



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: San Antonio Development Services Department Associates

SUBJECT: **INFORMATION BULLETIN 103a**
Plan Review Submittal (**Commercial Checklist**)

DATE: January 12, 2006
Revised March 24, 2008

This checklist contains the standard information required on submittals for commercial construction projects. This checklist is intended for a commercial building permit application where the project will include all phases of construction from site-work, foundation, shell, to finish-out. For additional information, please contact Development Services Department, 1901 S. Alamo St., San Antonio, Texas 78204, (210) 207-1111.

The following Checklist is furnished for the purpose of expediting the City's review of plans and specifications submitted for building permits issued by Development Services Department (DSD) www.sanantonio.gov/dsd . **Use of this Checklist is mandatory.** The Checklist is designed to assist you in preparing your project for plan review; the items in bold, marked "REQ" are not optional; otherwise mark "REQ" when an item is required by design or city codes and ordinances and included in your submittal; mark "N/A" when the item is not applicable to your project. Please use the "Location on plans" box to indicate where the required information may be found in the project documents. This will help to expedite review of your submittal. **It is required that you mark either the "REQ" or "N/A" box for every item in the Checklist and the checklist must be signed.** Every project will not involve every City Department or plan submittal listed. Consider the Checklist to provide direction based upon the type of project submitted for review. Although not a complete list, the checklist represents a fairly comprehensive list of all the items that may be required for approval during the plans review process, prior to permit issuance. The owner, the owner's design professionals and contractors are responsible for compliance with the requirements of the various adopted Codes and Ordinances of the City of San Antonio, Texas.

The design professional shall be an architect or engineer legally registered under the laws of this state regulating architecture and engineering and shall affix their official seal to said drawings, specifications, and accompanying data, if the project meets one or more of the following:

1. All group A (Assembly) – Theaters, restaurants, bars, churches, Stadiums, etc.
2. All group E (Educational) – Day cares, grades 1st - 12th, religious educational rooms, etc.
3. All group I (Institutional) – Care facilities, assisted living facilities, social rehabilitation facilities, etc.
4. Buildings and structures three stories or more high.
5. Buildings and structures 5,000 square feet or more in area.
6. Electrical plans must be engineered when the total load equals or exceeds 400 amperes.



**CITY OF SAN ANTONIO
DEPT OF PUBLIC WORKS - DEPT OF DEVELOPMENT SERVICES
Building Permit Review Submittal**

Date _____
 Project Name: _____
 Design Firm: _____ Engineer of Record: _____
 Contact Person: _____ Phone: _____ email: _____
 Building Permit AP #: (assigned at intake of application) _____

To expedite review, please reference all City approved Plans, Plats and Building Permits associated with this address/ permit. Please provide as much information as available.

Parent Projects for this Building Permit:

	NUMBER	NAME	DATE	Approved SWMP*
MDP (MPCD):	_____	_____	_____	<input type="checkbox"/>
PUD:	_____	_____	_____	<input type="checkbox"/>
Plat:	_____	_____	_____	<input type="checkbox"/>
Building Permits:				
Site:	_____	_____	_____	<input type="checkbox"/>
Foundation:	_____	_____	_____	<input type="checkbox"/>
Shell:	_____	_____	_____	<input type="checkbox"/>
Full:	_____	_____	_____	<input type="checkbox"/>

* Storm Water Management Plan with Adverse Impact Analysis. If plat was approved prior to October 1997, adverse impact analysis approval is required.

Comments: _____

GENERAL REQUIREMENTS

- REQ** A complete application for building permit.
<http://epay.sanantonio.gov/dsddocumentcentral/upload/BuildingPermitApplication%20NEW%20COM.doc>
- REQ** An address issued by the City of San Antonio (210-207-6956)
www.sanantonio.gov/dsd/gis.asp
- REQ** Two copies of a recorded plat that matches the site plan(s) (may be obtained from Bexar County Courthouse 100Dolorosa; #108; San Antonio, Texas, 78205. Tel. 210-335-2216 - Fax 210-335-2197 www.countyclerk.bexar.landata.com
Or a copy of the proposed plat with Plat ID No. (A building permit will not be issued until the plat is recorded. A plat deferral, once approved, will allow for a conditional building permit to be issued).
- REQ** Two identical sets of construction documents; i.e., plans, specification books, project manuals, etc. (Refer to Sections 106.1 and 106.1.1 of the 2006 International Building Code).
- REQ** Title Sheet with the Project Title, a Location Map, and a list of applicable codes. Analysis that includes occupancy group(s), proposed occupant load, construction type, proposed fire protection system (fire sprinkler, fire alarm, fire standpipe, gaseous suppressions), etc.
Location on plans:
- REQ** Index Sheet of all drawings (with the dated of latest issuance/revision and sealed by Registered Design Professional in Responsible Charge (RDPRC) where required by state law or local ordinance). *Location on plans:*
- REQ** Plan Review Fee <http://epay.sanantonio.gov/planfeecalculator/>
- REQ** Traffic Impact Analysis (TIA) Worksheet or proof of previous TIA Study
http://www.sanantonio.gov/dsd/pdf/form_trafficImpactAnalysis.pdf
- REQ** 2000 International Energy Conservation Code Building Envelope Compliance. Report using COMcheck software. www.energycodes.gov
- REQ** Civil Site Plan
- REQ** Tree affidavit: check appropriate box (Do not check box under 1997 unless you have a valid vested rights permit number)
<http://epay.sanantonio.gov/dsddocumentcentral/upload/affidavit%20fillable%20May%202007.doc>
- REQ** Three (3) copies of the Fire Protection Site Plan (label as such). The Fire Protection Site Plan shall be drawn to scale (no less than 1:60) and shall show and include information listed in COSA Amendments to the 2006 IFC Section 501.3.1. [2006 IFC Amendments](#)
- REQ** Fire Flow Test Report in accordance with COSA standard fire flow test format ([COSA-SAFD Fire Flow Test Form](#)). Fire flow test must have been conducted no more than twelve (12) months prior to the date of construction document submittal to COSA. Flow test shall be for on the fire hydrants nearest the project site unless otherwise approved by the fire code official.

REQ N/A

Texas Department of Licensing and Regulation AB# (Architectural/ Barriers No. is required if valuation stated on the application is equal to or exceeds \$50,000.00)

[TDLR Form www.license.state.tx.us](http://www.license.state.tx.us)

Texas Department of Licensing and Regulation

P.O.Box 12157

Austin, Texas 78711

(512) 463-6599

REQ N/A

Determination of Required Special Inspections

(Requirements as per Chapter 17 of the 2006 International Building Code)

For information:

<http://epay.sanantonio.gov/dsddocumentcentral/upload/IB132SpecialInspections.pdf>

To be turned in with application:

http://www.sanantonio.gov/dsd/pdf/news_SIlist.pdf

For the Design Professional's use:

http://www.sanantonio.gov/dsd/pdf/news_SIreportletter.pdf

http://www.sanantonio.gov/dsd/pdf/news_SInoncomply.pdf

Final document required prior to obtaining the Certificate of Occupancy:

http://www.sanantonio.gov/dsd/pdf/news_SIRDPIRC.pdf

Location on plans:

REQ N/A

An asbestos survey. Asbestos abatement reports are not acceptable (surveys are required for additions/remodeling to existing buildings). **Asbestos Survey Form**

http://www.sanantonio.gov/dsd/pdf/ASBESTOS_SURVEYCERTIFICATION.pdf

REQ N/A

[Alcohol Sales Affidavit/Sexually Oriented Business Affidavit](#)

REQ N/A

Two copies of any approved Code Modification Requests (CMR), if design is based on an approved CMR (Refer to section 104.10 and 104.11, 2006 IBC). Also, indication of the approval of any encroachment of the project into the public-right-of-way.

REQ N/A

Preliminary Plan Review Meeting(s), If Held: Minutes when approved by the City of San Antonio. Meeting minutes shall include AP Number(s), date(s), attendance sheet(s), and City approved meeting minutes.

REQ N/A

[Regional Storm Water Management Participation Form \(RSWMPF\)](#) with original signature. Required when the impervious cover equals or exceeds 4300 square feet.

REQ N/A

A spreadsheet (City specified format) for multi-building applications for one site.

[City of San Antonio - Multi-Building Form](#)

NOTE: Each building being constructed, enlarged altered, moved, etc. Per 2006 IBC section 101.2 must be separately represented on the form and the form and the form must be complete. Each building will require a separate application for inspection purposes, however, may be reviewed under the main application.

Comments

Yes No

ARCHITECTURAL

The City of San Antonio is currently reviewing plans under the 2006 International Building Code and the city has adopted amendments to the 2006 International Building Code. Those may be obtained at <http://epay.sanantonio.gov/dsddocumentcentral/upload/building.pdf>

- REQ** Floor Plan(s)
Location on plans:
- REQ** Wall and floor/roof/ceiling sections and details, including UL (or other appropriate agency's) design numbers for all fire rated assemblies. Details necessary to convey compliance with the state energy conservation code (IECC).
Location on plans
- REQ** Reflected ceiling plan(s) (RCP's)
Location on plans:
- REQ** 2000 International Energy Conservation Code Building Envelope Compliance.
Report using COMcheck software. www.energycodes.gov
- REQ** Exterior elevations
Location on plans:
- REQ N/A Clear identification and detailing of all fire rated partitions, barriers and fire walls, with hourly ratings, as defined by the 2006 IBC &UL.
Location on plans:
- REQ N/A Provide calculations for plumbing fixture counts as per the 2006 UPC Section 412, Table 4-1 and the City of San Antonio local amendments to the Table:
<http://epay.sanantonio.gov/dsddocumentcentral/upload/UPC%20amendments%202006.pdf>
- Comments Yes No

SITE PLAN

Provide one (1) additional copy of all new civil work proposed on site and within the Right-of-Way (sidewalks, driveways, approaches, parking lots, retaining walls, proposed median work, loading dock areas and other paved areas, including streets, curbs and gutters).

REQ Legal description of the property (matching latest recorded plat representation of the land).
Location on plans:

REQ Address (city issued)
Location on plans:

REQ North arrow indicated on plan
Location on plans:

REQ Bearings of all property lines.
Location on plans:

REQ Location of all recorded easement(s) on the property.
Location on plans:

REQ Location of the public right-of-way adjacent to the property.
Location on plans:

REQ Plan showing dimensions for all existing and proposed sidewalks, driveways, approaches, paved areas, retaining walls, streets, curbs, and gutters; (Refer to July 2005 UDC, Section 35-506(d)(9) Substandard Existing Streets).
www.sanantonio.gov/dsd/udc.asp
Location on plans:

REQ Fence details (include complete description of materials, location and appearance); (Refer to July 2005 UDC, Section 35-514). www.sanantonio.gov/dsd/udc.asp
Location on plans:

REQ Layout and design of the parking areas, including spaces for the disabled. Refer to Traffic/SW Summary Table <http://www.license.state.tx.us/ab/tas/abt4a.htm>
Location on plans:

Comments Yes No

STRUCTURAL

- REQ** Foundation Plan(s)
Location on plans:
- REQ** Design Load: List design load combination (IBC 1605.1)
Location on plans:
- REQ** Live loads (IBC table 1607.1): List design floor live loads for each use category. State live-load reductions, if any, and show basis (IBC section 1607.9).
Location on plans:
- REQ** Design wind load: (chapter 6 of ASCE 7 IBC Section 1609.1.1).
(1) Show basis of design wind mph for primary frames and systems (IBC Section 1609 or ASCE Section 6).
(2) State importance Factor I (IBC 1609.4).
Location on plans:
- REQ** Superstructure Plan(s)
Location on plans:
- REQ** Miscellaneous Site Structures; e.g., detention basins, retaining walls, fences, etc.
Location on plans:
- Comments Yes No

ELEVATOR

- REQ N/A Hoistway: Show hoistway construction and access. IBC section 707.14 and chapter 30
Location on plans:
- REQ N/A Hoistway Ventilation: Show hoistway venting and any equipment, ducts, or wiring located in hoistway. IBC section 3004
Location on plans:
- REQ N/A Machine Room: Show machine room construction and access, if required. IBC section 3006
Location on plans:
- REQ N/A Machine Room Lighting and Ventilation: Show machine room lighting and Ventilation, if required. IBC section 1006 and 3006.2
Location on plans:
- REQ N/A High-rise Requirements: Show all details related to high-rise requirements.
Location on plans:
- REQ N/A Pit Construction: Show pit construction details.
Location on plans:

REQ N/A

Emergency/Security Operation: Provide information on all emergency/security operations.
Location on plans:

REQ N/A

Alternate Material and Methods: If design utilizes approved alternate materials and methods of construction (CMR), list those approved alternates on the plans, and provide copy of approved CMR.
Location on plans:

REQ N/A

Elevator recall functions are required per Section 607.4 of the 2006 International Fire Code COSA amendments. If a building is not equipped with a fire alarm system, specific elevator recall functions must be described on the elevator plans.
Location on plans:

Comments

Yes No

FIRE

The City of San Antonio is currently reviewing plans under the 2006 International Fire Code and the adopted amendments to the 2006 International Fire Code. Those may be obtained at [2006 IFC Amendments](#)

REQ Three (3) copies of the Fire Protection Site Plan (label as such). The Fire Protection Site Plan shall be drawn to scale (no less than 1:60) and shall show and include information listed in COSA Amendments to the 2006 IFC Section 501.3.1. [2006 IFC Amendments](#)

REQ Fire Flow Test Report in accordance with [COSA standard fire flow test format](#). Fire flow test must have been conducted no more than twelve (12) months prior to the date of construction document submittal to COSA. Flow test shall be for on the fire hydrants nearest the project site unless otherwise approved by the fire code official.

REQ N/A If the private or public water supply piping is not yet constructed that serves new fire hydrants and/or fire sprinkler systems, hydraulic calculations for the proposed piping design shall be submitted. The calculations shall be based on the flow test conducted on the hydrants nearest the project site and shall verify that the piping design provides the minimum required fire flow at no less that 20 psi residual. Refer to COSA Amendments to the 2006 IFC Section 508.5.3.2.

REQ N/A Complete Occupancy Classification Worksheet for warehouses, large storage areas, manufacturing, hazardous materials storage or use, etc. See COSA's Occupancy Classification Instructions for Warehousing, Manufacturing, and Hazardous Materials. http://www.sanantonio.gov/dsd/pdf/ib103_CommoditiesLetter.pdf

REQ N/A City approved smoke management and/or fire protection/life safety reports where required (high rise, atria, smoke protected assembly seating, covered mall buildings, etc.)

REQ N/A For medical and dental facilities, a letter from physician or dentist, on letterhead, indicating patient/staff load and medical gas storage types, hazardous material classification, maximum quantities in use and in storage.

Comments Yes No

MECHANICAL

The City of San Antonio is currently reviewing plans under the 2006 International Mechanical Code and the adopted amendments to the 2006 International Mechanical Code. Those may be obtained at <http://epay.sanantonio.gov/dsddocumentcentral/upload/mechanical.pdf>

- REQ N/A HVAC equipment and schedules: Show locations, type, capacity, energy efficiency, and weight/support of all heating, ventilation and air conditioning (HVAC) equipment.
Location on plans:

- REQ N/A Rated Enclosures: Show or specify wall construction and opening protection where rated enclosures are required (heaters, boilers, etc., over 400,000 BTU; air conditioners over 100 HP, etc.).
Location on plans:

- REQ N/A Special Equipment: Show special equipment such as kitchen hoods, garage ventilation, paint booth exhaust, automatic fire suppression, etc.
Location on plans:

- REQ N/A Fire or Smoke Control: Define in specifications or on plans special use of equipment in conjunction with fire or smoke control.
Location on plans:

- REQ N/A Penetrations of Rated Assemblies: Show method of opening protection and note referenced listing or refer to drawings containing same information.
Location on plans:

- REQ N/A Special Requirement: Show appurtenances and required details such as flue vent type and size, expansion tanks, blow down systems, protection devices, means for combustion air and special use equipment.
Location on plans:

- REQ N/A Air Distribution System: Show all duct runs, fire/smoke dampers where applicable, sheet metal gauge thickness for medium and high velocity systems, type and class of non-metallic duct, etc.
Location on plans:

- REQ N/A 2000 International Energy Conservation Code Compliance/Calculations for Mechanical/Plumbing Equipment. Using the COMcheck software, provide Mechanical Reports/Certificate www.energycodes.gov
Location on plans:

Comments Yes No

ELECTRICAL

The City of San Antonio is currently reviewing plans under the 2005 National Electrical Code (NEC) NFPA 70/*-, the 2000 International Energy Conservation Code, the City Public Service 2004 Electrical Service Standards, and the City Code Chapter 10. The Chapter 10 of the City Code can be reviewed at http://www.sanantonio.gov/dsd/pdf/elec_ch100505.pdf (The code amendments to the NEC are referenced in Sections 10-93 and 10-94).

- REQ N/A **Utility Site Plan:** The site plan should include location of all electrical equipment external to the building envelope, such as: power poles, overhead or underground electric lines, service equipment, pad mount transformers, generators, signs, pole lights, and exterior building lights.
- REQ N/A **Riser Diagram:** The riser diagram should be a complete and comprehensive one-line diagram, including all service equipment, panels, transformers, generators, and fire pumps. The riser should also include all conductor sizes, overcurrent protection sizes, conduit sizes, and ground fault protection at the service if applicable.
- REQ N/A **Grounding Detail:** The grounding detail can be incorporated in the riser or detailed separately; either format should include all conductor sizes, ground rod size, and location of bond. As a minimum the grounding electrode system shall consist of a concrete encased electrode, cold water bond, structural steel bond and grounding electrode. All methods of grounding/bonding should be sized and installed as per NEC article 250.
- REQ N/A **Interior Electrical Layout:** The power plan should include the locations, circuiting, and wiring methods, of all electrical equipment such as panels, transformers, disconnects, elevator equipment, receptacles, etc. The lighting plan should include the location of all fixtures and switches or other method of control (occupancy sensor, contactor, photo cell, time clock, etc.). All 2000 IECC requirements such as bi-level switching, occupancy sensors, master switches, etc... will be required where applicable.
- REQ N/A **Load Analysis:** The load analysis should be calculated as per NEC article 220, and will need to include and indicate any existing load to assure adequate capacity of a common service, panel, load center, etc...
- REQ N/A **Panel Schedules:** The panel schedules should include frame sizes, main lug or main breaker, feeder size, number of circuits, all overcurrent protection sizes (including main), NEMA classification of enclosure, and indication of any arc fault, ground fault, or shunt trip type breakers.
- REQ N/A **Fixture Schedule:** The fixture schedule should include a fixture description, number of lamps, maximum lamp wattage, installed lamp wattage, and number of fixtures.
- REQ N/A **IECC Lighting Compliance Certificate:** The 2000 International Energy Conservation Code (IECC) is enforced. Com check- EZ versions 2000, 2001, and 2001-90.1 are accepted. For more information on obtaining necessary forms you may visit www.energycodes.gov
- REQ N/A **.Preparation of Electrical Drawings:** A signed and dated Texas P.E. seal will be needed on plans when required by the Texas Engineering Practice Act, or when plans meet the requirements of Section 10-92 (e) of Chapter 10 of the City Code. All plans not requiring a P.E. seal will need a signed and dated architectural seal or the name and master number of the master electrician responsible for the plans.

Additional Electrical Notes:

1. Once CPS Energy has approved two services to one structure, the required two hour fire barrier that separates the areas served by each will need to be indicated on the appropriate architectural drawings as well as the electrical drawings.
2. Rooms containing large equipment as defined by NEC article 110.26 (c) (2) will need to indicate the correct door swing and hardware. This information will need to be shown on the appropriate architectural drawings as well as the electrical drawings.
3. Disconnecting means for heating equipment covered in article 424 of the NEC and for Refrigeration equipment found in article 440 of the NEC will be required to be independently supported off the unit. This requirement will also apply to the required servicing 120 volt receptacle outlet. Please reference Section 10-93 (1) (e) & (f) of Chapter 10 of the City Code for more details.
4. Exterior lighting designs on all commercial structures in addition to meeting NEC requirements will also need to be in accordance with section 35.396 of the Unified Development Code (UDC).

Comments Yes No

PLUMBING

The City of San Antonio is currently reviewing plans under the 2006 Uniform Plumbing Code and the adopted amendments to the 2006 Uniform Plumbing Code. Those may be obtained at <http://epay.sanantonio.gov/dsddocumentcentral/upload/UPC%20amendments%202006.pdf>

Location on Plans:

REQ N/A Plumbing Fixtures: Show fixture numbers and locations and provide basis for number of fixtures. Include water closets, urinals, lavatories and drinking fountains.
Location on plans:

REQ N/A Building Drain System: Show the under-floor system of the drain waste and soil piping, indicating pipe sizes and slope. Provide riser diagram for multiple fixtures.

REQ N/A Plumbing Riser and/or Isometric: Provide diagram of installation for waste, vent, and water piping for multiple fixture installations.
Location on plans:

REQ N/A Building Utilities: Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities.
Location on plans:

REQ N/A Materials: Indicate all piping materials.
Location on plans:

REQ N/A Water System: Provide known water pressure and supply pipe sizes and calculations of water system, water heater data, and hot water system and accessories (expansion tank, vacuum relief, safety devices, etc.), backflow prevention requirements, pressure reducing valves, etc.
Location on plans:

REQ N/A Venting System: Show pipe sizes, size of vent through the roof and connection to building drains.
Location on plans:

REQ N/A Special Requirements: Show all required appurtenances, such as grease interceptors, sump pumps, sewage ejectors, sample ports, backflow preventers, backflow valves, and special fixtures. Provide appropriate calculations.

REQ N/A Gas Piping System Diagram: Provide schematic diagram of gas piping system Including system operating pressure. Developed lengths, gas outlets with stated demand in CFH.
Location on plans:

Comments Yes No

FLOODPLAIN

Storm Water Engineering Division will conduct a review for projects located adjacent to or impacting FEMA designated floodplains. Floodplain information may be obtained from the Public Works Storm Water Engineering Design review team at the Development and Business Service Center, 1901 S. Alamo, 2nd floor, San Antonio, Texas 78204, (210) 207-8047.

- INCL'D** Floodplain Development Permit is required for all new construction projects and remodeling projects adjacent to or in the floodplain.
[Floodplain Development Permit](#)

REQUIRED ITEMS FOR NEW CONSTRUCTION (Check applicable box below)

1. SITE

- INCL'D** Floodplain Submittal (Unified Development Code Appendix F)
www.sanantonio.gov/dsd/udc.asp

- INCL'D** Boundaries of any FEMA Designated 1% A.C.(Annual Chance) Floodplains.

2. FOUNDATION

- INCL'D** Floodplain Submittal (Unified Development Code Appendix F)
www.sanantonio.gov/dsd/udc.asp **OR** Site Permit Approval

- INCL'D** Lowest Floor Elevation Certificate & Location on Plans
<http://epay.sanantonio.gov/dsddocumentcentral/upload/ElevCert.pdf>

Note: If filling in floodplain, FEMA approval of Conditional Letter of Map Revision (CLOMR) is required before Foundation Permit approval.

3. SHELL

- INCL'D** Foundation Permit approval required

4. INTERIOR FINISH OUT

- INCL'D** Shell Permit approval required

REQUIRED ITEMS FOR REMODELING

5. INTERIOR FINISH OUT

- INCL'D** Cost Estimate (signed by contractor) & Structure Appraised Value
OR

- INCL'D** [Elevation Certificate](#)

Note: Floodproofing may be an option for commercial properties in the floodplain.
<http://epay.sanantonio.gov/dsddocumentcentral/upload/FldprfCertW-instr.pdf>

Comments

TREE PRESERVATION: 35-523, 35-524, 35-B123, 35-B124, 35-B125, 35-B126

- REQ The applicant shall submit (3) sets of tree preservation plans, a survey showing the location of all significant, heritage, or mitigation trees, including clusters, an inventory with calculations, and tree protection notes and details. 35-B123(a)
<http://www.sanantonio.gov/dsd/udc.asp>
- REQ Tree affidavit: check appropriate box (Do not check box under 1997 unless you have a valid vested rights permit number)
[Tree Affidavit](#)
A1 - No protected trees on site, no plan needed.
A2 - Has protected trees but none are to be removed, requires site plan showing trees with tree protection notes and details.
A3 - Exempt. Requires VRP# and verification, ONLY USED IF PRIOR TO 1997.
A4 - Has protected trees that will be removed. Requires site plan showing all trees, tree protection notes and details, tree survey and inventory.
NOTE: All the above require site inspection with the exception being A3.

LANDSCAPE: 35-510, 511, 512 & 35-B107

- REQ N/A A landscape plan shall consist of three (3) sets of plans with the contents prescribed in 35-B107(a) and comply with the environmental standards set forth in the City of San Antonio 2006 Unified Development Code.. A Landscape Architect seal is required when the impervious surface (combination of building, parking lot, sidewalks etc...) exceeds 4,300 sq.ft. 35-511 (b)
Landscape plans are required to show a minimum of 70 points earned. Commercial projects which do not include off-street parking within the streetyard, shall show a minimum of 25 points earned. (required to provide all calculations) UDC 35-511 (e) (1)
<http://www.sanantonio.gov/dsd/udc.asp>
<http://epay.sanantonio.gov/dsddocumentcentral/upload/Landscape%20irrigation%20submittal.pdf>
- REQ N/A Parking Lot Shading (Required to show all calculations on plan) up to 35 points maximum. 20 points may be earned for shading 25% of parking lot, 5 points may be earned for shading 35% of parking lot, and 15 points may be earned for shading 50% of parking lot. Existing trees may also be used as parking lot shading if within 12 feet of any edge and meet RPZ requirements. Refer to Appendix E for shade value. 35-511 (c)(7) & 35-511 (e)(4)

IRRIGATION: 35- B107 (h), 35-511 (c) (6)

- REQ N/A An irrigation plan shall consist of two (2) sets of plans with the contents prescribed in 35-B107 (d) and 35-511 (c) (6). Project name, street address, legal description, date, scale, north arrow, names, addresses, and telephone numbers of both the property owner and the person preparing the plan required. Irrigation is required when landscape area exceeds 2,000 square feet, and/or 10 or more trees, or if project exceeds 4,300 square feet of impervious surface. A hose bib may be used if plant material is within 100 feet. A Letter of conformity must be attached or embedded on plan and signed by licensed Irrigator.

Comments Yes No

HEALTH

A Health review will be conducted for projects where food or served and for other types of establishments. Please refer to the following for more information concerning when Health reviews are required and information for finish schedules, sinks, dishwashing requirements, and dumpsters.

Health requirements and information may be obtained from San Antonio Health Department, 332 W. Commerce, Suite 101, San Antonio, Texas 78205-2489, (210) 207-8853, FAX (210) 207-8039. See also the following website: <http://www.sanantonio.gov/health/FoodSanitation/index.asp>

REQ N/A Finish schedules (floors, walls, ceilings and lighting).
Location on plans:

REQ N/A Utensil Washing Sink:
Location on plans:

REQ N/A Liquor service or tavern sinks:
Location on plans:

REQ N/A Dishwashing Machines:
Location on plans:

REQ N/A Lavatories and Handwashing sinks:
Location on plans:

REQ N/A Janitorial Sink (Mop Sink):
Location on plans:

REQ N/A Compliance with the smoking ordinance.
www.sanantonio.gov/health/hottopics/smoking.asp

REQ N/A Dumpster Enclosure:
Location on plans:

Comments Yes No

PLANNING

The Planning Department will conduct a review for projects that are located in any of the overlay districts listed below. The Planning Department is located on the Second Floor at DBSC, 1901 S. Alamo, San Antonio, Texas 78204. For more information contact the Planning Department at 210-207-7873.
www.sanantonio.gov/planning

To determine your zoning designation, refer to this web page:
<http://maps.sanantonio.gov/imf/sites/DevServices/jsp/launch.jsp>

<u>Overlay Districts:</u>	<u>Contact:</u>
Historic Districts (H, HE, HS) River Improvement Overlay Districts (RIO-1, RIO-2, RIO-3, RIO-4, RIO-5, RIO-6) Viewshed Protection (VP-1)	210-207-0015 or Planning Contacts
Neighborhood Conservation Districts (NCD-1, NCD-2, NCD-3, NCD-4, NCD-5)	210-207-7873 or Planning Contacts
Corridor Districts (GC-1, GC-2, IH-1)	210-215-9126 or Planning Contacts

REQ N/A All projects must receive a Certificate of Compliance before a building permit is issued.

Comments Yes No

AVIATION

The Aviation Department will conduct a review for projects located inside the Military Airport Overlays (MAOZ-1, MAOZ-2) and other Airport Overlay. The Aviation Department is located at 9800 Airport Boulevard, San Antonio, Texas 78216. For more information contact the Aviation Department at 210-207-3517.
www.sanantonio.gov/airport

Comments Yes No

SAN ANTONIO WATER SYSTEM (SAWS)

The San Antonio Water System will conduct a review for projects located inside the Edwards Recharge Zone (ERZD). Contact SAWS at 210-233-3519 for more information.

www.saws.org and www.tceq.state.tx.us

REQ N/A Texas Commission on Environmental Quality (TCEQ) approval letter.

Comments Yes No

I hereby certify that I am the owner's Registered Design Professional in Responsible Charge (RDPiRC), or, in the absence of the RDPiRC, the designated alternate from the same company or the project owner; and that I have reviewed the attached submittal documents for compatibility with design of the project.

Certified by: _____ Date: _____

Print Name: _____ Telephone #: _____

Company: _____