



# CITY OF SAN ANTONIO

## DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES

TO: San Antonio Planning and Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 103c**  
Plan Review Submittal (**Shell Building Commercial Checklist**)

DATE: July 14, 2009

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This checklist contains the standard information required on submittals for commercial construction projects, and is intended for use with a commercial building permit application for the building structure/building shell, and may include sitework, and foundation. If a separate sitework and/or foundation application has been submitted previously, portions of this checklist may not be applicable. A shell building permit is issued to construct a structure that does not receive a certificate of occupancy (C of O) and therefore may not be legally occupied upon completion. Rather, a shell building shall receive a "Certificate of Completion" when the work associated with the shell building scope has been completed and approved by PDSD. For more information on definitions and types of shell permits, please refer to [IB 162 Shell Building Permits](#).

The Checklist is designed to assist you in preparing your project for plan review; the items in bold, marked "REQ" are not optional and are required as part of a submittal. For other items that may depend on the project, mark "REQ" when an item is required by design or city codes and ordinances and included in your submittal, or mark "N/A" when the item is not applicable to your project. **Use of this Checklist is mandatory.** Every project will not involve every City Department or review discipline listed. 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 1<sup>st</sup> - 12<sup>th</sup>, 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. If the owner substitutes design professionals for the construction administration, the owner is required to notify PSDS 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 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"/>
<b>Building Permits:</b>				
Site:	_____	_____	_____	<input type="checkbox"/>
Foundation:	_____	_____	_____	<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: \_\_\_\_\_  
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## GENERAL REQUIREMENTS

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- REQ** A complete application for building permits.  
[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:  
[www.sanantonio.gov/dsd/gis.asp](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](http://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). Location on plans:
- 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. For a preliminary fee calculation please refer to:  
<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](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](http://www.energycodes.gov)
- REQ** Three (3) copies of the 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\\_Slist.pdf](http://www.sanantonio.gov/dsd/pdf/news_Slist.pdf)  
For the Design Professional's use:  
[http://www.sanantonio.gov/dsd/pdf/news\\_Slreportletter.pdf](http://www.sanantonio.gov/dsd/pdf/news_Slreportletter.pdf)  
[http://www.sanantonio.gov/dsd/pdf/news\\_Slnoncomply.pdf](http://www.sanantonio.gov/dsd/pdf/news_Slnoncomply.pdf)  
Final document required prior to obtaining the Certificate of Occupancy:  
[http://www.sanantonio.gov/dsd/pdf/news\\_SIRDPiRC.pdf](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](#)

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 must be complete. Each building will be issued a separate building permit number for inspection and certificate of completion purposes, however, may be reviewed under the main building permit number during plan review. Each building requires its own valuation to determine plan review and building permit fees.

Comments

Yes  No

## ARCHITECTURAL

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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](http://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
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## SITE PLAN

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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** 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](http://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](http://www.sanantonio.gov/dsd/udc.asp)  
Location on plans:
- REQ  N/A  Layout and design of the parking areas, including spaces for the disabled and the ADA assessable route from the building to a public sidewalk. Refer to Section 4.6 of the Texas Accessibility Standards <http://www.license.state.tx.us/ab/tas/abt4a.htm>
- Comments Yes  No

### STRUCTURAL

- REQ** Foundation Plan(s)  
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:
- REQ** Design Criteria per IBC Section 1603  
Design load: List design load combination (IBC 1605.1)  
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).  
Wind load: (chapter 6 of ASCE 7 IBC Section 1609).  
    (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).  
Earthquake loads: (IBC Section 1613.1).
- REQ  N/A  List of all Deferred Design submittals that the structural engineer of record **will be responsible for** reviewing and then observing or requiring inspections during construction, and a list of deferred submittals that the structural engineer of record **will not be responsible for** either reviewing or inspecting during construction. See the 2006 International Building Code Section 106.3.4.2. For deferred submittals not reviewed by the structural engineer, the City will require the submittal, including shop drawings, for City review and inspections. For structural shop drawings that the structural engineer will be reviewing, a letter of compliance is required to be submitted to the department prior to issuance of the Certificate of Occupancy.

Comments Yes  No

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**ELEVATOR**

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- 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

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**FIRE**

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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 ([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  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](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

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## MECHANICAL

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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](http://www.energycodes.gov)  
Location on plans:
- Comments Yes  No
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## ELECTRICAL

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The City of San Antonio is currently reviewing plans under the 2008 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 and amendments can be reviewed at <http://epay.sanantonio.gov/dsddocumentcentral/upload/electrical.pdf>

- 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](http://www.energycodes.gov)
- REQ  N/A       The City of San Antonio has passed outdoor lighting requirements for a new Military Lighting Overlay District. If your project lies within five miles of one of the military bases in Bexar County, your project must conform to the outdoor lighting requirements of Ordinance 2008-12-11-1133. The Ordinance can be reviewed at <http://www.sanantonio.gov/dsd/pdf/MilitarysOrdinanceVersion28.pdf>

**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

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**PLUMBING**

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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 <input type="checkbox"/> | N/A <input type="checkbox"/> | Plumbing Fixtures: Show fixture numbers and locations and provide basis for number of fixtures. Include water closets, urinals, lavatories and drinking fountains.<br>Location on plans:   |
| REQ <input type="checkbox"/> | N/A <input type="checkbox"/> | 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 <input type="checkbox"/> | N/A <input type="checkbox"/> | Plumbing Riser and/or Isometric: Provide diagram of installation for waste, vent, and water piping for multiple fixture installations.<br>Location on plans:   |
| REQ <input type="checkbox"/> | N/A <input type="checkbox"/> | Building Utilities: Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities.<br>Location on plans:  |
| REQ <input type="checkbox"/> | N/A <input type="checkbox"/> | Materials: Indicate all piping materials.<br>Location on plans:  |
| REQ <input type="checkbox"/> | N/A <input type="checkbox"/> | 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.<br>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

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## **DRAINAGE**

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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, 2<sup>nd</sup> 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**

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**FLOODPLAIN**

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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, 2<sup>nd</sup> 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](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](http://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](http://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

**Comments**

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

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**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.

REQ  N/A  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>

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

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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)**

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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

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**PLANNING**

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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](http://www.sanantonio.gov/planning)

To determine your zoning designation, refer to this web page:

<http://www.sanantonio.gov/dsd/gis.asp>

Overlay Districts:

Contact:

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

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**AVIATION**

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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](http://www.sanantonio.gov/airport)

Comments Yes  No

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**SAN ANTONIO WATER SYSTEM (SAWS)**

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

[www.saws.org](http://www.saws.org) and [www.tceq.state.tx.us](http://www.tceq.state.tx.us)

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

Comments Yes  No

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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: \_\_\_\_\_