CITY OF SAN ANTONIO TEXAS — DEVELOPMENT SERVICES

TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 101 New Residential Permit Information**

DATE: December 04, 2021/ August 22, 2022/ June 1, 2023/ April 1, 2025

CREATED BY: Plan Review Division

Purpose

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin 101 to guide customers through the required items for a New Residential Application. This information bulletin has been updated to clarify "Foundation Only" is for House Move Applications and for reformatting, and to link to the new Accela Customer Portal.

Scope

A New Residential Permit should be used for the following permit types:

- **New Residential Homes** - All single-family, two-family (duplex), and townhomes (not more than three stories above grade plane with separate means of egress).
- **Accessory Dwellings** built on a lot with an existing home (second home/dwelling).
  - Requires Formal Application for Accessory Dwelling.
- **Additions and Accessory Structures** over 1,000 square feet and/or two stories any size.
- **Foundations** for House Move Permit.
- **Prototype Plans** for home builders.

Pre-Application Checklist

Land Development:

- Obtain a copy of the plat from Bexar County, a copy of a pre-recorded plat in review with DSD, or a Certificate of Determination from Land Development stating that platting is not required.
- Verify Addressing and Zoning with DSD Land Development division.
- Determine if Street Construction Plans are needed (if property is on an unpaved street or adjacent to a city right-of-way with no existing road).

Floodplain:

- If any part of the lot is in, or near, a floodplain, a Flood Plain Consultation will be required.

Historic District:

- You may require Historic Design Review Commission Approval. Contact Office of Historic Preservation at 210-207-0035; http://www.sanantonio.gov/historic

SAWS:

- Contact SAWS to ensure sewer is available. If not, verify that you qualify for a septic system. A copy of the Septic System Permit from Bexar County will be required with this application.

Easements:

- Building over an easement? Obtain written permission from the easement owner to build permanent structures in the easement.

Submittal Process and Documents

All applications should be applied for electronically through our Build SA portal:
https://aca-prod.accela.com/COSA/default.aspx

Additional Build SA permit portal resources can be found here:
https://www.sanantonio.gov/DSD/BuildSA-Project#266242303-customer-resources

Submittal documents for building and tree protection should meet the currently adopted International Residential Code, International Energy Conservation Code, and the Unified Development Code.

Additional Reviews may be required depending on the project location and scope of work:

-Drainage and Flood	**-Addressing**	**-Historic**
-Site Work	**-Traffic and Sidewalk**	**-Zoning**

Required Documents

See the following document descriptions for all projects. For a list of documents for your specific project, refer to page 4.

Site Plan- Should match the recorded plat of the property and indicate the legal description, address, existing buildings on site, property lines, easements, sidewalks, approaches, curbs, fences, gates, parking, concrete work, and required setback lines in relation to the proposed project.

Foundation Plan- Should be designed by a Texas Professional Engineer, a Registered Architect, or submit a geotechnical report with a foundation design (note: all post tension foundation designs must be prepared by a Texas Professional Engineer). Plans should be of sufficient detail to conform to the provisions of the IRC, including, but not limited to:

- Size, spacing and strength of reinforcing steel.
- Foundation requirements of braced wall panels if required in braced wall plan.

Floor Plan(s)- Should have dimensioned rooms labeled to indicate use of space, reference page 5.

Exterior Elevations- Should show the dimensioned exterior of the proposed structure from all sides.

Window and Door Legend- Should match the floor plans and elevations.

Framing Details- Should include framing detailed sheets with the following info:

- Wall Section Details: See example on page 5.
- Wood Framed Floors: See IRC section 502 for required information or truss system.
- Wood Framed Roofs: Rafter and Girder information. See IRC section 802 or roof truss system.
- General: Plans shall include wood size, grade, species, and spacing.

Brace Wall Plan- This should indicate the braced wall line and method in compliance with IRC R602.10.

Energy Requirements

- Thermal Envelope (continuous air barrier) should be included on the plans.
- Energy Software submittal: REScheck, ICC Calculator, REM/Rate, Energy Gauge, etc. (See IECC Chapter 4 for Method of Energy Compliance).
- Manual J and Manual S.

Additional Document Submittal

If applicable to your specific project, you may submit the following:

- Prototype Plan- submit your approved prototype plan application number for a new site-specific address.
- Fire Flow Requirements and Procedures, refer to IB 187.
- Fire Protection Sprinkler System Instructions, refer to IB 218.
- If you are building an accessory dwelling, refer to IB 402 for additional information.

Multiple Dwellings

If multiple units are proposed, a sitework permit may be required. See IB 225 for more information. If required, a sitework permit will need to be applied for utilizing the Commercial Application Guide and the residential review will not be approved until the issuance of the site work permit.

Summary

This Information Bulletin is for informational purposes only.

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Combination Permits

A complete building permit where all trade work (mechanical, electrical, plumbing, and flatwork) and their associated inspections and fees are located. *We no longer require separate permits for each trade on combination permits.* The trade contractors should be added to the combination permit and are responsible for their corresponding inspections.

Non - Combination Permits

All necessary trade work (mechanical, electrical, plumbing, and flatwork) and their associated inspections and fees are pulled separately by the licensed and registered contractor. All trade permits should be closed before the building final. Electrical, Mechanical, Plumbing, Flatwork (sidewalk driveway approach).

Permit Type	Required Documents
New Homes or Accessory Dwellings (Combination)	1. Plat or Certificate of Determination 2. Site Plan 3. Foundation Plan (engineered) 4. Floor Plan 5. Framing Details 6. Exterior Elevations 7. Window and Door Legend 8. Braced Wall Plan 9. Energy Requirements -Manual J & Manual S -REScheck/Ecotrope/etc.
Accessory Structures, or Additions (Non-Combination)	1. Site Plan 2. Foundation Plan (engineered) 3. Floor Plan 4. Framing Details 5. Exterior Elevations 6. Possibly required: -Window and Door Legend - Braced Wall Plan -Energy requirements for Additions ONLY
Prototype (No Permit Issued)	1. Foundation Plan (Optional- Can be submitted with New Home Application) 2. Floor Plan 3. Framing Details 4. Exterior Elevations 5. Window and Door Legend 6. Braced Wall Plan
Foundation Only (Non-Combination)	1. Site Plan 2. Foundation Plan (engineered)

The following examples are not to be used for submittal purposes. Construction documents must match the proposed construction.

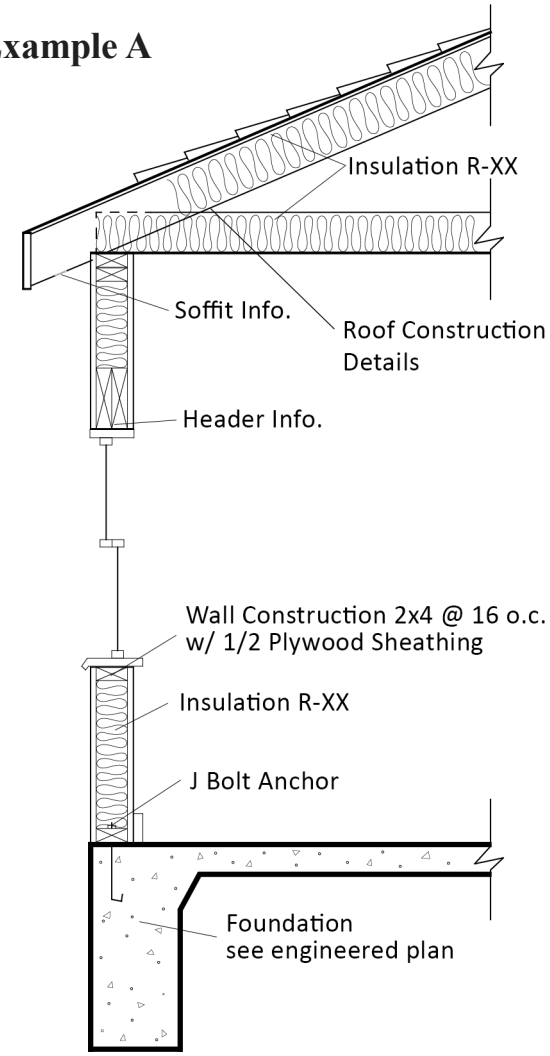
Cross Section Detail

Provide a typical wall section assembly detail illustrating how the home will be constructed. This helps our plans examiners and inspectors verify adequate construction for your project. Here you will show and call out your proposed materials, connection details, and wall system assembly see (Example A).

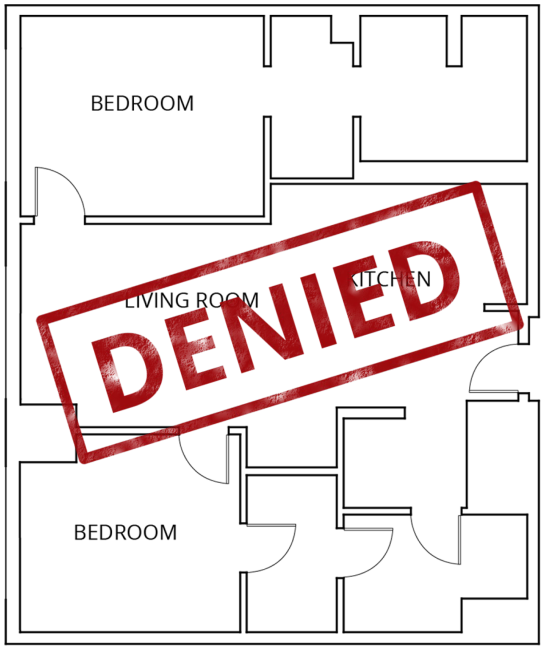
Floor Plan

The construction documents shall express the intended use of spaces, provide room dimensions, and call out fixtures. Below are examples of insufficient information (Example B) and sufficient information (Example C). Submitting clear construction documents will ensure proper code application and a timely plan review process.

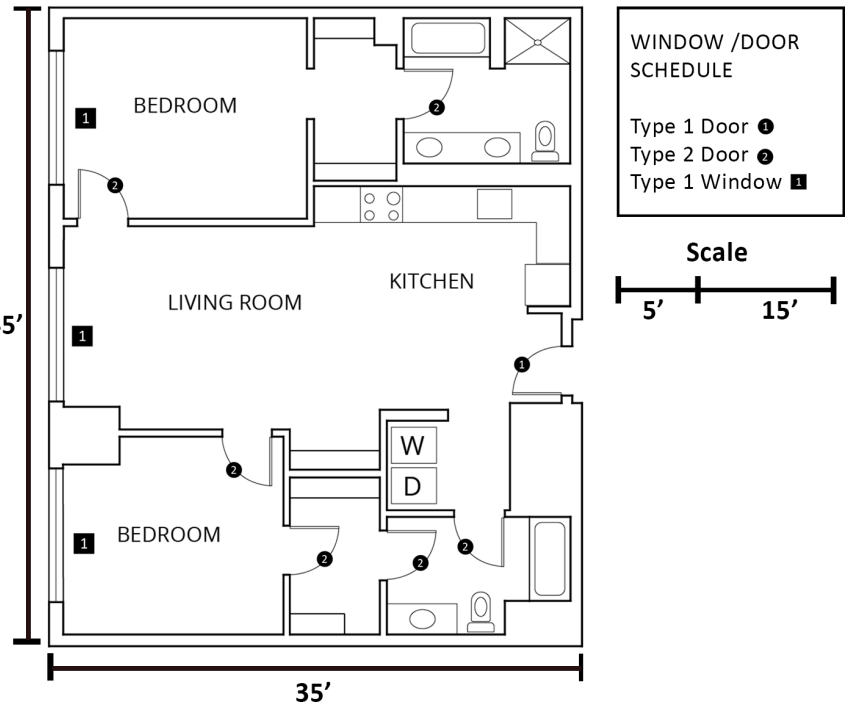
Example A



Example B



Example C



Permit Journey Map

Step 1

Project Viability

What can I build?
What do I want to build?
https://gis.sanantonio.gov/DSD/OneStop/Index.html
Property location, Zoning, and other variables will determine your projects viability.

Step 3

Plan Review

Your plans will be reviewed for code compliance. Alterations and additional information may be required at this stage. The clarity of your submittal and information provided will determine your stay on step 3.



Step 2

Submittal Requirements

Prepare plans and paperwork for submittal. Plans must be submitted in PDF format through our online portal. Refer to IB 101 for list of required documents.

Step 4

Inspections

Once you have your approved plan set you can begin construction and request inspections as you build.

Review our What's Next handout for more detailed information.

- **Consultations**
- **Plan Intake**
- **Plan Review**
- **Inspections**