



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

TO: All Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 147**  
Commercial Permit Applications (Completeness Review Process)

DATE: August 4, 2008

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The purpose of this Information Bulletin (IB) is to inform the public of the process for submitting a commercial building permit application. The Development Services Department (DSD) has a completeness review process to ensure that an application for a commercial permit contains all the required information to start reviewing construction plans for conformance to various building-related codes. The Completeness and Assignment Review team (CAR) is typically the first group that you will work with in submitting commercial projects for review by the Plans and Permits Section with the goal of obtaining a required building permit. This team is located at the Cliff Morton Development and Business Services Center at 1901 S. Alamo. A major part of the team's mission is to speed the plan review process by ensuring that all required permit information is available to plan reviewers during their first review. Lack of required information can result in unnecessary delays and subsequent reviews, often at the time owners want to start construction, whereas the completeness review period provides a list of missing information to the applicant early in the process.

### **Commercial Application Submittal Process:**

The CAR team provides one-stop service for those customers seeking to submit an application for commercial building permits. The CAR team provides a completeness review of the commercial building application and all associated construction plans and documents. The CAR team provides intake services for all commercial projects except for walk-through permits that are handled by the [Permits and License front counter](#) staff, school related projects covered under Ordinance #99156 that are processed by the [DSD School District Team](#), and Fire Alarm and Fire Sprinkler permits that are processed by the [Fire Department](#).

The team will perform a non-technical summary review of your construction plans/documents with the objective of identifying any missing, critical elements prior to the actual start of the formal review process. An applicant will be required to bring the application, commercial checklist, construction documents, and other required information for the project. If elements are missing, the team will communicate within three (3) business days and inform you of any missing plans/documents.

During the completeness review, if the submittal is found to be accurate and complete, the plan review clock will start the day that the submittal was first brought in. The construction plans will be sent to plan review teams. If information is missing the plans will be held by the CAR team. You may submit the missing documents within the three days and the plan review clock will still

start on the submission date. Some documents may require additional time beyond the three days to obtain. If for example you need to perform additional design work which would take time, you may come to the department to pick-up your submittal package and later turn the entire application package in when it is complete. Alternatively, you may leave the partial application package with us for up to 180 calendar days. If the application is still incomplete after this time, the application will be considered abandoned as per *International Building Code* section 105.3.2.

Once the missing information is obtained you may bring it to Development Services addressed to the CAR team and the team will review the re-submittal for completeness within three (3) business days. Since the original 3-day review period is over, the re-submittal will essentially start another 3-day completeness review clock. If the new commercial building permit package is then found to be complete, the plan review clock will start the day that the re-submittal was brought in.

Customers should be aware that the department is required to calculate project valuation in addition to the valuation required from the owner as part of the submittal package. Customers should review [IB 141 Determination of Valuation for Building Permit Applications](#) for more information. You will be contacted within the 3 business day completeness review to inform you of the plan review fees due. Payment of the plan review fee is considered a part of the application, and the plan review clock will not start without payment. If the application is found to be complete and payment is not paid until after the 3-day completeness review, the clock will be considered to have started three days prior to the date of fee payment.

Customers may use the [fee calculator on-line](#) to estimate fees, but should be advised that a check for that amount should not be brought in with the submittal. The plan review fees may be different than that calculated on-line and you will be required to either keep the check, or create an escrow account to deposit the check. The CAR team will not take the check and keep it with the application during the completeness review period for payment later. Once the submittal application is complete, you may then pay the plan review fees on-line or use an escrow account.

Please email the CAR Team with questions at [commercialintake@sanantonio.gov](mailto:commercialintake@sanantonio.gov).

The following links provide information and forms required as part of the commercial building permit application process. Checklists have been developed as IB's to assist in the understanding of the minimum information needed on commercial plans to be accepted for review. For Commercial Building Permit Applications these are as follows:

[IB 103a Plan Review Submittal \(Commercial Checklist\)](#)

[IB 103b Plan Review Submittal \(Foundation Checklist\)](#)

[IB 103c Plan Review Submittal \(Shell Building Commercial Checklist\)](#)

[IB 103d Plan Review Submittal \(Interior Finish-out Checklist\)](#)

### **Commercial Applications involving Multiple Buildings:**

If you are submitting a project with multiple buildings on one lot with the same address, you will need a [multiple building form](#). Each building will require a separate building permit number,

although you may use one application and one submittal of construction plans. This is to ensure that inspections occur for the correct building, trade permits can be assigned to the correct parent building permit number (AP#), all associated inspections called for the correct building, and that Certificate of Occupancies can be obtained for a building prior to completion of all buildings. A project with multiple buildings, each on a separate lot with different addresses require separate applications and construction document submittals for each address and as multiple buildings on one lot, will also receive separate permit numbers.

Timely service is a high priority in DSD's Plans and Permits Section. For additional information regarding the plans review services such as walk-through, counter plan review, preliminary plan review meetings, plan review by appointment and mail in plans, please call 207-8394. You can also check your escrow balance on-line.

We hope this process will assist our customers with their commercial construction process. If you have any questions about this new permit or about the procedures to follow, please call the DSD CAR Team at **210-207-8394**.