



Commercial Project Application and Guide

What is a Commercial Project? –

A collection of one or more commercial permits (including the application record) that define one owner's construction project. They include individual or combinations of:

- New buildings.
- Remodels to existing buildings.
- Additions to existing buildings.
- New tenant interior finish-out (IFO) for a commercial tenant space.
- Sitework. (grading and/or more extensive development work on site)
- Phased work (one owner - submitted over time): Sitework, Foundation, Shell, Interior Finish Out (IFO).
- Minor Structures:
 - Communication/Utility Equipment/Antennas/Tower – Includes Cell towers, their equipment, and communication equipment placed on buildings or structures
 - Commercial Fence (excludes single family fences)
 - Monument for a Sign(s) – Structure and location only, Requires a separate sign permit.
 - 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
 - Miscellaneous Structures such as Ice Machines / Teller Machines, etc. (includes slabs for equipment) Any non-occupiable structure that does not fit other categories.
 - Retaining Walls [IB 171 Retaining/Landscaping Walls](#)
 - Pad Sites for future development (outparcels for commercial sites)
 - Street Improvement (median cuts, turn lanes, signal work, pavement widening, etc.)

Not included in a Commercial Project Application: (these are always separate permit applications)

- Demolition
- Solar Photovoltaic Systems (Sub-type of an Electrical permit application)
- Commercial Building Repairs, Foundation Repair, Re-Roof
- Fire Systems (sprinkler, alarm, hydrants, underground, gaseous suppression)
- Pedestrian Protection structures (sub-type of a Demolition application)

May be included in a Commercial Application (the following have their own applications if no other work is performed, however are included as part of a Commercial application if the work is part of a larger commercial scope of work. In this case no separate permits should be applied for)

- Tree Permit/Affidavit
- Sidewalk/Curb (and drive approaches) in the City-owned public right of way



Steps to Obtain a Commercial Building Permit

1. Begin with a legal description printout and verified address (through DSD Addressing).
2. Ensure that the property is properly zoned. A permit will not be issued without proper zoning.
3. Ensure that the property is platted or that platting is in process before submittal of plans. Alternatively obtain a Certificate of Determination that Platting is not required.
4. Prepare construction documents in compliance with all applicable codes.
5. Complete all related forms and documents, (drainage forms and/or reports, TIA worksheet, tree affidavit, TAS accessibility AB number, etc.)
6. Submit to Development Services (DSD) using the online commercial project application along with uploads of pdfs of all of construction plans and other pdf reports and documents (listed with details in [IB 103](#)).
7. Pay the appropriate plan review fees (the amount of plan review fees will be provided as part of the intake process).
8. Re-submit as required through the plan review process through the online BuildSA plan room.
9. Pay the building permit fees once contacted that plan review is complete.
10. Download a copy of the approved plans in BuildSA for construction purposes.

How to Apply

Create an Online Portal Account in BuildSA - Please follow the link for instructions to create your account.
[Citizen Access Portal Create an Account Instructions](#)

The Commercial application is submitted by logging into the [BuildSA ACA Customer Portal](#), since reviews of electronic commercial plans are interactive between the City and customers through the BuildSA Plan Room. The Application is located by highlighting the Building Module Tab, then clicking on “Create an Application”. After the acknowledgement screen, check the Commercial Project Application from the list of all applications. Then the on-line application will start and the next steps are entering the address and contacts (owner) information.

Choosing the Type of Commercial Project Application on-line

Once the address and contacts are entered the application itself starts.

Step 1 – Phased Submittal or Complete Submittal

- Phased Yes – your project submittal will have future submittals to cover all the project work
- Phased No – Your project and construction documents include all the work for this owner

Choosing “Yes” or “No” will bring up different checkboxes to choose from.



General Information

GENERAL PROJECT INFORMATION

* Project Name::

Please choose the type of Commercial Building Permit you are applying for with this application. If the scope of work is only interior demolition, then use the Minor Building/Repair Application. If the submittal is for phased permits, please choose one or more phases being submitted under this application: Sitework, Foundation, Shell, and/or Interior Finish Out. A large project may include one or more Minor Building Structures and, if so, Minor Building Structures must be checked..

* Is this project going to be phased?: Yes No

* Scope of Work:

Phased = Yes, then you expect to submit further work for the project

Type as much detail as possible

Expand the window

Step 2 – Determine the permits you are applying for. Each checked creates a separate permit with its own valuation and inspections.

- **For Phased = No** – Complete package being submitted, the options are Additions, Remodels, New Buildings, Sitework (no future planned construction), First Time Interior Finish Out, and any Minor Structure. You may check more than one, but each checked will create separate permits.
- For Additions/Remodels, currently you must check one or the other and not both.
- Checking Complete New Building will also result in a Sitework. Later you will indicate how many buildings are being built (each with its own COO)

* Is this project going to be phased?: Yes No

Commercial Permit Type

Addition:

Remodel:

If the application includes multiple buildings, a separate Sitework Permit will be issued in addition to each separate building permit.

Complete New Building:

Sitework does not need to be checked if it is only a portion of the scope of work included in a submittal.

Sitework (standalone):

First Time Interior Finish Out:

Minor Building Structures includes any non-habitable construction (retaining walls, swimming pools, fences, communication equipment, etc.) as well as small habitable buildings such as school portables, temporary seasonal buildings, and shade structures..

Minor Building Structures:

For a Complete Submittal

- **For Phased = Yes** (incomplete package being submitted). The options are Sitework, Foundation, Shell, Interior Finish Out, and any Minor Structure. You may check more than one, but each checked will create separate permits. Design Build will follow this approach.
- It is common to submit foundation and shell at the same time, as a later submittal after Sitework. First Time Finish Out as the last phase would normally mean the interior finish out is for the same owner that built the shell building. For a future separate owner, that project would be a totally new project (different owner finishing out the building/space for their own use).



and/or interior finish out. A large project may include one or more minor building structures and, if so, minor building structures must be checked.

*Is this project going to be phased? Yes No

Sitework does not need to be checked if it is only a portion of the scope of work included in a submittal.

Sitework (standalone):

Building Foundation:

Building Shell:

First Time Interior Finish Out:

Minor Building Structures includes any non-habitable construction (retaining walls, swimming pools, fences, communication equipment, etc.) as well as small habitable buildings such as school portables, temporary seasonal buildings, and shade structures.

Minor Building Structures:

A project submitted over time in phases

Step 3 – Determine if you need other associated permits (Minor Structures)

- Check Minor Building Structures (as shown above). Later you will indicate which type or types are being applied for. Checking these will create separate minor structure permits. You must have the construction plans ready to upload for review if this is checked.
- If you are applying ONLY for a Minor Structure, do not check Sitework also. A Minor Structure includes all its sitework.

Required Data Fields/Information within the Online Application

The on-line application consists of various tabs and screens – Most screens have some information or data fields that are required to be filled out to continue through the application. Required data fields are often related to specific City/State/Federal requirements or related to fees and/or inspections. Some required data fields are informational to help reviewers expedite technical reviews.

Required data fields/information will appear depending on the type of permit being applying for. Applying for a Minor Structure permit for example bypasses many required screens and data fields. The following provides helpful information for some required data fields:

Property Information

City Parcel Number – If Address is entered instead, the Parcel is filled out for you.

Contact Information

Company Name/Business Owner – the person or business that is hiring design professionals and contractors is required to be entered. If the Owner is applying for their own permit, the Company Name/Business Owner can be checked under the “Applicant Also Known As” screen.

Commercial Permit Type – This Screen always appears

Is this project going to be phased? – Discussed in this document above. This is the first step to determine what permit you are applying for. Once you check either Yes or No, the screen changes. At least one type of permit must be applied for; the type changes if you are phasing permitting or not.

General Project Information – This Screen always appears

Project Name

Scope of Work – This field is critical for review; details are important since application data and construction documents do not always match.

Type of Review Requested – If “After Hours” is chosen, reviews performed after hours only happen if reviewers are available for overtime.

Specific Business Uses Details – This screen appears if applying for an Addition, New Building, Shell, First Time



Finish Out, Remodel, or Foundation

Will a Health - Boarding Mobile inspection be required? – Project includes a Boarding Home or manufactured home park

Will a Health – Environmental inspection be required? - Applies for establishments such as tattoo parlor, hair or nail salon, or swimming pool or spa.

Will a Health – Air Pollution inspection be required? - 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 or Food Establishment Permit be required? - 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? – Intended for Remodels or Additions, but any new Building or First Time Interior Finish Out will be “Yes”.

Sitework Details – This screen appears if applying for an New Building, or Sitework is chosen (any work external to a building) with other work or by itself. This screen asks questions for the Sitework Permit that will be issued after reviews are approved

What is the Valuation of the Sitework portion of this project? (Material and labor): - Commercial permit fees are determined by the valuation. Since the Sitework portion is separate and has its own permit, valuation is needed to determine the sitework portion of the total building permit fees.

Mechanical Electrical Plumbing fees are determined not by valuation, but by square footage and type of occupancy. In addition the total MEP fees are split between the sitework, foundation, and shell portions if the project is phased. The following questions will create the specific fees and inspections on the various permits issued after plan review:

- **Will the work include electrical utility work?:**
- **Will a TML be required with this permit?**
- **Will a TOPS be required with this permit?**
- **Will the work include underground water utility work?**
- **Will the work include sewer utility work?**
- **Will the work include irrigation work?**
- **Is the intent to construct a building with a Occupancy Classification of Storage (S-1 or S-2)?**
- **Is the intent to construct a building with an Occupancy Classification of Residential (R-1 or R-2)?**
- **What is the total square footage of the future building?**



Tree Protection Details – This screen appears if applying for an New Building, or if Sitework is chosen (any work external to a building).

How will the construction work affect any heritage, significant or historic trees? – If answering “A3”, the application will ask the question **Does the site have a valid Rights Determination Consent Agreement (Vested Rights)?** – then If answering “yes”, the application will ask for the **Rights Determination Number**

Was a tree permit previously issued, under Vested Rights or not? – If answering “Yes”, the application will ask for the previous **Tree Permit Number**

Storm Water Flood Details – This screen appears if applying for an New Building, or Sitework is chosen (any work external to a building) with other work or by itself

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

Is this property in the floodplain? – if “Yes” is selected, the application will ask the question **Please provide buffer zones** (slope of the buffer zones)

Was a Fee in-leu of (FILO) paid with a plat?

A Storm Water Submittal Checklist is very helpful to submit as a pdf to help locate previously submitted Stormwater Reports. The Form is [located in IB 103](#).

General Site Details – This screen appears if applying for an Addition, Remodel, New Building, or Sitework is chosen (any work external to a building) with other work or by itself

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

Will you utilize a septic tank/system? – If answering “Yes”, the application will ask **Have you obtained a septic permit with Bexar County Public Works?**

Is the project within an Edwards Aquifer Authority (EAA) Subchapter 713 Regulated Zone?: Information is located at the [Edwards Aquifer Authority website](#). A [map](#) is on the EAA website.

Is there an existing paved parking lot for this site? All new buildings (depending on zoning district) requires off street parking required at minimum parking to building ratios.

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

Sidewalk and Curbs Details – This screen appears if applying for most all permits except for a Minor Structure

Are curbs, sidewalks, handicapped ramps, driveway approaches in a ROW being replaced/constructed? You will be asked to provide square footage of sidewalks and driveway approaches for determination of fees.

Multiple Building Details – This screen will appear when applying for any new building, or foundations, shells or interior finish out projects for a new building. Each building / foundation/ shell / IFO is unique and there are questions relating to each building. The application needs to know the number applying for. The number entered determines the number of permits issued.

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

Number of foundations, buildings or tenant spaces, or school portables that require a COO or LOC?

Each building permit (each building/foundation/shell/IFO) will bring up a separate screen with required data



fields:

Obtaining a Certificate of Occupancy (COO) (Occupiable buildings or spaces)

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

- **New Building or new Interior Finish Out** – Will be provided per building or space when all inspections are completed, and fees are paid. Temporary COOs may be issued for FF&E and employees prior to the final COO
- **Existing Building or Existing Tenant Space for Additions and Remodels**. There are three cases:
 1. There is an existing COO and the owner will not obtain a new one – If there is an existing COO, a new COO is not required if the occupancy classification, use or occupancy load is not changing.
 2. There is an existing COO but a new COO will be issued (requires more detailed plans) – There is a change in occupancy classification, or change in use, or an increase in occupant load.
 3. 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.

Letter of Completion (LOC) - Sitework, Foundation, Shell Buildings, Minor Structures – These Building permits issued do not receive a certificate of occupancy (C of O), rather will be issued a Letter of Completion.

Issued Permits after Plan Review - Combination Permits and Non-Combination Permits

Combination Permit (all commercial except for Minor Structures)

Defined: All mechanical, electrical, plumbing and flatwork fees and inspections are located on the issued building permit(s). All fees and inspections are viewable and processed on one permit record. There should never be any standalone trade permits for fees/inspections. Requirements:

1. The mechanical, electrical, plumbing and flatwork contractors must be added as Licensed Professionals onto the building permit. They may then see and work with the associated fees and inspections on the building permit. The “Amendment” functionality is used to add them as LPs on the records. The LPs may be added at the application stage and will be carried over to all the permits when the permit records are created. However, the LPS will receive all e-mails during Plan Review.
2. The mechanical, electrical, plumbing and flatwork contractors may log in to their ACA portal account to pay the fees for their specific trade. This releases the specific inspections for scheduling. MEP fees may be paid by anyone once invoiced however and it is not required that only the MEP contractors pay their own fees.
3. Only the MEP and flatwork contractors may schedule their own specific inspections on the building permit. The General Contractor can see all the inspections but may not schedule them.
4. If the MEP and flatwork contractors continue to pull their own standalone MEP/Flatwork permits, then there will be duplicate inspections and fees will have been paid twice.

Minor Structures are not Combination Permits

Only Building/Fire/Traffic/Tree inspections and fees are added to any issued Minor Structure permit. Any MEP work or flatwork related to the Minor Structure requires that the active registered MEP/flatwork Contractors pull their own permits, pay their own fees and schedule inspections on their own permits.



DOCUMENT SUBMITTAL REQUIREMENTS:

See the Chart below for details needed on specific construction documents

Documents or revisions to documents are uploaded to the Plan Room within the BuildSA ACA Customer Portal. Almost all documents are uploaded in PDF format.

During upload, the applicant indicates the type of document being uploaded. There are many documents in the list for Commercial, not all are required. The most important are the Construction Plans for the scope of work that is being submitted. Construction plans are submitted as one or more pdfs. No pdf may be larger than 80mb or combination of files greater than 80.

Document Name	Document Location	Description	Required? If so, When
General			
Administrative Exception (Approved)		A previously approved AEVR (Administrative Exception/variance Request)	No
Affidavit - Alcohol Sales	IB 126A		
Affidavit TABC Prequalification	IB 168	Affidavit for submittal in support of a Certificate of Occupancy to include sales of alcohol	Required to be submitted if alcohol will sold (page 11 of the IB) and possibly page 12 Authorization of property owner
Asbestos Survey Form/Report	Asbestos Survey Certification	This certification is submitted with an Asbestos Report or in place of an Asbestos Report (the form filled out by a qualified person that meets the Texas Department of Health requirements)	Required for all Additions to a building, all Remodels/Alterations, or Repairs due to Fire/Storm Damage
Code Modification Request (Approved)		A previously approved CMR (Code Modification Request)	No
Commercial Project Application And Guide	Project Application	Paper Application	Available only as a pre-view of what will be asked within the on-line submission
Construction Drawings - Cut Sheets			
Construction Drawings			



Document Name	Document Location	Description	Required? If so, When
Letter for Self Preservation		A letter from the doctor or dentist stating whether care is rendered to persons incapable of self-preservation by the services provided.	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.
Habitat Compliance Form	Habitat Compliance Form	Form is linked in IB 520	Required if 2 acres or larger parcels for all projects with sitework - See IB 520
HDRC - Certificate Of Appropriateness			
Payment Authorization From COSA Escrow	COSA Escrow Account Form		For a City Project only, and only if using a City Escrow Account to pay fees
Plat Or Certificate Of Determination (Cod)	Certificate of Determination	A copy of the recorded plat, plat under review, or a Certificate of Determination that platting is not required	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
Preliminary Plan Review Meeting Notes		If a Preliminary Meeting was held and if there are customer notes signed by the City	
Swimming Pool Chemicals Form	IB 200	Pool Chemicals Storage Form for review by the Fire Department	Required for a permit to construct an indoor or outdoor commercial swimming pool
TDLR Architectural Barriers Registration Confirmation Page		This is the "EAB" Architectural Barriers Registration Number from TDLR once the project is registered with the State of Texas.	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
Architectural			
Construction Drawings - Architectural			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



Document Name	Document Location	Description	Required? If so, When
Construction Drawings - SitePlan			Required for any new building or addition and often with a remodel/alteration
Special Inspections Determination Letter	The form is in IB 132	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	For all new Buildings and Additions, for all foundation and shell submittals, for all remodels with welding and high strength bolts
Civil			
Construction Drawings – Civil			For all Site Work where civil construction private or public is undertaken
Construction Drawings - Demolition			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
Construction Drawings - Grading Plan			
Construction Drawings - Retaining Wall		A type of Minor Expedited Structure. Requires an Texas Licensed Engineer's design Drawings	Required for all retaining walls over 4-feet (and other parameters in IB 171)
Construction Drawings - WPAP			
Engineer Letter - Building - Retaining Wall Information	IB 171	Engineer of Record for design and inspections with wall information	If submitting construction plans for a Retaining Wall
Geotechnical Report		Must be submitted for retaining walls and may be submitted for other types of projects	Required for all retaining walls over 4-feet (and other parameters in IB 171)
Global Stability Analysis - Retaining Wall		Further retaining wall calculations beyond sliding, overturning, etc.	See IB 171 for types of soils where a GSA is required
Drainage Flood			
Floodplain CLOMR/LOMR		Conditional Letter of Map Revision to revise a Floodplain - submitted to FEMA	
Flood Plain Development Permit	Floodplain Development Permit		



Document Name	Document Location	Description	Required? If so, When
NFIP Elevation Certificate	https://docsonline.sanantonio.gov/FileUploads/dsd/ElevCert.pdf		
NFIP Flood Proofing Certificate	https://docsonline.sanantonio.gov/FileUploads/dsd/FldprfCertW-instr.pdf		
Regional Storm Water Management Participation Form	Regional Storm Water Participation Form		Required when the impervious cover equals or exceeds 4,300 square feet
Storm Water Engineering Submittal Review Checklist			
Storm Water Management Plan			
Energy Conservation			
Energy Conservation Compliance Report	COMCheck normally but could be other software outputs	Consists of three parts (Building Thermal Envelope, Mechanical and Electrical)	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
Energy Design Summary	No set form created	See IB 221, page 6 - Summary of Building Thermal Envelope, and MEP Energy information in one drawing location	No Required, but helpful
Energy Pre-Commissioning Plan	No set form created	See IB 221, bottom of page 6 and top of page 7	Required for larger new buildings that require Commissioning thresholds
Energy Review - Designer/Architect /Engineer Letter	IB 221 First Attachment to IB	Specifies what energy components are checked under the seal of the architect and/or engineers	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



Fire			
Document Name	Document Location	Description	Required? If so, When
Commodities Storage Letter	Information Bulletin 192a	Lists amounts of commodities and hazardous materials that are stored on-site for Fire Department review - See IB 192b	Required for Warehouses, Manufacturing facilities, Retail stores including rack display of products, Repair & 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
Construction Drawings - Fire - Underground Line		Utility Plans for underground fire/water lines to on-site fire hydrants and to building sprinkler systems and fire pumps	Required where an underground fire line is part of the scope of the Building Permit.
Construction Drawings - Fire Protection Site plan		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	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
Construction Drawings - Fire Standpipe			Required when standpipes are proposed or required
Construction Drawings -Fire Alarm		Separate Application	May be submitted with Building Project Submittal, but normally submitted later when a General Contractor hires the Fire Alarm sub-contractor
Construction Drawings -Fire Sprinkler		Separate Application	May be submitted with Building Project Submittal, but normally submitted later when a General Contractor hires the Fire Sprinkler sub-contractor
Construction Drawings -Fire System (Other)			



Document Name	Document Location	Description	Required? If so, When
Fire Flow Test Report	IB 143		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	IB 185	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			
Construction Drawings - Site Utilities			
Construction Drawings -Kitchen			
Exterior Lighting MLOD Compliance Data	MLOD FAQs	See the MLOD Ordinance for submittal requirements to show compliance	For any exterior lighting within the Military Lighting Overlay District
Medical Gas Form	IB 175		Required for any project that utilizes medical gas



Structural			
Document Name	Document Location	Description	Required? If so, When
Construction Drawings - Structural			For all New Buildings, Additions, Foundations and Shells. For all Remodel and Alterations with structural work
Engineer Letter - Building - Roof Framing		Engineer's letter indicating structural sufficiency of the existing roof to support new loads	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
Traffic			
Cooperative Parking Agreement	IB 148	Application for a Cooperative Parking Agreement	One option to meet minimum parking for a new building or new tenant space that would expand parking
Traffic Impact Analysis Worksheet	TIA Worksheet	Form to determine whether a Traffic Impact Analysis Report will be require	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
Tree Landscaping			
Aerial Photo			If the Tree Affidavit is submitted then the Aerial Photo is required.
Construction Drawings - Irrigation			Required with Landscape Drawings
Construction Drawings - Landscaping			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



Document Name	Document Location	Description	Required? If so, When
Construction Drawings -Tree Preservation			If the Tree Permit rather than the Tree Affidavit is submitted, then the Construction Drawings Tree Preservation Plan is required. 3 Copies
Tree Affidavit/Tree Permit	Tree Affidavit	Tree Permit	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.
Zoning			
Affidavit - Authorization By Property Owner	IB 126A	For Special Uses where the applicant is not the Property Owner	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)
Affidavit - Automotive Repair And Body And Tire Shop	Affidavit for Auto Repair, Body Shop and Tire Shop	Affidavit for Auto Repair, Body Shop and Tire Shop	If Custom Field "Is this a Automotive Repair/Maintenance, Body Shop or Tire Shop" is YES, then this document is required
Affidavit - Gaming Device	Affidavit supporting an occupancy with Gaming Devices	Affidavit supporting an occupancy with Gaming Devices	If this business use includes gaming devices as defined in the document, then this document is required
Affidavit - Locational - Distance Requirements		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.	Required for any of these uses: Alcohol Sales, Bed & Breakfast, Community Home, Assisted Living Facility, Head Shop, and Transitional Home)
Affidavit - SOB	Affidavit supporting an SOB	Affidavit for an Sexually Oriented Business	If this business use is a Sexually Oriented Business, then this document is required
Zoning Verification Letter			



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>

Site Work – Stand Alone Submittal

1. Tree Affidavit located at: <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 *(3copies)* 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 COPIES 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
- <https://energycode.pnl.gov/COMcheckWeb/index.html>

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
<https://energycode.pnl.gov/COMcheckWeb/index.html>

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](#)
- Dumpster 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