



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 147**
Commercial Permit Applications (Completeness Review Process)

DATE: August 4, 2008, *Revised October 1, 2021*

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update IB 147 on commercial permit applications. The purpose of this Information Bulletin is to inform the public of the process for submitting a commercial building permit application. This bulletin has been updated to refer to BuildSA.

Scope:

Commercial Projects are submitted online electronically through the [BuildSA Customer Portal](#). The submittal has two portions, filling out the on-line application, then uploading electronic documents including the construction plans in one or more pdfs into the online Plan Room. After submittal of the plans the City of San Antonio is then notified of the application through a Completeness Review.

The DSD completeness review process ensures that an application for a commercial project contains all the required information to start technical reviews of the construction plans for conformance to various building-related codes. The Completeness and Assignment Review team (CAR) is typically the first group that you will work after submitting a commercial project application and uploading documents. A major part of the team's mission is to speed the plan review process by ensuring that all required permit information are available to plan reviewers during their first review. Lack of required information and documents can result in unnecessary delays and create subsequent reviews. The completeness review period provides a list of missing information to the applicant early in the process. If your plan submittal is deemed incomplete, you will receive an e-mail with missing information or documents. A member of the team may also call you to discuss the application if the scope of work does not match what was applied for.

Commercial Project Application Completeness Review Process:

The team will perform a non-technical summary review of your construction plans/documents with the objective of identifying any missing, critical elements prior to the actual start of the formal review process. If elements are missing, the team will communicate within three (3) business days and inform you of any missing plans/documents.

After 180 calendar days, any incomplete application package will be considered abandoned as per *International Building Code* section 105.3.2 and the application will expire.

Customers should be aware that the department is required to calculate project valuation in addition to the valuation required from the owner as part of the submittal package. Customers should review [IB 141 Determination of Valuation for Building Permit Applications](#) for more information. The BuildSA system will automatically e-mail you the plan review fees with invoice(s). Payment of the plan review fee is considered a part of the application, and technical reviews do not start until payment is made.

Customers may use the [fee calculator on-line](#) to estimate fees but should be advised the plan review fees may be different than that calculated on-line.

The following links provide information and forms required as part of the commercial building permit application process. A checklist and application has been developed to assist in the understanding of the minimum information needed on commercial plans to be accepted for review. For Commercial Projects, see our [Commercial Project Application and Guide](#).

Commercial Applications involving Multiple Buildings:

If you are submitting a project with multiple buildings on one lot each building will receive a separate building permit number, although you may use one project application and one submittal of construction plans. During the online application, you will provide information for each building. Each building will be linked to the application.

A project with multiple buildings, each on a separate lot with different addresses, require separate project applications and construction document submittals for each address.

We hope this process will assist our customers with their commercial construction process.

If you have questions during the submittal of the on-line application. or upload of electronic documents into the Plan Room, please email the supervisor for the CAR Team with questions at dsdplansmanagement@sanantonio.gov.

Summary:

This Information Bulletin is for informational purposes only.

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