



DEVELOPMENT SERVICES

Top Developer Delay Comments During Plan Review

Commercial Building

1. Incomplete submittal:
 - Scope of work doesn't correspond to proposed work in construction documents
 - Recorded plat
 - Asbestos survey
 - Missing doctor's letter to determine occupancy classification of medical facilities (indicating number of patients incapable of self-preservation)
 - Missing owner's letter to determine occupancy classification of daycare facilities (indicating age and number of children to be cared for)
 - Missing Engineer's letter for new roof top unit load
2. Site Plan:
 - Incomplete or missing easements, lot dimensions, etc
 - Incorrect building number as assigned per addressing
 - Construction building and/or retaining walls over platted easements
3. Missing or incomplete Code Analysis
4. Proposing combustible material in Type I and Type II construction
5. Life-safety design compliance issues, such as lack of stairs, exit elements
6. The required exterior wall protection is not met
7. The fire wall system does not meet the structural separation requirements
8. The provided assemblies do not meet the required fire- resistive rating based on the proposed/required type of construction

Commercial Fire

1. Fire Flow report is missing, or more than 12 months old
2. Missing hydraulic calculations for new fire mains (public and private)
3. Insufficient number of hydrants for area and type construction
4. Incomplete fire protection site plan such as existing fire hydrants and distances
5. Inadequate fire lane; width and turning radii
6. Inadequate hose lay
7. Inadequate roadway surface for fire truck access
8. Missing occupancy commodity letter (OCL – IB 192a)
9. Improper hazardous material storage
10. Improper storage of flammable or combustible liquids

Commercial Mechanical

1. Condensate not collected and not disposing to the sanitary
2. Inadequate access and service space for equipment
3. Combustible material in return air plenum
4. Lack of fire and smoke dampers when required
5. Duct insulation requirements inadequate
6. Using rated corridor as a return air plenum
7. Equipment not meeting the minimum energy efficiency ratio as required by IECC
8. Plans not sealed by engineer when required by state law
9. Lack of IECC compliance report
10. Dryer exhaust exceeds length limitation
11. Inadequate details to convey code compliance

Commercial Electrical

1. Plans not sealed by engineer when required by state law or local ordinance
2. Disconnecting means for HVAC equipment does not comply
3. Lighting compliance certificate missing, not signed, or plans do not match, and lighting is not in compliance with the recommended IECC
4. Multiple services to one building not in compliance with CPS standards
5. Location of service and panels is not indicated or is in a noncompliant location
6. Electrical equipment and feeders not in compliance with proposed load
7. Grounding electrode system is not in compliance
8. Load calculations/one line diagram of feeders and panel schedules are missing or incorrect
9. Insufficient information regarding emergency systems to include fire pumps and generators
10. Tamper resistant receptacles are not indicated
11. The grounding electrode conductor is in the wrong location per the CPS Standards 1704.2(B)

Commercial Plumbing

1. Where tempered water is provided in public hand washing facilities, no water temperature limiting device is provided
2. Not enough toilets, urinals, or lavatories as required by the calculated occupant load
3. Combination waste/vent not properly sized, vented and properly installed per code
4. Grease interceptor undersized or missing
5. Drainage risers not properly illustrated as per fixtures, sized drain trap, ventilation in approved manner
6. Plans submitted without proper layout of roof, overflow drains where parapet walls are involved
7. Plans not complete, lack of detail of work being done
8. Sewer piping not correctly sloped per code

Commercial Energy

1. Specify Energy Compliance Path used for the design
2. Provide COMchecks (thermal envelope, mechanical, electrical)
3. Air leakage rate of fenestration
4. Provide heating and cooling load calcs
5. Thermostatic controls (Deadband, Thermostatic setback, Automatic setback and shutdown, Automatic start and stop controls)
6. Hot water recirculation system (controls, timers)
7. Piping insulation and protection (for mechanical and plumbing)
8. Lighting control functions (Occupancy sensor, Time Control, Daylight Response)
9. Future EV charging spaces in electrical panel
10. IB 221 Commissioning (Pages 18 and 19)

Commercial Drainage/Flood

1. Drainage information currently under review by Platting – Land Development/Drainage information currently under Storm Water Engineering- Public Works to determine if Fee- In-Lieu-Of Detention is acceptable or if Detention is required
2. Provide water surface elevations, cross-sections for detention pond/outfall structures
3. Provide Q and velocity calculations and depth for flow discharging through saw tooth curb/sidewalk box drains/approaches
4. Show flow path taken to derive Time of Concentration (Tc) and justify the existing and proposed Tc
5. Minimum pipe size in a drainage easement/ROW does not meet requirement of 24 inches
6. No structures/retaining walls shall be erected within the Drainage Easement
7. Submit a site grading plan illustrating existing/proposed contours based off a USGS benchmark
8. For proposed CMP/HDPE pipe in drainage easement/ROW, submit a warranty letter from the Manufacturer's Engineer asserting the pipe will have a minimum life expectancy of 50 years
9. An original Storm Water Management Participation Form with original signatures shall be submitted
10. Site resides in the 100-year Flood Plain and a Development Permit may be required

Commercial Tree Protection

1. Inadequate root protect zone
2. Incorrect preservation calculation
3. Tree Survey: tree classifications not properly differentiated by species, classification (small, large, heritage)
4. Tree preservation calculations need to be separated by: Floodplain, Environmentally Sensitive Area, Non-floodplain
5. Floodplain, Environmentally Sensitive Areas not defined
6. Missing Tree Canopy calculations (25% area)
7. Incorrect Tree Application

8. Missing tree mitigation totals
9. Tree Survey: Missing Trees, incorrect measurements, species,
10. Missing tree preservation notes and details
11. Tree Plan: missing existing and proposed grades
12. Tree Plan: missing improvements, utilities, defined easements
13. Habitat Compliance Form: not provided/incomplete
14. Missing Tree Note on plats with approved Tree Plan
15. Plats – require individual tree application for parcels/lots in ETJ
16. Missing required streetscape form and required minimum three (3) year irrigation
17. Referencing Rights (Rights Determination/Vesting) need to provide letter.
18. Tree Application required for individual lots/parcels in ETJ

Commercial Landscape

1. Landscape: Missing required point calculations
2. Missing Planting Notes & Details
3. Missing plant schedule (species, quantity, and size)
4. Need mandatory Parking lot shade area
5. Diversify plants for screening
6. Need landscape architect seal
7. Provide required buffers: adjoining street and adjoining zoning districts

Commercial Irrigation

1. Need Separate Meter for Irrigation
2. Irrigation plans meter does not match irrigation meter shown on Utility Plan
3. Letter of conformity not uploaded or on plan
4. Water schedule not shown on plan
5. Missing detail sheet
6. Plans need to be signed and sealed by a licensed irrigator
7. Need to show bubblers for all new trees
8. Missing pressure loss calculations

Commercial Traffic/Sidewalk/Traffic Impact Analysis

Sidewalk

1. Provide existing and proposed sidewalk dimensions for review
2. Illustrate TAS compliance note on plans: "All existing sidewalks, curbs, and driveway approaches must meet the Texas Accessibility Standards and the current City of San Antonio Concrete Driveway Standards"
3. Sidewalk width requirements per UDC Section 35-506 (q)(5)(A): Minimum of 6 feet in non-residential areas
4. Show all dimensions and ensure ADA-compliant sidewalk ramps per UDC Section 35-506

(o)(2)

5. Provide recorded plat or sidewalk agreement where applicable

Multi-Use Path

6. All collector and arterial streets must provide bicycle facilities via a multi-use path or AASHTO-compliant bicycle lane (UDC Section 35-506)
7. Minimum width for multi-use paths is 12 feet
8. Refer to the San Antonio Bike Plan for location-specific requirements

Driveway/Apron

9. Revise driveway widths to meet UDC Section 35-506 (r)(10) standards
10. Provide a compliant access throat length as per UDC Table 506-7
11. Ensure the gate meets the minimum vehicle storage length (40 feet) per UDC Section 35-506 (j)(7)(B)
12. Revise plans to provide sufficient corner clearance per UDC Section 35-506 (r)(7)
13. Ensure frontage accommodates driveway spacing per UDC Section 35-506 (r)(3)

Traffic Impact Analysis (TIA)

14. Submit the latest TIA Threshold Worksheet for Peak Hour Trip (PHT) generation review
15. For developments exceeding 76 PHT, a full TIA Study is required (UDC Section 35-502)
16. Reference TIA approval or denial letters and record numbers in the application
17. Include mitigations listed in the approved TIA letter and confirm they are accounted for in the Street Improvement Permit (SIP)

Street Improvement Permit (SIP)

18. Provide SIP application number for proposed work in City ROW (per IB 567)
19. Submit SIP for mitigations as identified in the approved TIA letter
20. Confirm TxDOT or Bexar County approval if located within their jurisdiction

Administrative Executive Variance Request (AEVR)

21. Provide AEVR record number with the submittal
22. Confirm status of pending AEVR decisions
23. Upload final approved or denied AEVR into BuildSA

Parking

24. Submit a Parking Summary Table referencing UDC Sections 35-526-3a and 35-526-3b
25. Include parking for existing and proposed structures with accurate square footage
26. Provide bicycle parking spaces in compliance with UDC Section 35-526 (b)(8)-(9)
27. Ensure all parking stalls and aisles meet dimension requirements as per UDC Section 35-

526 Table 526-1

28. Include wheel guards or continuous curbing for parking perimeters and stalls facing structures

General

29. Submit a recorded plat or Certificate of Determination (COD)
30. Provide Civil Drawing plans for review
31. If development is on TxDOT jurisdiction, secure approvals accordingly
32. Ensure that all civil site plans are sealed by a Registered Professional Engineer in Texas
33. All responses and resubmittals to review issues must be addressed on the civil site plan and submitted through the Accela Citizen Access (ACA) portal
34. Submit a Narrative of Plan Changes along with updated site plans
35. City of San Antonio Right-of-Way (ROW) improvements must be reviewed and approved via a Sitework permit

Residential Infill Development

1. Not following a basic order of development:
 - Land Development Platting
 - Zoning
 - Addressing
 - Commercial Site Development (3 or more homes)
 - Application for Permit
2. Not contacting the DSD Consultations team to understand the process
3. Not scheduling a Preliminary Project Review (PPR) to review major issues
4. Not reading the Information Bulletins
 - INFORMATION BULLETIN #101 New Residential Permit Information
 - INFORMATION BULLETIN #225 Multiple Dwelling Units on One or More Lots
 - INFORMATION BULLETIN #577 Code amendments affecting Residential Mixed Districts and Multi-Family Districts
 - INFORMATION BULLETIN #583 Definition of a Half Story
 - INFORMATION BULLETIN #187 Residential Fire Flow Requirements and Procedures
5. Not understanding and applying fire separation requirements affecting building layout and design

Residential Building Review

1. Not having a Plat or a Certificate of Determination (COD)
2. Not having a proper address
3. Incomplete plan sets and/or not prepared to upload the required documents for submittal. Not being familiar with IB 101 and understanding the submittal requirements
4. Missing or insufficient framing plans/information: ceiling joists, floor joists, rafters, and beams
5. Missing or insufficient wind bracing plans (locations of braced wall panels, minimum length, and ends of braced wall lines)
6. Missing or expired Fire Flow tests for dwellings over 3,600 sf
7. IB 101- Energy conservation related information such as Manual J and Manual S, thermal envelope, and continuous air barrier
8. Missing Universal Design form when required
9. Walls in excess of 10 ft. requiring engineered design as often found in stair halls
10. Custom metal stairs or metal framing that requires engineering documents
11. Not understanding fire separation requirements and not providing required fire-resistant-rated walls with details
12. Exterior Deck details – ledger attachment and lateral load connection at deck edge
13. Engineered plans that lack the anchoring and attaching details required for installation of the component – stairs, balcony, trellis, etc.
14. Windows in hazardous locations not labeled as tempered glass

Residential Tree Protection

1. Missing tree canopy calculations (38% area)
2. Missing aerial photos for A1 (No trees) or A2 (Trees not affected) submittals
3. Missing tree survey and tree inventory for A4 (Trees to be removed) submittals
4. Missing exhibit of site plan with building footprint and all driveway/other improvements - impervious cover
5. Tree Application required for individual lots/parcels in ETJ
6. Missing previously approved tree application/tree plan
7. Referencing Rights (Rights Determination/Vesting) need to provide letter

Understanding Residential Permit Types

Residential Repair Permit Application - This is listed as **Minor Repairs** under the homeowner tab on the DSD website.

- Sheetrock replacement
- Siding replacement
- Insulation added or replaced
- Floor/foundation repair
- Window replacement

Residential Improvements Permit Application – This is listed as **General Repairs** under the homeowner tab on the DSD website.

- Addition – single story under 1000 sq. ft.
- Shed
- Deck
- Garage
- Carport
- Patio/Porch cover

New Residential Building Permit Application - Under the homeowner tab on the DSD website there is a link to IB 101.

- New Single Family Residences (SFR) including duplexes and townhome units
- Major remodels that include floor plan layout changes and structural modification – this would be labeled a new SFR
- Attached Accessory Dwelling Units (ADU) or Detached Accessory Dwelling Units (ADDU)
- Additions – over a 1000 sq. ft. or two stories in height or located on the second floor of an existing dwelling.