



**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT**

RESIDENTIAL PERMIT APPLICATION PACKET

This packet is to provide all the information previously located in various documents in one place; to include Information Bulletin 101 with the Residential Permit Application; to update the residential checklist regarding documents to submit as part of a residential building permit application to DSD. Submittals for New Residential permits requiring plan review are on-line through your Portal Account in the BuildSA system. The paper application is still accepted in person for DSD to start your application; however electronic documents are required to be uploaded by the customer through their Portal Account. DSD staff will be available to help you in the process to move to electronic.

Documents included in this packet include the following:

- Information Bulletin 101
- Residential Building Permit Application
- Homeowner Exemption Affidavit (required only for paper applications)
- Universal Housing Design Ordinance Agreement

November 23, 2020



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 101**
Residential Permit Information and Checklist

DATE: August 7, 2018/*Revised September 11, 2018/December 29, 2017/
October 1, 2018/August 30, 2018/November 23, 2020*

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **replacement** bulletin to IB 101. The purpose of this information bulletin is to provide all the information previously located in various documents in one place; to include the Residential Permit Application and other forms that you may need. This Information Bulletin has been updated to reflect the requirement for a Site Work permit for multiple dwelling unit development (on one lot or utilizing ingress/egress easements for frontage), and to attach the new application that matches the on-line application in BuildSA.

Scope:

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

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

Various codes are utilized for the home design, for permitting review, and construction inspections. Residential Permits have a building review and a tree canopy/preservation review based on the following codes:

- 2018 International Residential Code
- 2018 International Energy Conservation Code
- Unified Development Code

Other reviews may be performed on a residential permit application based on the lot's specific location. Two of the more common site-specific reviews are **drainage/flood** as well as **historic**. These reviews occur if the home or structure being proposed is on property located in a FEMA floodplain, or if the property in an historic zoning district.

The City does not perform plan review for mechanical, electrical and plumbing systems prior to issuing a residential permit, however licensed trade contractors are required to be hired, and their contacts added to the issued permits in order to schedule their MEP inspections located in the New Residential permit.

The City will also require plan review, permitting and inspections of fire sprinkler systems if applicable. These systems are required for townhomes. Fire sprinkler systems are not required for single-family and duplex homes, however if put in as an option, permits are required. A few subdivisions exist within the City of San Antonio city limits with limited water supplies (flow and pressure from a SAWS hydrant). Based on the size of the proposed home a fire sprinkler system and permit could be required based on the 2018 International Fire Code.

In some cases, developers design, permit and build multiple residential dwelling units on one lot, or create a subdivision where many or all residential dwelling units front an ingress/egress rather than a public street. This may create a situation requiring the common driveway to serve as a fire lane or have private underground utilities that then serve each home being constructed on its own lot. In these cases, a separate Site Work permit would be required. Customers are urged to read [Information Bulletin 225](#) for more information and apply 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. A requirement for a Site Work permit would have additional submittals beyond the checklist below submitted for the home itself. 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

- 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 if the address is valid
- Determine if you have proper **Zoning** – Recommend checking if the property is zoned correctly
- 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** - Prior Historic Design Review Commission Approval)
- Determine if **Street Construction Plans** is needed (Required if there is the driveway to the house does not front on 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)
- 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** (Required if applicable) Obtain permission in letter form, from the easement owner to build permanent structures in the easement

Submittal of Application, Forms and Construction Documents

Starting an application for permits to construct may be submitted in two ways:

- Submit the Application electronically by login through the BuildSA Customer Portal to fill out the application, and then uploading documents. You will receive an e-mail with the required document list.
- Hard Copy in person (only the attached paper application is accepted. All other documents for review must be submitted through the BuildSA Customer Portal)

The Application review documents are to be submitted as electronic versions.

- Possible documents listed above are submitted as electronic documents through the Portal. Each document must be submitted as a separate pdf.
- Construction Plans (one or multiple pdf files) with the following required information:

Site Related and Building Related

- 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.
- Foundation plan of sufficient detail to show conformance to the provisions of the IRC including but not limited to: 1) size, spacing and strength of reinforcing steel 2) 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 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 REScheck are not required to be submitted.

Optional Information (if applicable)

- Provide Permit number if there is a Residential Master Plan already submitted – See [IB 101MP](#)
- Provide forms if the residential structure is designed by an architect or an engineer licensed in Texas – 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

Inspection Process

Electrical, Mechanical, Plumbing. 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 once issued in order to schedule inspections. There are NO separate MEP trade permits issued.

Other Permits Required for Construction

Optional Permits (if applicable) - Irrigation for Landscaping, Sprinkler system (fire), Retaining Wall Permit(s) (retaining walls are applied for through the Commercial Project application)

Possible Site Work permit for multiple dwelling units – See [IB 225](#)

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 in [IB 167](#)

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

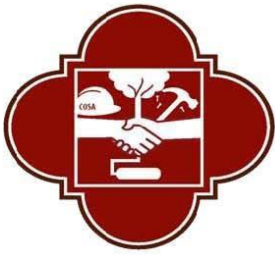
Summary:

This Information Bulletin is for informational purposes only.

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Reviewed by: Richard Chamberlin, PE, Development Services Engineer

Authorized by: Terry Kannawin, Assistant Director



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
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



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



CITY OF SAN ANTONIO
**DEVELOPMENT SERVICES
 DEPARTMENT**



“Partnering with our community to build and maintain a safer San Antonio”

Residential Building Permit Application

Application Information

Property Details *(Required)* (Address is preferred only the Parcel number may be provided if known) (for a Prototype Plan, please provide your local San Antonio business address)

Property Street Number: _____ Street Name: _____

Street Type *(check one)*: ___ Ave ___ Blvd ___ Circle ___ Court ___ Drive ___ Hwy
 ___ Lane ___ Road ___ Street ___ Way

Unit/Suite: _____ Level: _____ Building Number: _____

Zip Code: _____ COSA Parcel Key Number *(if known)* _____

Type of Residential Building Permit Application *(Required)* (check only one, or create separate applications)

___ New Residential Home *(A New Residential Home includes a single family, duplex, townhome or a subdivision model home)*

___ Accessory Structures and Additions *(Accessory Structures and Additions include an addition to the home, or carports, garages, sheds, covered patio or porches, decks and home additions (over 999 sq. ft. or 2-story))*

___ Accessory Dwelling Unit *(An Accessory Dwelling Unit is for second living spaces on an established single-family lot, for dwelling units such as granny flats, small cottage, or dwellings above detached garages or detached garage conversions to a home)*

___ Prototype Plan for several Future Homes *(intended for Home Builders to approve a construction design - A Prototype Plan will not have a site review or issue a permit to build. A future New Residential Permit will reference this application number)*

___ Foundation Only *(the intent is for a future Residential Application or a House Move Permit to place an existing home onto the foundation)*

Application Name *(Required)*: _____

General Description: _____

Detailed Description: _____

Scope of Work *(Required)*

Type of Review Requested *(Required)*: Standard After Hours
(After hour plan review fees are \$100 per hour per discipline and based on staff availability. After hour fees are charged only if expedited reviews are performed.)

Provide the increase or decrease in impervious cover: _____
(Required) (sq. ft. of all new foundations/asphalt/concrete)

What is the square footage of the Prototype Plan, including covered areas and customer alternatives?: _____
(Required if applying for a Prototype Plan)

What is the square footage of the foundation (slab on grade or area covered by pier and beam)?: _____
(Required if applying for a Foundation Only for a future house)

Are you constructing or replacing sidewalks or curbs? Yes No
(Required if applying for a Foundation Only for a future home or a New Residential Home)

Applicant Contact Details

Applicant Name: _____

Applicant Contact Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Applicant also known as *(Check One)*: *(if paying by using your Escrow Account, please check Escrow Owner; if using another's Escrow Account please check Authorized Agent. You must be listed as an authorized agent on the Account.) (The Company Name/Business Owner is responsible for all fees)*

Authorized Agent Company Name/Business Owner Escrow Owner

Are you the property owner responsible for this permit and construction? *(Required)* Yes No

_____ *(Initial if Yes, I am the property owner)* I attest that I will own, occupy or rent this residence for a period of twelve months after completion of the building permit and final inspection per City Code 10-115 (a)(1).

Licensed Professional (Registered Home Builder) Contact Details *(Required if you are not the property owner - answered "No" above.)*

Licensed Professional Name: _____

City License/Registration Number: _____

LP Contact Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Questions? Please visit our website www.sanantonio.gov/dsd or contact our Call Center at 210-207-1111

Licensed Professional Company Information *(Required if Company Name/Business Owner above is not checked.)*

LP Company Name: _____

LP Company Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Sidewalk Curb Details *(Required if "Are you constructing or replacing sidewalks or curbs?" is answered Yes above)*

Are you doing work on a private or non-public street or on a TxDOT roadway? *(Required)* ___ Yes ___ No
(answering No requires the following fields to be answered)

Is this a new or recently developed neighborhood? *(Builders still developing homes on lots)* ___ Yes ___ No

What is the total square feet of sidewalks being replaced or constructed? _____

What is the area in square feet of driveway approaches being constructed on this street frontage? _____

What is the length in feet of curb being constructed on this street frontage? _____

Please utilize the following table to determine which subsequent Sections are filled out based on Application Type

Section to fill out by Application Type:	New Residential Home	Accessory Structures Additions	Accessory Dwelling Unit	Prototype Plan	Foundation Only
New Residential Home	X				
Residential Dwelling Custom List	X				
Design Details	X				
Land Details	X				
Funding Details	X		X		
Land Access and Utilities	X		X		
Specific Use	X				
Energy Compliance	X		X		
Tree Protection	X				X
Accessory Dwellings			X		
Structures and Additions		X			
Fee Waiver	X	X	X	X	X
Acknowledgement	X	X	X	X	X

New Residential Home Details *(Required if the application is for a new residential home)*

Type of new home(s) being built on the lot? ___ Single Family ___ Duplex ___ Townhome

How many dwelling units (new homes) are being constructed on the lot with this application? _____
(Required – Each dwelling unit requires entering unique information in the table following and each will receive a Certificate of Occupancy)

Is there a Commercial Sitework Permit associated with this application? ___ Yes ___ No
(Required – Refer to IB 225 to determine if a commercial sitework permit is required to issue this permit)

Is this home being built as a model home for a new subdivision? ___ Yes ___ No

Questions? Please visit our website www.sanantonio.gov/dsd or contact our Call Center at 210-207-1111

This section is required for each dwelling unit being permitted. Separate information is also required for each dwelling unit in a townhome, each-single family home on a single lot, and for each side of a duplex. Each row will issue a separate permit for construction inspections and Certificate of Occupancy.

Building Number	Unit Number	Square Footage	Stories	Height (ft)	Supplied with Gas?		Require TML?		Require TOPS?		Fire Sprinkler System?	
					Yes	No	Yes	No	Yes	No	Yes	No

(Required for each Home / Dwelling Unit) (For more than 4 dwelling units provide additional sheets)

If Yes for fire sprinkler system, what type is provided? 13 13D 13R Combination Fire/Potable Water

Design Details *(Required if the application is for a new residential home)*

Are you utilizing IB 100 for any IRC building system design? *(Required)* Yes No

Is the application for a manufactured home, Texas Certified Modular Home or neither?

Manufactured Texas Certified Modular Neither

If Texas Certified Modular, what is the Texas Registration Number? *(Required)* _____

What is the year of the ICC Codes used for the design? _____

Was there an approved Prototype Plan for this submittal? Yes No

If yes, what was the Prototype application number? *(Required)* _____

Are you using trusses? Yes No

If Yes, is the truss design a deferred submittal? *(Required)* Yes No

If yes, what is the truss engineer's name? *(Required)* _____

Are you brick with lintels? *(Required)* Yes No

If yes, what is the design engineer's name? *(Required)* _____

Land Details *(Required if the application is for a new residential home)*

Is this property platted? *(Required)* Yes No

If yes, what is the Plat application number? _____

If yes, what was the date the Plat was recorded? _____

If yes, what is the subdivision name? _____

If yes, what is the Volume and Page? _____

If you have applied for a Certificate of Determination Number, what is the number? _____

Questions? Please visit our website www.sanantonio.gov/dsd or contact our Call Center at 210-207-1111

Funding Details *(Required if the application is for a new residential home, or an accessory dwelling unit)*

- Does this project receive City, State or Federal funds? *(Required)* Yes No
- Does the work comply with universal design requiring a UD inspection? *(Required)* Yes No
- Do you have a Flex Zoning Porch Exemption? *(Required)* Yes No

Land Access and Utilities Details *(Required if the application is for a new residential home, or an accessory dwelling unit)*

- Which is the Lot Size (square feet)? _____
- Is domestic water available to the site? *(Required)* Yes No
- Is SAWS sewer available or will there be a septic system? *(Required)* SAWS Septic
- Is there a paved road that fronts the lot? Yes No

Specific Use Details *(Required if the application is for a new residential home)*

- Is this a Transitional Home (halfway house) as defined under the UDC? Yes No
- Is this a Bed and Breakfast, or Inn as defined under the UDC? Yes No
- Is this a Boarding Home as defined under the UDC? Yes No

If a Boarding Home, how many people will be accommodated? *(Required)* _____

- Is this a Care Facility as defined under the IBC?
(five or fewer persons receiving care) Yes No
- Is this a Lodging House as defined under the IBC?
(owner occupied with 5 or fewer guest rooms) Yes No
- Is the project Affordable Housing through deed, SAHA,
or a community development corporation? Yes No

Energy Conservation Compliance Details *(Required if the application is for a new residential home, or an accessory dwelling unit)*

What is the method used for energy compliance? *(Required) select one*

- IECC Prescriptive Path IECC Simulated Performance Energy Rating Index

What software was used for energy compliance? *(Required) select one*

- RESCheck International Code Compliance Calculator IC3 RIM/Rate
- EnergyGauge Other Software If Other Software, please describe: *(Required)* _____

What is the minimum R-Value of wall assemblies? *(Required)* _____

What is the minimum R-Value of the roof system? *(Required)* _____

Questions? Please visit our website www.sanantonio.gov/dsd or contact our Call Center at 210-207-1111

What is the minimum R-Value of floors over unconditioned space (if any)? _____

What is the maximum glazing U-Factor? *(Required)* _____

What is the SEER rating of HVAC equipment? _____

What is the percent above minimum code? _____

_____ *(Initial - Required)* I acknowledge that the whole house minimum ventilation design rate will be provided per Table M1507.3.3 (1) of the International Residential Code.

Tree Protection Details *(Required if the application is for a new residential home, or a foundation only)*

How will the construction work affect any heritage, significant or historic trees? *(Required)* select one
_____ A1 _____ A2 _____ A3 _____ A4

Choose Affidavit A1 if there are no trees on the lot, or if there are trees, none are heritage, significant or historic trees.

Choose Affidavit A2 if there are heritage, significant or historic trees on the lot, but the construction work will not cause the removal, damage of the tree(s), and the construction is not within the root protection zone of any of the trees.

Choose Permit A3 if there is a Rights Determination Consent Agreement with the City(aka Vested Rights) for this lot or parcel(s).

Choose Permit A4 if there are heritage, significant or historic trees on the lot, AND the construction work will cause the removal, or damage of the tree(s), or the construction is within the root protection zone of any of the trees.

Was a tree permit already issued, under Vested Rights or not? *(Required)* _____ Yes _____ No

If Yes, what is the tree permit number? *(Required)* _____

Was there a tree variance approved? *(Required)* _____ Yes _____ No

Accessory Dwelling Details *(Required if the application is for a second residential home on a single-family lot; i.e. "granny flat")*

What is the square footage of the accessory dwelling unit? _____
(Required – Attached covered patios/porches and attached garages are part of the second home permit for square footage, fees and permits.)

How many stories is this new dwelling unit? *(Required If over a garage the dwelling unit would be 2 stories)* _____

What is the height of the building in feet? _____

Will this new dwelling be supplied with gas? *(Required)* _____ Yes _____ No

Are you requesting an electrical TOPS with this permit? *(Required)* _____ Yes _____ No
(TOPS Temporary electrical meter on Permanent Set.)

Accessory Structures and Additions Details (non-dwelling) *(Required if the application is for a accessory building and additions)*

What is the type of accessory structure/building you are applying for?

(Accessory structures/buildings and additions that are under 1,000 square feet and only 1-story should use the simplified Residential Improvement Permit Application instead of this application)

Accessory Structures *(Accessory structures are common buildings used for non-dwelling activities such as storage sheds, detached garage, etc.)*

Carport

Covered Patio or Covered Porch

Deck

Home Addition

Does the scope of work include electrical, mechanical or plumbing? *(Required)* Yes No

(Separate permits will be required using the MEP Trade Permit application)

What is the square footage of the accessory building, carport, deck, patio, porch or addition? _____

What is the total square footage of all existing accessory buildings on the lot? _____

Is this accessory building being finished out on the inside and include insulation? Yes No

Will this accessory structure have exposed studs, no insulation or sheetrock? *(Required)* Yes No

Fee Waiver Eligibility *(For all applications – default is No if left blank)*

Is your project approved for a City fee waiver program? Yes No

If Yes, what is your fee waiver identification number? _____

Certifications (All acknowledgements must be initialed)

- I acknowledge that I have verified my address and zoning with the City of San Antonio.
- I acknowledge there is paved access to the lot for Fire Department or ambulance service, if not I will construct a paved lane for such use. I acknowledge any non-existent or non-ADA compliant handicapped ramps adjacent to the lot are required to be constructed to obtain a Certificate of Occupancy.
- I understand if I am in a FEMA floodplain, I will submit the Floodplain Development Permit and elevation certificate. I understand that there is no guarantee that I will be allowed to build.
- I understand if the property is in a historic district, River Improvement Overlay, considered a historic landmark, public property, or within the downtown district I will be required to obtain an approval from the Office of Historic Preservation.
- I have verified that electrical power is available from CPS Energy.
- I have verified that potable water is available from SAWS, or that I have a Septic Permit from Bexar County.
- I understand that building over an easement requires approval from the easement holder(s). Signed approvals from utility companies / easement holders will be required.
- I understand that separate permits are required for retaining walls and fences.
- I verify that I comply with Universal Design (TIF Subdivision) if required by the funding source.
- I verify that I comply with MLOD design requirements if in the Military Lighting Overlay District (MLOD).
- I understand that prior to commencing work in the City's Right of Way, I must obtain approval from Right of Way. Phone number is 210-542-8921 or 210-207-6949.
- I understand that an application for permit and issued permits, if not pursued in good faith or if abandoned by the owner shall expire within 180 days following the date of application or date of issued permit. Plans and other data submitted for review may be destroyed by the building official. The building official may extend the time for an applicant to obtain a permit, or extend the issued permit for an additional 180 days upon request of the applicant who must show justifiable cause in writing. If an application or permit expires, plans must be resubmitted as a new permit under the current International Residential Code.
- I understand that the City of San Antonio only enforces City, State and Federal zoning and development ordinances and statutes and does not enforce covenants and deed restrictions (CC&Rs). It is imperative and incumbent upon you the applicant to verify the existence of any CC&Rs that may be applicable to your project.

Signatures *(Required)*

Printed Name: _____

Signature of Applicant: _____ Date: _____