



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 106**
Demolition Process, Checklist, Engineer's Letter and Permit Application

DATE: March 28, 2014/*Revised June 15, 2017/October 1, 2018*

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this bulletin to guide customers through the demolition process. The information bulletin defines, clarifies and sets specific requirements, guidelines and department procedures for the demolition process and demolition permit applications based on Part II, Chapter 6, and Article XIV of the city's code of ordinances. Demolition permits are required for a full building or partial building demolition (removal of all or partial structural elements; exterior walls/columns with the roof). This Information Bulletin was updated to reference the 2018 Building Codes and to remove an erroneous phone number.

Scope:

Interior demolition does not require a separate demolition permit, but is included in a remodel permit. If major structural elements are not being demolished and the contractor wishes to start work prior to the remodel permit being issued, the interior demolition may be applied for under the Minor Commercial Repair Application. Major structural work, being defined as over 50% of the structural elements, if not included in the remodel permit, would require submittal of this application instead of the Minor Commercial Repair.

The following approvals are required prior to submitting for a demolition permit: (See Part III) and the Application attached.

- 1. CPS Energy**
- 2. Historic**
- 3. Tree Preservation**

To obtain a demolition permit, the applicant must comply with the requirements explained in the following sub-sections:

- Part I – General Information
- Part II – Demolition Information
- Part III – Submittal Requirements for Residential or Commercial Demolitions (Application)
- Part IV – Engineer's Letter
- Part V – Temporary Covered Pedestrian Walkway Application/Information

Come to the front counter for intake of the application at:

Department of Development Services
1901 South Alamo
San Antonio, Texas 78204

Part I – General Information

Definition

Chapter 35 of the city code of ordinances - the UDC defines demolition as: *“The complete or partial removal of a structure from a site”*. The UDC further defines demolition as: *“Any act or process that destroys or razes in whole or in part, or permanently impairs the structural integrity, or allow deterioration by neglect of (a) a landmark, wherever located, or (b) a building, object, site, or structure, including interior spaces, located within a historic district, or in the Riverwalk area, or on public property, or on public right-of-way”*.

Exceptions to Demolition Permits

Demolition permits shall not be required for fences 6ft or less in height, playground equipment, above ground swimming pools, sidewalks or driveways, decks, oil derricks, shade cloth structures, or mechanical equipment, residential sheds (or commercial less than 300 square feet) and similar accessory structures.

Additional Information

The permit for demolition may be submitted by the property owner for single story residential structures if the demolition is to be performed by the property owner with proof of ownership. For residential structure 2-stories or more, or for commercial structures, then the permit application shall be obtained by a **city licensed demolition contractor** with up-to-date insurance and bond requirements. Insurance and bonds are checked at the time of submittal.

The owners of residential property may **NOT** apply for demolition permits of single story storage and/or similar type buildings that have been determined to be of historic or historically significant status, and may not personally demolish the structure.

Commercially zoned properties that have single family or duplex residential use buildings to be demolished shall be processed as residential demolition permits.

Licensing Requirements

Section 10-119 of the Code of Ordinances states that: *“From and after the effective date hereof, it shall be unlawful for any person to maintain, own or operate a demolition contracting business, unless a license is first obtained as provided herein. Such licenses, when issued, shall be valid for a period of two (2) years from the date of issuance, shall not be assignable or transferable except as specifically authorized, and shall be posted in a conspicuous place in the office of the licensee”*.

Section 10-119(g)(1) of the Code of Ordinances states that *“No person, firm, association or corporation shall demolish any building or structure in the city, or cause the same to be done, without first obtaining a demolition permit for each such building or structure authorized by the city”*.

Permit Review Process:

1. A building review will be performed within 3-business days
2. Pay the \$100.00 review fee per structure for commercial; \$75 review fee per residential structure
3. If temporary covered pedestrian protection is required or proposed, a separate permit is required according to Section V below depending on who is responsible for the walkway.
4. The issuance of the demolition permit will occur when the temporary covered pedestrian protection is closed out by inspection.

PART II – Demolition Information

Section 10-119(m) of the Code of Ordinances also has the following requirements:

- (a) No structural or load-supporting members, which would affect the stability of the structure, shall be cut or removed from any story until all construction materials above such a story have been completely demolished and removed.
- (b) No material shall be dropped to any point outside the exterior walls of the structure except in enclosed chutes.
- (c) In masonry construction, the demolition of exterior walls and floor construction shall be removed and dropped into the storage space before commencing the removal of exterior walls and floor in the story below.
- (d) In buildings with a structural steel frame member type construction, the steel framing may be left in place during the demolition of masonry. Where this is done, all steel beams girders and similar structural supports shall be cleared of all loose material as the masonry demolition progresses downward.
- (e) No wall, chimney or other structural part shall be left at the end of each shift in such condition that it may collapse due to wind, vibration or any other cause.
- (f) Upon the completion of demolition operations, the site shall be completely cleared of rubbish, brush, weeds and other debris. The site must be left free of ponds and underground tanks shall be removed. Basement slabs shall be broken up to allow drainage and septic tanks, wells, cesspools, and cisterns shall be broken open and filled in.
- (g) Security service during non-working hours shall be provided by the contractor.
- (h) Where shown to be necessary in the plan for demolition, the city shall coordinate and approve the blocking of walkways, thoroughfares and alleys to protect the public.
- (i) The city council may issue a permit for selective use of explosives for demolition purposes if the contractor has complied with all of the conditions of this chapter and if the plan for selective demolition by the use of explosives is conducted.

CPS Energy review

CPS Energy requirements include shutting off of electrical power and shutoff of any gas to a building prior to demolition. Therefore an approval from CPS Energy is required prior to a demolition permit being issued.

City Arborist

Section 35-493(c) of the UDC titled “Work Commencing Before Issuance of a Tree Permit” states that “Any person who commences any work requiring a tree permit before obtaining such permit shall be subject to a fine of \$2000.00 and any additional fees established in Appendix ‘C’ of the UDC”.

Plumbing

The demolition contractor shall have a licensed plumbing contractor obtain a permit to properly cap the sewer/main drain line from the structure in order to prevent debris and vermin from entering, contaminating or causing any damage the city’s sewer system.

Security Fence

All demolition projects shall require the demolition contractor and/or property owner to erect and maintain a 6-ft high security fence around the perimeter of the demolition project for the duration of the demolition process.

Protection of Public Streets and Sidewalks

Section 3303.2 of the 2018 IBC states that: “The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter”. Section 3306, Table 3306.1 of the IBC outlines the specific requirements for pedestrian protection.

| HEIGHT OF CONSTRUCTION | DISTANCE FROM CONSTRUCTION TO LOT LINE | TYPE OF PROTECTION REQUIRED |
|------------------------|--|-----------------------------|
| 8 feet or less | Less than 5 feet | Construction railings |
| | 5 feet or more | None |
| More than 8 feet | Less than 5 feet | Barrier and covered walkway |
| | 5 feet or more, but not more than one-fourth the height of construction | Barrier and covered walkway |
| | 5 feet or more, but between one-fourth and one-half the height of construction | Barrier |
| | 5 feet or more, but exceeding one-half the height of construction | None |

Part III – Submittal Requirements for All Residential or Commercial Demolitions (Application)

Section 10-119(h) of the Code of Ordinances further requires the following when for a demolition permit application:

- (1) Name and address of demolition contractor.
- (2) Name and address of building and property owners including a notarized letter authorizing demolition of building or structure.
- (3) Except for single family residence and other single story buildings where it is not possible for debris to fall on public walkways or thoroughfares, the building official shall require an engineering report, prepared by a qualified registered professional engineer, of the building or structure to be demolished so as to determine the condition of the framing, floors and walls, copy of which is to be filed with the building official.
- (4) The demolition contractor shall be required to prepare a complete plan and schedule for demolition to be filed with the building official. Should the plan and schedule be changed at any time, the changes must be approved by the building official and a copy of such changes must be filed with the building official.
- (5) Applicant shall submit the current demolition license number and bond materials of the demolition contractor who has been hired to perform the work. All demolition contractors, as defined in this chapter, shall be licensed and bonded. Any substitution of contractor listed in the application shall be reported to the building official with appropriate licensing and bonding materials.

Submittal Requirements for All Residential or Commercial Demolitions

The first 3 approvals (Historical Division, CPS Energy and CoSA Arborist) shall be performed independently and approved prior to the submittal of the demolition permit application to the

Development Services Department. The 3 approvals may be obtained at Development Services at the address listed on the previous page.

- **City of San Antonio Complete or Partial Demolition Permit Application:** Fill out the demolition application form. Get approvals on Line 17, 18 and 19 of the application.
- **Historic Division:** Section 35-614(d)(e) of the UDC requires that a Historic Division demolition permit application form be submitted for review along with a minimum of four (4) pictures or other approved slides shall be provided to be utilized by the Historic Division in issuing a certificate of approval to demolish. An approved, signed and stamped copy of the Historic Division demolition permit form must be completed prior to the demolition permit application submittal to the Development Services department. The historic division can be reached at (210)215-9274.
- **CPS Energy:** A stamped, signed and dated release form from CPS Energy signifying that the service disconnect and service removal has been approved for electric and gas. CPS Energy can be reached at (210)353-3122. May be obtained prior to issuance of the demolition permit.
- **CoSA Arborist/Engineering and Tree Preservation:** An approval from the City Arborist/Engineering and Tree Preservation Review.

Section 35-477(b) of the UDC titled “Initiation” under Sub-Section (b)(1) “Application to City Arborist” which states that “A valid application for permit must be filed and approved with the City arborist before: Sub-Section (B) which further states: “Any person conducts a regulated activity, as defined in Sub-Section 35-523(a), on property that may result in the removal or destruction of any such tree.

Section 35-493(a)(1) of the UDC makes it a violation of the Tree Preservation Ordinance for “any person to intentionally or knowingly remove or destroy, or allow the removal or destruction of a significant or heritage tree located on any property to which this chapter applies, or for any person to knowingly or intentionally perform any regulated activity in a manner that does not conform to the requirements of this chapter”.

Section 35-493(c) of the UDC titled “Work Commencing Before Issuance of a Tree Permit” states that “Any person who commences any work requiring a tree permit before obtaining such permit shall be subject to a fine of \$2000.00 and any additional fees established in Appendix ‘C’ of the UDC”.

- **Site Plan:** A site plan that is to scale showing the property lines, the location of any building(s) or structure(s) within the site to be demolished and the street(s) and other right-of-way adjacent to the property. The site plan shall also show the dimensions from the structure to all property lines, city sidewalks, streets and other buildings. The Site Plan shall show the 6-foot security fence, proposed barriers, and any proposed temporary pedestrian protection systems.
- **Means and Method Letter:** A detailed letter describing the time table from start to finish of the demolition process. The letter shall also discuss the method and equipment to be utilized in performing the demolition process.

- **Owner Authorization Letter:** A notarized letter from the owner of the property authorizing the demolition if the demolition is to be performed by anyone other than the legal owner of the property. A copy of the contract may be submitted as an alternative.
- **Engineer Review/Letter:** Structures 2-stories or higher or structures with basements shall require a stamped and signed letter from a Texas licensed engineer retained by the Demolition Contractor or the Owner. The letter shall discuss the engineer's assessment of buildings being considered for demolition. The letter shall include, at a minimum:
 - a. Description of the construction of the building (to include approximate dimensions and height, framing and foundation type).
 - b. A review of the proposed demolition process and an opinion of the ability of the building to be demolished without the use of bracing or shoring.
 - c. If bracing or shoring is suggested by the engineer, the engineer shall provide guidance. The guidance may be in the form of plans, schematics or diagrams and should be included in the report, as needed.
 - d. The letter should follow the general format provided in this information bulletin.

According to the Building Official's discretion, the engineer's letter may not be required if the building to be demolished is on a site such that the distance to the nearest structure or property line in any direction is more than two times the maximum height of the building.

If the demolition is selective as part of a new construction project, the engineer's letter may come from the Engineer of Record for that project, or it may come from another qualified engineer.

- **Public Works Right-of-Way and Permit Division:** When the structure(s) is 5ft or closer to the front property line or any street side, or any closure of the public sidewalk by a fence or barricade is contemplated, a copy of the permit from Public Works Right-of-Way and Permits Division to close sidewalks, streets or alleys shall be provided with the application. The sidewalk or lane closing permit number will be required to issue the demolition permit.
- **Asbestos Survey (Commercial Projects Only):** A site specific Asbestos Survey report shall be submitted. City of San Antonio Ordinance No.89710 and the Texas Department of State Health Services regulations require an asbestos Survey to be conducted in all commercial buildings before performing any renovation or demolition on a regulated structure. The Ordinance requires proof of the survey prior to issuance of a building permit for all renovation or demolition activities. DSD administers this program and enforces the requirement.
- **Security Fence:** Provide location and proof of intent to use a 6-foot chain link security fence around the site. All demolition projects shall require the demolition contractor and/or property owner to erect and maintain a 6ft high security fence around the perimeter of the demolition project for the duration of the demolition process.

Part III – Submittal Requirements for Temporary Covered Pedestrian Walkways

See the Temporary Covered Pedestrian Walkway Permit Application in the DSD Web-site: [Application](#)

Pedestrian Protection Permit: If the height of the building to be demolished is close to a pedestrian route, and the sidewalk is not to be closed through a Public Works permit, then temporary pedestrian protection structures are required. (See Table 3306.1 of the 2018 IBC for distance and requirements and

PART II – Demolition Information above). A separate Pedestrian Covered Walkway Permit (PCWP) will be required or created (see requirements below based on which contractor is responsible). Provide construction plans and details designed by a Licensed Texas Professional Engineer for pedestrian protection in the submittal for that separate permit. The TCPW permit will be required to be pulled and inspected by the City or Licensed Texas Professional Engineer prior to issuing the demolition permit.

Based on which contractor is responsible for the temporary covered pedestrian walkway the following will be required:

- A. Sub-Contractor is responsible for the Covered Walkway:
 - a. The Sub-Contractor shall submit the Temporary Covered Pedestrian Walkway as a separate permit. This permit will be attached to this demolition permit and required to be issued and closed out prior to issuing the demolition permit. (items b through d are the checklist for that separate permit application)
 - b. Provide construction plans and details designed by a Licensed Texas Professional Engineer for temporary pedestrian protection in the submittal for that separate permit. The TCPW permit will be required to be pulled and inspected by the City or Licensed Texas Professional Engineer prior to issuing the demolition permit.
 - c. Provide Site Plan with the temporary covered pedestrian walkway shown
 - d. Provide engineered ground anchor plan for the covered pedestrian walkway
 - e. A \$100.00 fee is required
- B. Demolition-Contractor is responsible for the Covered Walkway:
 - a. The Demolition Contractor shall submit the Temporary Covered Pedestrian Walkway as part of the demolition permit application. No separate application form or fees are required. However a separate child permit will be created administratively and all the submittal pedestrian covered walkway documents and requirements to inspect and close out the permit will be required prior to issuing the demolition permit. (Items b through d above in part A above are also required to be submitted. They constitute the checklist for the covered pedestrian walkway application and are to be submitted even though the application itself is not required).
 - b. Some Covered Pedestrian Walkway information is requested in the Demolition application if the demolition contractor will be responsible.

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

Summary:

This information bulletin is for informational purposes only.

Prepared by: Richard Chamberlin, PE, Development Services Engineer
Reviewed by: Richard Chamberlin, PE, Development Services Engineer
Authorized by: Terry Kannawin, Assistant Director

CITY OF SAN ANTONIO
 1901 S. ALAMO STREET, TEXAS 78204(210) 207-1111
COMPLETE OR PARTIAL DEMOLITION PERMIT APPLICATION
 (Applicant to complete all numbered spaces – Please Print)

| | | | | | | | |
|-----------|--|--|---|-------------------------------|---------------------------------|-----------------------------|------------------|
| 0 | AP Number: _____ | | | COMMERCIAL: Yes No | | Date: _____ | |
| 1 | Project Name: _____ | | | | | | |
| | Site Address: _____ | | | | Building No.: _____ | | Suite No.: _____ |
| 2 | Legal Description | NCB: _____ | Block: _____ | | Lot(s): _____ | | |
| 3 | Owner: _____ | | | Phone: _____ | | | |
| | Address: _____ | | | Email: _____ | | | |
| | City: _____ | | AC# _____ | State: _____ | Zip Code: _____ | | |
| 4 | Demo Contractor: _____ | | | Phone: _____ | | | |
| | Address: _____ | | | Email: _____ | | | |
| | City: _____ | | Zip Code: _____ | ID# _____ | Lic: _____ | Current: Yes No | |
| 5 | Engineer: _____ | | | | | Phone: _____ | |
| | Address: _____ | | | Email: _____ | | | |
| | City: _____ | | AC# _____ | State: _____ | Zip Code: _____ | | |
| 6 | Contact Person: _____ | | | Phone: _____ | | | |
| | Address: _____ | | | Email: _____ | | | |
| | City: _____ | | AC# _____ | State: _____ | Zip Code: _____ | | |
| 7 | Number of Structures: _____ | | | Building Height: _____ | | No. of Floors: _____ | |
| | NOTICE: Commercial two stories or with basement require submittal letter by Licensed Professional Engineer | | | | | | |
| | Type of Construction: _____ | | | Basement: _____ | | Yes No | |
| | Gas Service: _____ | | | Yes No | | Explosives: Yes No | |
| 8 | Crane: Yes No | | Start Date of Demo: _____ End Date: _____ | | Security Provided Yes No | | |
| | DEMO CONTRACTOR READ & INTIAL As the demolition contractor, you are hereby under notice that the demolition debris shall be transported to an approved and permitted landfill site. Failure to comply will constitute a Violation of "Vernon's Texas Civil Statutes Article 4477-7, Section 8a(1), (2) and 4477-6(a), Section 2.022 and 2.04. Initial _____ Date: _____ | | | | | | |
| 9 | CPS ENERGY | Utility disconnect requested on: _____ | | | | | |
| | Utilities to be disconnected by - Electric: _____ | | | | Gas: _____ | | |
| 10 | Emergency: Yes No | | Case Number: _____ | | Date: _____ | | |
| 11 | Underground Fuel Tanks: Yes No | | Engineered Bracing | | Yes No | | |
| 12 | Site Plan: Yes No | | Photos: Y N | | Aerial No | | |
| 13 | Notarized Letter: Yes No | | Contractor Contract: Yes No | | Date: _____ | | |

City of San Antonio

COMPLETE OR PARTIAL DEMOLITION PERMIT APPLICATION

(Applicant to complete all numbered spaces – Please Print)

| | | | | | | | | |
|-----------|---|--|-----------------------------|--|---------------------------|-----------------------|-----|----|
| 14 | Public Works Right of Way Permit: Yes No | | Permit # | | | | | |
| | Street Closure: Yes No | | | Sidewalk Closure: Yes No | | | | |
| 15 | Pedestrian Protection Req'd: Yes No | | Remodel/New Bldg AP Number: | | Approved: Yes No | | | |
| | Who will be Responsible for the Temp Covered Pedestrian Walkway: | | | Demolition Contractor | | Sub-Contractor | | |
| | Linear Feet of Covered Pedestrian Walkway: | | | | Total Number of Walkways: | | | |
| | Will Electrical be provided to the Walkway requiring a Licensed Electrical Contractor | | | | | Yes | No | |
| 16 | Asbestos Survey Report: (Required for Commercial) | | Yes No | Notes: | | Abatement | Yes | No |
| | Floodplain Permit: | | Yes No | Permit No. | | Floodplain: | Yes | No |
| | Non-conforming Use: | | Yes No | Other: | | Historical? | Yes | No |
| 17 | <u>CPS Energy</u> | | | | | | | |
| | Approval Stamp or Signature | | | | | | | |
| | Date | | | | | | | |
| 18 | <u>Historic Preservation</u> | | | | | | | |
| | Approval Stamp or Signature | | | | | | | |
| | Date | | | | | | | |
| 19 | <u>City Arborist Tree Permit</u> | | | | | | | |
| | Tree Affidavit – Tree Permit Number Approval Stamp or Signature | | | | | | | |
| | Date | | | | | | | |

City of San Antonio
COMPLETE OR PARTIAL DEMOLITION PERMIT APPLICATION
 (Applicant to complete all numbered spaces – Please Print)

| | | |
|-----------|--|--------------|
| 20 | <p><u>1. SUBMITTAL DOCUMENTS SHALL AS INDICATED BY APPLICABLE CHECKLIST.</u></p> <p><u>2. INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED FOR REVIEW.</u></p> <p><u>3. ALL PLANS SHALL BE READABLE AND TO SCALE.</u></p> | |
| 21 | <p><u>Expiration of Plan Review</u></p> <p>Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The building official may extend the time for action by the applicant for a period not to exceed an additional 90 days upon request of the applicant who must demonstrate that circumstances beyond their control have prevented action from being taken. If an application expires, plans must be resubmitted at an additional plan review fee. – 2018 IBC Section 105.3.2</p> | |
| 22 | NOTICE | |
| 23 | <p>Separate permits are required for building pedestrian protection, plumbing, and tree affidavit/review.</p> <p>This document is a governmental record. Individuals who knowingly make false entry in, or false alteration of, a governmental record are subject to criminal prosecution under Section 37.10 of the Penal Code, Vernon’s Texas Codes Annotated.</p> <p><i>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.</i></p> <p><i>I acknowledge that my project may be subject to the requirements of the Fair Housing Act (FHA), the Americans with Disabilities Act (ADA), the Texas Accessibility Standards (TAS), and section 504 of the Rehabilitation Act of 1973. It is my responsibility to ensure my project complies with those requirements. I affirm that for information I will contact: 1-800-949-4232 for ADA, 1-800-767-7468 for FHA, or 1-800-252-8026 for TAS.</i></p> | |
| 24 | Applicant Signature: | Date: |
| 25 | Completeness Review by (Print) : | Date: |

Engineer's or Engineering Company's Letterhead

(Date)

(Client Name)
(Client Firm Name)
(Client Address)
(Client Address)

Referenced Project: (Project Name) Demolition
(Project Address)
San Antonio, Texas 782__

Property Legal Description: (Legal Description from Bexar Appraisal District Account, Property Survey, Deed, Etc.)

City of San Antonio Building Permit A/P Number: _____

Dear (Client):

The building referenced above is scheduled for (partial/complete) demolition by (demolition contractor). (If applicable:) Drawings of the existing structural framing have been provided for our use. The drawings are titled (job title) and were prepared by (original engineer) of (San Antonio, Texas). The date of the original construction of the building is (date). A qualified representative from our office has visited the site to observe the visible condition of the existing structure.

Based on our understanding, the building is framed as follows: (Description of building framing: foundation, floors, roof, walls).

As indicated in the contractor's Demolition Work Plan, the proposed demolition process includes (description of demolition process). (If applicable: Bracing drawings are attached).

Safety measures by the contractor shall be employed before, during, and after demolition to protect the public and adjacent properties. Safety during demolition remains the sole responsibility of the demolition contractor. All demolition activities are to be performed under the direct supervision of a qualified demolition contractor.

Based on our observations of the existing framing and the proposed demolition process, it appears that the sequence of demolition could allow for the existing framing to provide stability during the demolition process. It is therefore our opinion that the building may be demolished in the manner described, and that the framing should remain stable (EITHER: and should not require special bracing or reinforcement. OR: with bracing installed as shown in the attached drawings).

This letter is based on professional engineering judgment under the conditions and restrictions described in this document. Please be advised that this report is based on only one site observation (and our review of structural plans). An exhaustive analysis was not made, and hidden or unforeseen conditions may exist which affect the stability of the framing. The demolition contractor should notify the demolition engineer upon encountering such conditions. No guarantees or warranties are either expressed or implied, and no responsibility is assumed for hidden or unknown conditions that might affect the demolition.

If you have any questions, please call.

Respectfully,

[Engineer Signature Here]
(Type Engineer Name Here)

