



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 125**  
Partial/Conditional Building Permits

DATE: September 8, 2006/*Revised November 29, 2018 / August 1, 2019*

CREATED BY: Plan Review Division

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update IB 125. This bulletin has been updated to clarify information concerning extensions, fees and refunds, and to increase clarity regarding the requested scope of work. The formatting was also updated to remove an incorrect contact phone number. This bulletin has been updated to require the partial/conditional fee to be paid at the time the “P” permit is requested.

**Scope:**

Partial/Conditional Permits

Defined - Partial/Conditional (“P”) permits are permits for portions of a project which have received partial plan approval and are issued before the full project is approved. These permits may allow partial construction, and may allow full construction to proceed with the stipulation that certain conditions will be met prior to a certain event or date (i.e., recording of a plat; resolution of outstanding plan review denial, special inspections, etc.). At the discretion of DSD, a “P” permit may be issued for one or more of the following:

- Site Grading and/or Utilities
- Foundation or Basement Excavation
- Building Footing and Foundation
- Structural Superstructure
- Building Shell/Partial Interior Work
- Full Construction

A Partial/Conditional Building Permit may not be issued until all applicable DSD plan review disciplines have completed an initial review of the submitted plans. Also, a “P” permit may not be issued if the outstanding plan review denial comments include any critical and/or life safety design parameters (e.g., the location of the building on-site, deficient type of construction, insufficient fire department vehicle access or fire flow, etc.).

Expiration - The expiration date of a partial/conditional permit allows the owner’s design professionals time to respond and correct code issues, and the applicant is requested to provide

an estimate of how much time he/she needs to revise designs to meet code. A partial/conditional permit is valid for 30-days unless otherwise approved by Development Services.

Construction Plans - The applicant will receive plans for the work being performed under a new building permit number (the original permit number with a “P” added as a prefix) to differentiate the partial/conditional status from a full permit.

Inspections and Certificate of Occupancy - Inspections will be inserted into the City permitting system only for that work that is authorized. No certificate of occupancy can be obtained under the “P” permit. The permit owner will need to resolve any remaining plan review issues prior to staff removing the “P” in front of the permit number providing release of the certificate of occupancy.

### **Application**

In order to obtain a partial/conditional building permit, the owner or the owner’s representative shall submit a **Partial/Conditional Building Permit Request Form** to:

Development & Business Service Center  
1901 S. Alamo, San Antonio, Texas 78204,  
Attention: Plans Management – Building Plans Review

The application may also be e-mailed to [DSDPlansManagement@sanantonio.gov](mailto:DSDPlansManagement@sanantonio.gov).

The form shall be filled out completely and signed by both the applicant and the owner. DSD will review the request and typically respond in writing to the applicant within three (3) business days. If submitted by e-mail, you will receive the response back by e-mail.

### **Third Copy of Plans Submitted**

If a Partial/Conditional Building Permit Request is approved, the applicant will next be required to submit one (1) additional set of the building permit plans to be processed by staff and issued to the owner of the requested “P” building permit. The additional construction set should only include the design sheets for the work being requested. The design sheets submitted must include the sheets identical to that originally submitted plus any applicable revisions and re-submittals made to the city. This set of plans covering the partial or full work to be performed will be processed and issued back to the customer marked as a Partial/Conditional Building Permit set. The issued set will clearly indicate the work that is authorized under the “P” permit.

The third copy of the plans may be submitted as a hardcopy to the address above.

CPS Energy Coordinator – A written approval from CPS Energy will be required to be submitted for any project subject to a conditional or partial permit where the design documents propose a structure to be built within 14 feet of the property line and: 1) where existing electric or gas infrastructure is present; or 2) where a new plat is pending.” Customers may contact CPS Energy Customer Engineering at (210) 353-4050 if they should have any questions or require any assistance in acquiring this approval.

### **Fees**

A \$200 partial/conditional permit fee is due at the time the “P” partial/conditional permit is requested. In addition, the customer will be required to pay any outstanding permit fees due and all building permit issuance fees. After DSD issues the “P” building permit number, the

applicant has the responsibility of notifying any contractors and subcontractors of the new permit number for inspections and trade permit applications.

A Conditional Permit fee will be charged for each building in a multi-building project. If the customer desires a conditional permit for only certain buildings, then the request should be clearly limited to those buildings at time of application. If the Conditional Permit is only for sitework or site utilities, the \$200 fee will cover the entire lot, or area of the work regardless of the location of buildings. For a conditional permit that is limited in scope and a request is received to expand the scope of work, the fee of \$200 will be added for the expanded scope.

### **Construction and Inspections**

Construction may start based on the issuance of the “P” permit, trade permits may be pulled, and inspections may be called. Work may proceed until that work authorized is completed or the date that the partial/conditional permit expires. The work being performed will be at the owner’s risk concerning requirements to meet all building codes. Construction work that progresses beyond that authorized by the “P” permit and indicated on the construction set would be considered work without a permit, and a stop work order may be issued as well as fines placed on that permit. A “P” permit does not negate the requirement of special inspections for the work authorized, and the special inspection log-book must still be kept on-site.

### **Partial/Conditional Extensions**

An applicant may renew the partial/conditional permit or may request additional work to be performed and additional inspections entered into the city permitting system with a new partial/conditional permit application with payment of an additional \$200 fee. The \$200 extension fee will cover the same period as the original time period of the conditional permit. Generally no new plans need be submitted, unless there were further revisions of design after the original partial/conditional permit was issued.

If work continues after the Conditional Permit expires and is not extended, a DSD inspector may be sent to the site. Construction work that proceeds on an expired “P” permit would be considered work without a permit, and a stop work order may be issued as well as fines placed on that permit.

We hope this process will assist our customers with their construction process. If you have any questions about this process, please contact the Plan Review Staff at [DSDPlansManagement@sanantonio.gov](mailto:DSDPlansManagement@sanantonio.gov).

### **Summary:**

This Information Bulletin is for informational purposes only.

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**CITY OF SAN ANTONIO  
DEVELOPMENT SERVICES DEPARTMENT  
PARTIAL/CONDITIONAL BUILDING PERMIT REQUEST FORM**

**A. PROJECT:** (Please complete all of the following information. Please print.)

A/P #:					
Project Name:					
Project Address:		Building:		Space:	

<b>Requested Conditional Permit Scope of Work</b>					
Site Work	Yes	No	Site Utilities	Yes	No
Foundation Piers	Yes	No	Shell Superstructure	Yes	No
Interior Finish Out	Yes	No	Full Scope of Work	Yes	No

\_\_\_\_\_ Initial The owner requests that a Partial/Conditional Building Permit be granted for the above referenced project for the scope of work described above in order for construction to proceed prior to the issuance of the full building permit.

\_\_\_\_\_ Initial I acknowledge that if authorization is given that I will be proceeding at my own risk without assurance that a permit for the entire work or structure will be granted. I am releasing all liability, indemnifying and holding harmless the City of San Antonio, its officers, employees, agents, and any assigns for any expense, error, or omission resulting in such issuance. Should it be determined at any time by the City of San Antonio that the authorized construction needs to be removed, moved, corrected, or modified in any fashion, than such removal or corrective work will be at our expense.

\_\_\_\_\_ Initial The applicant certifies that the submitted third set of construction plans is identical to the original documents including resubmittals and revisions. The sheets should only include the work requested not the entire construction set. The design and construction teams shall abide by any special terms of acceptance noted in Section D.

**B. Applicant**

Applicant's Name:		Co. Name:	
Applicant's Signature:		Date:	
Telephone #:		Fax#:	
Email address:			

**C. Owner**

Owner's Name:		Co. Name:	
Owner's Signature:		Date:	

**CPS Energy Coordination**

Yes No Will a Project Building be located within 14-feet of the property line? If "Yes" check the following:  
 Yes No Is there existing electric or gas infrastructure being affected by the building?  
 Yes No Is a new plat pending (not yet recorded)?

If you answer "Yes" to either of the last two questions you will need to submit an approval (letter/email) from CPS Energy.

<b>D. DSD OFFICAL ACTION:</b>	<b>APPROVED:</b>	<b>DENIED:</b>
Signature:		Date:
Printed Name:		Title:
Comments and Expiration Date:		