



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: San Antonio Development Services Department Associates

SUBJECT: **INFORMATION BULLETIN 103d**
Plan Review Submittal (**Interior Finish-out Checklist**)

DATE: January 12, 2006
Revised December 24, 2007

This checklist contains the standard information required on submittals for commercial construction projects. This checklist is intended for use with a stand-alone commercial building permit application that does not include the sitework, foundation, and building shell phases of construction. The Interior Finish-out checklist assumes a valid permit was obtained for the shell building, or assumes remodel or rehabilitation of an interior existing commercial building. 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:

Table with 5 columns: NUMBER, NAME, DATE, Approved SWMP*. Rows include MDP (MPCD), PUD, Plat, Building Permits (Site, Foundation, Shell).

* 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)
<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 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** 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](#)

REQ N/A

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

REQ N/A

A spreadsheet (City specified format) for multi building applications for one site. http://epay.sanantonio.gov/dsddocumentcentral/upload/Additional_Building_Form.pdf
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.

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.

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 N/A 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 proposed civil work 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 For a change of use for existing buildings, or change of use for a shell building from the previous proposed use, provide dimensions for the existing parking lot layout including spaces for the disabled. Show existing 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:

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 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 **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

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

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.

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

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

Comments

HEALTH

REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	Finish schedules (floors, walls, ceilings and lighting). Location on plans:
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	Utensil Washing Sink: All food establishments in which food is prepared (including coffee or beverages) or in which multi-service kitchen utensils are used shall have a minimum three-compartment sink with two integral drainboards, on each side. The sink compartments and drainboards shall be large enough to accommodate the largest utensil used. Location on plans:
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	Liquor service or tavern sinks: A separate handsink is required. An approved glass washing machine with a rinse sink may be substitute for the compartment sink. Location on plans:
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	Dishwashing Machines: All automatic dish machines shall be installed and operated in accordance with code. All spray type dish machines, which are designed, for a hot water sanitizing rinse shall be provided with a booster heater, or be connected to an approved recirculation water system which is capable of maintaining the rinse water at not less than 180° F. Location on plans:
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	Lavatories and Handwashing sinks: Handwashing facilities shall be provided within or adjacent to toilet rooms and shall be equipped with an adequate supply of hot and cold running water delivered under pressure through a mixing valve. An adequate number of handwashing cleanser and single-use sanitary towels, or hot-air blowers, shall be provided in wall-mounted dispensers at all handwashing facilities. Handwashing facilities shall be provided within each food preparation area, waitress station, and warewashing areas. Location on plans:
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	Janitorial Sink (Mop Sink): A room, area, or cabinet shall be provided for the storage of cleaning equipment and supplies, such as mops, buckets, brooms, cleaners and waxes; and shall be equipped with at least one of the following, to be used for general cleaning purposes and for the disposal of mop bucket wastes and other liquid wastes: <ol style="list-style-type: none">1. A one-compartment, non-porous janitorial sink/mop sink (stainless steel, porcelain or fiberglass), or2. A slab, basin, or floor constructed of concrete or equivalent material, cubed and sloped to a drain. Such facilities shall be connected to approved sewerage, and provided with hot and cold running water, and protected with a backflow device. Location on plans:
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	Compliance with the smoking ordinance. www.sanantonio.gov/health/hottopics/smoking.asp
REQ <input type="checkbox"/>	N/A <input type="checkbox"/>	Dumpster Enclosure: If an enclosure for trash cans and /or dumpster is to be utilized as a cleaning facility, it must be provided with hot and cold water. It must be curbed and sloped to drain into a sanitary sewer through a grease trap. Location on plans:
Comments		Yes <input type="checkbox"/> No <input type="checkbox"/>

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://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

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: _____