



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 120a**
Fast-Track Metal Stud Permits

DATE: April 12, 2006 – *Revised February 20, 2012/August 1, 2104/ March 18, 2015*

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** Information Bulletin 120a to inform our customers of how to obtain optional fast-track metal stud permits. This bulletin has been updated to incorporate the department's new format for Information Bulletins. The purpose of this information bulletin is to allow general contractors to legally start work without delay on interior finish out projects in existing buildings before the final building construction plans for the interior finish out have been reviewed and approved.

Scope:

To obtain this optional permit, after submission of the design package for the full interior finish out permit, the applicant completes a Fast-Track Metal Stud Permit Application (attached) and pays a nonrefundable building permit fee based on the estimated cost of construction and submits at the front counter at DSD. Since plans must be submitted for the interior finish out permit, design documents are not required to be submitted with a Fast-Track Metal Stud Permit Application. The fee for the Fast-Track Metal Stud Permit will not be credited toward the full permit fee. If separate permits are anticipated for various segments of the job, separate Fast-Track Metal Stud Permit applications will be required.

Issuance of a Fast-Track Metal Stud Permit requires the acknowledgment by the project owner and the general contractor that the issuance of a Fast-Track Metal Stud Permit is at his/her own risk and any work that is found not to comply with the construction plans for the interior finish out after approved by the City shall be corrected. The issuance of a Fast-Track Metal Stud Permit also provides no assurance that either the permit for the interior finish out will be issued or that a Certificate of Occupancy will be granted.

- No work other than the installation of interior, non-load bearing, metal stud framing will be allowed under this permit.

- No work will be inspected without the previously submitted full interior finish out permit being reviewed, issued and the city approved plans on the job site.
- No work may be concealed without inspection approval.
- No Certificate of Occupancy will be issued without inspection approval.

We hope this process will assist our customers with their construction process. If you have any questions about this new permit or about the procedures to follow, please feel free to contact the Plan Review Staff at DSDPlansManagement@sanantonio.gov or by calling (210) 207-4408.

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



FAST-TRACK METAL STUD PERMIT APPLICATION

*****OPTIONAL*****

APPLICANT: Please complete all of the following information. Please print.

Project Address:

Suite:

San Antonio, Texas

Valuation of Work:

Project Name:

Scope of Work:

STATEMENT OF UNDERSTANDING

The undersigned requests that a Fast-Track Permit be issued to allow the work to proceed prior to the approval of the design documents. It is understood that all work performed prior to the approval of the plans and issuance of the full permit is done completely at the permit holder's own risk. Any work that is found to not comply with the approved plans shall be corrected. The undersigned acknowledges the following conditions:

- No work other than the installation of interior, non-load bearing, metal stud framing will be allowed under this permit.
- No work will be inspected without city approved plans on the jobsite.
- No work may be concealed without inspection approval.
- No Certificate of Occupancy will be issued without inspection approval.

Furthermore, the applicant agrees to proceed with the development and obtain approval of the design documents as soon as possible. All review issues shall be resolved, and the full permit shall be obtained without delay.

Finally, I understand that the issuance of Fast-Track Permit at my own risk provides no assurance that either the permit for the interior finish out will be issued or that a Certificate of Occupancy will be granted.

PROJECT OWNER:

Owner's Name (Print):

Owner's Signature: _____

Date:

GENERAL CONTRACTOR:

Company Name:

General Contractor Signature: _____

Date:

For Department Use Only:

FAST-TRACK METAL STUD PERMIT #:

PERMIT DATE: