



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 116**  
Preliminary Plan Review (PPR) Meetings

DATE: March 10, 2006  
*Revised February 03, 2017 / May 08, 2017 / December 29, 2017*

CREATED BY: Plan Review Division

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this **revised** Information Bulletin 116 to assist customers with preliminary plan review (PPR) meetings. This bulletin has been updated to add in additional information regarding what should be included in PPR meeting minutes submitted to the City by the customer. The policy of no recording during PPRs was added to this IB and the Platting section was added as a discipline to choose on the application.

**Scope:**

DSD offers preliminary plan review meetings to allow the owner and/or owner's agent(s) to meet with DSD staff to discuss preliminary design and/or code issues prior to submittal of final construction plans. These meetings will assist the owner and/or design team to identify items that need to be addressed or modified before the 100% design is submitted to the City for permit review.

The preliminary plan review meeting should not be considered a detailed code review of plans given the short time frame of the meeting, often preliminary design of plans, and possible important information not available at the time of the PPR. City code analysis and city opinions provided at the meeting could be altered once 100% design documents and full code reviews are performed. Any code discussions made at the meeting needs to be documented per procedure number 7 and 8 listed below.

**Procedures:**

The following procedures are to be followed to set up and execute your PPR.

1. In order to schedule a PPR, submit a **PPR Request Form** (see following example) via, email or mail to:

City of San Antonio  
Development Services Department  
Plan Review Division  
Attn: Plans Management Staff  
1901 S. Alamo St.  
San Antonio, TX 78204  
PH: 210-207-4408, email: [DSDPlansManagement@sanantonio.gov](mailto:DSDPlansManagement@sanantonio.gov)

The PPR Request Form shall be filled out completely and signed by the person requesting the PPR meeting. The PPR Request Form shall include check marks next to all the divisions that you wish to be present at the PPR. Note that divisions that are not marked on the PPR Request form will not be available for the PPR.

2. There is a non-refundable \$100.00 per hour fee for each division for each PPR. For example, if the Building, Fire, and Electrical divisions were requested to attend for a 1-hour meeting, the PPR fee is \$300.00 (\$100.00 x 3). For PPR meetings with more than 2 or 3 disciplines including Building and Fire, it is highly recommended that the meeting be scheduled for a full 1-1/2 hours since meetings will not be extended. When a 1-1/2 hour meeting is requested, the fee in effect, is \$150 per discipline. Several divisions are free. LID features will receive complimentary reviews by SARA, Public Works Drainage and Tree/Landscape if requested. Payment of the PPR fee is to be made at the time of scheduling the meeting. A date and time may be requested on the PPR Request Form, but the PPR meeting will not be formally scheduled until this fee has been paid. An applicant should call DSD staff above to determine available dates and times. Rescheduling a meeting is permitted with no new payment of fees if notice is provided at least 24 hours in advance of the scheduled PPR meeting date.
3. The City will return the PPR Request form and receipt of payment to the applicant by email with the scheduled date, time and assigned PPR Number assigned for the meeting.
4. All PPR meetings will be held at the COSA Development and Business Services Center (DBSC) located at 1901 S. Alamo, San Antonio, TX 78204.
5. Each PPR meeting is a minimum of sixty (60) minutes and a maximum ninety (90) minutes in duration. If it is anticipated that more time is needed, additional PPR meetings are to be requested by the customer in advance. Where possible, COSA DSD staff will schedule these multiple meetings back-to-back or at least on the same day. It is up to the customer to manage the meeting agenda and discussion to meet the time frames allotted. The customer(s) should plan on arriving at the COSA DBSC approximately fifteen (15) minutes prior to the PPR meeting start time to allow time for check in. The PPR meeting will not be extended past the original end time due to the customer arriving late and/or due to the number of divisions requested. It is important to note that if there are no other questions for a specific plan examiner covering a discipline, that plan examiner may leave the meeting early, but will be “on-call” if additional questions require their input.
6. DSD highly recommends that the customer submit an agenda, and as much information about the project as possible to COSA DSD at least two (2) days in advance of the PPR. The proposed agenda is to be submitted via mail, or email to the contact listed in Item 1 above and is to clearly reference the PPR Number and Project Name. An agenda helps DSD perform some research concerning a property in order to provide better service.

7. After the PPR meeting, the customer may wish to prepare meeting minutes outlining those items discussed during the meeting and submit these back to the City. The meeting minutes shall be submitted to the City as soon as reasonably possible via mail, or email to the contact listed in Item 1 above. The meeting minutes shall be reviewed by COSA DSD within 10-business days of receipt and be returned to the customer as “Approved”, “Approved w/ Comments” or “Denied w/ Comments”. Meeting minutes shall not be recognized as a record of the items discussed during a PPR unless they are approved in writing by COSA DSD. The meeting minutes shall include the following information:
  - a. Project Name
  - b. PPR meeting number
  - c. Date and Time of Meeting
  - d. List of attendees including company name and e-mail at a minimum
  - e. List of items discussed during the meeting in some detail
  - f. Contact information of person submitting the meeting minutes, including e-mail to return City comments.
8. Formal approval of any part of the project **will not** be granted by COSA staff during the PPR meeting, due to the meeting being a preliminary incomplete review of documents as described in the Scope above. If a formal written City approval for a specific project issue is needed, these approvals may be obtained through a request for a formal Code Interpretation (see **IB 115**), or an approved Code Modification Request (see **IB 114**). If needed, it shall be the responsibility of the customer to develop, coordinate and obtain these formal written approvals outside of the PPR process.
9. The policy of Development Services is not to allow recording of the meeting to take place.

**Summary:**

This information bulletin is for informational purposes only.

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# CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

1901 S. Alamo, San Antonio, TX 78204

## PRELIMINARY PLAN REVIEW REQUEST FORM

New Structure

Interior Finish-Out

Renovation

**Project Name:** \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Square Footage: \_\_\_\_\_ No of Stories: \_\_\_\_\_

Estimated Construction Cost: \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Preliminary Plan Review Request by Name:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone # \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Please check the Divisions you would like present at the meeting. Note that there is a non-refundable \$100.00 per hour fee for each Division for each PPR and that payment of this fee is to be made prior to the meeting being scheduled. Fees are calculated based on a minimum 1 hour and a maximum 1-1/2 hour meeting.

**Note: \* Indicates a free complementary service if chosen**

Building	*Zoning	Fire
Mechanical	Electrical	Plumbing
Tree Landscaping	Drainage Flood	Health Department
*Addressing	Traffic Sidewalk Bicycle	Traffic Impact Report TIA
*Low Impact Development	Historic	*Overlay Districts
*Plan Review Process Overview	*Platting	

Requested Meeting Date: \_\_\_\_\_ Requested Time and Duration: \_\_\_\_\_

#### For Office Use Only:

**PPR #:** \_\_\_\_\_ **Scheduled Meeting Date:** \_\_\_\_\_ **Time slot:** \_\_\_\_\_

\*\*\*\*\*Note that an agenda and project information for the PPR meeting should be submitted to COSA DSD at least two (2) days in advance of the PPR, and submitted via email to [DSDPlansManagement@sanantonio.gov](mailto:DSDPlansManagement@sanantonio.gov). Clearly reference the PPR # and Project Name.