



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 194**
How to Request to Link Child Permits to the Parent Permit

DATE: October 1, 2010/*Revised August 1, 2014*

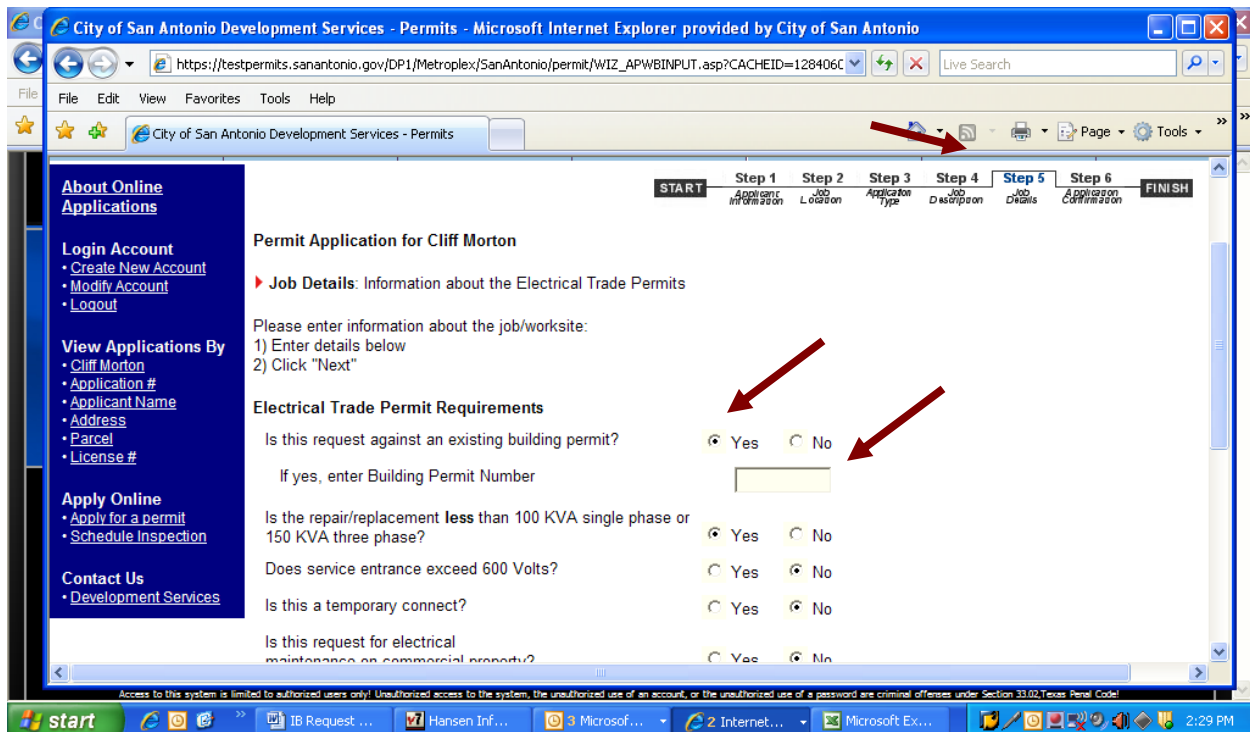
CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 194 on how to request to link child permits to the parent permit. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

Scope:

On September 16, 2010, City Council approved a fee to link child-parent permits in Hansen. The fee is \$5/residential permit and \$10/commercial permit. In order to avoid paying the fee, the department recommends that you link the child permit to the parent permit at the time you obtain the permit. If you are applying for a permit on-line, this information should be added in Step 5 – Job Details, under the question “Is this request against an existing building permit?” Your answer should be “Yes” and then you should enter the parent permit number. The following is a screenshot of how to link a child permit to the parent using the on-line permitting system,



If you did not link the child permit to the parent, staff will perform this service for you free of charge if you complete the [Request to Link Child Permits to Parent](#), which is attached to this Information Bulletin. Please note you must provide the Application Permit (AP) numbers of the permits you want link. This form can be delivered to the Call Center by:

- ▶ E-mail: callcenter@sanantonio.gov
- ▶ Hand-delivery/Mail: 1901 S. Alamo Street, San Antonio, Texas 78204

The department has an on-line tool to assist you with determining all permits located at an address and whether the child permit is linked to the parent. This on-line tool is located at: <https://www.sanantonio.gov/DSD/Online/Search>. Simply input the address and the report will provide detailed information for all permits at the address. The following is a screenshot of the report.

City of San Antonio - List Permits For An Address - Microsoft Internet Explorer provided by City of San Antonio

http://epay.sanantonio.gov/bip12/permitsforaddress.aspx

House Number: 21230
Street: CINCH RUN Bldg/Suite: Example: 2 or BLDG:2 or SUITE:201

List Plan Reviews/Permits/Inspections For An Address Reset

Permit Number:	Address:	Contractor/Contacts:	Completion Date:	Status:	Type:	Inspections:	Reviews:
1651222	21230 CINCH RUN	KB HOME KB HOME(UMBELLA ACCOUNT)		OPEN	RESIDENTIAL BLDG APPLICATION	Inspections	Reviews
1654520	21230 CINCH RUN	GIBSON PLUMBING COMPANY DELTA VAUGHN		OPEN	GENERALPLUMB	Inspections	Reviews
1654522	21230 CINCH RUN	GIBSON PLUMBING COMPANY DELTA VAUGHN	08/27/2010	CLOSED	SEWER	Inspections	Reviews
1654523	21230 CINCH RUN	GIBSON PLUMBING COMPANY DELTA VAUGHN		OPEN	GASPERMIT	Inspections	Reviews
1656076	21230 CINCH RUN	ALBIN P PENKUNIS		OPEN	GENERL	Inspections	Reviews

Status: Check has failed. Stage Progression will not occur.

If you select the “Inspection” link on the report for the building permit, you will be able to determine child permits are linked to the main building permit. The following is a screenshot of the Inspection report.



Please keep in mind that staff cannot issue a Certificate of Occupancy or release utilities to CPS unless all required permits are linked to the parent.

If you have any questions regarding linking child permits to the parent permit, please contact the Call Center at (210) 207-1111, Option 0.

Summary:

This Information Bulletin is for informational purposes only.

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Reviewed by: Michael Dice, Development Services Manager

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Request to Link Child Permits to Parent

Development Services' land development software, "Hansen," will automatically issue your certificate of occupancy or utility releases if all of the inspections on the child permit are approved and the child permits are linked to the building permit.

If the child permits and the building permit are not linked, please complete this form and Development Services' call center will link the permits for you free of charge.

If you would like Development Services to perform the research for you and link the child permits to the parent permit, the fee is \$5/permit for residential and \$10/permit for commercial.

Note: You will not be charged this fee if you complete this Request and submit it to the department.

Parent Permit

Parent AP Number	
Project Address	
Building No.	
Suite No.	

Child Permits That Require Linking

Building	AP No.	
Building	AP No	
Building	AP No	
Building	AP No	
HVAC	AP No	
HVAC	AP No	
HVAC	AP No	
Plumbing	AP No	
Plumbing	AP No	
Plumbing	AP No	
Plumbing	AP No	
Plumbing - Gas	AP No	
Plumbing - Gas	AP No	
Plumbing – Sewer	AP No	
Plumbing – Sewer	AP No	
Electrical	AP No	
Electrical	AP No	
Electrical	AP No	
Electrical – TOPS	AP No	
Electrical – TML	AP No	
L/S	AP No	
Traffic	AP No	
Tree	AP No	
Irrigation	AP No	
Site Work	AP No	
Misc Review	AP No	
Misc No Review	AP No	
Fire System	AP No	
Fire System	AP No	
Health	AP No	
Health	AP No	

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Mail: P.O. Box 839966, San Antonio, Texas 78283-3966

USE ADDITIONAL FORMS AS NEEDED BY YOUR PROJECT