



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 111**
Procedure for Submitting Responses to Plans Review Denial Comments

DATE: November 1, 2006/*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) 111 to guide customers through the procedures for submitting responses to plans review denial comments. This bulletin has been updated to remove an incorrect contact phone number.

Scope:

The purpose of this information bulletin is to develop a standard form for use by permit applicants when submitting responses to plans review denial comments, and to substantially reduce the number of re-submittals needed to achieve plans approval. By establishing a standard method to submit revised documents for review, this will result in a reduction in unnecessary delays to issue a building permit.

Each plan review by a specific discipline may result in review comments (denial comments). Some reviews may generate several denial comments to be addressed by a re-submittal. Please refer to [Information Bulletin 110](#) for procedures to determine how to view plan review comments for projects on-line.

Please adhere to the following procedures when responding to plans review denial comments.

1. Do not submit formal responses to plans review denial comments directly to a plans examiner. We highly recommend that the design team correspond (phone, email, etc) and/or meet with the respective plans examiners to discuss resolutions to all denial comments, if needed, but the formal responses shall be submitted as outlined in this Information Bulletin.
2. You may submit a formal response package addressing individual plans review denial comments once a particular discipline has reviewed the plans and posted the comments. However, you may wish to wait until all reviews for the review cycle under consideration have been completed by all reviewing disciplines. Some denial comments may have information on other sheets that require a reviewer to review multiple sheets, and a re-submittal to address a review comment may affect other disciplines.

3. For a particular set of review comments from a discipline, do not submit an incomplete response package addressing only some of the plans review denial comments. Response packages addressing individual plans review denial comments shall be a comprehensive package addressing all of that discipline's comments. Please be aware that applicants shall pay an additional plans review fee of \$100.00 per hour (one hour minimum) for the third submittal (i.e., second resubmittal) for that discipline. If the response to a set of review denial comments is not complete and submitted in multiple submittal packages, the additional fee will apply to any submittal beyond the second submittal, even if addressing the first round of review comments.
4. The formal response package addressing plans review denial comments for a particular discipline shall be in the following format:
 - a. Provide a cover letter which identifies all of the following:
 - i. A/P Number
 - ii. Project Name
 - iii. Project Address
 - iv. Identify the Reviewing Discipline
 - v. Identify the respective denial comment(s). A brief sentence or paragraph explaining how each such denial comment is proposed to be resolved. In each response, it may be necessary to reference revised drawings, specifications, or other supporting documentation that is either attached to or located within an appendix to the cover letter.
 - vi. Contact information and signature of the Registered Design Professional in Responsible Charge.
 - b. In addition to the cover letter described in item 4.a. above, please submit a completed copy of the attached Re-submittal Form. This form shall be utilized by DSD staff to assign the re-submittal to the correct plans examiner(s). A re-submittal package without either the cover letter addressing the appropriate denial comments or the attached form may result in a submittal package not being accepted by the department, or may result in delays to your project's review due to a submittal that does not get to the appropriate reviewer.
 - c. Provide two (2) identical copies of all supporting documentation referenced within the cover letter including drawings that have been revised. If the revisions are Tree, Landscape, and/or Irrigation drawings, three (3) identical copies of all such drawings shall be submitted.
 - i. If the original drawings were sealed by an Architect or Engineer, then any revisions to such drawings shall bear the seal and signature of the respective Architect or Engineer in accordance with Texas State Laws and Rules. All supporting documentation shall be sealed and signed as required by state statutes and regulations.
 - ii. Submit copies of only those drawings that are being revised. If drawings are being re-submitted which have not been revised, all such drawings will be discarded.

- iii. Any revisions to drawings shall be clearly visible and identifiable (i.e., clouded, revision numbers, dates, etc).
 - iv. Any email correspondence used as supporting documentation shall be signed copies from the respective author(s).
5. The comprehensive package addressing all plans review denial comments from all disciplines shall be submitted to the following address:
- City of San Antonio
Development Services Department
Plans and Permits Section – Attn: CAR Team
1901 S. Alamo St.
San Antonio, TX 78204
6. Customers should be aware that a particular comment by a reviewer must be resolved with no more than two (2) re-submittals. If the review of the first re-submittal results in additional comments, you have three options.
- a. You may set up a meeting with all the appropriate design professionals and plan review staff to address the denial comment(s) and come to resolution. The re-submittal subsequent to this meeting would then be the second re-submittal and should address all code requirements.
 - b. You may wish to address issues relating to building-related codes with a Code Modification Request. Please see [Information Bulletin 114](#).
 - c. You may wish to address issues relating to the Unified Development Code with an Administrative Exception or Variance. Please see [Information Bulletin 124](#).

In submitting responses to Plans and Permits, the owner and representatives should be aware that a comprehensive review for consistency is not the responsibility of DSD. DSD reviews plans for conformance to code requirements, and does not review for consistency between disciplines. Issuance of a permit by DSD is an acknowledgment that staff reviewed the documents for conformance to code. Issuance of the permit shall not be construed as an approval of any violation of the code or that plans between disciplines are consistent and do not conflict. The owner should be aware that any violation of the code or inconsistency in the plans may result in change orders at the time of construction.

If you have any questions regarding this Information Bulletin or the procedure for response to plans review denial comments, please call any plans examiner or the Plan Review Staff at DSDPlansManagement@sanantonio.gov.

Summary:

This Information Bulletin is for information purposes only.

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Re-Submittal Info only

FROM

This form is to accompany **two copies** of all paperwork and/or drawings to be submitted **along with** a cover letter that includes **a brief narrative of the changes/corrections that were made for each trade.**

AP #: _____

Project Address: _____

Company Name: _____

Contact Person: _____

Phone #: _____ Fax #: _____ E: Mail _____

TO

Trade:

ATTN (Reviewer's name):

- Building _____
- Fire _____
- Mechanical _____
- Electrical _____
- Plumbing _____
- Traffic/Sidewalk _____
- Drainage _____
- Tree _____
- Landscape _____
- Irrigation _____
- Health _____
- Historical _____
- SAWS _____
- Neighborhood _____

Comments: _____

Note: This cover letter is for submitting comprehensive revision packets to Plans and Permits. Use **only one cover letter per AP being submitted.** **Do not include revisions for several projects (AP #s) under one cover letter.** This cover letter is **not** for Plan Reviews by Appointment, Preliminary Meetings, Conditional or Partial Permits.