



CITY OF SAN ANTONIO

DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES

TO: San Antonio Planning and Development Services Department Customers

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

DATE: July 13, 2009

This checklist contains the standard information required on submittals for commercial foundation construction projects. This checklist is intended for use with a permit application for a commercial foundation and may include site-work other than the foundation. If a separate site-work application has been previously submitted, portions of this checklist may not be applicable. 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. **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 as a means 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, 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 in height (See explanatory Note 1 below).
5. Buildings and structures 5,000 square feet or more in area.

Engineer's seals will also be required for the above projects, in the appropriate disciplines of civil, structural, mechanical (HVAC & Plumbing), and electrical for related work in those discipline areas associated with the same project.

The City of San Antonio Ordinance 2009-01-15-0031, Section 10-503.2 also has additional requirements for engineered sealing of the electrical design. Please refer to:
<http://epay.sanantonio.gov/dsddocumentcentral/upload/electrical.pdf>

For landscaping plans, a Landscape Architect seal is required when the impervious surface (combination of building, parking lot, sidewalks etc...) exceeds 4,300 sq.ft. - Unified Development Code Section 35-511 (b).

You may check the following websites for more information relating to when an architect or engineer must be engaged for design (and construction, in the case of architects):

Texas Board of Architectural Examiners:

<http://www.tbae.state.tx.us/documents/ArchRequiredFlowChart.pdf>

Texas Board of Professional Engineers:

<http://www.tbpe.state.tx.us/downloads/Diagrammatic.pdf>

The International Building Code Section 106.3.4 requires the owner to designate on the building permit application a registered design professional who shall act as the **Registered Design Professional in Responsible Charge (RDPiRC)**. For plans requiring a design professional, this individual is required to sign this document, and is responsible for the final special inspections report prior to certificate of occupancy being issued. If the owner substitutes design professionals for the construction administration, the owner is required to notify PDSD in writing of the substitution. The owner and the agent of the owner shall sign the building permit application and designate the RDPiRC on the application. In cases where the owner and contractor are the same the City may designate the RDPiRC. Please refer to Information Bulletin 132 [Program Policies, Procedures & Guidelines, Lists, Notice Forms and Report Forms for Special Inspections](#).

The Texas Board of Professional Engineers Board Rules §137.33 and §137.77 requires that all engineering documents released, issued, or submitted by or for a registered engineering firm, including preliminary documents, must clearly indicate the engineering firm name and registration number. It is both the responsibility of the PE that signs and seals a document and the firm that releases the document to verify that the firm name and number appear on the engineering work.

In submitting projects for permits, several types of work will require separate permits, even if the information is shown on the construction plans submitted to the City of San Antonio. **Utilities in right-of-ways** or public easements, as well as **utility connections to a public system** are not reviewed by Planning and Development Services. It is the responsibility of the design team to submit utility designs to SAWS and to obtain permits from them to tie into existing sanitary and water supply systems. All **civil work within the public right-of-way** requires a separate flatwork/driveway/curb permit. If **swimming pools** are being proposed, these require a separate permit submittal. Any structures such as **monuments** for which will support a sign require a separate permit as well as a sign permit. Additionally, if a building design or feature **encroaches into the right-of-way**, (for example a door swing, awning, balcony, etc.) a separate encroachment permit is required to be submitted.

Explanatory Notes:

1. The presence of as few as five (5) units in a 2 story apartment or condominium, or nine (9) units in a 1 story apartment or condominium can also trigger the requirement for a licensed engineer. Consult the web site of the Texas Board of Professional Engineers (listed above) for specific requirements.



CITY OF SAN ANTONIO
DEPT OF PUBLIC WORKS
DEPT OF PLANNING AND 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"/>

* 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.
[Commercial Building Permit Application - Occupiable Structures](#)
- REQ** An address issued by the City of San Antonio (210-207-6956) – Applicant must provide an address plat from Planning and Development Services Addressing if the land is recently platted (2003 and newer), or provide documentation of a valid/temporary address for plats currently in review or plats older than 2003:
<http://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 currently in review with the Plat ID No. (A building permit may be issued if the plat is not yet recorded; but in any case no Certificate of Occupancy will be issued without recordation of the plat).
- 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. Current codes adopted by the City of San Antonio are listed at:
<http://www.sanantonio.gov/dsd/codes.asp>
Analysis that includes occupancy group(s), proposed occupant load, construction type, proposed fire protection system (fire sprinkler, fire alarm, fire standpipe, gaseous suppressions), etc.
- REQ** Index Sheet of all drawings (with the dated of latest issuance/revision).
- REQ** Payment of the Plan Review Fee – The fee will be determined and communicated to the applicant at the time of the submittal intake/completeness review. A foundation is taken to be 10% of the cost of the completed structure by PDSD. For a preliminary fee calculation please refer to: <http://epay.sanantonio.gov/planfeecalculator/>
- 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 Civil Site Plan. For a foundation only, a parking lot, approaches, sidewalks, etc, may not be part of the scope of work, however, a foundation for a building will require a preliminary review of the future traffic/civil structure(s) design prior to foundation placement.
- REQ** N/A Traffic Impact Analysis (TIA) Worksheet, TIA report, or proof of previous TIA Report. An application for a foundation only, may not include the requirement for a worksheet or a full TIA report, however the owner should be aware that a TIA report if required and left to later review, may affect future placement of driveways, access to the public streets, and may include possible mitigation requirements. Foundation construction without this review may limit the owner's future options.
http://www.sanantonio.gov/dsd/pdf/form_trafficImpactAnalysis.pdf

- 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 special inspection document required prior to obtaining the Certificate of Occupancy:
http://www.sanantonio.gov/dsd/pdf/news_SIRDPIRC.pdf
Location on plans:
- REQ N/A [Alcohol Sales Affidavit/Sexually Oriented Business Affidavit](#)
- 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 building multiple foundations/buildings on one lot. [Multi-Building Form](#) NOTE: Each foundation being constructed, enlarged altered, moved, etc. Per 2006 IBC section 101.2 must be separately represented on the form and the form must be complete. Each foundation will be issued a separate building permit number for inspection purposes, however, may be reviewed under the main permit number during plan review. Each foundation requires its own valuation to determine plan review and building permit fees.
- REQ N/A Fire Flow Test Report in accordance with COSA standard fire flow test format. [\(COSA-SAFD Fire Flow Test Form\)](#), if underground fire mains are included as part of the foundation permit. 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.

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>

Floor plans and wall sections are not required other than for a preliminary review of possible fire ratings of walls and percent of openings of walls close to a property line or imaginary property line in accordance with the 2006 IBC Chapter 7. An owner should be aware that a foundation permit may be issued without a review of these documents; however a foundation once constructed may limit the wall construction and wall openings along a property line in the design and review of the building shell and finish-out documents.

REQ N/A Floor Plan(s)
Location on plans:

REQ N/A Wall sections and details, including UL (or other appropriate agencies) design numbers for all fire rated assemblies.

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 N/A 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 N/A 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 N/A Layout and design of the parking areas, including spaces for the disabled. Refer to Traffic/SW Summary Table (**Web Link**) <http://www.license.state.tx.us/ab/tas/abtas4a.htm>
Location on plans:

Comments Yes No

STRUCTURAL

REQ Foundation Plan(s)
Location on plans:

REQ N/A Miscellaneous Site Structures; e.g., detention basins, retaining walls, fences, etc.
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 N/A 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.

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.

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 **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 **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:

Comments Yes No

DRAINAGE

Any required Drainage reviews will be conducted by the Public Works Department- Storm Water Engineering Design Review Team. Information may be obtained from the Development and Business Service Center, 1901 S. Alamo, 2nd floor, San Antonio, Texas 78204, (210) 207-8047.

REQUIREMENTS FOR BUILDING PERMIT DRAINAGE SUBMITTAL

- REQ'D **Location map on U.S.G.S.**

- REQ'D **A Site Grading Plan to include (as applicable):**
 - REQ'D All existing and proposed contours of the property.
 - REQ'D N/A Location of all public right-of-ways adjacent to the property.
 - REQ'D N/A Existing AND proposed storm drainage systems (indicate routing of all proposed systems to the point of connection to public facilities).
 - REQ'D N/A Boundaries of any FEMA Designated 1% A.C. (Annual Chance) Floodplains.
 - REQ'D N/A Location of all existing or proposed drainage easements on or adjacent to the property.

- REQ'D **[Regional Storm Water Management Program Participation Form](#)**

- REQ'D N/A **Storm Water Management Plan** (Required only IF the proposed increase in impervious cover is GREATER than 4,300 sq. ft.)
 - REQ'D Two copies of a Storm Water Management Plan (SWMP). Items to be included in the SWMP are noted in the Review Checklist
<http://www.sanantonio.gov/publicworks/stormwater/>

- REQ'D N/A **IF the proposed increase in impervious cover is LESS than or equal to 4,300 sq. ft.:**
 - REQ'D Two copies of correspondence from the design professional or contractor describing the on-site drainage patterns and any impact on adjoining properties.

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.
http://epay.sanantonio.gov/dsddocumentcentral/upload/floodplain_permit.pdf

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.

Comments Yes No

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 EXEMPT 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.

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. [Planning Department](#)

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.

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.

Please be aware that utilities in right-of-ways or public easements, as well as utility connections to a public system are not reviewed by Planning and Development Services. It is the responsibility of the design team to submit utility designs to SAWS and to obtain permits from them to extend services and/or coordinate and tie into existing sanitary and water supply systems. This review and permitting process is a separate procedure and must be conducted directly with SAWS. For more information, please contact [SAWS Business Website](#)

Please refer to the following SAWS development guide:

http://www.saws.org/business_center/specs/newdevel/docs/Developers_Guide_to_SAWS_2009A.pdf

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: _____