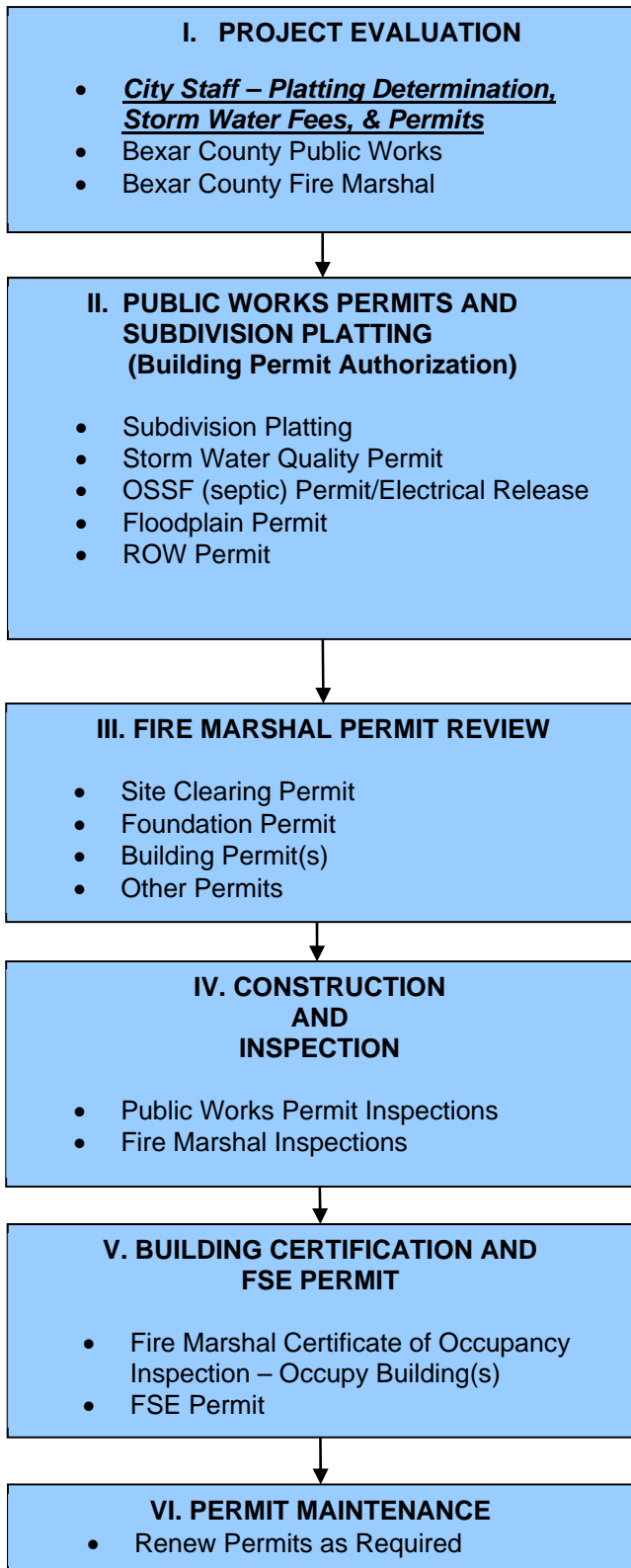




# BEXAR COUNTY GENERAL PERMITTING PROCESS



**I. PROJECT EVALUATION** – Consult with Bexar County Public Works and/or Fire Marshal officials (and City Staff when project is in the ETJ of a city) to identify required permits and identify potential issues or areas of concern and requirement for Authorization to issue Building Permit. **Outside City Limits within ETJ of San Antonio, City of San Antonio Staff will determine Platting requirements, Storm Water impact fees & Tree, Sign, and Irrigation Permits. Contact City Staff at (210)207-1111 for information about these items.**

**II. PUBLIC WORKS PERMITS, SUBDIVISION PLATTING & BUILDING PERMIT AUTHORIZATION** – [When necessary to obtain a Fire Marshal Permit, provide the building permit application (Authorization to Issue Building Permit form is included and is 1<sup>st</sup> page of Fire Marshal Permit) and a site plan showing the location of structure or work area on the site.] Public Works will verify all applicable Public Works permits have been obtained. Any applicable Public Works permits are to be obtained prior to commencement of construction and must be reviewed and issued prior to submitting to the Fire Marshal's Office.

**III. FIRE MARSHAL PERMITS AND REVIEW** – If a Fire Marshal permit is required, the applicant shall submit the completed Authorization Form signed by Public Works staff, application, and all required plans and fees to the Fire Marshal's office to begin the Fire Marshal Permit review process. Permit review will begin upon submittal of complete package and fees.

**IV. CONSTRUCTION AND INSPECTION** – After all permits have been obtained, or as provided by permits (such as right-of-way permits), construction on the site may commence on site for grading, foundation, or structures for which the permits have been obtained. The applicant shall contact the Public Works Department or the Fire Marshal's Office for inspections as necessary under permit requirements. Any deficiencies noted by inspectors shall be corrected as directed by inspector or engineer/architect if necessary.

**V. CERTIFICATION AND FSE PERMIT** – Upon completion of inspections, the applicant shall be given notice or certification of satisfactory completion of construction. Food Service Establishment (FSE) Permit application can be submitted AFTER the building is certified for occupancy by the Fire Marshal.

**VI. PERMIT MAINTENANCE** - The applicant shall be required to maintain or renew all permits as necessary under permit requirements.

#### Questions/Comments:

Bexar County Homepage - <http://www.bexar.org> See listings for:

Bexar County Public Works Department  
233 N. Pecos Ste. 490 San Antonio, Texas 78207  
Phone: (210) 335-6700 Fax: (210) 335-6713  
Email: [bpa.permit@bexar.org](mailto:bpa.permit@bexar.org)

Bexar County Fire Marshal and Emergency Management Office  
622 Dolorosa San Antonio, Texas 78207  
Phone: (210) 335-0300 Fax: (210)335-0330  
Email: [kwalt@bexar.org](mailto:kwalt@bexar.org)