# Demolition Permits

# What is Changing?

# Agenda

- Portal Accounts for BuildSA
- One Application & Available Permits
- Required Contacts
- Mechanical Electrical and Plumbing
- Workflow and Reviews
- Release to CPS Energy integration
- Amendments to Records
- Documents and Electronic Submittal
- Notifications and Expiration of Permits
- Training

# Timeline

|  | **November 2020** | **December 2020** | **Jan-Mar 2021** | **May 2021** |
|---|---|---|---|---|
| **Building and Fire Permits/ License Registration** | Staff training<br><br>**Customer Training**<br><br>**GO LIVE<br>Monday (11/30)** | Staff training continues<br><br>**Customer Training Continues** (as needed) | Back-log<br>Updates to Software | Hansen Software Closed |

Intake into Hansen is shut down late Wednesday the week of Thanksgiving for conversion into BuildSA

Suggest submittals prior to November 25th, or wait to create Portal Account and submission in BuildSA Nov 30
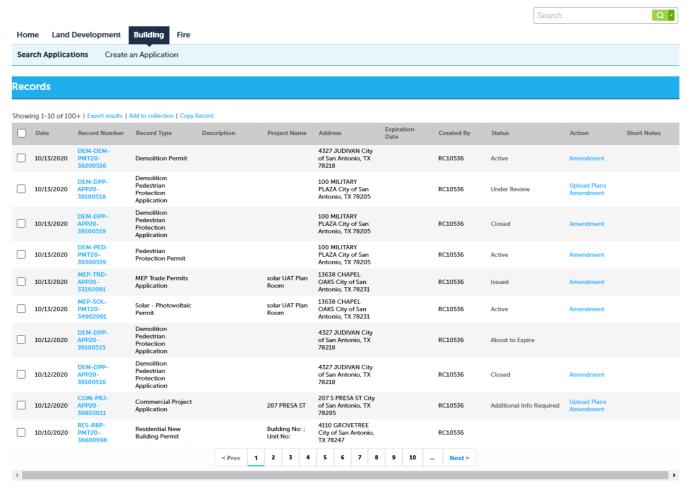
**Build✠SA**

# Portal Account

- Required to do business on-line
  - 24/7 access
  - Applications on-line
  - Upload documents – download approved plans
  - Search Applications and Permit status
  - Payment of permit fees
  - Scheduling of inspections (Pedestrian Protection)
- Creation maintenance of Escrow Accounts

# Welcome to the City of San Antonio

CITIZEN ACCESS for SAN ANTONIO

*Create an Escrow Account | Amend Escrow Account(s)*

Search...

| Home | Land Development | **Building** | Fire |

**Search Applications**    Create an Application

## Records

Showing 1-10 of 100+ | Export results | Add to collection | Copy Record

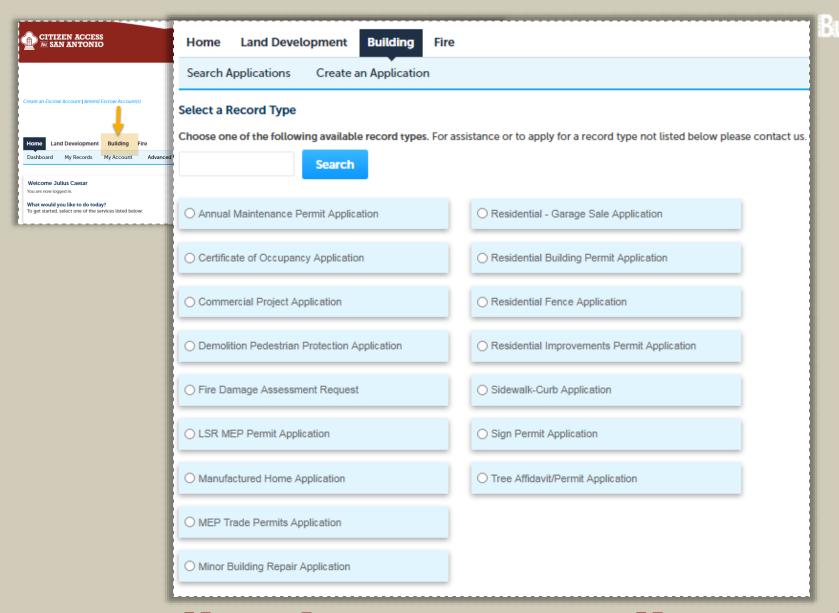| | Date | Record Number | Record Type | Description | Project Name | Address | Expiration Date | Created By | Status | Action | Short Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 10/13/2020 | DEM-DEM-PMT20-39200516 | Demolition Permit | | | 4327 JUDIVAN City of San Antonio, TX 78218 | | RC10536 | Active | Amendment | |
| ☐ | 10/13/2020 | DEM-DPP-APP20-39100518 | Demolition Pedestrian Protection Application | | | 100 MILITARY PLAZA City of San Antonio, TX 78205 | | RC10536 | Under Review | Upload Plans Amendment | |
| ☐ | 10/13/2020 | DEM-DPP-APP20-39100519 | Demolition Pedestrian Protection Application | | | 100 MILITARY PLAZA City of San Antonio, TX 78205 | | RC10536 | Closed | Amendment | |
| ☐ | 10/13/2020 | DEM-PED-PMT20-39300519 | Pedestrian Protection Permit | | | 100 MILITARY PLAZA City of San Antonio, TX 78205 | | RC10536 | Active | Amendment | |
| ☐ | 10/13/2020 | MEP-TRD-APP20-33102091 | MEP Trade Permits Application | | solar UAT Plan Room | 13638 CHAPEL OAKS City of San Antonio, TX 78231 | | RC10536 | Issued | Amendment | |
| ☐ | 10/13/2020 | MEP-SOL-PMT20-34902091 | Solar - Photovoltaic Permit | | solar UAT Plan Room | 13638 CHAPEL OAKS City of San Antonio, TX 78231 | | RC10536 | Active | Amendment | |
| ☐ | 10/12/2020 | DEM-DPP-APP20-39100515 | Demolition Pedestrian Protection Application | | | 4327 JUDIVAN City of San Antonio, TX 78218 | | RC10536 | About to Expire | | |
| ☐ | 10/12/2020 | DEM-DPP-APP20-39100516 | Demolition Pedestrian Protection Application | | | 4327 JUDIVAN City of San Antonio, TX 78218 | | RC10536 | Closed | Amendment | |
| ☐ | 10/12/2020 | COM-PRJ-APP20-39803011 | Commercial Project Application | | 207 PRESA ST | 207 S PRESA ST City of San Antonio, TX 78205 | | RC10536 | Additional Info Required | Upload Plans Amendment | |
| ☐ | 10/10/2020 | RES-RBP-PMT20-36600696 | Residential New Building Permit | | Building No: ; Unit No: | 4110 GROVETREE City of San Antonio, TX 78247 | | RC10536 | | | |

< Prev | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ... | Next >

## Search for Records

Search records by any of the following:
- General Search (Application, Address, and Parcel options)
- Address
- Contact

Enter information below to search for records.  Use the drop-down list below (to the right) to select the search type.

# Applications are On-line 24/7

| Hansen | BuildSA |
|--------|---------|

**Hansen**

**One AP Number**

**BuildSA**

- **One Application Number**

- **Multiple Permit Numbers (possible)**
  - **1. Demolition**
    - **One application per building**
    - **One permit issued**
  - **2. Pedestrian Protection**
    - **One permit application**
    - **One issued permit for several walkways at one address**

# Demolition/Pedestrian Protection
## Required Contacts

Demolition:
- Owner information
- Company Name/Business Owner (paying for work)
- Demolition Contractor
- Homeowner for Residential

Pedestrian Protection
- Company Name/Business Owner (paying for work)
- Engineer (design of walkway)

# Demolition Pre-Approvals

## Hansen

- Required pre-approval for Tree, CPS Energy and Historic prior to submittal
- Still have emergency demolitions

## BuildSA

- Suggest Historic submittal through their portal first before application of the demolition permit (OHP has 30-day review)

# Demolition Pedestrian Protection Application Workflow

**Apply**
- Portal Account
- Electronic Document Upload

**Review**
- Historic Flood Aviation Tree Review
- Integration with CPS Energy
- Building Review

**Fees**
- Fees invoiced
- Payment
- Portal Account Download Approved Plans

# CPS Energy Sign Off

- Interface to CPS Energy systems for electric and gas releases
  - Accela link into the CPS workorder system for Gas and Electric shutoff or status check

# **Electrical Permit**

- Pedestrian Protection
  - May need a separate Electrical Permit – separate application by an electrical contractor.

# Amendments

1. Add and Remove Contacts
   a. General Contractors
   b. MEP Trade Contractors
2. Withdraw of an Application (Reviewed for commercial based on Owner input)

# Document Upload Types

- During Plan Review
  - Original Review Package
  - Revised Review Packages
- Approved Construction Plan
  - Download and Printing
- After Plan Review
  - Post Permit Change Upload and Reviews
  - Documents upload for Inspections

# Electronic Plan Review (EDR)

Customers see all Issues from Plan Review and must answer each issue to upload a new Review Package

# Electronic Documents

- **Three types**

- **PDF ONLY – moved to the Plan Room**

  - **Plans – Split into sheets**

    - **Allow markups**

  - **Supporting Documents**

    - **Allow markups**

- **May be non-PDF – Only in FileNet**

  - **Attachments**

    - **No markups**

# Electronic Construction Plans

**Plans are pdf only and are any files chosen as type:**
- **Construction Plan**
- **Construction Plan – Pedestrian Walkway**
- **Site Plan**

**File names may be anything**
**Most sheets of construction documents are "Construction Plan"**
**Submit one file or many files**
**No duplicate sheet numbers across files**
**Best to include a Table of Contents for each pdf**

**Build SA**

# Electronic Supporting Documents

**None required for Demolition**

**Supporting Documents are pdf only and reports typically**

**File names may be anything but best to be descriptive**
**Submit one file for each type of supporting document**
**Not broken into sheets and need no sheet number**

# Attachment Type Documents

**Attachment type Documents may be any type of file**

**Are not marked up or available in the Plan Room**

# Automatic Notifications

1. Notification of Applications
2. Notification of Document Uploads
3. Notification of Fees Due and Receipts
4. Notification of Permits Issued
5. Notification of Expiration of Permits
6. Receipt of LOC for Pedestrian Walkways

# What is Not Changing

1. Three Day Review goal
2. Demolition and Pedestrian Protection are on the same application
3. A Pedestrian Protection no longer holds up issuance of a Demolition Permit
4. Inspections remain the same

# Training Strategy

- **Online Video training**

- **Self-paced pdf Guide and tutorials**

  - *BuildSA Training Portal*

- **Open houses via WebEx**

Build SA

# CITY OF SAN ANTONIO

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## DEVELOPMENT SERVICES

# BUILDSA PROJECT

| Navigation |
|---|
| DEVELOPMENT SERVICES HOME |
| ABOUT ＞ |
| BOARDS AND COMMISSIONS ＞ |
| BUILDSA PROJECT |
| BUSINESS OWNERS ＞ |
| CONSTRUCTING IN SAN ANTONIO ＞ |
| CONTRACTOR REGISTRATION & LICENSING ＞ |
| CODE ENFORCEMENT ＞ |
| RESOURCES ＞ |
| ONLINE SERVICES ＞ |

### SA.GOV RELATED SITES

| |
|---|
| FIRE MARSHAL |
| OFFICE OF HISTORIC PRESERVATION |
| STORM WATER |
| MORE LINKS... |

### HELPFUL LINKS

| |
|---|
| BEXAR APPRAISAL (BCAD) |
| BEXAR COUNTY LAND DATA |
| CPS ENERGY |
| MORE LINKS... |

### OFFICE & LOCATION

**Cliff Morton Development and Business Services Center**
1901 South Alamo Street
San Antonio, TX 78204

**Visit our Office**
*Includes visitor check in information and safety measures at DSD.*

**Phone:**
210.207.1111

**Hours:**
7:45 am - 4:30 pm (Mon - Fri)
Closed on City Holidays

## BUILDSA PROJECT OVERVIEW

We are excited to share BuildSA – Land Development Phase 1 launched on Oct. 1, 2018. What is BuildSA? BuildSA is the designated name of the project or software system that will either re-place or integrate with many of the systems we use today. The provider or vendor of the system is Accela. BuildSA will make doing business with Development Services and our partnering agencies easier, faster, and more efficient.

Since the Land Development launch in 2018, we have been working hard to deliver a new system for Code Enforcement and Building/Fire Permits and License Registration records. We are pleased to share Code Enforcement will go live on Sept. 21, 2020, and the Building/Fire Permits and License Registration is on track to launch on Nov. 30.

**NEW RELEASES** | **TRAINING** | **FAQS**

**BUILDING DEVELOPMENT** · **LAND DEVELOPMENT** · **CUSTOMER RESOURCES** · **STAFF RESOURCES**

### Welcome to the BuildSA Online Training Resource Center!

This page features access to training resources that have been created for our customers. The training materials are meant to help you, the user, navigate BuildSA.

The *User Guide* and the *Online Training Modules* provide essential information about the functionality of BuildSA and use an easy-to follow, step-by-step method.

By Creating an Online Portal Account, you will have the ability to submit applications online, real time access to your applications, ability to make payments online, search for application information, ability to submit documents electronically.

**Note to Existing Customers:**
All records in the status of "Approved," "Recorded" and "Under Review" have been migrated to our new BuildSA system. If you are an existing customer, please use the same contact information as shown in the List of Existing Records when creating your Citizen Access online portal account to gain instant access to your applications. Should the contact information not be current, or if it is invalid, follow the instructions found in Information Bulletin 300 to claim your record (s).

**Escrow Accounts:**
Escrow accounts are now available for Land Development customers. To learn more, review our new Escrow Account brochure today!

**Customer Resources:**

**Online Citizen Access User Guide**

**Quick Guides**

Citizen Access Application & Inspection Submittal

Citizen Access Creating an Online Portal Account

**Training Modules**

Citizen Access Delegate vs Contact

Claim Your Record PIN Number

Citizen Access Create an Account Lesson 1

Citizen Access  Account Management Lesson 2

Citizen Access Delegate Management Lesson 3

Citizen Access Create an Application Lesson 4

Citizen Access Viewing Application Information Lesson 5

**Build SA**

# Questions

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