



What is Changing for MEP Trades

Agenda

- Timeline
- Hansen and BuildSA
- Registration/Licensing
- Portal Accounts to BuildSA
- Applying on-line
- Application Permit numbers
- Combination/Standalone Permits
- Commercial and Residential record structure
- Fees for MEP
- Shopping Cart concept
- Electronic review & approved plans
- LOC and COO
- Training

Timeline

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

Hansen will probably be shut down Monday and Tuesday next week Nov 23rd and 24th for data conversion and input into BuildSA and data verification

PERMIT DATA CONVERSION

Applications vs issued permits already in Hansen

In-flight records remain in Hansen	Six Month Conversion to BuildSA	Escrow Accounts will be closed in Hansen
<i>Applications already in Hansen continue in Hansen, issued permit record will be created in BuildSA</i>	<i>Applications after 6-months will be converted by DSD to a BuildSA application</i>	<i>Refund fee will be waived</i>
<i>Issued permits already in Hansen will continue in Hansen for inspections</i>	<i>After six months, any open building permits will be created in BuildSA</i>	<i>All COO records will be converted</i>
<i>MEP trade permits in Hansen unrelated to a building permit will not be converted to BuildSA.</i>		

Registration License

- All active registrations are brought from Hansen
- Contractor ID numbers will be different
- Renew On-line
- E-mail sent at renewal application with report of any open and expired permits

Portal Account

- Required to do business on-line, BUT not required
 - 24/7 access permit management and research
 - Apply on-line
 - Upload documents – download approved plans
 - Payment of fees
 - Scheduling of inspections
 - **Required** to see combination permits on-line for inspections
 - Notices of inspection results – elimination of green and yellow tags
 - Creation and maintenance of Escrow accounts
 - Receipt of COO / LOC
 - Renewals On-line
- Paper still accepted for over-the-counter services with additional fees

[Create an Escrow Account](#) | [Amend Escrow Accounts](#)

Home | [Land Development](#) | [Building](#) | [Fire](#)

[Dashboard](#) | [My Records](#) | [My Account](#) | [Advanced Search](#)

Welcome Richard Chamberlin

You are now logged in.

What would you like to do today?

To get started, select one of the services listed below:

General Information

[Lookup Property Information](#)

[Create General Applications](#)

Land Development

[Search Applications](#)

[Create an Application](#)

Building

[Search Applications](#)

[Create an Application](#)

Profile

[Search Applications](#)

[Create an Application](#)

Amendments

[Search Applications](#)

Licensing

[Search Applications](#)

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)

[Home](#) | [Land Development](#) | **[Building](#)** | [Fire](#)

[Search Applications](#) | [Create an Application](#)

Records

Showing 1-10 of 100+ | [Export results](#) | [Add to collection](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	10/13/2020	DEM-DEM-PMT20-39200516	Demolition Permit			4327 JUDIVAN City of San Antonio, TX 78218		RC10536	Active	Amendment	
<input type="checkbox"/>	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	
<input type="checkbox"/>	10/13/2020	DEM-DPP-APP20-39100519	Demolition Pedestrian Protection Application			100 MILITARY PLAZA City of San Antonio, TX 78205		RC10536	Closed	Amendment	
<input type="checkbox"/>	10/13/2020	DEM-PED-PMT20-39300519	Pedestrian Protection Permit			100 MILITARY PLAZA City of San Antonio, TX 78205		RC10536	Active	Amendment	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	10/12/2020	DEM-DPP-APP20-39100515	Demolition Pedestrian Protection Application			4327 JUDIVAN City of San Antonio, TX 78218		RC10536	About to Expire		
<input type="checkbox"/>	10/12/2020	DEM-DPP-APP20-39100516	Demolition Pedestrian Protection Application			4327 JUDIVAN City of San Antonio, TX 78218		RC10536	Closed	Amendment	
<input type="checkbox"/>	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	
<input type="checkbox"/>	10/10/2020	RES-RBP-PMT20-36600696	Residential New Building Permit		Building No : Unit No:	4110 GROVETREE City of San Antonio, TX 78247		RC10536			

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.

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)

- Home**
- Land Development
- Building
- Fire

- Dashboard
- My Records
- My Account
- Advanced Search

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Licensed Professional Account

Login Information

[Edit](#)

User Name: RC10536
 E-mail: RC10536@sanantonio.gov
 Password: *****
 Security Question: What bike

License Information

[Add a License](#)

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 1-7 of 7 | [Export results](#)

State License #	License Type	Issued On	Expired Date	Status	Action	Country
DMC-20-00469	City Demolition	05/12/2020		Approved	Actions ▼	
RBC-20-00436	City Residential Building Cntr	04/22/2020		Approved	Actions ▼	
SCC-20-00470	City Sidewalk & Curb Contractor	05/12/2020		Approved	Actions ▼	
TX789456	Fire Sprinkler RME-G	04/05/2020	04/05/2023	Approved	Actions ▼	
SEC-20-SEC-20-TX7777	State Electrical Contractor	04/22/2020	04/30/2021	Approved	Actions ▼	
HAC-20-88888	State Mechanical Contractor - HAC	05/11/2020	05/29/2021	Approved	Actions ▼	
RMP-20-RMP-20-TX99999	State RMP Contractor	05/11/2020	05/08/2021	Approved	Actions ▼	

Contact Information

Showing 1-1 of 1 | [Export results](#)

First Name	Last Name	Business Name	Contact Type	Status	Action
Richard	Chamberlin		Individual	Approved	Actions ▼

Escrow Account Information

[Amend Escrow Account\(s\)](#)

Showing 1-1 of 1 | [Export results](#)

Account ID	Agency	Balance	Description	Ledger Account	Action
20-00040	COSA	\$777,337.78	BBQ Funds	0000500660	Deposit

CITIZEN ACCESS
for SAN ANTONIO

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)

Home Land Development **Building** Fire

Dashboard My Records My Account Advanced

Welcome Julius Caesar
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

Home Land Development **Building** Fire

Search Applications Create an Application

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- Annual Maintenance Permit Application
- Residential - Garage Sale Application
- Certificate of Occupancy Application
- Residential Building Permit Application
- Commercial Project Application
- Residential Fence Application
- Demolition Pedestrian Protection Application
- Residential Improvements Permit Application
- Fire Damage Assessment Request
- Sidewalk-Curb Application
- LSR MEP Permit Application
- Sign Permit Application
- Manufactured Home Application
- Tree Affidavit/Permit Application
- MEP Trade Permits Application
- Minor Building Repair Application

Applications are On-line 24/7

MEP Trade Permits Application

1 Property Information

2 General Information

3 Contact Information

4 Application Information

Step 2: General Information > General Information

Detail Information

* Application Name:

New HVAC unit

General Description:

Detailed Description:

General Information

GENERAL MEP TRADE INFORMATION

* Is this application related to a new residential home or a commercial building permit?: Yes No

Is this related to a residential addition, remodel, accessory bldg or commercial minor repair?: * Yes No

* MEP Trade Permit Type:

Mechanical

* Work Type:

--Select--

* Scope of Work:



Hansen

One AP Number

2533607



BuildSA

- **Application Number**
 - **MEP-TRD-APP20-33102018**
- **Permit Number**
 - **MEP-SOL-PMT20-34902018**
- **Certificate Number**
 - **COO-COMM20-39801368**

Numbering Sequence

Types of “Standalone” Permits – One Application

Electrical	Mechanical	Plumbing
General	General	General
Reconnect		Backflow
TOPS		Gas
Solar Photovoltaic		Irrigation
		Med Gas
		MRFPS
		Reclaim Water
		Sewer

Completion Permit

Mechanical, Electrical, or Plumbing

MEP Permits

Hansen (Required separate MEP permits)

Always pulled your MEP permit with inspections

BuildSA (Separate MEP depends on record)

Combination Permit – MEP inspections and fees are on the building permit – no separate MEP permits

Standalone permit – Unrelated to a building permit – separate MEP permits like in Hansen

Combination Permits

Combination

- Any work requiring a Commercial building permit
- Any new Residential home

Standalone MEP

- Residential Improvements (carports, decks, small additions, (over the counter with no Plan Review)
- Any HVAC work unrelated to permitted construction

Combination Permits

Applicant Applies for Commercial or Residential Project

1. Plan Review occurs using electronic plans

2. Building Permit fees are paid and permits are issued

3. All MEP inspections are added to permits and on hold

4. General Contractor is added to Permits if applicable

5. MEP Contractors are added to permits and may pay MEP fees (already paid for Residential at issuance.)

6. MEP inspections are then available to be scheduled by the added MEP Contractors

7. LOC or COO automated / issued

Fee Changes – only for Commercial building permits

- **Change for Commercial Building Permits**
- MEP fees based on square footage of commercial building
- **Phased Construction** (sitework, foundation, shell IFO) MEP fees are paid as a percentage for each phase (no mechanical fees on sitework or foundation work)
- MEP fees reduced for **S occupancies**
- MEP fee increased for **R1 and R2**
- Fee schedule is on-line

MEP fees on a Commercial Building Permit

Square Footage Ranges	Mechanical	Electrical	Plumbing
≤ 1,000 sq. ft.	\$100.00	\$100.00	\$100.00
per additional 1,000 over 1,000	\$5.00	\$5.00	\$5.00
≤ 5,000 sq. ft.	\$120.00	\$120.00	\$120.00
per additional 1,000 over 5,000	\$15.00	\$15.00	\$15.00
≤ 10,000 sq. ft.	\$195.00	\$195.00	\$195.00
per additional 1,000 over 10,000	\$20.00	\$20.00	\$30.00
≤ 25,000 sq. ft.	\$495.00	\$495.00	\$645.00
per additional 1,000 over 25,000	\$30.00	\$30.00	\$35.00
≥ 50,000 sq. ft.	\$1,245.00	\$1,245.00	\$1,520.00
per additional 5,000 over 50,000	\$35.00	\$35.00	\$40.00

Commercial Building Partial Permits – Site Work, Foundation and Shells

For partial/phased commercial permits, the department proposes to use the above fee structure, but charge the MEP fees as follows within BuildSA/Accela:

- Site work: 10% of Electrical & Plumbing fees only
- Foundation: 10% of Electrical & Plumbing fees only
- Shell: 80% of Electrical & Plumbing and 100% of Mechanical fees
- Interior Finish Out: 100% of MEP fees
- For example, a phased project with Site work equal to 50,000 square feet with electrical work indicated by customer:
 - 50,000 sq. ft. base fee = \$1,245.00
 - Electrical Fee: $\$100 * 10\% = \124.50



COMBINATION FEES AND SHOPPING CART

Shopping Cart - Commercial

- **Provides options to pay all or some fees**
 - **Contracts - How are fees to be paid?**

Permit Application

- **May pay all project fees**

Permits

- **May pay fees related to the building permit**
- **Pay fees related to MEP inspections**

Payment information updated on application or permit


TOP THINGS TO KNOW

Pay Later Option

Home Land Development **Building** Fire

Search Applications Create an Application

Application Fees



Fees	Qty.	Amount	
COM-PRJ-APP20-39801389 - Commercial Project Application			Pay Later
Base Fees			Pay Later
Plan Review Commercial Building New Fee (i) (Invoice #:33814)	114.4	\$114.40	
Surcharge Development Services Fee (i) (Invoice #:33814)	1	\$3.43	
Surcharge Technological Improvement Fee (i) (Invoice #:33814)	1	\$3.43	

COO and LOC

automatically issued

COO

- Commercial building permits
- Residential homes

LOC

- All non-occupiable structures
- Remodels with valid COO
- Shells
- MEP permit unrelated to permitted construction

ELECTRONIC PLAN SUBMITTED & PLAN REVIEW

Electrical	Plumbing	Mechanical
600 amps @ < 240 V 400 amps @ > 240 V	Commercial Irrigation	Type 1 Hoods
Over 600 volts		
Work area > 5,000		

Most standalone MEP permits applied for are issued on-line after fees are paid with no reviews.

Exceptions – Flood, Historic
Completion Permits
Walk-in applications

Electronic Plan Review (EDR)

Some MEP work require plans – Type 1 hoods for HVAC (most are associated with a building permit)

Home Land Development **Building** Fire

Search Applications Create an Application

Digital Plan Room [? Need help](#)

Record: RES-RBP-APP20-35501426

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

Issues [Filter](#)

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
SIDEWALK/TRAFFIC	Sidewalk Width	OPEN	C3.0	Richard Chamberlin	7/17/2020, 11:06:22 AM	Richard Chamberlin
RESIDENTIAL BUILDING	Building Setback	OPEN	C5.0	Richard Chamberlin	7/17/2020, 11:06:33 AM	Richard Chamberlin
RESIDENTIAL BUILDING	Unlimited Area	ANSWERED	C3.0	Richard Chamberlin	7/17/2020, 11:19:35 AM	Richard Chamberlin
TREE RESIDENTIAL	Tree Protection Area	OPEN	C2.0	Richard Chamberlin	7/17/2020, 11:05:53 AM	Richard Chamberlin
FLOOD	Require Floodplain Development Permit submittal	OPEN		Richard Chamberlin	7/17/2020, 11:10:54 AM	Richard Chamberlin

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Electronic Documents

- **Three types**
 - **Plans** – Split into sheets
 - Allow markups
 - **Supporting Documents**
 - Allow markups
 - **Attachments**
 - No markups

Training Strategy

- **Online remote training**
- **Self-paced tutorials**
 - *BuildSA Training Portal*
- **Open houses via WebEx**
 - *Feedback?*

Self-paced Tutorials

The screenshot displays the BuildSA Project website interface. At the top, a navigation bar includes links for GET CONNECTED, RESIDENTS, VISITORS, BUSINESS, YOUR GOVERNMENT, and ESPAÑOL. Below this is the 'DEVELOPMENT SERVICES' header with a breadcrumb trail: SA Gov Home > DSD > BuildSA Project. The main heading is 'BUILDSA PROJECT'. On the left, a sidebar menu lists various services, with 'BUILDSA PROJECT' highlighted with a red circle containing the number 1. The main content area features a 'BUILDSA PROJECT OVERVIEW' section, followed by 'TRAINING' and 'FAQS' tabs, with 'FAQS' highlighted with a red circle containing the number 2. Below the tabs is a 'Welcome to the BuildSA Online Training Resource Center!' message. The page lists various training resources, including 'Online Citizen Access User Guide' (highlighted with a red circle containing the number 4) and 'Training Modules' (highlighted with a red circle containing the number 3). The training modules include links for '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', 'Citizen Access Paying Fees Lesson 6', 'Citizen Access Related Records Lesson 7', and 'Citizen Access Creating & Managing Collections Lesson 8'. At the bottom left, there is contact information for the Cliff Morton Development and Business Services Center, including the address, phone number, and hours.

Questions



BuildSAOCMTeam@sanantonio.gov