

BUILDING PERMIT AUTHORIZATION GUIDELINES

Download the Bexar County Fire Marshal Building Permit application: <https://www.bexar.org/DocumentCenter/View/1170/Building-and-System-Permit-Application-PDF?bidId=>. The first page of the building permit application is the Building Permit Authorization (BPA) form. If the BPA is for new construction located within the City of San Antonio (COSA) Extraterritorial Jurisdiction (ETJ), the submitted BPA will need documentation that COSA has reviewed the proposed improvements noted in B and C below on this page before submitting the BPA form to Bexar County Public Works.

In general, the process is as follows:

0. Schedule an appointment to submit the building permit application and electronic plan files to the Fire Marshal Office (FMO). The FMO permit review may occur before or during the BPA review process noted below. The building permit issuance will not occur until the FMO receives a signed BPA page from Public Works. (See: <https://www.bexar.org/643/Permits-Applications>)
1. City Permits and Fees (**COSA determination for storm water detention; Military Protection Area Certificate of Compliance prior to BPA submittal to Bexar County Public Works**)
2. Bexar County Public Works/Environmental Services Permit Verification
3. Building Permit Authorization (BPA) Released by Bexar County Public Works
4. Permit Review/Issuance (once executed BPA form has been provided) by Bexar County Fire Marshal
5. Construction and Inspection
6. Certification and Food Service Permits
7. Permit Renewal and Maintenance

City Permits and Platting Location: 1901 S Alamo St San Antonio 78204

Contact: 210-207-1111

- A. Platting – City Development Services Staff will make a Determination for the requirement of platting. Either a subdivision plat or a Certificate of Determination (COD) will be required. The use, if specified on the COD, must match the proposed use of the proposed structure (i.e. a COD for residential use will not apply to a commercial building).
- B. City Storm Water – COSA Public Works requires a determination if detention is required. If detention is not required or provided, the city will determine a fee in lieu of detention (FILO) to pay for the new square footage of impervious cover (i.e. building footprints, asphalt, sidewalks, concrete pads, etc.). If detention is required or provided, the city will review and approve the Storm Water Detention design. A COSA storm water representative will sign and stamp the BPA form and site plan that shows the areas of impervious cover (existing and proposed). If a FILO is paid, provide a copy of Storm Water Regional Storm Water application form with the BPA form. If detention is required, provide a PDF of construction documents approved by the City. See the following link for additional information: <https://www.sanantonio.gov/TCI/Services/Storm-Water-Plan-Review/Regional-Storm-Water-Management-Program>
- C. Military Protection Area Certificate of Compliance (MPACOC) – COSA will verify the Land Use, outdoor lighting, building heights, sound attenuation measures, and Edwards Aquifer compliance where applicable. See the following link for more information: <https://www.sanantonio.gov/DSD/Resources/Codes#176643356-etj-military-protection-areas>
- D. Tree, Outdoor Sign, and Irrigation permits are also required in the ETJ from COSA. (**Not applicable to BPA process**)

Bexar County Public Works and Environmental Services Permits

Location: 1948 Probandt San Antonio Texas 78214

BPA Main Contact: Luz Gonzales (luz.gonzales@bexar.org) 210-335-0030

Submit the entire permit application (pages 1-4) with a brief description of the proposed work and site plan to Bexar County Public Works via e-mail to BPA.permit@bexar.org or in person at 1948 Probandt. Examples of proposed work are: 1) site clearing, grading, underground and offsite utilities, and foundation; 2) new building with interior finish out; 3) new shell building; 4) tenant finish out; 5) remodel of existing structure; 6) cell tower; 7) change of occupancy; or any combination of the previous items. Bexar County verifies subdivision plat status, Right-Of-Way (driveway access, turn lanes, utility connections) permits, Floodplain development permits, on-site drainage, compliance with COSA IB-570 related to Atlas 14 precipitation frequency estimates (see: <https://docsonline.sanantonio.gov/FileUploads/DSD/IB570.pdf>), OSSF (septic) permits, Storm Water Quality Permits, and Post Construction permits. We recommend submitting the applicable permit applications listed on page 2 before submitting the BPA to avoid delays to the project. See page 2 for additional information regarding subdivision plats, permits, military limited lighting, and food service permits.

Subdivision plats – if a subdivision plat is required but not recorded, County Development Services Staff must complete at LEAST one review of the plat materials to verify that no conflicts exist between the proposed buildings and easements shown on the plat. If a conflict exists, a revised site plan or plat will be required. **Typical review time: First submittals: 30 calendar days; Resubmittals: 15 calendar days.**

(Tiffany Simper tsimper@bexar.org 210-335-6944 or Stephen Laskowski Stephen.laskowski@bexar.org 210-335-6785)

- A. **Storm Water Quality (SWQ) Permit** – (Permit Cost: \$500) A Bexar County Storm Water Quality Permit is required when one (1) or more acres of soil are being disturbed. Recommend to submit the SWQ permit application at least 30 days before submitting the BPA form. You need an issued SWQ Permit before the Public Works signs the BPA form. **Review time: First Submittals 30 days; Resubmittals 15 days.**

Submittal requirements are (see: <https://www.bexar.org/2059/Storm-Water-Quality-Site-Development-Per>):

1. Application (signed)
2. Fee
3. Copy of Storm Water Pollution Prevention Plan (SWPPP) *(Can be a hard copy or PDF with hard copy of site plan)*

(Zaid Subhi @ zaid.subhi@bexar.org; 210-335-6663)

- B. **Post Construction Permit** – (Permit Cost \$50 or \$250; Please reference the lower right corner of Mitigation Worksheet) – Submit this permit application concurrent with the Storm Water Quality Permit. A Bexar County Post Construction Permit is required when one (1) or more acres of soil is being disturbed. The review verifies when mitigation is required based on the amount of impervious cover in excess of the target impervious cover shown on the proposed improvement. **Review time: Concurrent with Storm Water Quality Permit.**

Submittal requirements are (see: <https://www.bexar.org/2147/Post-Construction-Permits>):

1. Application (signed)
2. Mitigation Worksheet
3. Fee (check mitigation worksheet)
4. Supporting documentation for mitigation if mitigation is required

(Zaid Subhi @ zaid.subhi@bexar.org; 210-335-6663)

- C. **Right-of-Way permits (ROW)** – (Permit cost: Varies) A Bexar County Right-of-Way permit is required for all work within a county maintained right of way. You must have an issued ROW permit before starting work. (see: <https://www.bexar.org/1493/Right-of-Way-Permits>). **Review time: 15 -30 days.**

(Todd Sang @ tsang@bexar.org; 210-335-6649)

- D. **On Site Sewage Facility (OSSF) Permit** – (Permit cost: contact to verify) An OSSF permit is required for sites that are not serviced by public sanitary sewer. If no water service is available, provide information about restroom provisions for employees. An OSSF permit must be submitted (if new construction) or renewed (if existing construction) before Public Works signs the BPA. **Review time: 30 days.**

(Mike Lara @ mikel@bexar.org; 210-335-0295)

- E. **Floodplain Permit** – (Permit cost: \$50.00) A Bexar County Floodplain Development Permit is required for any property that is encumbered or adjacent to the FEMA designated 1% (100yr) floodplain. Floodplain permits are issued after the applicable Permits A-D listed above have been issued. You must have an issued permit before starting work. (see: <https://www.bexar.org/1492/Flood-Development-Permits>). **Review time: First submittals: 30 calendar days; Resubmittals: 15 calendar days.**

(Terrance Jackson @ tjackson@bexar.org; 210-335-3048)

- F. **Military Limited Lighting Regions (MLLR)** - Bexar County Development Services will review exterior lighting design plans for the proposed development outside of the COSA Military Protection Area. You may find the limits of the MLLR along with the requirements in the most recent court order. An accepted lighting plan is required before Public Works signs the BPA. (see: <https://www.bexar.org/DocumentCenter/View/13458/Updated-Lighting-Order-for-May-21-2019-Commissioners-Court-Public-Hearing?bidId=>) **Review time: 7-14 days.**

- G. **Food Service Establishment (FSE) Permits: (Not applicable to the BPA process)**

1. Application and Fee
2. Website: https://www.bexar.org/DocumentCenter/View/20001/FOOD-PERMIT-APPLICATION_1948-Probandt

(Yvonne Cisneros or Jesse Zendejas @ Healthpermits@bexar.org; 210-335-6700 [Option 6])

I. PROJECT EVALUATION

- City Staff – Platting Determination, Storm Water Fees, & Permits
- Bexar County Public Works
- Bexar County Fire Marshal



II. PUBLIC WORKS PERMITS AND SUBDIVISION PLATTING (Building Permit Authorization)

- Subdivision Platting
- Storm Water Quality Permit
- OSSF (septic) Permit/Electrical Release
- Floodplain Permit
- ROW Permit

III. FIRE MARSHAL PERMIT REVIEW

- Site Clearing Permit
- Foundation Permit
- Building Permit(s)
- Other Permits

*****Permit application deemed complete upon full execution of BPA form**



IV. CONSTRUCTION AND INSPECTION

- Public Works Permit Inspections
- Fire Marshal Inspections



V. BUILDING CERTIFICATION AND FSE PERMIT

- Fire Marshal Certificate of Occupancy Inspection – Occupy Building(s)
- FSE Permit



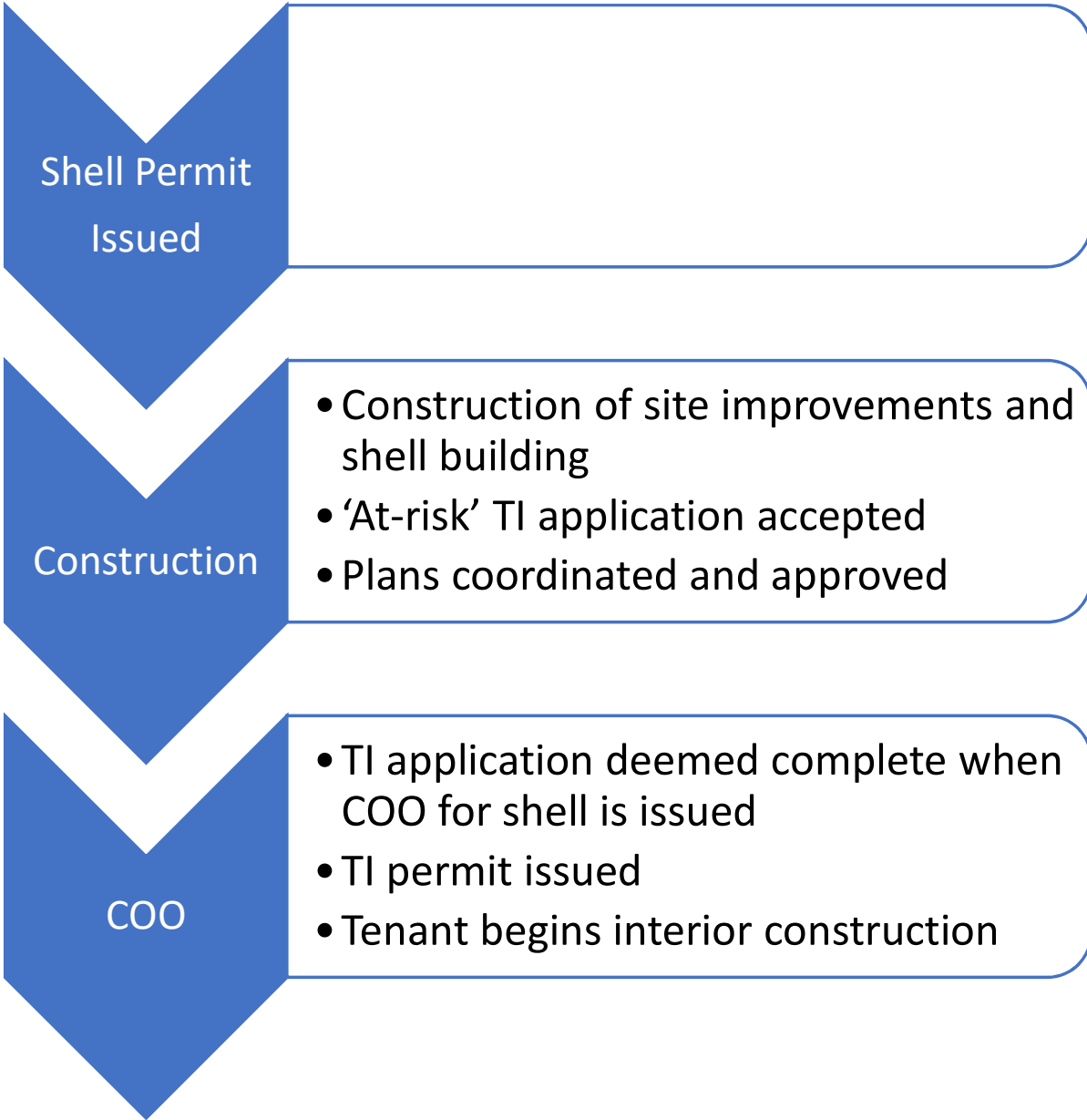
VI. PERMIT MAINTENANCE

- Renew Permits as Required

***** Construction plans accepted when the set is ready for review. Permit application is considered “at risk” and not deemed complete until BPA form is fully executed. This mitigates the concern with the ‘30-day law’ and allows the effort related to Box II and Box III to be coordinated in parallel, significantly reducing the overall timeline and critical path of the permitting process.**

Bexar County Process – Acceptance of TI Permit Application relative to issuance of COO for commercial shell

Proposed



**** Allows tenant to start construction soon after the COO is issued for the shell building, minimizing the time between the shell being complete and the tenant opening for business***