



Commercial Project Application, Guide, Required Documents, & Information (Application attached)

Required Sections of the Application to Complete Based on Type of Submittal

R = Required **I = If Appropriate to the Scope of Work**

Application Section		Site Work	Remodels	Additions	New Building	Minor Structure
I	Project Information	R	R	R	R	R
II	Project Location	R	R	R	R	R
III	Project Building Questions	R	R	R	R	I
IV	Project Type	R	R	R	R	R
V	Associated and Minor Permits	I	I	I	I	R
VI	Contacts	R	R	R	R	R
VII	Multiple Buildings			I	R	
VIII	Occupancy and Use		R	R	R	
XI	Site work and Traffic	R	I	I	R	I
X	Energy Conservation		I	R	R	
XI	Additions and Remodels		R	R		
XII	Signatures	R	R	R	R	R

What is a Commercial Project? – A collection of commercial permits (Excludes single family, duplex, and townhomes) that are related due to owner’s construction project. While a project may have a goal of obtaining one certificate of occupancy (COO) or multiple COOs for multiple buildings or spaces, a project may be as simple as building a non-load bearing wall, expanding a parking lot, or replacing a stair on the exterior of an existing building. From the City perspective a project ends with the issuance of first time COOs for all buildings or suites, or completion of a remodel project even if no COO issued.



For a speculative building or strip center a project may end with the issuance of a letter of completion. A future tenant would bring in his/her own project to finish out a building or space.

Projects and associated Children Permits - A project application may include several associated “children” permits that are accessory to the main building(s). Some of these accessory structures may have additional information and forms to submit associated with an Information Bulletin as indicated below. The project application will ask if any of these are included in a project. These “**minor structures**” are primarily intended to be any non-habitable structures. However, the list of structures includes some habitable buildings that can be considered minor in nature and review. These include (the list is not inclusive and includes common permits that are submitted to Development Services):

Communication/Utility Equipment/Antennas/Tower – Includes new and modifications to Cell towers and their equipment as well as communication equipment placed on buildings or structures on private property (not in City Right-of Ways which is though TCI).

Monument for a Sign(s) – Monuments require a separate permit for location and structural sufficiency.

Non-Covered Deck

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)

Building Façade Work

Concrete Slabs intended for support of future Equipment

Drive up Structures such as Ice Machines / Teller Machines, etc.

Retaining Walls [IB 171 Retaining/Landscaping Walls](#)

Water Tank greater than 5,000 gallons or Height to Width greater than 2:1

Gazebo

Street Improvement (median cuts, turn lanes, signal work, pavement widening, striping/signage, etc.)

Other Non-Habitable Structures – The application will ask to describe the structure

If the Project scope of work only consists of one of these Minor Structures, the applicant need only fill out the application up through section VI Contact List Information and sign the application.

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. Various Phased COOs will be issued if phased occupy will occur in a new building, 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 the case 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, DSD will need complete floor plans of the building or tenant space to review and to calculate the occupant load. All trade inspections would be required even if there is no work for a particular trade.

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 more information on definitions and types of shell permits, please refer to [IB 162 Shell Building Permits](#).

GUIDE to Filling out the Commercial Project Application

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. **For required sections to fill out, see the Table on Page 1.**

- I. **Project Information** defining the Project Name and Scope of Work – A project may be submitted in phases so that submittals of future phases follow in time. Therefore the application asks if a submittal is part of an existing project and if the submitted should be attached to a project number already obtained. Much of the information already submitted for an existing project does not need to be resubmitted. Therefore parts of the application may be skipped when submitting additional phases of a project. Only new or updated information is required to be filed out. A project is normally complete when the entire scope of work is complete and all inspections (if any) are complete. For occupiable buildings, the project typically ends with issuance of the Certificate of Occupancy for all buildings and spaces in the project, as well as all associated children permits and trade permits. For a strip center with multiple tenant spaces to lease to future tenants, or any other speculative building, the developer and the City will consider the project complete with the end of the shell building construction. Future tenants would submit their own new project. Information from the shell project will affect the new tenant project.



- II. **Project Location** and zoning. If no other project location is known, the most critical information is the Parcel Number which will tie a project to a piece of land. The Parcel Number is always available through the [One Stop Map Application](#). However, as much information is known should be filled out. It is considered best practice to obtain a valid address through the addressing section of Development Services prior to submittal to ensure problems are avoided later. For a subsequent phased submittal for an existing project, this section would only be required if the project number is unknown to help the department find the project in the system.
- III. **Project Specific Questions** This required section is intended to obtain more specific questions related to a project to help DSD determine reviews, to determine if existing information exists related to the project, further helping either plan review or fee payments, etc.
- IV. **Project Type** This defines the type of commercial project, as well as lets DSD know whether the project will be submitted as a complete project submittal, or as a project submitted in phases. This will in part determine how the various project children permits are set up.
Type of Work Depending on whether the project is submitted all at once or in phases, there are two columns to fill out helping to further define the scope of work. For a complete submittal, fill out the left column. For phased submittals, fill out the right column. In both cases, the applicant would check as many boxes as appropriate to define the project.
Interior Finish outs – There are two types of first time interior finish outs. The first type is a project by a new tenant to finish out a vacant space in a strip center (that never before had a tenant), or when renting or buying a speculative shell building. In this case, the project would be considered a complete project under the Full Complete Construction Submittal Application. Subsequent tenants in the same space would be an alteration-remodel project. The second type of first time interior finish out is the final phase of a project submitted over time. This is normally the case in which an owner is finishing his/her own new building to obtain a COO.
- V. Set up of **Associated / Children Permits** (if applicable) – Many projects contain elements of construction work that have or require their own permits. These secondary permits are a part of the larger project and would need to be closed out prior to closing out the project. Checking these items creates the need for children permits which sometimes, but not always, require additional information. For example it is common to see a project with retaining walls “by others”. Stating that on the application (or showing retaining walls on plan sets) would create the need for a retaining wall permit. Later a design engineer or contractor would attach contact information, submit retaining wall designs and obtain engineer inspections to close that permit. The retaining wall permit is a child of the project that would be closed out prior to closing the project. In another example, a fence is shown on the plans with all details provided. Rather than requiring a separate application for a fence, the child permit can be created with the project and issued with the project



since all the information is provided to review the fence for code compliance. For Simple projects, the project might only consist of a minor structure and no other work. If a project scope of work only consists of one of these minor structures, much of the application may not apply and should be skipped past the contact information other than the signature page.

- VI. **Applicant and Contact** Information. Each of the contact information will be kept in the permitting software. The software will also keep track of old contacts versus new contacts if the contact changes during the life of the project.
- a. The applicant is required at a minimum, as well as the owner if not the applicant.
 - b. For projects that require an architect per the State of Texas TBAE Statutes and Rules, or City of San Antonio ordinance, the Registered Design Professional in Responsible Charge (RDPIRC) is required. This person who may or may not be the Architect, is responsible for construction administration and for submitting the Special Inspection Report. If the RDPIRC is changed the owner is required to submit a letter to the department providing the new RDPIRC.
 - c. Projects may not have a General Contractor known at submittal, but once a contractor is working on the project that contact is required for inspection purposes.

Other than the Signature section, all further sections are dependent on the scope of the project, therefore not all sections are required unless appropriate.

- VII. **Intent to Obtain Multiple Certificates of Occupancy for Multi-Tenant/Building Projects.** This section sets up the number of buildings as well as the expected children permits for multi-tenant buildings. The permitting software can then track which interior spaces are occupied and which spaces are still empty for obtaining first time COOs. This section is also used to set up phased permits to allow for inspections related to phased occupancies of a building. Trade permits may then be set up for each phased portion of the building for a smooth transition when occupying one portion of a building while continuing construction in another portion of the building.
- VIII. **Building Code Occupancy and Use** This section defines the intended use of the building or buildings. There may be more than one occupancy use of classification within a building for either separated or non-separated occupancies. Multiple buildings may each have their own occupancy use. Therefore the project application may be filed out with more than one building occupancy or use listed. The construction plans would provide the code analysis defining further occupancy or use of each building or space. This section also contains a list of special occupancies for which additional documents are required per the Unified Development Code.

The final sections are fairly self-explanatory and relate to the site itself, the energy conservation design of a building(s), as well as information related to additions and



remodels.

- IX. **Project Sitework and Traffic Information**
- X. **Energy Conservation Information**
- XI. **Additions and Remodel Information**
- XII. **Signature Section**

How to Apply

Commercial Project applications are accepted by paper only and submitted to:

Development Services Department
1901 South Alamo
San Antonio, Texas 78204

An appointment may be made with the Plan Review intake team by e-mail at:

[Completeness and Assignment Review Team](#)

Steps to Obtain a Commercial Building Permit

1. Begin with a legal description printout and verified (through DSD Addressing) address. Obtain a valid address if none exists.
2. Ensure that the property is properly zoned and platted or that platting is in process before submittal of plans. A permit will not be issued without proper zoning.
3. Prepare construction documents in compliance with all applicable codes.
4. Complete all related paper work, (drainage forms and/or reports, TIA worksheet, tree affidavit, TAS accessibility AB number, etc.)
5. Submit to Development Services (DSD) the commercial project application along with two identical sets of construction documents containing the items in this IB 103 checklist, include one additional copy of the tree preservation and landscaping plan.
6. Pay the appropriate plan review fees (the amount of plan review fees will be provided as part of the intake process).
7. Re-submit as required through the plan review process.
8. Pay the building permit fees once contacted that plan review is complete.
9. Pick up the owner set of approved plans for construction for use by the contractor.

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).

Specifications

The City of San Antonio does not accept printed versions of specifications, i.e. "spec books". Any specifications submitted (if submitted) as part of the construction documents, are required to be submitted in PDF format.

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

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	Required for submittal of paper applications
Construction Drawings - Cut Sheets			
Construction Drawings -Other			
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			
Other			
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



Document Name	Document Location	Description	Required? If so, When
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
Construction Drawings - Site Plan			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



Document Name	Document Location	Description	Required? If so, When
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		
NFIP Elevation Certificate	https://docsonline.sanantonio.gov/FileUploads/dsd/ElevCert.pdf		



Document Name	Document Location	Description	Required? If so, When
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



Document Name	Document Location	Description	Required? If so, When
Fire			
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



Document Name	Document Location	Description	Required? If so, When
Structural			
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
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.



Document Name	Document Location	Description	Required? If so, When
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



Additional Forms and Information:

Demolition: <http://docsonline.sanantonio.gov/FileUploads/dsd/IB106.pdf>

Fire Flow Test Report Form <http://docsonline.sanantonio.gov/FileUploads/dsd/IB143.pdf>

Retaining Walls: <https://docsonline.sanantonio.gov/FileUploads/DSD/IB171.pdf>

Commercial Fence Application Form <http://docsonline.sanantonio.gov/FileUploads/dsd/IB223.pdf>

Sign Permit Applications <http://docsonline.sanantonio.gov/FileUploads/dsd/IB191.pdf>

Cooperative Parking Agreement Form <http://docsonline.sanantonio.gov/FileUploads/dsd/IB148.pdf>

Locational Requirements for Certain Uses <http://docsonline.sanantonio.gov/FileUploads/dsd/IB126a.pdf>

Texas Alcoholic Beverage Commission Application

<http://docsonline.sanantonio.gov/FileUploads/dsd/IB168.pdf>

Determination of Special Inspections

<http://docsonline.sanantonio.gov/FileUploads/dsd/SIDeterminationofreqdspecinsp.pdf>

<http://docsonline.sanantonio.gov/FileUploads/dsd/Slinstructions1.pdf>

Swimming Pool Chemical Forms <http://docsonline.sanantonio.gov/FileUploads/dsd/IB200.pdf>

IECC Energy Conservation Submittal Forms <http://docsonline.sanantonio.gov/FileUploads/dsd/IB221.pdf>

Requesting Alterations to Occupant Load: <http://docsonline.sanantonio.gov/FileUploads/dsd/IB127.pdf>

Medical Gas Form <http://docsonline.sanantonio.gov/FileUploads/dsd/IB175.pdf>

Fire Sprinkler <http://docsonline.sanantonio.gov/FileUploads/dsd/IB107.pdf>

Fire Alarm <http://docsonline.sanantonio.gov/FileUploads/dsd/IB122.pdf>

Commodity Storage Letters <http://docsonline.sanantonio.gov/FileUploads/dsd/IB192a.pdf>

Smoke Control Submittal Requirements <http://docsonline.sanantonio.gov/FileUploads/dsd/IB185.pdf>

Gaseous Suppression System Application <http://docsonline.sanantonio.gov/FileUploads/dsd/IB190.pdf>

Shell Buildings with no known tenants <http://docsonline.sanantonio.gov/FileUploads/dsd/IB162.pdf>



Commercial & Multi-family Project Application

Date Submitted: _____ **Assigned Project Permit #:** _____

After-Hours Review Requested (additional fees apply) Yes No

I. PROJECT INFORMATION

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

If "Yes", provide the project number: _____ *(Much of the application may be left blank if a submittal for an additional phase for an existing project. If the Project Number is not known, provide the project name and address location (Part II) to assist the department in finding the project in the City records.)*

*Project Name: _____

*Project Scope of Work *(brief description of the project and work proposed; indicate if this submittal is part of a previous project)*

Valuation (material and labor after design fees – no furniture or equipment): \$ _____

II. PROJECT LOCATION

*Project Address: _____ Plat Number: _____

*City: _____ *State: _____ *Zip Code: _____

*Parcel Number: _____ NCB / Block / Lot: _____ / _____ / _____

Subdivision/Building/Center Name: _____

*Zoning Information: Proposed: *(if applicable)* _____ Existing Zoning: _____

*III. PROJECT SPECIFIC QUESTIONS

Have you had a Preliminary Plan Review Yes No

If Yes, what is the number? _____

Is this project approved under ICRIP? Yes No

If Yes, what is the number? _____

Is this Project covered under the Public School Inter-Local Agreement? Yes No

If the valuation is \$50,000 or more, what is the TDLR Architectural Barriers Number? _____

Is this a City project? Yes No

If Yes, which City Department? _____

Are there any known deferred submittals associated with this project to be submitted later? Yes No

If Yes, what are these deferred submittals? _____

Are there Historic Structures on site? Yes No

If Yes, Are they being modified? Yes No



Commercial & Multi-family Project Application

Building or Suite Specific Information (each row should be used to provide information regarding each new building in the project, or for all remodels projects. Provide information for each existing building/space being remodeled in the project. Use multiple pages as necessary for complex projects.)

Are Fire Walls being proposed in a building that would create separate buildings? Yes No

***Remodels - New Building / Multi-Buildings - Specific Information Table** (use this table for all remodels and buildings even if the project consists of only one building or tenant space)

COSA Permit Number	Building Number on Plans	Building Area Sq.Ft.	Type of Construction (IBC)	Valuation of work being submitted	(Check Yes or No to indicate if the scope of work includes the following)									
					Electrical System		Mech System		Plumbing System		Sewer System		Gas System	
					Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specific Information Table (continued)

Building Number on Plans	Calculated Requested Number of Occupants / # Dwelling Units	Building Height	Number of Stories	(Check New or Existing. If existing but work is proposed check both)									
				Fire Sprinkler		Fire Alarm		Elevators		Atrium			
				New	Existing	New	Existing	New	Existing	New	Existing		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Commercial & Multi-family Project Application

***IV. PROJECT TYPE** *(check one)*

- Commercial
- Mixed Use (Residential and Commercial/Structures)
- Multi-Family (includes multi-residential site work, and rental offices, etc. accessory to an apartment complex)

***Type of Work**

Choose **either** Full/Complete submittal or Phased submittal

Will your Submittal Package be a complete project or brought in in phases? *(check one)*

- Full/Complete Design submittal project
- Phased submittal project

Full Complete Construction Submittal Application:

(check all that apply)

- Miscellaneous Structures (See list Section V)
- Site Work including Parking Lots and/or Residential
- COSA ISD ILA School Portables (moving or new)
- New Building Construction (or new structures)
- Temporary New Building (less than 180 days)
- Addition
- Alteration-Remodel
 - Under the IBC
 - Under the IEBC
 - Repair of Fire Storm Damage
- First Time Interior Finish Out (for tenant spaces)

Phased Project Submittal:

(check all included in this partial project submittal)

- Miscellaneous Structures (See list next page)
- Site work
- Foundation
- Shell and/or "White Box"
(includes thermal envelope – No COO will be issued)
- Interior Finish Out (for use of the building owner)



Commercial & Multi-family Project Application

V. ASSOCIATED/CHILDREN PERMITS

(One of these may be the entire project – much of the application would not apply)

Commercial Minor Structures – Non-habitable

Check all miscellaneous work that applies to the project – this may create separate child building permits, if the item(s) checked are a portion of the entire scope of work.

- | | | |
|--|---|---|
| <input type="checkbox"/> Communication/Utility Equipment/
Antennas/Towers | <input type="checkbox"/> Shade Structure | <input type="checkbox"/> Retaining Walls |
| <input type="checkbox"/> Monument for Signs | <input type="checkbox"/> Building Façade | <input type="checkbox"/> Water Tank |
| <input type="checkbox"/> Non-covered Deck | <input type="checkbox"/> Playground Equipment | <input type="checkbox"/> Gazebo |
| <input type="checkbox"/> Commercial Swimming Pool | <input type="checkbox"/> Electric Fence | <input type="checkbox"/> Street Improvement |
| <input type="checkbox"/> Alterations to Drive-Thru/Parking Aisles | <input type="checkbox"/> Concrete Slabs for Equipment | |
| <input type="checkbox"/> Other Non-Habitable Structures: | <input type="checkbox"/> Drive up Ice Machine/Teller Machine in a parking lot, etc. | |
| | <input type="checkbox"/> Commercial Fence (non electric) | |

Other Description: _____

If the project Scope of Work consists only of one of these Minor Structures, the applicant need only fill out the Contact List Information below and sign the application.

VI. CONTACT LIST INFORMATION

***Applicant**

*First: _____ M.I.: _____ *Last: _____

*Address: _____

*City: _____ *State: _____ *Zip Code: _____

*Business Name: _____

Hansen Contact ID: _____

*Email: _____ *Phone: _____

***Owner Information**

*First: _____ M.I.: _____ *Last: _____

*Address: _____

*City: _____ *State: _____ *Zip Code: _____

*Business Name: _____

Hansen Contact ID: _____

*Email: _____ *Phone: _____



Commercial & Multi-family Project Application

Architect Information (if applicable)

First: _____ M.I.: _____ Last: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Business Name: _____
 Hansen Contact ID: _____ TBPE/TBAE Lic.#: _____
 Email: _____ Phone: _____

Registered Design Professional in Responsible Charge (if applicable – required if a project requires a design professional)

First: _____ M.I.: _____ Last: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Business Name: _____
 Hansen Contact ID: _____ TBPE Lic.#: _____
 Email: _____ Phone: _____

Structural Engineer Information (if applicable)

First: _____ M.I.: _____ Last: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Business Name: _____
 Hansen Contact ID: _____ TBPE Lic.#: _____
 Email: _____ Phone: _____

Registered Landscape Architect (if applicable)

First: _____ M.I.: _____ Last: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Business Name: _____
 Hansen Contact ID: _____ TBPE Lic.#: _____
 Email: _____ Phone: _____



Commercial & Multi-family Project Application

General Contractor Information (if applicable)

First: _____ M.I.: _____ Last: _____
 Contractor ID: _____ Lic. Holder: _____ Lic.#: _____
 Authorized Agent Name: _____ Contact ID: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Business Name: _____
 Hansen Contact ID: _____
 Email: _____ Phone: _____

**VII. INTENT TO OBTAIN MULTIPLE CERTIFICATES OF OCCUPANCY FOR MULTI-TENANT/
 BUILDING PROJECTS**

Phased Certificate of Occupancy (COO) Information (if applicable; where the owner will occupy a building in phases)

Phased occupancy by floor or building area creates separate permits by floor or area for inspection purposes

Will a building be split into construction phasing for Phased Certificate of Occupancy purposes? Yes No

Please describe the intent to phase occupancy of a building while construction work continues: (by floor, by area, or some other defined method): _____

How many phased Certificate of Occupancies will be required? _____

Multiple Building/Multi-Tenant Information (if applicable)

Commercial and Multi-Family:

Number of individual Buildings involved in the project: Habitable _____ Non-Habitable _____

Number of Commercial Tenant Spaces: Bldg 1 _____
 Bldg 2 _____
 Bldg 3 _____
 Bldg 4 _____
 Bldg 5 _____

Number of Total Dwelling Units in a project containing Residential Occupancies: _____



Commercial & Multi-family Project Application

VIII. BUILDING CODE OCCUPANCY AND USE

Commercial Occupancy Classification (For new buildings, additions, or remodels to existing occupiable buildings. Check all the various intended uses of the building/spaces in the Project)

- Assembly**
 - Theatre/Concert
 - Restaurant/Night/Club Bar
 - Worship Museum Other Assembly without spectators
 - Indoor Sporting with spectators
 - Outdoor Sporting
- Business**
 - Office/Professional/Bank
 - Restaurant (<50 occupants)
 - Carwash
 - Clinic
 - Doctor's Office
 - Laboratories
 - Education above 12th Grade
- Education**
 - School through 12th grade
 - Child Day Care (≥6 over 2-1/2 yrs – no 24 hr care)
 - Child Day Care (5 or fewer)
- Mercantile**
 - Retail
 - Service Station
 - Mattress/Furniture
 - Market/Groceries
- Other**
- Factory/Industrial**
 - Moderate Hazard
 - Low Hazard Non-Combustible
- High Hazard**
 - Flammable Combustible
 - Tire Storage
 - Other
- Residential**
 - Dormitories
 - Apartments
 - Boarding Home
 - Congregate Living
 - Hotel Motel (transient)
- Institutional**
 - Nursing Home
 - Day Nurseries (≥6 with custodial care <24 hrs)
 - Hospital
 - Jail
 - Residential Assisted Living
- Storage**
 - Moderate Storage Combustible
 - Low Hazard Storage Non-Combustible

Other
 If "Other" is chosen, describe the use: Occupancy Classification: _____ Use: _____



Commercial & Multi-family Project Application

Specific Uses *(check all that apply to the project, if any)*

- This project includes Gaming Devices
- This has Alcohol Sales or is a Transitional Home (Halfway House), Bed & Breakfast, Community Home, Assisted Living Facility, or Head Shop
- This is a Specified Financial Institution, Payday Loan, or Check Cashing Business
- This is an Automotive Repair/Maintenance, Body Shop or Tire Shop
- This is a Salvage Yard and/or Metal Recycling Facility
- This is a Sexually Oriented Business
- This is a Massage Parlor needing a State of Texas License

Will there be live entertainment? A use which includes any and all of the following activities, either principal or accessory: performance by musicians, dancers, stand-up comedians or other performance artists, karaoke, live bands or musical acts; or the amplification of recorded music/entertainment by live disc jockeys Yes No

Will you have a cover charge three or more nights a week? (A fee levied by a food service establishment, bar, nightclub or tavern in addition to the charge for food and/or drink.) Yes No

Do you have Non-Conforming Rights for the building use? Yes No

IX. PROJECT SITEWORK AND TRAFFIC INFORMATION

Site work / Lot Information *(complete section if there is a project for site work, or the scope of work includes site work)*

State the Increase/Decrease in Imperious Cover (Sq. Ft. Footprint of buildings, canopies, concrete, asphalt, pavers, etc.) _____

Does the submitted Construction Set include Low Impact Development (LID) components? Yes No

Is grading or other work being done in a CPS Energy transmission easement that may affect a CPS Energy pole/tower/structure? Yes No

What is the lot size in square feet? _____

Is landscaping and irrigation proposed? Yes No

Will there be a crane used during construction? 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

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

Is the project within an EAA Subchapter 713 Regulated Zone? [EAA Map of Subchapter 713 Regulated Zones](#) Yes No

If yes, will the site store and handle regulated substances as defined by EAA Rule 713? [EAA Rules](#) Yes No

If yes, will substances be stored in containers greater than 55 gallons? Yes No



Commercial & Multi-family Project Application

Traffic - Approaches Parking Information *(for any projects that include Site work)*

This project includes Civil Work (parking, curbs, sidewalks, and driveway approaches)

Is there required street widening? Yes No Linear Feet: _____ Width: _____
 Are Curbs in public streets being replaced or constructed? Linear Feet: _____
 Are Sidewalks in public right of way being replaced or constructed? Linear Feet: _____
 Handicapped ramps (number) being reconstructed or newly constructed in the right of way: _____
 Are deceleration lanes required or provided? Yes No
 Location Provided: _____

X. ENERGY CONSERVATION INFORMATION

Energy Conservation Design Information *(required for new buildings – for remodels and additions, see IEBC Chapter 5) Energy Compliant Software used? (check one)*

COMcheck for IECC COMcheck for ASHRAE 90.1 Other _____

Which Compliance Path is the energy design under? (check one)

- IECC Prescriptive
- IECC Total Building Performance
- ASHRAE Prescriptive
- ASHRAE Energy Cost Budget

If the IECC Prescriptive Path is used, which Additional Energy Package is used?

- More Efficient HVAC Equipment
- Reduced Lighting Power Density
- Enhanced Lighting Controls
- On-site supply of renewable energy
- Dedicated outdoor air system
- High Efficiency service water heating

Is Mechanical or Plumbing Commissioning Required? Yes No

Are there Electrical Lighting Controls designed by a Texas Professional Engineer? Yes No

Which Air Barrier design method is used? List of materials
 Thermal Envelope Pressure Testing during construction

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

What is the percent above code for the mechanical system? _____

What is the percent above code for the electrical system? _____



XI. ADDITIONS AND REMODEL PROJECT INFORMATION

Additions, Alterations and Remodel Information *(use only for Additions Alteration / Remodel projects)*

Describe the current use (or latest use) of the building or space. Indicate if combining or splitting suites:

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

With the addition, what will be the total square footage of the building or space? _____

Is this project a Repair only, i.e. no alteration is being performed? Yes No

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

What percent of the building is the work area (percent of the floor for work on one floor)? _____

Is unconditioned space being converted to conditioned space? Yes No

Is the building being demolished down to the structural framing to be considered a "new" building? Yes No

Is any work being designed under the International Existing Building Code? Yes No

If "Yes", the work being designed under which of three IEBC options:

Prescriptive Work Area: (If Yes, which Level?): Performance

Alteration and Remodel Certificate of Occupancy Information

Intent to Obtain a Certificate of Occupancy:

Existing COO will be used – No new COO will be requested – No change of use or occupancy classification
(provide a copy of the existing COO)

Existing COO – There is a change of Use or Occupancy Classification - A new COO will be issued

No Existing COO – A new COO will be issued, or an old COO exists but it will not be used

Letter of Completion only (for remodel, a shell building, site work, or a minor structure)

If a new COO is to be issued, what is the Business Name? (DBA Name): _____

***XII. 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: _____

Note:

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. See Information Bulletin 234 for additional information.