over 5,000 sq. ft., for Installation or alteration of any equipment on the customer side of the utility point of delivery (service point) rated over four hundred (400) amps at two hundred fifty (250) volts or less; rated at over two hundred (200) amps at greater than two hundred fifty (250) volts; any system above six hundred (600) volts; or when required by the Texas Engineering Practice Act</td>
</tr>
<tr>
<td>Construction Drawings - Site Plan</td>
<td></td>
<td></td>
<td>Required for any new building or addition and often with a remodel/alteration</td>
</tr>
<tr>
<td>Special Inspections Determination Letter</td>
<td>The form is in IB 132</td>
<td>List of Required Special Inspections (Section 1704) submitted by the Architect who will later submit the Final Report of Special Inspections that matches this list</td>
<td>For all new Buildings and Additions, for all foundation and shell submittals, for all remodels with welding and high strength bolts</td>
</tr>
<tr>
<td><strong>Civil</strong></td>
<td></td>
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<tr>
<td>Construction Drawings – Civil</td>
<td></td>
<td></td>
<td>For all Site Work where civil construction private or public is undertaken</td>
</tr>
<tr>
<td>Construction Drawings - Demolition</td>
<td></td>
<td></td>
<td>Intended to partial building demolition or interior demolition for a Remodel or Alteration or Repair. For a full building demolition, there is a separate Demolition Application</td>
</tr>
<tr>
<td>Construction Drawings - Grading Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Drawings - Retaining Wall</td>
<td></td>
<td>A type of Minor Expedited Structure. Requires an Texas Licensed Engineer’s design Drawings</td>
<td>Required for all retaining walls over 4-feet (and other parameters in IB 171)</td>
</tr>
<tr>
<td>Construction Drawings - WPAP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineer Letter - Building - Retaining Wall Information</td>
<td>IB 171</td>
<td>Engineer of Record for design and inspections with wall information</td>
<td>If submitting construction plans for a Retaining Wall</td>
</tr>
<tr>
<td>Document Name</td>
<td>Document Location</td>
<td>Description</td>
<td>Required? If so, When</td>
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</tr>
<tr>
<td>Geotechnical Report</td>
<td></td>
<td>Must be submitted for retaining walls and may be submitted for other types of projects</td>
<td>Required for all retaining walls over 4-feet (and other parameters in IB 171)</td>
</tr>
<tr>
<td>Global Stability Analysis - Retaining Wall</td>
<td></td>
<td>Further retaining wall calculations beyond sliding, overturning, etc.</td>
<td>See IB 171 for types of soils where a GSA is required</td>
</tr>
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<td></td>
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<tr>
<td><strong>Drainage Flood</strong></td>
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<tr>
<td>Floodplain CLOMR/LOMR</td>
<td></td>
<td>Conditional Letter of Map Revision to revise a Floodplain - submitted to FEMA</td>
<td></td>
</tr>
<tr>
<td>Flood Plain Development Permit</td>
<td>Floodplain Development Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Storm Water Management Participation Form</td>
<td>Regional Storm Water Participation Form</td>
<td>Required when the impervious cover equals or exceeds 4,300 square feet</td>
<td></td>
</tr>
<tr>
<td>Storm Water Engineering Submittal Review Checklist</td>
<td></td>
<td></td>
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<tr>
<td>Storm Water Management Plan</td>
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</tbody>
</table>
# Energy Conservation

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Document Location</th>
<th>Description</th>
<th>Required? If so, When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy Conservation Compliance Report</td>
<td>COMCheck normally but could be other software outputs</td>
<td>Consists of three parts (Building Thermal Envelope, Mechanical and Electrical)</td>
<td>For all new Buildings and Additions. For any remodel where all walls and ceiling cavities are exposed, and/or for full new mechanical, hot water or electrical lighting systems</td>
</tr>
<tr>
<td>Energy Design Summary</td>
<td>No set form created</td>
<td>See IB 221, page 6 - Summary of Building Thermal Envelope, and MEP Energy information in one drawing location</td>
<td>No Required, but helpful</td>
</tr>
<tr>
<td>Energy Pre-Commissioning Plan</td>
<td>No set form created</td>
<td>See IB 221, bottom of page 6 and top of page 7</td>
<td>Required for larger new buildings that require Commissioning thresholds</td>
</tr>
<tr>
<td>Energy Review - Designer/Architect/Engineer Letter</td>
<td>IB 221 First Attachment to IB</td>
<td>Specifies what energy components are checked under the seal of the architect and/or engineers</td>
<td>For all new Buildings and Additions. For any remodel where all walls and ceiling cavities are exposed, and/or for full new mechanical, hot water or electrical lighting systems</td>
</tr>
</tbody>
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# Fire

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Description</th>
<th>Required? If so, When</th>
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</thead>
<tbody>
<tr>
<td>Commodities Storage Letter</td>
<td>Lists amounts of commodities and hazardous materials that are stored on-site for Fire Department review - See IB 192b</td>
<td>Required for Warehouses, Manufacturing facilities, Retail stores including rack display of products, Repair &amp; maintenance shops, Laboratories, Hospitals and new building or space that consist or has either one of the two: 1. More than 500 sq. ft. of high piled combustible storage, or 2. Store or use any hazardous materials as defined in the International Fire Code, then this document Commodities Storage Letter is required</td>
</tr>
<tr>
<td>Construction Drawings - Fire - Underground Line</td>
<td>Utility Plans for underground fire/water lines to on-site fire hydrants and to building sprinkler systems and fire pumps</td>
<td>Required where an underground fire line is part of the scope of the Building Permit.</td>
</tr>
<tr>
<td>Construction Drawings - Fire Protection Site plan</td>
<td>Fire Protection Site Plan drawn to scale (no less than 1:60) that shows on-site and offsite fire hydrants, with hose lay dimensions, and that shows all on-site fire lanes with dimensions and turn radius</td>
<td>Required for a complete submittals for a new building or when submitting for a shell or shite box. May be required for larger additions that affect existing hose lay and fire lanes</td>
</tr>
<tr>
<td>Document Name</td>
<td>Document Location</td>
<td>Description</td>
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<tr>
<td>Construction Drawings - Fire</td>
<td></td>
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<tr>
<td>Standpipe</td>
<td></td>
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<tr>
<td>Construction Drawings - Fire</td>
<td></td>
<td>Separate Application</td>
</tr>
<tr>
<td>Alarm</td>
<td></td>
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<tr>
<td>Construction Drawings - Fire</td>
<td></td>
<td>Separate Application</td>
</tr>
<tr>
<td>Sprinkler</td>
<td></td>
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<tr>
<td>Construction Drawings - Fire</td>
<td></td>
<td></td>
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<tr>
<td>System (Other)</td>
<td></td>
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</tbody>
</table>

**Fire Flow Test Report**  
*Required for all new buildings and Shell projects over 1,500 sq. ft. Required for any remodel where a sprinkler system is required or will increase the Fire Flow of the IFC, all Group S-1 or Group H Occupancies, and all existing buildings with no Certificate of Occupancy*

**Smoke Control Submittal**  
*Report that meets the requirements of IBC Section 909*  
*Required for any required mechanical or passive smoke control system*

### MEP / Health

- Construction Document - Elevator Hoist Way/Machine Room
- Construction Drawings - Electrical
- Construction Drawings - Gas
- Construction Drawings - Mechanical
- Construction Drawings - Medical Gas
- Construction Drawings - Plumbing
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Construction Drawings - Site Utilities</td>
<td></td>
<td></td>
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<tr>
<td>Construction Drawings - Kitchen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior Lighting MLOD Compliance Data</td>
<td>MLOD FAQs</td>
<td>See the MLOD Ordinance for submittal requirements to show compliance</td>
<td>For any exterior lighting within the Military Lighting Overlay District</td>
</tr>
<tr>
<td>Medical Gas Form</td>
<td>IB 175</td>
<td></td>
<td>Required for any project that utilizes medical gas</td>
</tr>
<tr>
<td><strong>Structural</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Drawings - Structural</td>
<td></td>
<td></td>
<td>For all New Buildings, Additions, Foundations and Shells. For all Remodel and Alterations with structural work</td>
</tr>
<tr>
<td>Engineer Letter - Building - Roof Framing</td>
<td></td>
<td>Engineer's letter indicating structural sufficiency of the existing roof to support new loads</td>
<td>Required at submission for Remodels and Alterations where additional loads are being placed on an existing roof system, and an HVAC replacement where the new equipment is 5% heavier than the equipment being replaced</td>
</tr>
<tr>
<td><strong>Traffic</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cooperative Parking Agreement</td>
<td>IB 148</td>
<td>Application for a Cooperative Parking Agreement</td>
<td>One option to meet minimum parking for a new building or new tenant space that would expand parking</td>
</tr>
<tr>
<td>Traffic Impact Analysis Worksheet</td>
<td>TIA Worksheet</td>
<td>Form to determine whether a Traffic Impact Analysis Report will be required</td>
<td>Required for any project or submittal that may affect traffic flow into and out of a lot. For any new building, addition, any remodel or alteration. For any new or expanded parking lot</td>
</tr>
<tr>
<td><strong>Tree Landscaping</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Aerial Photo</td>
<td></td>
<td></td>
<td>If the Tree Affidavit is submitted then the Aerial Photo is required.</td>
</tr>
<tr>
<td>Construction Drawings - Irrigation</td>
<td></td>
<td></td>
<td>Required with Landscape Drawings</td>
</tr>
<tr>
<td>Construction Drawings - Landscaping</td>
<td></td>
<td></td>
<td>If the Increase in Imperious Cover”, is 2,000 square feet or more, AND the project consists of New Building Construction, Addition, “Shell or White Box”, then Landscaping Drawings are required</td>
</tr>
<tr>
<td>Document Name</td>
<td>Document Location</td>
<td>Description</td>
<td>Required? If so, When</td>
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</tr>
<tr>
<td>Construction Drawings - Tree Preservation</td>
<td></td>
<td></td>
<td>If the Tree Permit rather than the Tree Affidavit is submitted, then the Construction Drawings Tree Preservation Plan is required. 3 Copies</td>
</tr>
<tr>
<td>Tree Affidavit/Tree Permit</td>
<td>Tree Affidavit</td>
<td>Tree Permit</td>
<td>Either the Tree Affidavit or the Tree Permit is always required (one or the other) If the Tree Affidavit is submitted then the Aerial Photo is required. If the Tree Permit is submitted then the Tree Preservation Plan is required.</td>
</tr>
<tr>
<td>Zoning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affidavit - Authorization By Property Owner</td>
<td>IB 126A</td>
<td>For Special Uses where the applicant is not the Property Owner</td>
<td>Where the Property Owner is not the applicant for (alcohol sales, Bed and Breakfast, Head Shops, Transitional Homes, Sexually Oriented Business, COO with Gaming Devices, Live Entertainment)</td>
</tr>
<tr>
<td>Affidavit - Automotive Repair And Body And Tire Shop</td>
<td>Affidavit for Auto Repair, Body Shop and Tire Shop</td>
<td>Affidavit for Auto Repair, Body Shop and Tire Shop</td>
<td>If Custom Field &quot;Is this a Automotive Repair/Maintenance, Body Shop or Tire Shop&quot; is YES, then this document is required</td>
</tr>
<tr>
<td>Affidavit - Gaming Device</td>
<td>Affidavit supporting an occupancy with Gaming Devices</td>
<td>Affidavit supporting an occupancy with Gaming Devices</td>
<td>If this business use includes gaming devices as defined in the document, then this document is required</td>
</tr>
<tr>
<td>Affidavit - Locational - Distance Requirements</td>
<td></td>
<td>Certified survey map prepared by state licensed engineer or a state licensed surveyor that shows the required minimum distances from properties with protected uses or protected zoning.</td>
<td>Required for any of these uses: Alcohol Sales, Bed &amp; Breakfast, Community Home, Assisted Living Facility, Head Shop, and Transitional Home)</td>
</tr>
<tr>
<td>Affidavit - SOB</td>
<td>Affidavit supporting an SOB</td>
<td>Affidavit for an Sexually Oriented Business</td>
<td>If this business use is a Sexually Oriented Business, then this document is required</td>
</tr>
<tr>
<td>Zoning Verification Letter</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Check List for Tree Clearing and Site Work: (Please check various checklists for additional information)

Tree Clearing – Stand Alone Submittal

See: [http://docsonline.sanantonio.gov/FileUploads/dsd/TreeAffidavit.pdf](http://docsonline.sanantonio.gov/FileUploads/dsd/TreeAffidavit.pdf)

Site Work – Stand Alone Submittal

1. Tree Affidavit located at: [http://docsonline.sanantonio.gov/FileUploads/dsd/TreeAffidavit.pdf](http://docsonline.sanantonio.gov/FileUploads/dsd/TreeAffidavit.pdf)
2. Plat - Two copies of the recorded plat or Letter of Determination. (for future building sites)
3. Construction Documents:
   - Site Plan (including all easements and proposed or future foundations and structures)
   - Grading Plan
   - Utility Plan (if applicable for future foundations and buildings for)
     - Potable Water, Waste Water, Stormwater. Electric, Gas, Fire Lines and Hydrants
     - Fire Protection Site Plan
     - Fire Flow Test, Hydraulic Calculations
     - Parking Lots and Sidewalk Approaches (if within scope of work)
4. Drainage Plans and Erosion Control
5. Storm Water Participation Form/Report
6. TCEQ notification Number or Permit Number: SAWS Permit # _
7. Cover Sheet
8. Tree Preservation Plans (3 copies) and Landscape Plans (if applicable)
9. Traffic Impact Worksheet (for future building sites)

Additional Details and Information required to be on Submittal Drawings

New Buildings Additions and Remodels

Please clearly distinguish between existing conditions and proposed work.
The plans must be legible, reproducible, and black and white.

TWO COPYs OF ALL CONSTRUCTION DRAWINGS
(Three Copies of Civil Site Plan, Fire Protection Site Plan, Tree Preservation and Landscaping Plans)

Architectural (Some items may not be required for a small remodel project)

- General notes including information on the building’s construction type, the number of stories, fire sprinkler system and any information on the building’s emergency systems, if any, such as smoke detector coverage, pressurization, smoke control or generators.
- Code Summary Floor Plans (may be on main plan or a separate full floor diagram plan) clearly showing fire wall types and fire-rating (i.e., area separations, occupancy separations, corridors, exits enclosures, shafts, etc.), uses of rooms/areas and occupancy classifications, smoke detectors, egress paths from the altered area to the exterior of the building with exit signs and egress lighting
- Calculations of the Occupant Load, in graphical or tabular form, showing the number of occupants to be accommodated on each floor, and in all rooms and spaces if a new COO is required or requested. See 2015 International Building Code Section 107.2.3
- Floor Plans of the proposed alterations, fully dimensioned and labeled,
including existing and proposed walls, walls to be removed, doors with swing
direction, windows, stairs, plumbing fixtures, accessibility clearances in
compliance with Texas Accessibility Standards, uses of rooms/areas, fire-
rating of walls

- Enlarged details of new walls, floor and ceiling construction and attachment details
- Overall plan of the building, showing all occupancy classifications (may be on
  main plan or a separate full floor diagram plan)
- Reflected ceiling plan(s)
- Square footage information on the tenant space
- Fully dimensioned floor plans (including existing and proposed walls, rated
  construction, corridors and stairs) for each floor affected
- Construction information on any new walls, sections showing floor and ceiling construction and
  attachments.
- Complete information on door sizes and locations and hardware and door rating schedules for
  all doors affected
- Use of each room
- Egress path, showing the exit route, exit signs and extent of required egress lighting, to
  the exterior of the building (may be on main plan or a separate full floor diagram plan)
- Provide the contact information for the Registered Design Professional in Responsible Charge
  RDPIRC, and List of Special Inspections if required – See Information Bulletin 132

Site Plan (if applicable)

- Legal description of the property (matching latest recorded plat representation of the land)
- Address (city issued)
- North arrow indicated on plan
- Bearings of all property lines
- Location of all recorded easement(s) on the property
- Location of the public right-of-way adjacent to the property
- Plan showing dimensions for all existing and proposed sidewalks, driveways, approaches, paved
  areas, retaining walls, streets, curbs, and gutters
- Layout and design of the parking areas, including spaces for the disabled and the ADA
  assessable route from the building to a public sidewalk. Refer to Section 4.6 of the Texas
  Accessibility Standards

Fire (if applicable)

- Complete Occupancy Classification Worksheet for warehouses, large storage areas,
  manufacturing, hazardous materials storage or use, etc. See IB 192a Occupancy
  Classification Instructions for Warehousing, Manufacturing, and Hazardous Materials,
  and also refer to IB 192b FAQs and Definitions relating to Occupancy Classification
  Letters (a.k.a. “Commodities Letters”) for Storage, Retail, Warehouse, Manufacturing
  and/or Hazardous Materials
- City approved smoke management and/or fire protection/life safety reports where required
  (high rise, atria, smoke protected assembly seating, covered mall buildings, etc.)
- For medical and dental facilities, a letter from physician or dentist, on letterhead, indicating
  patient/staff load and medical gas storage types, hazardous material classification,
  maximum quantities in use and in storage. Refer to IB 175 Medical Gas Form.

Mechanical (if applicable)

- Ventilation information for all normally occupied spaces (information to be provided in CFMs)
- HVAC equipment and schedules: Show locations, type, capacity, energy efficiency, and
weight/support of all heating, ventilation and air conditioning (HVAC) equipment

- Rated Enclosures: Show or specify wall construction and opening protection where rated enclosures are required (heaters, boilers, etc., over 400,000 BTU; air conditioners over 100 HP, etc.).
- Special Equipment: Show special equipment such as kitchen hoods, garage ventilation, paint booth exhaust, automatic fire suppression, etc.
- Penetrations of Rated Assemblies: Show method of opening protection and note referenced listing or refer to drawings containing same information.
- Special Requirement: Show appurtenances and required details such as flue vent type and size, expansion tanks, blow down systems, protection devices, means for combustion air and special use equipment Air Distribution System: Show all duct runs, fire/smoke dampers where applicable, sheet metal gauge thickness for medium and high velocity systems, type and class of non-metallic duct, etc.
- Mechanical Energy Compliance for NEW Mechanical Equipment


**Electrical (if applicable)**

- Riser Diagram: The riser diagram should be a complete and comprehensive one-line diagram, including all service equipment, panels, transformers, generators, and fire pumps. The riser should also include all conductor sizes, overcurrent protection sizes, conduit sizes, and ground fault protection at the service if applicable
- Grounding Detail: The grounding detail can be incorporated in the riser or detailed separately; either format should include all conductor sizes, ground rod size, and location of bond. As a minimum the grounding electrode system shall consist of a concrete encased electrode, cold water bond, structural steel bond and grounding electrode. All methods of grounding/bonding should be sized and installed as per NEC article 250
- Interior Electrical Layout: The power plan should include the locations, circuiting, and wiring methods, of all electrical equipment such as panels, transformers, disconnects, elevator equipment, receptacles, etc., The lighting plan should include the location of all fixtures and switches or other method of control (occupancy sensor, contactor, photo cell, time clock, etc.,). All 2015 IECC requirements such as bi-level switching, occupancy sensors, master switches, etc... will be required where applicable
- Load Analysis: The load analysis should be calculated as per NEC article 220, and will need to include and indicate any existing load to assure adequate capacity of a common service, panel, load center, etc...
- Panel Schedules: The panel schedules should include frame sizes, main lug or main breaker, feeder size, number of circuits, all overcurrent protection sizes (including main), NEMA classification of enclosure, and indication of any arc fault, ground fault, or shunt trip type breakers.
- Fixture Schedule: The fixture schedule should include a fixture description, number of lamps, maximum lamp wattage, installed lamp wattage, and number of fixtures
- Lighting Energy Compliance for NEW Interior Lighting Designs


**Plumbing (if applicable)**

- Plumbing Fixtures: Show fixture numbers and locations. Number of fixtures is based on the Occupant Load of the building. Include water closets, urinals, lavatories and drinking fountains
- Building Drain System: Show the under-floor system of the drain waste and soil piping, indicating pipe sizes and slope
- Plumbing Riser and/or Isometric: Provide diagram of installation for waste, vent, and...
water piping for multiple fixture installations
- Building Utilities: Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities
- Materials: Indicate all piping materials
- Water System: Provide known water pressure and supply pipe sizes and calculations of water system, water heater data, and hot water system and accessories (expansion tank, vacuum relief, safety devices, etc.), backflow prevention requirements, pressure reducing valves, etc.
- Venting System: Show pipe sizes, size of vent through the roof and connection to building drains
- Special Requirements: Show all required appurtenances, such as grease interceptors, sump pumps, sewage ejectors, sample ports, backflow preventers, backflow valves, and special fixture
- Gas Piping System Diagram: Provide schematic diagram of gas piping system including system operating pressure. Developed lengths, gas outlets with stated demand in CFH

**Drainage/Stormwater**
- Cost Estimate (signed by contractor) & Structure Appraised Value
- Elevation Certificate

**Health Department (if applicable)**
For any Restaurant, Fast Food, Grocery Store, Bar, Liquor store, Bingo Parlor, Bowling Alley, Convenience Store, Child Care Facility, School (public or private), Swimming Pool, Paint and Body Shop, Hotel or Motel, or any type of retail establishment that sells or serves food or drinks whether open, or pre-packaged or pre-bottled.
- Finish schedules (floors, walls, ceilings and lighting)
- Utensil Washing Sink: All food establishments in which food is prepared (including coffee or beverages) or in which multi-service kitchen utensils are used shall have a minimum three-compartment sink with two integral drainboards, on each side. The sink compartments and drainboards shall be large enough to accommodate the largest utensil used.
- Liquor service or tavern sinks: A separate handsink is required. An approved glass washing machine with a rinse sink may be substitute for the compartment sink
- Dishwashing Machines: All automatic dish machines shall be installed and operated in accordance with code. All spray type dish machines, which are designed, for a hot water sanitizing rinse shall be provided with a booster heater, or be connected to an approved recirculation water system which is capable of maintaining the rinse water at not less than 180°F.
- Lavatories and Handwashing sinks: Handwashing facilities shall be provided within or adjacent to toilet rooms and shall be equipped with an adequate supply of hot and cold running water delivered under pressure through a mixing valve. An adequate number of handwashing cleanser and single-use sanitary towels, or hot-air blowers, shall be provided in wall-mounted dispensers at all handwashing facilities. Handwashing facilities shall be provided within each food preparation area, waitress station, and warewashing areas
- storage of cleaning equipment and supplies, such as mops, buckets, brooms, cleaners and waxes; and shall be equipped with at least one of the following, to be used for general cleaning purposes and for the disposal of mop bucket wastes and other liquid wastes:
  - A one-compartment, non-porous janitorial sink/mop sink (stainless steel, porcelain or fiberglass), or
  - A slab, basin, or floor constructed of concrete or equivalent material, cubed and sloped to a drain. Such facilities shall be connected to approved sewerage, and provided with hot and cold running water, and protected with a backflow device
Compliance with the smoking ordinance
Demolition Enclosure: If an enclosure for trash cans and/or dumpster is to be utilized as a cleaning facility, it must be provided with hot and cold water. It must be curbed and sloped to drain into a sanitary sewer through a grease trap

Additional Forms and Information:


Determination of Special Inspections
Requesting Alterations to Occupant Load: http://docsonline-sanantonio.gov/FileUploads/dsd/IB221.pdf
Medical Gas Form http://docsonline-sanantonio.gov/FileUploads/dsd/IB175.pdf
Date Submitted: ________________________

Is this application for an additional permit or phase of construction of an existing project? _____ Yes      _____ No

If “Yes”, provide the commercial project number: _______________________________________________________

(If the Project Number is not known provide the previous project address location)

PROJECT LOCATION (Section Required for all Applications)

Property Details: (You may provide either the Address or the Parcel number)

Street Number: __________________________________________ Street Name: ________________________________

Street Type (check one): _____Ave     _____Blvd     _____Circle     _____Court     _____Drive

 _____Hwy     _____Lane     _____Road     _____Street     _____Way

Unit/Suite: _______________ Level: _______________ Building Number: _______________________

Zip Code: _______________ COSA Parcel Key Number (if known) ______________________________

CONTACT LIST INFORMATION (Section Required for all Applications)

*Applicant

*First: ___________________________     Middle: ___________________________     *Last: ___________________________

*Contact mailing Address: _____________________________________________________________

*City: ___________________________     *State: ___________________________     *Zip Code: ___________________________

*Name of Business:

_______________________________________________________________

*Email Address: ___________________________     *Phone Number: ___________________________

Applicant also known as (Check One): (if paying by using your Escrow Account, please check Escrow Owner; if using another’s Escrow Account please check Authorized Agent. You must be listed as an authorized agent on the Account.) (The “Owner” - Company Name/Business Owner is responsible for all fees)

_____Architect     _____Authorized Agent     _____Company Name/Business Owner

_____Engineer     _____Escrow Owner     _____General Contractor

_____Landscape Architect     _____Property Owner     _____RDPiRC

_____Tenant

*Owner Information (Required unless the Company Name/Business Owner is the applicant and checked above)

*First: ___________________________     Middle: ___________________________     *Last: ___________________________

*Contact mailing Address: _____________________________________________________________

*City: ___________________________     *State: ___________________________     *Zip Code: ___________________________
*Name of Business: ________________________________________________________________

*Email Address: ________________________ *Phone Number: ________________________

Architect Information (if applicable)
*First: ________________________________ Middle: ____________________________ *Last: ________________________________

*Contact mailing Address: ___________________________ *City: _______ *State: _______ *Zip Code: _______

*Name of Business: ________________________________________________________________

*Email Address: ________________________ *Phone Number: ________________________

Registered Design Professional in Responsible Charge (if applicable – required if a project requires a design professional)
*First: ________________________________ Middle: ____________________________ *Last: ________________________________

*Contact mailing Address: ___________________________ *City: _______ *State: _______ *Zip Code: _______

*Name of Business: ________________________________________________________________

*Email Address: ________________________ *Phone Number: ________________________

Structural Engineer Information (if applicable)
*First: ________________________________ Middle: ____________________________ *Last: ________________________________

*Contact mailing Address: ___________________________ *City: _______ *State: _______ *Zip Code: _______

*Name of Business: ________________________________________________________________

*Email Address: ________________________ *Phone Number: ________________________

*Required Information for a new Project
Registered Landscape Architect (if applicable)

*First: ___________________________  *Middle: ___________________________  *Last: ___________________________

*Contact mailing Address: ____________________________________________________________

*City: ___________________________  *State: ___________________________  *Zip Code: ___________________________

*Name of Business: ____________________________________________________________

*Email Address: ___________________________  *Phone Number: ___________________________

General Contractor Information (if applicable)

*First: ___________________________  *Middle: ___________________________  *Last: ___________________________

*Contact mailing Address: ____________________________________________________________

*City: ___________________________  *State: ___________________________  *Zip Code: ___________________________

*Name of Business: ____________________________________________________________

*Email Address: ___________________________  *Phone Number: ___________________________

GENERAL PROJECT INFORMATION (Section Required for all Applications)

*Project Name and Work Description

Project Name (Required)

________________________________________________________________________________

*Will your Submittal Package be a phased? (Required - submitted in phases) (Check one)

_____ Yes (Phased submittals)

_____ No (Full Submittal – complete Project)
*Type of Work* (Choose either Full/Complete submittal or Phased submittal depending on the answer above)

Full Complete Construction Submittal Application: (check any and all that apply)

- [ ] Addition
- [ ] Remodel
- [ ] New Building Construction (or new structures)
- [ ] Site Work including Parking Lots and/or Residential
- [ ] First Time Interior Finish Out (tenant space)
- [ ] Miscellaneous Structures (See list Section IV)

Phased Project Submittal: (check any and all included in this partial project submittal)

- [ ] Site work
- [ ] Foundation
- [ ] Shell and/or “White Box” (includes thermal envelope
- [ ] Interior Finish Out
- [ ] Miscellaneous Structures (See list Section IV)

*Scope of Work* *(Required)*

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

Type of Review Requested *(After-hours reviews are based on staff availability and may generate additional fees. Standard review is the default if unchecked)*

- [ ] Standard
- [ ] After Hours

*What is the total acreage for the project? (Required)*

Have you had a Preliminary Plan Review  _____Yes_____No  If Yes, what is the date or number? ______________________

Have you applied for a Code Modification Request (CMR)?  _____Yes  _____No

  If Yes, what is the CMR number(s)? ______________________

*Is the owner an ISD or Alamo Colleges District that is part of the Interlocal Agreement?  _____Yes  _____No

*If yes, is this project for constructing or moving school portables?  _____Yes  _____No

*Required Information for a new Project*
Commercial and Multi-Family Project Application

*Is this a project under the TDLR TAS review and the valuation $50,000 or more?   ____Yes    ____No

*If Yes, what is the TDLR Architectural Barriers Registration Number? ___________________________

Is this a City project?    ____Yes    ____No

If Yes, which City Department is funding the work? ________________________________

List any known deferred submittals? ________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

*Is the project Affordable Housing through deed, SAHA or a community development corporation?   ____Yes    ____No

Is a building being demolished as part of this project?    ____Yes    ____No

Are there any known Historic buildings or structures on site being affected?    ____Yes    ____No

Do you have Non-Conforming Rights for the building or use?    ____Yes    ____No

If Yes, what is the Non-Conforming Rights Number (Required): _______________________

SPECIFIC BUSINESS USES DETAILS

*Will a Health - Boarding Mobile inspection be required?    ____Yes    ____No (Project consist of a boarding home or a manufactured home park.)

*Will a Health - Environmental inspection be required?    ____Yes    ____No (Applies only for establishment such as tattoo parlor, hair or nail salon, or swimming pool or spa.)

*Will a Health - Air Pollution inspection be required?    ____Yes    ____No (If the business at this location includes any of the following uses: Warehouses (to include refrigerated), Manufacturing Facilities (to include wood and food Products), Repair & Maintenance (Auto-Marine vessels & rental equipment), Aggregate Production Operations, Dry Cleaning, Salvage Yard/Metal Recycling/Incinerator, Auto dealerships, Equipment rental, Vehicle Salvage, Fleet maintenance, Printing operations (media & garments), Stone cutting (marble, granite, etc.), Surface Coating (to include powder coating), Auto Body Repair, Auto-Marine vessel Repair, Paint booths, Welding Shops, or Funeral home or crematorium.)

*Will a Health inspection and Food Establishment Permit be required?    ____Yes    ____No (If the business at this location include any of the following uses: Restaurant, Fast Food, Grocery Store, Bar, Liquor store, Bingo Parlor, Bowling Alley, Convenience Store, Child Care Facility, School (public or private), Hotel or Motel, any type of retail establishment that sells or serves food or drinks whether open, or pre-packaged or pre-bottled, or commissary or mobile food court.)

*Is the use of the building or space changing from the previous use? (a New Building is “Yes”)    ____Yes    ____No
Please check any of the following uses that may apply to this business.

___ Alcohol sold or served
___ Bar, Tavern, Nightclub
___ Food Establishment
___ Apartment Complex
___ Community Home or Assisted Living Facility (16 or less)
___ Assisted Living (more than 16 residents)
___ Bed and Breakfast
___ Boarding Home
___ Transitional Home
___ Ambulatory Care Facility
___ Childcare, school or nursing home
___ Automobile Repair, Body Shop, Tire Shop
___ Bail Bond Agency
___ Gaming devices in use or Gaming use
___ Headshop
___ Human Service Campus
___ SPA, Massage Parlor, Therapeutic Massage
___ Outside Storage
___ Pawn Shop
___ Payday Loans (Specified Financial Institutions)
___ Salvage Yard, Metal Recycling
___ Non-Metal Recycling
___ Sexually Oriented Business

**LIVE ENTERTAINMENT INFORMATION**

*If this is a Bar, Nightclub, Tavern, or Food Establishment, will it include live entertainment, or cover charge?  ____Yes  ____No

*If you answer Yes, please check any below that applies to your business. See Information Bulletin 126 for more information.*

___ Alcohol – bar and/or tavern without cover charge 3 or more days per week
___ Alcohol – bar and/or tavern with cover charge 3 or more days per week
___ Alcohol – nightclub without cover charge 3 or more days per week
___ Live entertainment without cover charge 3 or more days per week (not including food service)
___ Live entertainment with cover charge 3 or more days per week (not including food service)
___ Food service establishments without cover charge 3 or more days per week
___ Food service establishments with cover charge 3 or more days per week
SITEWORK DETAILS

*What is the Valuation of the Sitework portion of this project? (Material and labor) $____________________

*Will the work include electrical utility work? ___Yes ___No

*Will a TML be required with this permit? ___Yes ___No

*Will a TOPS be required with this permit? ___Yes ___No

*Will the work include underground water utility work? ___Yes ___No

*Will the work include sewer utility work? ___Yes ___No

*Will the work include irrigation work? ___Yes ___No

*Is the intent to construct a building with a Occupancy Classification of Storage (S-1 or S-2)? ___Yes ___No

*Is the intent to construct a building with an Occupancy Classification of Residential (R-1 or R-2)? ___Yes ___No

*What is the total square footage of the future building? __________________________

TREE PROTECTION DETAILS

*How will the construction work affect any heritage, significant or historic trees? (Required, choose one)

_____A1 Choose Affidavit A1 if there are no trees or areas of tree canopy on the lot, or if there are trees, none are heritage, significant or historic trees or areas of tree canopy to be calculated for preservation/canopy credit

_____A2 Choose Affidavit A2 if there are heritage, significant or historic trees or areas of tree canopy on the lot, but the construction work will not cause the removal, damage of the tree(s), and the construction is not within the root protection zone of any of the trees

_____A3 Choose Permit A3 if there is a Rights Determination Consent Agreement with the City (aka Vested Rights) for this lot or parcel(s).

_____A4 Choose Permit A4 if there are heritage, significant or historic trees or areas of tree canopy on the lot, AND the construction work will cause the removal, or damage of the tree(s), or the construction is within the root protection zone of any of the trees

*Was a tree permit previously issued? ___Yes ___No

If Yes, what was the permit number? __________________________

*Does the site have a valid Rights Determination Consent Agreement (Vested Rights)? ___Yes ___No

*If Yes, what is the Rights Determination Number? __________________________ (Applicable Rights Determination validation review fees apply for tree permit of $250.00 for commercial and Sitework permits. Please note effective date of rights determines other applicable fees and may require additional information to be submitted for the final tree review.)

Was a tree variance approved? ___Yes ___No
STORM WATER / FLOOD DETAILS

*Provide the increase or decrease in impervious cover (all concrete, asphalt and roof areas):

*Is this property part of the mandatory detention area? ____Yes ____No

If Yes, what is the Type of Detention? ____ On-Site Detention Pond ____ None Provided

Is detention provided offsite? ____Yes ____No

Is FILO acceptable for this development? ____Yes ____No

Is the site part of a development agreement? ____Yes ____No

*Is this property in the floodplain? ____Yes ____No

*Please provide buffer zones (if applicable)

_____0%-2.5% slope _____10.0%-12.5% slope

_____2.5%-5.0% slope _____7.5%-10.0% slope

_____5.0%-7.5% slope _____12.5%+ slope

*Was a FILO paid with a plat? ____Yes ____No

Is this project located in the Low Impact Development (LID) mandatory area? ____Yes ____No

Does the submitted Construction Set include Low Impact Development (LID) components? ____Yes ____No

GENERAL SITE DETAILS

Is grading/work in a CPS Energy transmission easement affecting a CPS Energy pole/tower/structure? ____Yes ____No

Is irrigation for landscaping proposed? ____Yes ____No

*Does your project involve the use of construction equipment such as cranes affecting air space? ____Yes ____No

Will there be a generator utilizing a fuel storage tank? ____Yes ____No

Will the site utilize reclaimed water? ____Yes ____No

*Will you utilize a septic tank/system? ____Yes ____No

*If Yes, have you obtained a septic permit with Bexar County Public Works? ____Yes ____No

Will a sidewalk/street/lane be closed requiring a ROW closure permit? ____Yes ____No

Will a temporary covered pedestrian walkway be built? ____Yes ____No

Is there an existing Traffic Impact Analysis (report) for this project? ____Yes ____No

Will there be a new Traffic Impact Analysis (report) for this project? ____Yes ____No

*Required Information for a new Project Page 8
*Is the project within an Edwards Aquifer Authority (EAA) Subchapter 713 Regulated Zone?  ____Yes  ____No

(Please reference the Regulatory Zone Maps and/or the Management of Regulated Substance Storage located on the Edwards Aquifer Authority (EAA) Website).

Will the site store and handle regulated substances as defined by EAA Rule 713?  ____Yes  ____No

*Will substances be stored in containers greater than 55 gallons?  ____Yes  ____No

Is there active, abandoned, or plugged water well on the property?  ____Yes  ____No

*Is there an existing paved parking lot for this site?  ____Yes  ____No

*Is there a new parking lot or additional parking proposed for this project?  ____Yes  ____No

**SIDEWALK AND CURB DETAILS**

*Are curbs, sidewalks, handicapped ramps, or driveway approaches in a City public right of ways being replaced or constructed?  ____Yes  ____No

_Curb or sidewalk work is only regulated for work in the City of San Antonio public right of way. A gated community contains privately owned streets. Some larger roadways in San Antonio belong to TxDOT and sidewalk and driveway permits are through the TxDOT district offices._

If You answered Yes to curb, sidewalk and/or driveway work please answer the following:

*What is the total linear feet of new curb within City right of way? ________________

*What is the total square footage of new sidewalk within City right of way? ________________

*What is the square footage of new driveway approaches (normally within 20-feet from the curb line)? ________________

*How many handicapped ramps are being reconstructed or newly constructed in the City right of way? ________________

**MULTIPLE BUILDING DETAILS**

*Are multiple buildings being proposed as part of this Project scope of work?  ____Yes  ____No

*Provide the number of foundations, buildings or tenant spaces, or school portables that require a COO or LOC? ___________

_Each Building or space that will be required a Certificate of Occupancy (COO) will issue separate permits and require separate information for each building or space. A Certificate of Occupancy is required to occupy or use a building or space and includes the limit of occupant numbers and any special conditions to allow occupancy._

_A Letter of Completion (LOC) is provided for non-occupiable projects that do not close out with a building or space obtaining a Certificate of Occupancy with an Occupant Load limit. A LOC provides assurance to the contractor and owner that all permit requirements have been met for a non-occupiable project, and that permit(s) are closed._
**FOUNDATION INFORMATION** *(This information is needed for each foundation/future building/future COO being constructed. You may provide additional sheets for each foundation)*

<table>
<thead>
<tr>
<th><strong>Building Number on Plans:</strong></th>
<th><strong>What will be the future intended business use of the finished building or structure?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is the future Construction Type of the building?</strong></td>
<td><strong>What is the future building height?</strong></td>
</tr>
<tr>
<td><strong>Valuation of the foundation work - including materials and labor?</strong></td>
<td><strong>Does the scope of work for this foundation include Plumbing?</strong></td>
</tr>
<tr>
<td><strong>Does the scope of work for this foundation include Electrical?</strong></td>
<td><strong>Will you be installing a backflow preventers?</strong></td>
</tr>
<tr>
<td><strong>Number of backflow preventers less than 2-inches</strong></td>
<td><strong>Number of backflow preventers 2-inches and larger</strong></td>
</tr>
<tr>
<td><strong>Will a TOPS be required with this permit?</strong></td>
<td><strong>What is the square footage of the foundation (slab on grade or area covered by pier and beam)?</strong></td>
</tr>
</tbody>
</table>

**BUILDING, SHELL, INTERIOR FINISH OUT INFO** *(This information is needed for each building, shell or finish out. You may provide additional sheets as needed for each building or space that will receive a future COO)*

<table>
<thead>
<tr>
<th><strong>Building Number on Plans:</strong></th>
<th><strong>Suite/Unit Number on Plans:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building or Suite Area (Sq. Ft.):</strong></td>
<td><strong>Type of Construction (IBC):</strong></td>
</tr>
<tr>
<td><strong>Valuation of work being submitted for this Building or Suite:</strong></td>
<td><strong>Does the scope of work for this building/suite include Electrical</strong></td>
</tr>
<tr>
<td><strong>Will a TOPS be required with this permit?</strong></td>
<td><strong>Does the scope of work for this building/suite include Mechanical</strong></td>
</tr>
<tr>
<td><strong>Does the scope of work for this building/suite include Plumbing</strong></td>
<td><strong>Does the scope of Work for this building/suite include Gas</strong></td>
</tr>
<tr>
<td><strong>Does the scope of work for this building/suite include Medical Gas</strong></td>
<td><strong>Will you be installing a backflow preventers?</strong></td>
</tr>
<tr>
<td><strong>Number of backflow preventers less than 2-inches</strong></td>
<td><strong>Number of backflow preventers 2-inches and larger</strong></td>
</tr>
<tr>
<td><strong>Are Fire Walls being proposed in a building that would create separate buildings?</strong></td>
<td><strong>Number of Fire Walls:</strong></td>
</tr>
<tr>
<td><strong>Calculated Number of Occupants (Occupant Load)</strong></td>
<td><strong>Building Height</strong></td>
</tr>
</tbody>
</table>

*Required Information for a new Project*
## Commercial and Multi-Family Project Application

<table>
<thead>
<tr>
<th><em>Number of Stories</em></th>
<th><em>Is there an existing or new fire sprinkler proposed?</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Will there be work on the sprinkler system?</td>
<td><em>Is there an existing or new fire alarm system?</em></td>
</tr>
<tr>
<td>Will there be work on the fire alarm system?</td>
<td><em>Is there a new Atrium or work within an Atrium that would require a smoke control report?</em></td>
</tr>
<tr>
<td><em>Is a new stage proposed over 1,000 sq. ft.?</em></td>
<td><em>Proposed number of Commercial Tenant Spaces in the new Building (if applicable)</em></td>
</tr>
</tbody>
</table>

**CLASSIFICATION OF THE BUILDING OR SPACE**

<table>
<thead>
<tr>
<th><em>Building Number on Plans:</em></th>
<th><em>Suite/Unit Number on Plans:</em></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Please provide the Business Name (DBA Name) for the Certificate of Occupancy</em></td>
<td><em>Name of the Business Owner for the Certificate of Occupancy:</em></td>
</tr>
<tr>
<td><em>Please describe the Business Use for the Certificate of Occupancy</em></td>
<td></td>
</tr>
</tbody>
</table>

**Please check/choose the Occupancy Types within this building or space. This will be the Occupancy Classification on the Certificate of Occupancy. (Required)**

<table>
<thead>
<tr>
<th>Assembly A-1</th>
<th>High-Hazard H-3</th>
<th>Institutional I-3 Condition 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly A-2</td>
<td>High-Hazard H-4</td>
<td>Institutional I-4</td>
</tr>
<tr>
<td>Assembly A-3</td>
<td>High-Hazard H-5</td>
<td>Mercantile M</td>
</tr>
<tr>
<td>Assembly A-4</td>
<td>Institutional I-1 Condition 1</td>
<td>Residential R-1</td>
</tr>
<tr>
<td>Assembly A-5</td>
<td>Institutional I-1 Condition 2</td>
<td>Residential R-2</td>
</tr>
<tr>
<td>Business B</td>
<td>Institutional I-2 Condition 1</td>
<td>Residential R-3</td>
</tr>
<tr>
<td>Educational E</td>
<td>Institutional I-2 Condition 2</td>
<td>Residential R-4 Condition 1</td>
</tr>
<tr>
<td>Factory F-1</td>
<td>Institutional I-3 Condition 1</td>
<td>Residential R-4 condition 2</td>
</tr>
<tr>
<td>Factory F-2</td>
<td>Institutional I-3 Condition 2</td>
<td>Storage S-1</td>
</tr>
<tr>
<td>High-Hazard H-1</td>
<td>Institutional I-3 Condition 3</td>
<td>Storage S-2</td>
</tr>
<tr>
<td>High-Hazard H-2</td>
<td>Institutional I-3 Condition 4</td>
<td>Utility U</td>
</tr>
</tbody>
</table>

Notes:

- **Institutional I-1 Condition 1** This occupancy condition shall include buildings in which all persons receiving custodial care who, without any assistance, are capable of responding to an emergency situation to complete building evacuation.
- **Institutional I-1 Condition 2** This occupancy condition shall include buildings in which there are any persons receiving custodial care who require limited verbal or physical assistance while responding to an emergency situation to complete building evacuation.
- **Institutional I-2 Condition 1** This occupancy condition shall include facilities that provide nursing and medical care but do not provide emergency care, surgery, obstetrics, or in-patient stabilization units for psychiatric or detoxification, including but not limited to nursing homes and foster care facilities.
Commercial and Multi-Family Project Application

Institutional I-2 Condition 2 This occupancy condition shall include facilities that provide nursing and medical care and could provide emergency care, surgery, obstetrics, or in-patient stabilization units for psychiatric or detoxification, including but not limited to hospitals.

Institutional I-3 Condition 1 This occupancy condition shall include buildings in which free movement is allowed from sleeping areas, and other spaces where access or occupancy is permitted, to the exterior via means of egress without restraint. A Condition 1 facility is permitted to be constructed as Group R.

Institutional I-3 Condition 2 This occupancy condition shall include buildings in which free movement is allowed from sleeping areas and any other occupied smoke compartment to one or more other smoke compartments. Egress to the exterior is impeded by locked exits.

Institutional I-3 Condition 3 This occupancy condition shall include buildings in which free movement is allowed within individual smoke compartments, such as within a residential unit comprised of individual living units and group activity spaces, where egress is impeded by remote controlled release of means of egress from such a smoke compartment to another smoke compartment.

Institutional I-3 Condition 4 This occupancy condition shall include buildings in which free movement is restricted from an occupied space. Remote-controlled release is provided to permit movement from sleeping units, activity spaces and other occupied areas within the smoke compartment to other smoke compartments.

Institutional I-3 Condition 5 This occupancy condition shall include buildings in which free movement is restricted from an occupied space. Staff-controlled manual release is provided to permit movement from sleeping units, activity spaces and other occupied areas within the smoke compartment to other smoke compartments.

Residential R-4 Condition 1 This occupancy condition shall include buildings in which all persons receiving custodial care, without any assistance, are capable of responding to an emergency situation to complete building evacuation.

Residential R-4 Condition 2 This occupancy condition shall include buildings in which there are any persons receiving custodial care who require limited verbal or physical assistance while responding to an emergency situation to complete building evacuation.

SPECIFIC BUILDING INFORMATION

*Is this building for temporary use with no permanent Certificate of Occupancy? _____Yes _____No

*If temporary, please describe the need for, the use of the building, and the expected time to be occupied.

________________________________________________________________________________________________

If a proposed building, addition or remodel includes Mixed Use, what type of separation is designed?

_____ Separated _____ Non-Separated _____Accessory

Are you using Height/Area increase with Fire Sprinklers where not required for other reasons? _____Yes _____No

Are you using the Perimeter/Frontage Increase? _____Yes _____No

Is this an Unlimited Area Building? _____Yes _____No

If an addition, new building or foundation, are you requesting an increase in Allowable Area? _____Yes _____No

Is this a High-Rise Building? (Highest occupied floor over 75-feet above fire department access)? _____Yes _____No

*Will the new or remodeled building/space contain over 500 sq. ft. of high piled combustible storage? _____Yes _____No

*Will the new or remodeled building/space store or utilize hazardous materials defined in the IFC? _____Yes _____No

*Is this a warehouse, manufacturing, repair or maintenance shop, laboratory or hospital use? _____Yes _____No

*Required Information for a new Project
ENERGY CONSERVATION

*If this is a new building, addition, or interior finish out, indicate the energy software used?

____COMcheck for IECC
____COMcheck for ASHRAE 90.1
____Other energy software

If Other, please describe ______________________________________________________

Which Code year of the IECC or ASHRAE 90.1 was the energy system design under? __________________________

If this is a new building, addition, or interior finish out, indicate the compliance path used:

____IECC Prescriptive
____ASHRAE Prescriptive
____IECC Total Building Performance
____ASHRAE Energy Cost Budget

*If this application is for a new shell or building, indicate the air barrier design method used:

_____List of Materials       _____Thermal Envelope Pressure Testing

What is the percent above code for the building thermal envelope? __________________________

REMODELS AND ADDITIONS

*Describe the proposed use and previous use (if known) of the building or space. __________________________

____________________________________________________________________________________

*Is this project combining or splitting existing suites?   ____Yes   ____No

If this is an addition, what is the original square footage of the building or space? __________________________

If this project is an alteration/remodel, what is the square footage of the work area? __________________________

Is unconditioned space being converted to conditioned space?   ____Yes   ____No

Is any work being designed under the International Existing Building Code?   ____Yes   ____No

If Yes, under which IEBC option is the work being designed:

_____Prescriptive
_____Alteration Level III
_____Alteration Level I
_____Performance
_____Alteration Level II
_____Repair

Is the project to repair Fire/Storm Damage?   ____Yes   ____No

For a remodel or addition, in order to calculate the occupant load for a new Certificate of Occupancy (COO), the layout of the entire floor plan of the building or space will be required to be submitted, not only the work area.

*Required Information for a new Project
*Will the owner want a new Certificate of Occupancy? Yes No

*Describe how this project affects the existing Certificate of Occupancy (COO).

- Existing COO will be used (there can be no change of use).
- The existing COO will be expired, and a new COO obtained (required with a change of use).
- There is no existing COO and a new COO will be issued.

For a new COO to be issued, what is the business name? (DBA Name) ________________________________

If this is a remodel, will there be any Sitework performed as part of this scope of work? Yes No

### TYPE OF MINOR BUILDING STRUCTURES INCLUDED IN SCOPE OF WORK

*Required if you checked Miscellaneous Structures on page 4. Please check each type of Minor Building Structures that are proposed with this Project (may be more than one). A Commercial Structures Permit will be issued for each chosen. After inspections you will receive a Letter of Completion.

<table>
<thead>
<tr>
<th>Structure Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alteration to Drive-Thru/Drive Aisles/Parking Lots</td>
<td>Pad Sites or Grading for future work</td>
</tr>
<tr>
<td>Commercial Fence</td>
<td>Retaining Walls</td>
</tr>
<tr>
<td>Communication Equipment Antennas Towers</td>
<td>Shade Structures</td>
</tr>
<tr>
<td>including small cell</td>
<td>Street Improvement (widening turn lanes median cuts signalization etc.)</td>
</tr>
<tr>
<td>Drive-up Ice Machine/Teller Machines etc.</td>
<td>Swimming Pool</td>
</tr>
<tr>
<td>Monuments for Signage (structural)</td>
<td></td>
</tr>
<tr>
<td>Pad Sites</td>
<td></td>
</tr>
<tr>
<td>Retaining Walls</td>
<td></td>
</tr>
<tr>
<td>Street Improvement (widening turn lanes median cuts signalization etc.)</td>
<td></td>
</tr>
<tr>
<td>Swimming Pool</td>
<td></td>
</tr>
</tbody>
</table>

*To issue a Minor Building Structure, does the scope of work include electrical, mechanical or plumbing? Yes No

*Is this for an existing developed site, OR (new) a vacant lot or new development? Yes No

*Valuation is Required for each type of Miscellaneous Structures that you are building:

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 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

*What is the Fence Material?

- Wood
- Brick
- Chain Link
- Masonry
- Wrought Iron
- Stone
- Pre-Cast Concrete Panels
- Other

Describe “Other” material: ________________________________

*Is barbed wire proposed with the fence?  ___Yes  ___No

Barbed wire is not allowed in the City without an approved Administrative Exception or Variance Request. See Information Bulletin 124 for more information.

*Will there be an electrically operated gate?  ___Yes  ___No

A gate operated electrically requires a separate electrical permit by state electrical contractor. A gate across an access drive will require a Knox box for the Fire Department's use.

*What is the total valuation of the Fence (material and labor)? __________________________

CELL ANTENNA EQUIPMENT DETAILS

*Is this application for a new site or modification to an existing site?

- New Site
- Existing Site

*Type of Site:

- Macro Tower or Mast
- Small Cell Rooftop (private property)

Small Cell installations in the City right of way is permitted through TCI. TCI Link

A new site with a Macro Tower or Mast will require Sitework with driveway approaches.

*What is the total valuation of the Cell Antenna Equipment (material and labor)? __________________________
RETAINING WALL DETAILS

Multiple retaining walls may be permitted with one application and one issued permit. The Texas Professional Engineer or Licensed Landscape Architect must submit inspection letters covering each wall to close the permit and obtain a Letter of Certification.

*Number of retaining walls being permitted: __________________________

A retaining wall under 4-feet with no surcharge requires no permit.

Maximum height above grade: __________________________

*Provide the type of surcharge or indicate no surcharge.

_____ No Surcharge   _____ Retained soil steeper than 3:1   _____ Foundation, road, fence, other structures

Total length of all new retaining walls: __________________________

*Valuation of the wall(s) including material and labor: __________________________

*Design Professional’s Firm: __________________________________________

*Design Professional’s Name: __________________________________________

*Design Professional’s Texas License Number: __________________________

Builder's Firm: __________________________

Builder's e-mail: __________________________

STREET IMPROVEMENT DETAILS

Work within a private street or TxDOT roadway requires no permit from the City of San Antonio. To start work in City ROW, a lane closure permit is required from TCI Right-of-Way Management.

Please indicate the type of work that is being permitted:

_____ Pavement widening   _____ Traffic Signal work

_____ Right Turn Lane   _____ Traffic Flashers

_____ Left Turn Lane   _____ Alley improvement

_____ Median Opening   _____ Pedestrian Crossing

_____ Pavement striping   _____ ADA modifications

_____ Traffic Signage

*Total square feet of new pavement: __________________________

*Total linear feet of new curb _________________

*What is the total valuation of the Street Improvements (material and labor)? __________________________

*Street Improvement Contractor’s Firm __________________________

*Required Information for a new Project
Commercial and Multi-Family Project Application

*Street Improvement Contractor's Phone ________________________________

*Street Improvement Contractor's E-mail ______________________________

*Is the Contractor registered with TCI/Public Works with an Active Status?  Yes  No

*FEE WAIVER

*Is your project approved for a City fee waiver program?  Yes  No

If Yes, what is your fee waiver identification number? ________________

*ACKNOWLEDGEMENTS (Initials Required)

I understand that an application for permit and issued permits, if not pursued in good faith or if abandoned by the owner shall expire within 180 days following the date of application or date of issued permit. Plans and other data submitted for review may be destroyed by the building official. The building official may extend the time for an applicant to obtain a permit, or extend the issued permit for an additional 180 days upon request of the applicant who must show justifiable cause in writing. If an application or permit expires, plans must be resubmitted as a new permit under the current International Building Code.

I understand that the City of San Antonio only enforces City, State and Federal zoning and development ordinances and statutes and does not enforce covenants and deed restrictions (CC&Rs). It is imperative and incumbent upon you the applicant to verify the existence of any CC&Rs that may be applicable to your project.

*SIGNATURES

I hereby certify that all the information on the entire Project Application is true and correct.

Owner (or Authorized Agent) Name: ________________________________

Owner (or Authorized Agent) Signature: ________________________________

Date: ____________________