



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 101**
New Residential Permit Information

DATE: December 04, 2021/ February 22, 2022/ June 29, 2022

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin 101. The purpose of this information bulletin is to provide information to a customer related to the types of New Residential permits they may be applying for. This information bulletin is updated to clarify Foundation Only is for House Moves only.

Scope:

A New Residential Permit is only used for the following types of work:

- New Residential home which includes all single family, two-family (duplex) and townhomes (all three stories and less above grade plane with separate means of egress).
- Any accessory dwellings built on a lot with an existing home (second home/dwelling)
- Foundations for placement of an existing home (for a house move only)
- Additions over 1,000 square feet or second story additions of any size
- Any accessory structures (buildings) over 1,000 square feet or two stories.
- Prototype plans for Home Builders

The city reviews for the following:

- Building Review – under the International Residential Code and International Energy Conservation Code
- Tree Protection - Unified Development Code

Other reviews may be performed on a residential permit application based on the lot's specific location.

- Drainage and Flood Review – under Unified Development Code and FEMA

- Historic - Unified Development Code
- Traffic and Sidewalk - Unified Development Code
- Addressing
- Fire – if a fire sprinkler system is required based on limited water pressure

Combination Permits:

A complete building permit where all mechanical, electrical, plumbing, (MEP) and flatwork trade contractor contact information, fees, and inspections are located. For a combination building permit, there are no longer any separate mechanical, electrical, plumbing, or flatwork trade permits pulled in which to pay trade fees or perform trade inspections. Not all types of residential permits are combination. For a non-combination building permit, separate MEP and flatwork trade permits are still applied for separately by trade contractors for fees and inspections.

| Type of Permit: | Type of Inspections | Comments |
|---------------------------------|-------------------------|--|
| New Homes | Building, MEP, Flatwork | Combination Permit |
| Accessory Dwelling | Building, MEP, Flatwork | Combination Permit |
| Accessory Structures, Additions | Building | Non-Combination Separate MEP Flatwork permits |
| Prototype | None | No Permit issued |
| Foundation Only (house move) | Building | Non-Combination Separate MEP Flatwork permits |

Separate Commercial Sitework Permit Requirements:

A Site Work permit is required where multiple residential dwelling units are placed on one lot, or where one or more residential dwelling units front an ingress/egress rather than a public street. Customers are urged to read [Information Bulletin 225](#) for more information. A Sitework permit is applied for on-line using a Commercial Project application. Customers are also urged to meet with Plan review staff to discuss the requirements as early as possible by e-mailing DSDPlansManagement@sanantonio.gov.

Please note that if a separate site work permit is required, the residential building permits for the structures will not be released until the site work permit is approved and issued.

Submittal Steps

Pre-Submittal Information to Obtain (for site specific work)

- Determine if either a **Plat or Letter of Determination** is to be submitted – Obtain a copy of the plat from Bexar County, a copy of a pre-recorded plat in review with DSD, or a Letter of Determination from Land Development stating that platting is not required.
- Determine if you have a valid **Address** – Recommend checking with the DSD Addressing division.
- Determine if you have proper **Zoning** – Recommend checking with the Zoning division
- Determine if any part of the lot is in a **floodplain**. A Flood Plain Development Permit is required for all new construction projects and remodeling projects adjacent to or in the floodplain. [Floodplain Development Permit](#)
- Determine if you will need a **Historic review** (Required if the property is in a **Historic District** (requires Historic Design Review Commission Approval)
- Determine if **Street Construction Plans** is needed (Required if a driveway or does not exit onto a paved street; or if the property is adjacent to a platted city right-of-way with no existing road). For information speak to [Land Development Engineering](#).
- Determine if SAWS sewer is available or if you will need a **Septic Permit**. A copy of a Septic System Permit from [Bexar County](#) (Required if there is no access to SAWS sewer available) A septic system may not be approved for small lots.
- Determine if you need a [Tax Increment Financing/Universal Design Form](#) (Required if the project receives any form of **funding** through the city, county or federal government), Form attached to this Residential Packet.
- Determine if you are proposing **building over an easement**. Obtain permission in letter form from the easement owner to build permanent structures in the easement.

Submittal of Application, Forms and Construction Documents

Submit the Application electronically by login through the BuildSA Customer Portal to fill out the application, and then upload electronic documents online through the Plan Room.

<https://aca.sanantonio.gov/CitizenAccess/Default.aspx>

Construction drawings (one or multiple files - pdf only) are submitted as the type of document “Construction Plans” when uploading to the plan room. All other documents are listed and should be chosen by type when uploading each pdf.

| Type of Permit: | Documents Required/Suggested |
|------------------------------------|--|
| New Homes or Accessory Dwellings | Site Plan Foundation Plan Floor Plan Wall/Ceiling/Roof Sections and Details Exterior Elevations Window Door Schedule Braced Wall Plan Energy Compliance Software printout Plat or Certificate of Determination |
| Accessory Structures, or Additions | Site Plan Foundation Plan Floor Plan Possibly required: Floor/Wall/Ceiling/Roof Sections and Details Exterior Elevations Window Door Schedule Braced Wall Plan Additions require information for Insulation and Fenestration |
| Prototype | Foundation Plan (optional – submit with Prototype or with Site Specific Permit application) Floor Plan Wall/Ceiling/Roof Sections and Details Exterior Elevations Window Door Schedule Braced Wall Plan |
| Foundation for a House Move | Site Plan Foundation Plan |

Document Description:

- A site plan that matches the recorded platted lot. The site plans shall include legal description, address, buildings on site, property lines, easements, sidewalks, approaches, curbs, fences, gates, parking, concrete work, and required setback lines. The site plan shows the proposed work with setbacks.
- Foundation plan of sufficient detail to show conformance to the provisions of the IRC including but not limited to:
 - size, spacing and strength of reinforcing steel
 - foundation requirements of braced wall panels if required in braced wall plan.

The foundation design must be by a Texas Licensed Architect, Engineer, or submit a geotechnical report with a foundation design (Note: all post tension foundation designs must be prepared by a Texas registered professional engineer).

- Floor Plan(s)
- Wall and floor/ceiling/roof sections and details. These shall include framing plans and/or framing design information as follows:
 - General - lumber size, grade, species and spacing of all wood elements.
 - Wood framed floors - spans and any intermediate girders. See IRC R502.
 - Wood framed walls – wall type (2x4’s @ 16 in. o.c. as example), wall height, headers. See IRC See R602.3.
 - Wood framed roofs – Roof framing plan to include rafters and girders as a minimum. See IRC R802.2, R802.4 and R802.5.
- Exterior elevations (all sides)
- Window and door schedule or details
- Brace wall plan showing compliance with IRC R602.10. The plan shall clearly indicate the braced wall lines and the braced wall method used for compliance to expedite review.
- Show the thermal envelope on the plans – indicate presence of the continuous air barrier.

For Additions, provide information about the proposed wall and ceiling insulation and proposed Fenestration U-Factors and SHGC. Printouts of energy compliance software such as a REScheck are not required to be submitted.

Optional Information (if applicable)

- If you have had previous plan review for a Prototype plan approved (a plan for only the building itself), provide the application number of the Prototype when submitting an application for a site-specific building permit for a specific address.
- Provide forms in IB 101 if the residential structure is designed by an architect or an engineer licensed in Texas, and they are taking responsibility of the design – See [IB 100](#)

Other Information

[IB 187](#) Residential Fire Flow Requirements and Procedures

[IB 218](#) Multipurpose Residential Fire Protection Sprinkler Systems Instructions for Calculating Residential Permit Fees

[IB 225](#) Multiple Dwelling Units on One or More Lots

Plan Review Process

- Customer: On-Line submittal of the application
- Customer: Upload electronic files, construction plans and forms
- City: Completeness Review to review application and documents
- City: Invoice e-mails
- Customer: Payment of Plan Review Fees
- City: Technical Reviews (typically Building and Tree only)
- Customer: Using the Plan Room to resubmit revisions
- City: At the last Approved Review, the Permit Record is created

Inspection Process

- City: Permit Fees/Inspections created, and Invoices e-mailed
- Customer: Payment of Building Permit Fees
- Approved plans become available to download online (printed for inspections)
- Customer: LP trade contractors added on the Permit (Combination Permits only)
- Customer: Inspections scheduled and completed
- Customer: Post Permit Documents / Letters uploaded to the Permit record
- City: Release to CPS (for new homes)
- City Certificate of Occupancy – e-mailed

Combination Permits

Electrical, Mechanical, Plumbing, Flatwork (sidewalk driveway approach). These inspections are scheduled by licensed trade contractors and paid for with the building permit. Active registered MEP contractors must be added to the permits as Licensed Professionals (LP) once issued, for each trade contractor to schedule their own inspections. Adding the LP to the permit is done using the Amendment record available in the BuildSA portal. There are NO separate MEP trade permits issued.

Non - Combination Permits

Electrical, Mechanical, Plumbing, Flatwork (sidewalk driveway approach). These are separate trade permits pulled by licensed trade contractors. The fees and inspections are scheduled by licensed trade contractors on their own permits. These permits must be closed out prior to closing the building permit.

Construction Forms and Letters to turn in prior to Occupancy

Several Inspections will need to be cleared prior to obtaining the Certificate of Occupancy. The exact inspections to clear will depend on the compliance path chosen. These forms and options are located within [IB 167](#).

- Building Thermal Envelope Air Leakage Test (Approved 3rd Party Residential Energy Compliance Letter)
- HVAC Duct Leakage Test (Approved 3rd Party Residential Energy Compliance Letter)
- Foundation Letter from architect or engineer licensed in the State of Texas
- Energy Compliance Letters (in IB 167)
 - Insulation/Air Barrier
 - Fenestration
 - Mechanical Systems
 - Plumbing Systems

- ERI or HERS or Simulated Performance Path Report – As Built (if applicable)

For Additions, only the Foundation Letter, the Insulation and Fenestration Energy Compliance Letters are applicable. No other Energy Compliance Letters are required.

If you have any questions on this process, please contact the Plan Review Staff at DSDPlansManagement@sanantonio.gov.

Summary:

This Information Bulletin is for informational purposes only.

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HOMEOWNERS EXEMPTION FROM BUILDERS' REGISTRATION FOR SINGLE FAMILY
RESIDENCE

AFFIDAVIT OF FACT

State of Texas }
 }
County of Bexar }

Before me, the undersigned authority, on this day personally appeared
and who, after being duly sworn, did depose and say:

I, _____, hereby state that the detached single-family dwelling or accessory building that
(Property owner)

I am constructing at
(Address)

is my property and I will own, occupy, or rent the detached single-family dwelling or accessory building for a
period of twelve (12) months after completion of the building permit and final inspection.

Signature

Address

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary public in and for the State of Texas

My commission expires: _____



CITY OF SAN ANTONIO
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UNIVERSAL HOUSING DESIGN ORDINANCE AGREEMENT

Ordinance 95641, Sec. 6-316 – Universal design and construction requirements:

If a person or entity receives any form of financial assistance from city, state, or federal funds administered by the City for construction of new single-family homes, duplexes, or triplexes, those units shall be constructed in accordance with Universal Design standards as well as all other City codes.

Your permit application shall indicate if, because of public funding sources administered by the City, your project will comply with Universal Design. If so, all construction documents submitted for an approved permit shall be stamped and details shown as compliant with Universal Design by the issuing authority.

NOTE: Refer to Ordinance No. 95641 and 96621, which contain the requirements and design features for Universal Housing Design. For additional information on Universal Housing Design, please contact 210.207.7957 or visit the Disability Access Office website at <http://www.sanantonio.gov/DAO>.

Print Applicant Name

Signature

Date