



DEVELOPMENT SERVICES

PLAN REVIEW

RESIDENTIAL CHECKLIST

This checklist is provided as a reference tool and is not intended to be exhaustive of all possible requirements. It may also include more items than a specific set of plans may encompass.

Referenced Codes:

- 2024 International Residential Code ([IRC](#))
- 2021 International Energy Conservation Code ([IECC](#))
- Unified Development Code ([UDC](#))
- COSA Chapter 10 Amendments ([Chapter 10](#))

#	GENERAL REQUIREMENTS	✓	N/A
1.	Review and submit IB 100 Certification , if applicable.		
2.	Provide a Universal Design UD Letter ****		
a.	**** UD Letter required if the project receives any form of city, county, or federal funding		
3.	If project involves multiple dwelling units on one or more lots, verify if a Commercial Site Work Permit is required per IB 225 . If required provide the approved permit number on the residential application.		
4.	If proposing a Prototype, refer to IB 101 - MP guidelines.		
5.	If the single family dwelling or duplex under roof floor area is over 3600 sq. ft. and has a plat date after 10.03.05, verify Fire Flow compliance per IB 187 .		
6.	Verify status of registered design professional and licenses and registration per IB 103 .		
7.	Verify that builder has identified any options that they are building into plan (e.g., covered patio, media room, bonus room, etc.)		
8.	Does the project involve a Board of Adjustment decision for exceptions, variances, or appeals? If applicable, submit documentation.		
9.	An authorization to construct letter from Bexar County must be submitted if the project is proposing to connect to an existing septic system.		

#	SITE PLAN, ZONING, & UDC REQUIREMENTS	✓	N/A
10.	Include and identify any existing structures on project site plan.		
11.	If proposing to build a new home on lot with existing home, a demo permit is required. Provide the approved demolition permit number in your residential application.		
12.	Is site in a floodplain? If so, a Flood Review will also apply.		
13.	A Drainage review will be required for:		
a.	3 or more units on one lot		
b.	Drainage easement on back of property		
14.	Is site in a Historic district? If so, a Historic Review will also apply. It is highly recommended to visit the Historical department before submitting for your residential building permit.		
15.	A Traffic Review will be required if:		
a.	More than one driveway (Private subdivision does not require Traffic Review)		

	b.	Driveway in NCD		
	c.	Access through an alley		
	d.	AEVR under review		
16.	PLAT REQUIREMENTS			
	a.	Verify that there is a recorded plat (if required) and that structure to be constructed in accordance with platted notes and/or easements per IB 529 .		
	b.	If not platted, verify that an approved Certificate of Determination is provided from DSD Land Development.		
	c.	If there are platted building setbacks, refer to IB 564 .		
17.	Proper easement letters must be provided from the easement owners granting permission or that platted note(s) are provided to allow building construction over easements.			
18.	Site Plan should match Floor Plan(s) and Foundation Plan submitted.			
19.	Proposed retaining walls shall be permitted separately and shall comply with IB 171 . Indicate location of retaining walls on site plan.			
	ZONING & UDC DESIGN REGULATIONS			
20.	For Modular Homes, zoning & UDC requirements to be reviewed as for a single-family dwelling.			
21.	If Manufactured Home, verify compliance with UDC Section 35-354.			
22.	For Shipping Containers, zoning & UDC requirements to be reviewed as for the intended use: single-family dwelling, duplex, or townhomes.			
23.	Zoning and permitted uses (UDC Section 35-311 and Table 311-1)			
	ZONING VERIFICATION REQUIREMENTS:			
24.	Lot dimensions (UDC Table 310-1)			
25.	Min & max setbacks (UDC Table 310-1 & IB 565): Front ____ Rear ____ Side ____			
26.	Maximum height (UDC Table 310-1) verify additional height allowances of UDC Section 35-517(d)			
27.	Maximum Size – individual building size (UDC Table 310-1)			
28.	Maximum Size – aggregate building size (UDC Table 310-1)			
29.	Maximum Density requirements (UDC Table 310-1)			
30.	For Accessory Use and Structure Regulations, verify compliance with UDC Section 35-370.			
31.	For Accessory Dwellings (Attached or Detached), shall comply with UDC Section 35-371 and RID 119. Ensure Formal Application recorded with Bexar County is recorded and submitted.			
32.	Attached Dwellings (townhouse developments, zero lot line developments, and cottage housing developments) shall comply with UDC Section 35-373.			
33.	Sidewalk and curb shall be shown on site plan per UDC Section 35-506			
34.	Paved Streets - Per UDC 35-506(9)B, property must front a paved street.			
35.	Any fences must meet UDC Section 35-514 design requirements. Fences over easements shall comply with UDC Section 35-507(f) (2 & 7). Indicate fence location, material, and height on the site plan.			
36.	If the building is on property line, provide verification of compliance with UDC Section 35-515(a)(2) and IB 506.			
37.	Maximum impervious cover requirements to comply with UDC Section 35-515(d) & Table 515-1			
38.	If property is a flag lot, verify compliance with UDC Section 35-515(h) (2,3,4, & 5)			
39.	For remodels and/or additions, side and rear yard building line to comply with regulation UDC Section 35-516(b)			
40.	Yards adjacent to Right-of-Ways and Easements shall comply with UDC Section 35-516(c)			
41.	Rear yards on irregular lots shall comply with UDC Section 35-516(e)			
42.	For garages and carports, verify setback regulations per UDC Section 35-516(g)			

43.	If property is a reversed corner lot, building setbacks shall comply with UDC Section 35-516(i)		
44.	Projecting architectural features shall comply with UDC Section 35-516(j).		
45.	If property is a corner lot, building setbacks shall comply with UDC Section 35-516(n)		

#	RESIDENTIAL BUILDING PLANNING	✓	N/A
46.	Plans for Modular Homes must have the State Industrialized Seal. If Modular Home is in <u>any way modified</u> , seal is null and void and full structure will be reviewed per IRC requirements.		
47.	Plans for Manufactured Home will require submittal of paperwork indicating HUD design. If Manufactured Home is in any way modified, HUD design will be null and void and will require a full review of the structure per IRC requirements.		
48.	Intermodal Shipping Container (R301.1.4)		
	a. Structural plans need to be designed by licensed TX PE.		
	b. Non-structural plans will be reviewed under the UDC and IRC.		
49.	Wind Design criteria. Refer to Table R301.2 in COSA Ch. 10 Amendments		
50.	Provide maximum prescriptive story heights per R301.3. If story heights exceed prescriptive limitations, verify engineered design is provided for applicable elements.		
51.	Universal Design and Construction Requirements. (UDC Sec. 6-316)		

#	FIRE RESISTANT CONSTRUCTION (Section R302)	✓	N/A
52.	Exterior walls and Projections (Section R302.1 and Tables R302.1(1) and R302.1(2))		
53.	Townhouse Separation (Section R302.2)		
54.	Common Walls Townhouse (R302.2.2).		
55.	Fire-Resistance-Rated Wall Continuity (Section R302.2.3)		
56.	Parapets for Townhouses (Sections R302.2.4 and R302.2.5)		
57.	Two family dwelling separation (Section R302.3 and R302.3.1)		
	a. Provide separation if there is a shared covered porch, deck, or patio. See Code Interpretation CI-2023-001 Separation of Two-Family Dwellings.		
	b. Dwelling unit penetrations (Section R302.4): through- and membrane-penetrations		
58.	Dwelling/garage opening/penetration protection (Section R302.5)		
59.	Dwelling/garage fire separation (Section and Table R302.6)		
60.	Under-stair protection (Section R302.7)		
61.	All tested/approved fire-resistance rated assemblies shall be provided. (Fire rated wall/floor assemblies, fire rated soffits)		
	a. Fire blocking (Section R302.11) & Draft stopping (Section R302.12)		

#	LIGHT, VENTILATION, and HEATING (Section R303)	✓	N/A
62.	Habitable rooms (Section R303.1)		
63.	Adjoining rooms (Section R303.2)		
64.	Bathrooms (Section R303.3)		
65.	Minimum room areas and dimensions (Section R304)		
66.	Minimum ceiling height requirements (Section R305)		
67.	Toilet facilities, kitchen area and sinks provided for each dwelling unit (Section R306)		
68.	Toilet, bath, and shower spaces/minimum fixture clearances (Section R307) Figure R307.1		
69.	Required safety glazing – identify as approval notes as necessary (Section R308 & COSA Amendments R308.4.2)		

#	EMERGENCY ESCAPE AND RESCUE OPENINGS (Section R310)	✓	N/A
70.	Emergency Escape and Rescue Openings (Section R310.1 and CH.10 Amendments)		
71.	Operational constraints and opening control devices (Section R310.1.1)		
72.	Minimum Size (Section R310.2.1)		
73.	Minimum Dimensions (Section R310.2.2)		
74.	Maximum height from Floor (Section R310.2.3)		
75.	Window wells (Section R310.4)		
76.	Under decks and porches (Section R310.2.4)		
77.	Emergency escape and rescue doors (Section R310.3)		
78.	Bars, grilles, covers, and screens (Section R310.4.4)		
79.	Dwelling additions (Section R310.6)		

#	MEANS OF EGRESS (Section R311)	✓	N/A
80.	General – continuous & unobstructed path W/O passing thru garage (Section R311.1)		
81.	Egress door (Section R311.2)		
82.	Landings at exterior doors (Sections R311.3, R311.3.1, & R311.3.2)		
83.	Vertical egress – ramps or stairs (Section R311.4)		
	a. Construction and attachment (Section R311.5)		
84.	Hallways – minimum width 3 ft. (Section R311.6)		
85.	Stairway width – minimum 36 in. (Sections R311.7.1- See COSA Amendments)		
86.	Stairway headroom – minimum height 6 ft 8 in. (Sections R311.7.2)		
87.	Stairway vertical rise – maximum 12 ft 7 in. (Sections R311.7.3)		
88.	Stairway walk line (Sections R311.7.4)		
89.	Stairway treads, riser profiles (Sections R311.7.5.1 - R311.7.5.4)		
90.	Stairway landings and walking surfaces (Sections R311.7.6 & R311.7.7)		
91.	Handrails required (Section R311.7.8)		
92.	Handrail height, continuity, grip size (Sections R311.7.8.1-R311.7.8.3)		
93.	Special stairways (Section R311.7.10)		
94.	Ramp slope, landings, handrails (Section R311.8- See COSA Amendments)		

#	GUARDS AND WINDOW FALL PROTECTION (Section R312)	✓	N/A
95.	Guards (R312.1)		
	a. Required for open-sided surfaces, stairs, ramps, and landings > 30" above floor grade (Section R312.1.1)		
	b. Height – 36" minimum (Section R312.1.2)		
	c. Opening limitations (Section R312.1.3)		
96.	Window fall protection (Section R312.2)		

#	AUTOMATIC FIRE SPRINKLER SYSTEM (Section R313 – See COSA Amendment)	✓	N/A
97.	Townhouses – fire sprinklers required per COSA Amendment.		

98.	Type of automatic sprinkler proposed. (NFPA 13D, NFPA 13, NFPA 13R) NOTE: If proposing NFPA 13R verify a riser room on the plans.		
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#	SMOKE ALARMS (Section R314)	✓	N/A
99.	Smoke Alarms (Section R314) - Location, Interconnection, & Power Source		

#	CARBON MONOXIDE ALARMS (Section R315)	✓	N/A
100.	Carbon Monoxide Alarms (Section R315.2.2- See COSA Amendments) New Construction, Existing Construction, Location, & Power Source.		

#	FOUNDATIONS	✓	N/A
101.	Verify registered design professional and licenses and registration per SOP 311.		
102.	Verify that engineered foundation plan matches Floor Plan and Site Plan		
103.	Verify that engineered foundation is site specific		
104.	Foundation anchorage (Section R403.1.6 - See COSA Amendments)		
105.	Vapor Retarder (Section R506.2.3)		
106.	Under floor space (Section R408)		

#	FLOORS (IRC CH. 5)	✓	N/A
107.	Wood floor framing (Section R502)		
108.	If floor framing is designed by licensed TX PE, then verify the following:		
	a. Verify registered design professional license and registration per SOP 311		
	b. Verify that engineered framing floor plan matches the Foundation and Site Plan		
109.	Floor Framing using Trusses (R501.2.1-R502.1.7)		
	a. Provide Manufactured Truss Layout		
	b. Verify truss layout matches the Floor Plan		
110.	Joists — Sleeping areas, LL = 30 psf [Section R502.3.1 and Table R502.3.1(1)]		
111.	Joists — Nonsleeping areas, LL = 40 psf [Section R502.3.2 and Table R502.3.1(2)]		
112.	Cantilevered joists [Section R502.3.3 and Tables R502.3.3(1) and R502.3.3(2)]		
113.	Girder spans and header spans for exterior bearing walls [Table R602.7(1)]		
114.	Girder spans and header spans for interior bearing walls [Table R602.7(2)]		
115.	Girder spans and header spans for open porches [Table R602.7(3)]		
	a. Joists under bearing partitions (R502.4)		
	b. Bearing (1.5" minimum on wood or metal; 3" on masonry or concrete) and lapped joists (3") (Sections R502.6 and R502.6.1) (<i>Verified during inspection</i>)		
	c. Lateral restraint and bridging (Sections R502.7 and R502.7.1)		
	d. Drilling and notching (Section R502.8) (<i>Verified during inspection</i>)		
	e. Fastening (Section R502.9)		
	f. Framing of openings (Section R502.10)		
116.	Wood trusses (Section R502.11)		
	a. Draftstopping (Section R502.12) (<i>Verified during inspection</i>)		
	b. Fireblocking (Section R502.13) (<i>Verified during inspection</i>)		

	c.	Floor Sheathing (Section R503)		
	d.	Pressure Preservative-Treated wood floors (on ground) (Section R504) (<i>Verified during inspection</i>)		
117.		Steel floor framing (Section R505) - Engineered Framing Plans Required - Concrete floors (on ground) (Section R506)		

#	Exterior Decks (Section R507 & IB 151)	✓	N/A
118.	Decks (Section R507)		
119.	Verify deck ledger connection details per Section R507.9 or PE design		
120.	Deck lateral load connection (Section R507.9.2)		

#	WALL CONSTRUCTION (IRC.CH 6)	✓	N/A
121.	Construction [Figures R602.3(1) and R602.3(2)]		
122.	Design and construction - Exterior walls (Section R602.3)		
123.	Stud size, height, and spacing [Section R602.3.1 and Table R602.3(5)]		
	a. For walls in excess of 10 feet [Table R602.3(5)], an engineered design is required.		
124.	Interior load-bearing walls (Section R602.4)		
	a. Interior nonbearing walls: 2" x 3" at 24" o.c. or 2" x 4" flat at 16" o.c. (Section R602.5)		
	b. Drilling and notching — studs (Section R602.6) (<i>Verified during inspection</i>)		
	c. Drilling and notching — top plate (Section R602.6.1) (<i>Verified during inspection</i>)		
	d. Headers [Section R602.7, Tables R602.7(1), R602.7(2), R602.7(3) and Figures R602.7(1), R602.7.1(2), and R602.7.2]		
	e. Fireblocking (Sections R602.8 and R302.11) (<i>Verified during inspection</i>)		
	f. Cripple walls (Section R602.9)		
125.	Provide wall bracing plans (Section R602.10)		
	a. If Wall Bracing Plans are designed by licensed TX PE, then verify the following: - Verify registered design professional and licenses and registration per SOP 311. - Verify that engineered Wall Bracing Plan matches the Floor Plan		
126.	Braced wall lines (Section R602.10.1)		
127.	Bracing based on wind speed [Table R602.10.1.3(1)] - Wind Speed _____		
128.	Braced wall panels (Section R602.10.2)		
129.	Required length of bracing (Section R602.10.3)		
130.	Construction methods for braced wall panels (Section R602.10.4 and Table R602.10.4)		
131.	Minimum length of a braced wall panel (Section R602.10.5 & Table R602.10.5)		
132.	Braced wall panel connections (Section R602.10.8)		
133.	Steel wall framing, must be engineered (Section R603)		
134.	Wood structural panels and Particleboard (Sections R604 and R605)		
135.	Masonry construction (Sections R606 and R607)		
136.	Exterior concrete wall construction (Section R608)		
137.	Exterior windows and doors (Section R609)		
138.	Structural insulated panel wall construction (Section R610)		

#	WALL COVERING	✓	N/A
139.	Interior wall covering (Section R702)		
140.	Exterior wall covering (Section R703)		
141.	Masonry veneer above openings shall be supported on lintels of non-combustible materials (Section R703.8.3). Verify if Engineered Lintel is required.		

#	ROOF-CEILING CONSTRUCTION	✓	N/A
142	Wood roof framing (Section R802)		
143	Are Ceiling Joist Plan and Rafter Plan designed by licensed TX PE? If so, verify the following		
	a. Verify registered design professional and licenses and registration.		
	b. Verify the engineered Ceiling Joist Plan and/or Rafter Plan matches the Floor Plan		
144	Ceiling joist spans (Section R802.5)		
145	Rafter spans (Section R802.4)		
146	Wood Trusses (Section R802.10)		
	a. Verify that Manufactured Truss Layout was provided		
	b. Verify the layout matches the Floor Plan		
147	Roof sheathing (Section R803)		
148	Steel roof framing (Section R804)		
149	Roof ventilation (Section R806)		
	a. Ventilation requirements (Sections R806.1 - R806.5)		
150	Attic access requirements (Section R807.1)		

#	ROOF ASSEMBLIES (IRC CH. 9)	✓	N/A
151.	Roof classification (Section R902)		
152.	Weather protection Section (R903)		
153.	Roof Drainage - Zero Lot Line Development (COSA Amendments Section R903.4.2)		
154.	Roof Drainage - Gutters and Downspouts (COSA Amendments Section R903.4.3)		
155.	Requirements for roof coverings (Section R905)		
156.	Clay and Concrete Tile (Section R905.3) - Engineer Design Required for roof framing design		
157.	Roof insulation (Section R906)		

#	CHIMNEYS & FIREPLACES	✓	N/A
158.	Chimney & Fireplaces		
	a. Masonry fireplaces (Section R1001)		
	b. Masonry chimneys (Section R1003)		
	c. Factory-built fireplaces (Section R1004)		
	d. Factory-built chimneys (Section R1005)		
	e. Exterior air supply (Section R1006) (<i>Verified during inspection</i>)		

#	ENERGY COMPLIANCE	✓	N/A
159.	Verify method of compliance (Prescriptive, Performance, or ERI) of International Energy Conservation		

	a.	Prescriptive Method		
	b.	Performance Method		
	c.	ERI Method		
	d.	HERS Method (House Bill 3215)		
160.		Verify submittal of energy compliance report for the building design (REScheck, IC3, REM/Rate, Energy Gauge, Energy Star, Ekotrope, or other DOE approved software based on the current IECC)		
161.		If proposed method of compliance is based on ERI, See COSA Chapter 10 Amendments Section R406.5 for maximum ERI permitted.		
162.		Verify that the thermal envelope is indicated on construction documents.		
163.		Verify that the air barrier is indicated on construction documents (details, table or notes).		
164.		If applicable, verify that exposed foundation insulation is protected (R303.2.1).		
165.		Verify on construction documents that a list of insulation materials or assemblies used, and their R-values are provided. (IECC Section R402.1.2).		
166.		Verify calculations for Mechanical HVAC Equipment Sizing - Manual J (IECC R403.7) is provided.		
167.		Verify list of proposed Mechanical System equipment - Manual S (IECC R403.7) is provided (to verify compliance with SEER2 equipment).		
168.		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 REScheck are not required to be submitted. (Documents not required: Man. J & S, air barrier, and thermal envelope)		