



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 • SAN ANTONIO TX 78283-3966 • 1901 S. ALAMO ST., 78204



TO: Development Services Customers
SUBJECT: **INFORMATION BULLETIN 106**
Demolition / Deconstruction / Pedestrian Protection Permit Application
DATE: June 31, 2021 / *Revised January 1, 2023*
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, deconstruction, and pedestrian protection process. This Information Bulletin was updated to reference the new BuildSA permit application process for a demolition and/or deconstruction of a building and/or a temporary covered pedestrian protection system. It was also updated to reflect application, contractor, and process procedures in alignment with the deconstruction adopted by City Council on September 8, 2022, as administered by the Office of Historic Preservation. For more information on the ordinance, visit www.sareuse.com/deconstruction.

Scope:

The Demolition and Pedestrian Protection permit application allows for submittal, review and permitting for a demolition and/or deconstruction of one building or structure, and/or for a temporary covered structure for pedestrian protection. The application allows for either or both to be applied for under one application.

DEMOLITION AND DECONSTRUCTION

Demolition permits are required to remove an entire full building from a site via demolition or deconstruction. The Demolition application is for one building; each building to be removed requires a separate permit application.

Partial or interior demolition is included in a remodel permit and does not use the Demolition application. If 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.

Deconstruction

Deconstruction requirements apply to demolition permit applications for all small-scale residential structures (single family, duplex, triplex, fourplex) and rear accessory structures (garages, carriage houses, accessory dwelling units) if:

- A. The structure was built on or before December 31, 1920, and is located anywhere within San Antonio city limits; or
- B. The structure was built on or before December 31, 1945, and is designated historic (is located within a historic district or is a local historic landmark) and/or is located within a Neighborhood

Conservation District (NCD). To verify historic or NCD status, please search the property address on the [One Stop Map](#).

Any other building age or type may be voluntarily deconstructed, provided the application and contractor requirements are met.

Future expansion: On January 1, 2025, the deconstruction ordinance will automatically expand to include residential structures up to eight units. The year-built threshold will be raised from 1920 to 1945 anywhere within the City limits, and from 1945 to 1960 for properties designated historic or located within a Neighborhood Conservation District.

CPS Energy

When the demolition application is submitted, CPS Energy receives an automated task to locate any disconnection of power and/or gas. If there is no active power or gas, CPS Energy review is automatically approved. If there has been no CPS Energy Workorder for disconnection of power and/or gas, a CPS workorder is created. Applicants should be aware that a CPS Energy workorder may take one or more weeks. Until the workorder is completed DSD is not able to issue the demolition permit. Applicants are advised to start the process of disconnection prior to submittal of the demolition application. CPS Energy can be reached at (210)-353-2222 for residential and (210)-353- 2222 for commercial.

Historic

The Office of Historic Preservation (OHP) reviews all applications for demolition to determine if the building is historic, located in a historic district, eligible for landmark designation, or subject to the Deconstruction Ordinance. Applicants should be aware that the Historic review may take up to a month and applicants are advised to contact OHP prior to submittal. The Office of Historic Preservation phone numbers are listed at: <https://www.sanantonio.gov/historic/HDRC/Before-Getting-Started>

OHP applications may be submitted on-line at <https://www.sanantonio.gov/historic/HDRC/ApplicationsPortal>

Tree Preservation

Heritage and Significant trees are protected for commercial zoning and for residential where there will be a vacant lot (result of demolition). Submittal of an application for demolition includes review of any trees located on the lot and that may be affected by the demolition. Any proposed tree work or removal is included with the demolition permit. No tree work or removal shall occur prior to the permit issued.

Exceptions to Demolition Permits

Demolition permits are not required for fences, 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.

Contractor Requirements for Demolition Permits

For residential structure 2-stories or more, or for commercial structures, the demolition permit application shall be obtained by a Licensed Professional (**city registered demolition contractor**) with up-to-date insurance and bond requirements. Insurance and bonds are checked at the time of submittal.

For all deconstruction projects, a Certified Deconstruction Contractor must perform the deconstruction work. Certified Deconstruction Contractors are trained to safely and effectively disassemble structures and salvage valuable materials for reuse. The Certified Deconstruction Contractor will need to submit a Pre-Deconstruction Form to the Office of Historic Preservation before a demolition permit can be issued, and a Post-Deconstruction Form before a demolition permit can be closed. Only certified contractors have access to these forms. For information on how to become a Certified Deconstruction Contractor, please contact the Office of Historic Preservation or visit www.sareuse.com/training.

Property Owner Demolition

The permit for demolition and/or deconstruction may be submitted by the property owner for single story residential structures with proof of ownership. Commercially zoned properties that have single family or duplex residential uses may also be demolished by the property owner. If the structure is being deconstructed, a property owner may apply for a demolition permit, but the permit will not be issued until a Certified Deconstruction Contractor selected and they have submitted a Pre-Deconstruction Form for the project.

Permit Review Process:

1. Login to your ACA account and apply on-line for a Demolition Pedestrian Protection Application at: <https://aca.sanantonio.gov/CitizenAccess/Default.aspx>
You may submit a paper application (attached) for a fee, all other documents are required to be submitted digitally on-line through the portal account.
2. Upload Plans and Documents through the ACA account
3. A completeness review will ensure that all electronic documents are received.
4. A building review (Minor Structure) and tree review will be performed within 3-business days.
5. Historic and CPS Energy reviews may take longer as indicated above.
6. After all reviews are approved, pay all review and permit fees based on the [Fee Schedule](#).

If temporary covered pedestrian protection is applied for with a demolition, a separate pedestrian protection permit is issued as well as the demolition permit.

Tree Removal without Permit

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 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.

Documents:

- **Site Plan or Construction Plan – Other:** 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.
- **Construction Plan - Pedestrian Walkway:** Construction design plan sheets of the temporary covered pedestrian protection walkway if part or entire scope of the application. Requires Texas Professional Engineer design. See Pedestrian Protection below for details.
- **Means and Method Letter (commercial):** A detailed letter describing the timetable 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 owner signed 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 6-ft high security fence around the perimeter of the demolition project for the duration of the demolition process.

- **Deconstruction Forms (Deconstruction Projects Only):** A Pre-Deconstruction Form shall be submitted to the Office of Historic Preservation by the Certified Deconstruction Contractor assigned to the project prior to commencing work. The form serves as a project roadmap and material inventory. A Post-Deconstruction Form shall be submitted by the same contractor after the deconstruction project is complete. The form collects material diversion metrics and project data. More information is outlined in [Article II, Section 12 of City Code](#).

Protection of Public Streets and Sidewalks

Section 3303.2 of the 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

TEMPORARY COVERED PEDESTRIAN WALKWAYS

A Temporary Covered Pedestrian Walkway Permit (TCPW) Application is a separate permit that may be applied for under the Demolition Pedestrian Protection Application. Any contractor may apply for a pedestrian walkway, unlike the demolition permit portion of the application that requires a **city licensed demolition contractor**.

This permit is intended for pedestrian protection near new/remodel construction or demolition where public access is required, or as part of exiting pathways from other occupied buildings during construction. If the proposed pedestrian walkway is in the City of San Antonio right of way, separate coordination, and Right of Way Permitting with the Transportation & Capital Improvements (TCI) Department will be required.

Pedestrian Protection Permit (when required): 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. Provide construction plans and details designed by a Licensed Texas Professional Engineer for pedestrian protection in the submittal.

Pedestrian Protection Documents

Construction Plan - Pedestrian Walkway:

- Site plan with scope of work.
- Engineered plan including materials, connection, and attachment details.
- Engineered ground anchor plan.
- Check IBC Section 3104, Chapter 33 for other specific requirements that will be reviewed – Provide information as appropriate. (i.e., proper width, fire extinguisher, adequate lighting, etc.)

Inspections are of two types, and both are required to close out the pedestrian protection permit:

- Fire Final - Through the San Antonio Fire Department
- Building Final - The building inspection may be cleared by calling for City inspections or may be cleared by a stamped and sealed inspection letter by a professional engineer licensed by the State of Texas.

Failed inspections by the City of San Antonio are subject to re-inspection fees.

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: James Baum

Authorized by: Crystal Gonzales, PE, CBO, Assistant Director

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 Number: _____

Dear (Client):

The building referenced above is scheduled for 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)

ENGINEER
SEAL HERE



**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES
DEPARTMENT**



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

Demolition / Pedestrian Protection Permit Application

Application Information

Property Details *(Required)* (Address is preferred but only the Parcel number may be provided if known) (For CPS Energy purposes, the address must match the address of the CPS meter – electric / gas)

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 one, or both. Checking both creates separate permits.)

_____ Demolition *(Full demolition of a building or structure)*

_____ Covered Walkway - Pedestrian Protection *(may be in City right-of way, or in city or private property)*

Type of Building or Location of Structure:

_____ Single-Family

_____ Commercial

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
_____ Engineer (required Pedestrian Protection)

_____ Company Name/Business Owner
_____ Escrow Owner

If Demolition, are you the property owner and responsible? (Required) _____ Yes _____ No

_____ (Initial if Yes, I am the property owner) I attest that I am the legal owner of this property.

Licensed Professional (Registered Home Builder) Contact Details (Required if you are not the property owner - answered "No" above.)
(Required for any two-story single-family dwelling unit, or two-story accessory structure)

Licensed Professional Name: _____
City License/Registration Number: _____
LP Contact Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: _____ Email: _____

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: _____

General Information

Scope of Work (Required)

Is this application associated with a Building Project for a new building, remodel, or addition? *(Required)*:_

_____ Yes _____ No

If Yes, what is the building permit or application number? _____

Is the owner an ISD or Alamo College District and a part of the Interlocal Agreement? *(Required)*_

_____ Yes _____ No

If a Right of Way permit is required, what is the number? _____

Will this require a street closure? *(Required)* _____ Yes _____ No

Will this require a sidewalk closure? *(Required)* _____ Yes _____ No

Demolition Details *(This section is Required for a demolition application)*

Is this an department approved emergency demolition? *(Required)* _____ Yes _____ No

Expected Date to start demolition? _____

Expected Date to end demolition? _____

Will an electric service be required to be disconnected? _____ Yes _____ No

Will a gas service be required to be disconnected? _____ Yes _____ No

Will explosives be used for demolition? _____ Yes _____ No

Will a crane be used for demolition? _____ Yes _____ No

Are there underground fuel tanks being removed _____ Yes _____ No

Will the demolition involve engineered bracing? _____ Yes _____ No

What was the approximate date the building was built?

Pre 1900 _____ 1900 – 1910 _____ 1911 – 1920 _____ 1921 – 1930 _____

1931 - 1940 _____ 1941 – 1950 _____ 1951 – 1960 _____ Post 1960 _____

Check why the building is being demolished: *(Check only one, or primary reason of more than one)*

City Order Code Compliance _____ New Construction _____ Clear and Sell the Lot _____

Repair and Maintenance Costs _____ Vacant Security Concerns _____ Environmental Abatement _____

Emergency Demolition/Fire Collapse _____

Do you plan to salvage or reclaim any materials prior to demolition work? _____ Yes _____ No

Does this building have an approved Non-conforming Use? _____ Yes _____ No

(The owner must be made aware that any non-conforming use will be lost if the building is demolished)

What is the building number? *(NA if there is no assigned building number)* _____

Is this building a primary structure or accessory? _____
(For Residential - Primary is the main home for single family. Commercial may have several primary buildings)

Approximate square footage of building being demolished: _____

Number of stories: _____ Maximum height of building? _____

Is there a basement? _____ Yes _____ No

Closest distance to a property line: _____

Closest distance to a sidewalk: _____

Closest distance to a street/travel lane: _____

Building construction type: Metal _____ Concrete _____ Heavy Timber _____
Wood _____ Other: _____

Covered Pedestrian Protection Details (Section is Required for a pedestrian protection application)

Is the pedestrian protection in City Right of Way? _____ Yes _____ No

Linear feet of all pedestrian protection: _____

Total number of covered walkways to be installed: _____

Expected Date the pedestrian protection will be removed? _____

Will electrical be provided requiring a licensed electrical contractor? _____ Yes _____ No

Acknowledgement (All acknowledgements must be initialed)

_____ I acknowledge that as the demolition contractor or homeowner, I am 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.

_____ I acknowledge that all demolition projects shall require the demolition contractor and/or property owner to erect and maintain a 6-foot-high security fence around the perimeter of the project for the duration of the demolition process. Demolition contractors shall obtain a permit for the required fence if the fence will be permanent.

_____ 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 me the applicant to verify the existence of any CC&Rs that may be applicable to my project. See Information Bulletin 234 for additional information."

_____ By checking this box, I certify that as the homeowner or contractor, I have read and understand the requirements for Residential Fence Application installations. I further certify that the information I have provided is true and correct and hereby agree that if the permit is issued, all provisions of the City Ordinance will be complied with whether herein specified or not and that compliance with the currently adopted Building Code is required."

_____ I understand that the permit, if issued, belongs to the property owner and that I am submitting as the owner or his/her authorized agent."

_____ I understand that if the work site is in a floodplain, neighborhood conservation district, corridor overlay or historic district, the application may require additional reviews prior to a permit being issued."

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

Is your project approved for a City of San Antonio fee waiver program? _____Yes _____No

If “Yes”, what is the Fee Waiver approval number? _____

Signature *(Required)*

Printed Name: _____

Signature of Applicant: _____

Date: _____