



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 147**  
Commercial Permit Applications (Completeness Review Process)

DATE: August 4, 2008, *Revised October 1, 2018*

CREATED BY: Plan Review Division

---

**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update IB 147 on commercial permit applications. The purpose of this Information Bulletin is to inform the public of the process for submitting a commercial building permit application. This bulletin has been updated to remove an erroneous phone number.

**Scope:**

DSD has a completeness review process to ensure that an application for a commercial project contains all the required information to start reviewing construction plans for conformance to various building-related codes. The Completeness and Assignment Review team (CAR) is typically the first group that you will work with in submitting commercial projects for review by the Plan Review Team with the goal of obtaining required building permits. This team is located at the Cliff Morton Development and Business Services Center at 1901 S. Alamo. A major part of the team's mission is to speed the plan review process by ensuring that all required permit information are available to plan reviewers during their first review. Lack of required information can result in unnecessary delays and create subsequent reviews. The completeness review period provides a list of missing information to the applicant early in the process. If your plan submittal is deemed incomplete, your AP number will begin with an "X."

**Commercial Project Application Submittal Process:**

The CAR team provides one-stop service for those customers seeking to submit an project application for commercial building permits. The CAR team provides a completeness review of the commercial building application and all associated construction plans and documents. The CAR team provides intake services for all commercial projects except for school related projects covered under Ordinance #99156 that are processed by the DSD School District Team.

The team will perform a non-technical summary review of your construction plans/documents with the objective of identifying any missing, critical elements prior to the actual start of the formal review process. An applicant will be required to bring the commercial project application, commercial checklist, construction documents, and other required information for the project. If elements are missing, the team will communicate within three (3) business days and inform you of any missing plans/documents.

During the completeness review, if the submittal is found to be accurate and complete, the plan review clock will start the day that the submittal was first brought in. The construction plans will be sent to plan review teams. If information is missing the plans will be held by the CAR team. The CAR team will process any re-submittal information within three days of receipt. The plan review clock will start the day that all of the missing submittal documents are received. After 180 calendar days, any incomplete application package will be considered abandoned as per *International Building Code* section 105.3.2 and will be destroyed.

Customers should be aware that the department is required to calculate project valuation in addition to the valuation required from the owner as part of the submittal package. Customers should review [IB 141 Determination of Valuation for Building Permit Applications](#) for more information. You will be contacted within the three business day completeness review to inform you of the plan review fees due. Payment of the plan review fee is considered a part of the application, and the plan reviewer will not be assigned their reviews until payment is made.

Customers may use the [fee calculator on-line](#) to estimate fees, but should be advised that a check for that amount should not be brought in with the submittal. The plan review fees may be different than that calculated on-line and you will be required to either keep the check, or create an escrow account to deposit the check. The CAR team will not take the check and keep it with the application during the completeness review period for payment later. Once the submittal application is complete, you may then pay the plan review fees on-line using a credit card or escrow account.

The following links provide information and forms required as part of the commercial building permit application process. Checklists and Applications have been developed to assist in the understanding of the minimum information needed on commercial plans to be accepted for review. For Commercial Building Permit Applications these are as follows:

[Commercial Project Application](#) (for all various types of commercial projects and includes the multiple building form)

[IB 103 – Commercial Checklist Form](#) – Used for large projects involving new building, additions or major renovations. Review the Commercial Project Application for checklists of smaller projects not involving new buildings, additions or major renovations.

### **Commercial Applications involving Multiple Buildings:**

If you are submitting a project with multiple buildings on one lot each building will receive a separate building permit number, although you may use one project application and one submittal of construction plans. This is to ensure that inspections occur for the correct building, trade permits can be assigned and linked in the department's Hansen Land Management Computer System to the correct parent building permit number (AP#), all associated inspections called for the correct building, and that Certificate of Occupancies can be obtained for a building prior to completion of all buildings. The Commercial Project Application contains the old Multiple Building Form used prior to 2018.

A project with multiple buildings, each on a separate lot with different addresses, require separate project applications and construction document submittals for each address.

We hope this process will assist our customers with their commercial construction process.

Please email the supervisor for the CAR Team with questions at [dsdplansmanagement@sanantonio.gov](mailto:dsdplansmanagement@sanantonio.gov).

**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