



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 110**
Accessing Permit Information and Plan Review Comments Online

DATE: February 2, 2007
Revised November 29, 2018

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 110 to guide customers in accessing permit information and plan review comments online. This bulletin has been updated to update the contact information.

Scope:

All permit applications and issued construction permits for any address in the city limits may be accessed on-line. This allows reviews of permit histories for a lot and for a permit application, to access plan review approval and/or denial comments. In order to see any of the permit information associated with a particular address or your particular project (A/P), please follow the subsequent procedures:

1. Go to the City of San Antonio Development Services Department Website:

<http://www.sanantonio.gov/dsd/>

2. Under the “*Online Services*” menu on the left side of the page:

, choose “*Permits–Inspections–Review Search*”.

Choosing “*Permits–Inspections–Review Search*” opens a further list associated with the manner you want to search for the project (A/P Number, Address, etc).

www.sanantonio/dsd/OnlineServices/PermitPortal.aspx

On this screen, you may:

- Search for a permit that you have applied for in order to see review comments by the Plan Review Section or Inspection Comments after the permit is issued.

- Search for all permits that have been issued by the City of San Antonio by permit type and by date
- Search for all permits that have been issued for a particular address
- Search for all permits that are associated with a particular contractor by Contractor ID and date

This Information Bulletin focuses on the accessing a particular permit being worked on and how to obtain a history of permits for an address.

To Search for Plan Review or Inspection Comments for a Permit Application:

1. At the “*List Inspections by Permit Number*” page, insert the A/P number of your project in the text box and then click on the “*Search*” button. If you do not know the permit number, you may use the section below to find the permit number by address.
2. When the particular project is loaded, click on the “*Reviews*” link.
3. A table will be presented in which each row represents a separate review by a particular discipline and each column represents various types of information. Scroll through the table until you find the discipline and status (“*Approved*” or “*Denied*”) you are looking for. Be advised that there may be multiple reviews by a particular discipline and that they may or may not be listed chronologically. You can find the most current review for each discipline by looking at the “*Completed*” column which shows the date and time that the plans examiner completed his/her review. When the discipline and status are found for the review you are searching for, click on the corresponding “*Act Number*” (right hand column). The approval or denial comments for that particular discipline’s review should be presented.
4. Each review/row shows who the individual reviewer is in the “*Status by:*”, “*Started by:*”, and “*Completed by:*” columns. The abbreviations found in each of these columns correspond to a particular reviewer as identified by the “*Legend*” at the bottom of the table.
5. If the term “*Incomplete*” is in the “*Status*” column, then either:
 - a. The review is assigned and is pending (i.e., yet to occur) for that particular discipline, or
 - b. The review was waived by the Plans Examiner (i.e., not required or applicable). This can be verified by seeing a “*Y*” in the “*Waived*” column. In the case of a review being waived, the status may remain as incomplete but this will have no effect on the review or the permit processing of the project.

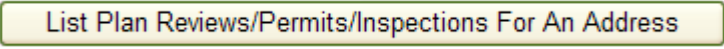
To Search for Issued Permits Associated with an Address:

1. At the “*Permits–Inspections–Review Search*” page, choose “*Address*”.

2. At the “*Plan Reviews/Permits/Inspections For An Address*” page, type in the address of the lot (residential or commercial). To find a valid city address for a lot, use the city zoning map located at: <https://gis.sanantonio.gov/PDS/onestop/index.html>. Zoom into the map and find the appropriate lot for which you want the address. Most likely when you zoom in close enough the address will appear on the lot. Otherwise you may use the



Identify Button - to find the “official address” for a lot. If there is no address listed, then the address has not been assigned by the Addressing section of DSD and there would be no permits listed for that lot.

3. After typing in the address, click the button to obtain the list of permits issued for that address.  Click on a permit to obtain more information.

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

Summary:

This Information Bulletin is for information purposes only.

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