



# **Commercial Application Minor Structure Permits (ATMs)**

**November 18, 2021**

*Presenter: Mr. Richard  
Chamberlin, Development  
Services Engineer*

# Objectives

1. **Record types and Workflow**
2. **Application** for a Minor Structure Permit (including ATM)
3. Uploading **Documents** – Construction Plans/ Other
4. Payment of **Fees** (two different sets & times)
5. **Electrical permits** - separate fees / inspections
6. Scheduling **Inspections** – Who can schedule what/when
7. Adding the **General Contractor** to Permits
8. Obtaining the **Letter of Completion**

## Resources

- Upload documents: <https://docsonline.sanantonio.gov/DSDUploads/DocUploadGuide.pdf>
- Paying fees: <https://docsonline.sanantonio.gov/DSDUploads/PayingFeesonaRecord.pdf>
- Schedule inspections on-line : <https://www.youtube.com/watch?v=WMIv621MUGE>
- How to add General Contractor to permit (amendment record):  
<https://docsonline.sanantonio.gov/DSDUploads/ACAAddingGCandLPToRecord.pdf>

# Records

## Application

For any Commercial application

Record COM-PRJ-APP(**year**)-398(**5 numbers**)

## Permits

**One or more permits issued from an Application**

Record COM-**Varied**-PMT(**year**)- **8 Numbers**

**for an ATM:** COM-**ITM**-PMT(**year**)- **40800XXX**

# Workflow

- 1. Application record created**
- 2. Upload electronic files, construction plans and forms**
- 3. Completeness Review to review application and documents**
- 4. Invoice Plan Review Fees e-mailed**
- 5. Payment of Plan Review fees**
- 6. Technical Reviews start and Finished**
- 7. Permit Records are created - Fees created and Invoices e-mailed**
  - ✓ All Inspections created and Pending Issuance
  - ✓ Payment of Building Permit fees
  - ✓ Approved plans become available to download
- 8. Inspections – possible re-inspection fees**
- 9. Letter of Completion with all Inspections Complete**

# Definitions

## Combination Permit (most commercial)

All inspections and fees are located on the building permit. There aren't any standalone trade permits for fees/inspections. **For most Commercial**, the MEP contacts, inspections and fees are added onto the building permit.

## Minor Structures (ATM) are not Combination Permits

Only Building/Fire/Traffic/Tree inspections and fees are added to the issued Building Permit. All MEP Contractors (typically only electrical for ATMS) pull their own permits, pay their own fees and schedule inspections on their own permits.

# Definitions

## Contacts

All people on the Contacts screen can see and work with the application and later permits.

Applicants, Owners, General Contractors, Delegates are common types of Contacts.

Applicant and Owner is required during the application

**Authorized Agents** – Credit Human staff if Contractor is the applicant

Contractors: added on the application, or issued permit using the **Amendment Record**

## Fee Calculations

Plan Review and Building Permit fees are based on **Valuation** of each Permit to be issued.

Plan Review fees are paid on the application prior to technical reviews

Building Permit fees are paid on the application or the permit after technical reviews.

## Inspections

Inspections - Permit record and created in the "Pending Issuance" status until fees are paid

Once building permit fees are paid, inspections are "Pending" - to be scheduled



# The Application Process

# Log in to ACA account

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)

- Home**
  - Land Development
  - Building**
  - Fire
- 
- Dashboard
  - My Records
  - My Account
  - Advanced Search

Hello, Richard Chamberlin

**My Collection (0)** [View Collections](#)

You do not have any collections right now.

**Work in progress** [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
Commercial Project Application	21TMP-010303	Building	7/22/2021	<a href="#">Resume Application</a>



# Log in to ACA account



Welcome to the City of San Antonio

[Announcements](#) [Logged in as: Richard Chamberlin](#) [Collections \(0\)](#) [Reports \(1\)](#) [Account Management](#) [Logout](#)

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)

Search...

[Home](#) [Land Development](#) **[Building](#)** [Fire](#)

[Search Applications](#) [Create an Application](#)

## Records

Showing 1-10 of 47 | [Export results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	11/17/2021	<a href="#">COM-PRJ-APP21-39800382</a>	Commercial Project Application		Minor Structures	2369 NW MILITARY HWY City of San Antonio, TX 78231		Richard.Chamberlin	Closed	<a href="#">Amendment</a>	
<input type="checkbox"/>	11/17/2021	<a href="#">COM-ITM-PMT21-40800007</a>	Commercial Ice-Teller Machine Permit		Minor Structures	2369 NW MILITARY HWY City of San Antonio, TX 78231		Richard.Chamberlin	LOC Issued	<a href="#">Amendment</a>	
<input type="checkbox"/>	09/30/2021	<a href="#">RES-RBP-APP21-35500410</a>	Residential Building Permit Application		Builder Number/Address	219 BROADWAY City of San Antonio, TX 78205		Richard.Chamberlin	Under Review	<a href="#">Upload Plans</a> <a href="#">Amendment</a>	
<input type="checkbox"/>	09/03/2021	<a href="#">RES-RBP-APP21-35500396</a>	Residential Building Permit Application		test EDR	310 E HOUSTON ST City of San Antonio, TX 78205		Richard.Chamberlin	Under Review	<a href="#">Amendment</a>	
<input type="checkbox"/>	09/03/2021	<a href="#">RES-RBP-APP21-35500397</a>	Residential Building Permit Application		test EDR 2	714 N ALAMO ST City of San Antonio, TX 78215		Richard.Chamberlin	Issued	<a href="#">Amendment</a>	
<input type="checkbox"/>	09/03/2021	<a href="#">RES-RBP-PMT21-36600251</a>	Residential New Building Permit		Building No: 714; Unit No:	714 N ALAMO ST City of San Antonio, TX 78215		Richard.Chamberlin	Active	<a href="#">Amendment</a>	
<input type="checkbox"/>	08/26/2021	<a href="#">COO-APP21-37600118</a>	Certificate of Occupancy Application		520 LAUREL	520 W LAUREL City of San Antonio, TX 78212		Richard.Chamberlin	Under Review	<a href="#">Amendment</a>	

# Starting the Application

Home Land Development **Building** Fire

Search Applications **Create an Application**

### Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

\* Licenses:

--Select--

[Continue Application »](#)

A license is **not** required to apply for a commercial application. If you do not have a registered Licensed Professional connected to your account, **this screen does not come up.**

# Starting the Commercial Application

Home Land Development **Building** Fire

Search Applications Create an Application

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

<input type="radio"/> Annual Maintenance Permit Application	<input type="radio"/> MEP Trade Permits Application
<input type="radio"/> Building Move Application	<input type="radio"/> Minor Building Repair Application
<input type="radio"/> Building-Related-Fire Codes Appeals-Advisory Board	<input type="radio"/> Preliminary Plan Review - Building
<input type="radio"/> Certificate of Occupancy Application	<input type="radio"/> Residential Building Permit Application
<input checked="" type="radio"/> Commercial Project Application	<input type="radio"/> Residential Fence Application
<input type="radio"/> Demolition Pedestrian Protection Application	<input type="radio"/> Residential Improvements Permit Application
<input type="radio"/> Fire Damage Assessment Request	<input type="radio"/> Sidewalk-Curb Application
<input type="radio"/> LSR MEP Permit Application	<input type="radio"/> Sign Permit Application
<input type="radio"/> Manufactured Home Application	<input type="radio"/> Tree Affidavit/Permit Application

# Starting the Application - Address

The screenshot shows a web application interface for 'Building' with a navigation menu (Home, Land Development, Building, Fire) and a breadcrumb trail (Home > Land Development > Building > Fire). The main content area is titled 'Commercial Project Application' and has three steps: 1. Property Information (highlighted), 2. Contact Information, and 3. Application Information. Below the steps, it says 'Step 1: Property Information > Property' and 'Physical Address is preferred.' There are two main search sections: 'Address' and 'Parcel'. The 'Address' section has fields for Street No., Street Name, Street Type, Unit/Suite, Level, Building, City, State, and Zip. A red box highlights the Street No., Street Name, and Street Type fields. A yellow box highlights the Unit/Suite, Level, and Building fields with a 'Do Not Use' warning. The 'Parcel' section has fields for City Parcel Number, Lot, Block, Subdivision, Book, Page, Bexar County Appraisal Address, and Legal Description. A red box highlights the City Parcel Number field.

You can search for an **Address** or a **Parcel**.

For address less is better. Address is found only if in the City GIS database.

Type only part of the street name. Try search by Street number only.

All City parcels are in GIS. You can find Parcel in the City One Stop Map and skip Address.

# Starting the Application - Address

### Address Search Result List ✕

Showing 1-10 of 53

	Address	City	Zip
<input type="radio"/>	1320 AMANDA ST City of San Antonio, TX 78210	City of San Antonio	78210
<input type="radio"/>	1320 ARANSAS AVE City of San Antonio, TX 78210	City of San Antonio	78210
<input type="radio"/>	1320 AUSTIN HWY City of San Antonio, TX 78209	City of San Antonio	78209
<input type="radio"/>	1320 BAILEY AVE City of San Antonio, TX 78210	City of San Antonio	78210
<input type="radio"/>	1320 BANDERA RD City of San Antonio, TX 78228	City of San Antonio	78228
<input type="radio"/>	1320 BRIGHTON AVE City of San Antonio, TX 78211	City of San Antonio	78211
<input type="radio"/>	1320 BURLESON ST City of San Antonio, TX 78202	City of San Antonio	78202
<input type="radio"/>	1320 CHALMERS AVE City of San Antonio, TX 78211	City of San Antonio	78211
<input type="radio"/>	1320 CHURING DR City of San Antonio, TX 78245	City of San Antonio	78245
<input type="radio"/>	1320 COLIMA ST City of San Antonio, TX 78207	City of San Antonio	78207

< Prev 1 2 3 4 5 6 Next >

# Starting the Application - Contacts

Home Land Development **Building** Fire

Search Applications Create an Application

Commercial Project Application

1 Property Information 2 **Contact Information** 3 Application Information 4 Review

**Step 2: Contact Information > Applicant**  
If paying by "Escrow", please ensure the "Escrow Owner" is listed on the application. If you are authorized to use the application, please ensure you are listed as an "Authorized Agent".

**Applicant**

To edit the Applicant information, use your Account Management page.

**Richard Chamberlin**  
richard\_chamberlin@sanantonio.gov  
Primary Phone: 210-207-1111  
Secondary Phone:  
Fax:  
[View](#)

**Contact Addresses**

Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		1901 S Alamo	

**Copy Applicant Contact Information**

Applicant Also Known As:

(Check all that apply)

Architect:

Authorized Agent:

**Company Name/Business Owner:**

Engineer:

**Escrow Owner:**

General Contractor:

Landscape Architect:

Property Owner:

RDPIRC:

Tenant:

**Or Continue to Look-up or Add New**

## The Owner is Required

(Company Name/Business Owner)

Set yourself as the Owner **or continue to next screen** to add another person or company.

Any contacts you add here will be copied over to the permit(s).

Use Escrow Owner if you will pay with your Escrow Account.

# Starting the Application - Contacts

## Copy Applicant Contact Information

Applicant Also Known As:

(Check all that apply)

- Architect:
- Authorized Agent:
- Company Name/Business Owner:
- Engineer:
- Escrow Owner:
- General Contractor:
- Landscape Architect:
- Property Owner:
- RDPIRC:
- Tenant:

## On the Contact Information Page

For Commercial it is easiest to select yourself as the owner, rather than adding or finding the Owner on the next screen. The Applicant is normally an authorized agent to do business for the Owner.

Save and resume later

Continue Application »

# Starting the Application – Contacts Look Up

Step 2: Contact Information > Contact List \* indicates a required field

## Contact List

To add a new contact, click Look Up or Add New button.  
To prevent a contact from receiving emails:  
New Contact-Click "Do not receive Email Notifications" box  
Existing Contact-Click the contact's "Edit" link and then click "Do not receive Email Notifications" box

**If applicant is not set as Owner, you must add**

For additional information for selecting the correct contact type, refer to [Contacts Quick Tips Guide](#).

Required Contact Type      Minimum  
Company Name/Business Owner 1

**Add New**    **Look Up**

**Always Look Up first rather than Add New**

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Richard Chamberlin		Escrow Owner			richard.chamberlin@sanantonio.gov	Edit Delete

**Unless you add yourself as the Owner, you will get an error message.** First use the **Look Up** function for the Owner contact; either an individual or a company.



# Starting the Application – Contacts Look Up

## Look Up Contact ✕

Type: ?  
--Select--

**Try search by name or business name**

First Name:  Middle Name:  Last Name:

Business Name:

Country:  
--Select--

Address Line 1:

City:

State:

Zip:

Primary Phone:  Alternate Phone:  Secondary Phone:

Fax:

**Always type in part of a name to get better results**

**You can also search by phone, e-mail address**

# Starting the Application – Contacts Look Up

**Look Up Contact** ✕

Corona Electrical

Type: ? Company Name/Business Owner

Select contact addresses for this contact to attach to the record.

Showing 1-2 of 2

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		1901 S. Alamo
<input type="checkbox"/>	Physical		1901 S. Alamo

Continue Discard Changes

**You must select Company Name/Business Owner in dropdown**

**You must select Mailing Address**

Using **Look-Up**, once you have found the Owner (if in the system as a Contact) then you must also add the address that is in the system and indicate Company Name/Business Owner.

# Starting the Application – Add New Contact

Select Contact Type

Type:

Contact Information

Individual

Choices are Individual or Organization

Required Fields

Add mailing address

First Name: Middle Name: Last Name: Suffix:

Primary Phone: Secondary Phone:

Fax:

E-mail:

Contact Addresses

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

**If you need to Add New**, you need to fill out all the contact information including mailing address. Ensure to indicate Company Name/Business Owner as the **Type**.

# Starting the Application – Contacts

### Contact List

To add a new contact, click [Look Up](#) or [Add New](#) button.  
To prevent a contact from receiving emails:  
New Contact-Click "Do not receive Email Notifications" box  
Existing Contact-Click the contact's "Edit" link and then click "Do not receive Email Notifications" box

For additional information for selecting the correct contact type, refer to [Contacts Quick Tips Guide](#).

Required Contact Type      Minimum  
✔ Company Name/Business Owner 1

[Add New](#)   [Look Up](#)

✔ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Richard Chamberlin		Escrow Owner			richard.chamberlin@sanantonio.gov	<a href="#">Edit</a> <a href="#">Delete</a>
Corona Electrical	Corona Electrical	Company Name/Business Owner			jaclyn.corona@sanantonio.gov	<a href="#">Edit</a> <a href="#">Delete</a>

Successfully added



# Starting the Application – Describe Permits

*These next screens are the most critical to understand – What are you applying for?*

### General Information

**GENERAL PROJECT INFORMATION**

\* Project Name:

*Please choose the type of Commercial Building Permit you are applying for with this application. If the scope of work is only interior demolition, then use the Minor Building Repair Application. If the submittal is for phased permits, please choose one or more phases being submitted under this application: Sitework, Foundation, Shell, and/or Interior Finish Out. A large project may include one or more Minor Building Structures and, if so, Minor Building Structures must be checked..*

\* Is this project going to be phased?:  Yes  No

**Commercial Permit Type**

Addition:

Remodel:

*If the application includes multiple buildings, a separate Sitework Permit will be issued in addition to each separate building permit.*

Complete New Building:

*Sitework does not need to be checked if it is only a portion of the scope of work included in a submittal.*

Sitework (standalone):

First Time Interior Finish Out:

*Minor Building Structures includes any non-habitable construction (retaining walls, swimming pools, fences, communication equipment, etc.) as well as small habitable buildings such as school portables, temporary seasonal buildings, and shade structures..*

Minor Building Structures:

\* Scope of Work:

**Do not select any of these checkboxes**

# Starting the Application – Describe Permits

\* Type of Review Requested:: Standard

What is the type of Project?: --Select--

\* What is the total acreage for the project?: 0

Has there been a Preliminary Plan Review meeting?:  Yes  No

Have you applied for a Code Modification Request (CMR)?:  Yes  No

\* Is the owner an ISD or Alamo Colleges District that is part of the Interlocal Agreement?:  Yes  No

\* Is this a project under the TDLR TAS review and the valuation \$50,000 or more?:  Yes  No

Is this is a City Project?:  Yes  No

List any known deferred submittals such as an unrecorded plat, or truss system design::

\* Is the project Affordable Housing through deed, SAHA or a community development corporation?:  Yes  No

Is a building being demolished as part of this project?:  Yes  No

Are there any known Historic buildings or structures on site being affected?:  Yes  No

Do you have Non-Conforming Rights for the building or use?:

**Three day review**

**Affects tree canopy fee if greater than 0**

# Starting the Application – Describe Permits

**Sitework Details**

**SITWORK DETAILS**

Will the work include electrical utility work?: \*  Yes  No

Will a TML be required with this permit?: \*  Yes  No

Will the work include underground water utility work?: \*  Yes  No

Will the work include sewer utility work?: \*  Yes  No

Will the work include irrigation work?: \*  Yes  No

What is the total square footage of the future building?: \*

For Minor Structures these are informational.

For other Commercial these are used in calculation of MEP fees - Combination permits

# Application – Tree Information

### Tree Protection Details

TREE PROTECTION DETAILS

How will the construction work affect any heritage, significant or historic trees?: \*

Was a tree permit previously issued, under Vested Rights or not?:  Yes  No \*

Was there a tree variance approved?:  Yes  No

A1

A1-No Protected Trees  
A2-Protected Trees but not affected  
A3-Vested Rights  
A4-Protected Trees affected

Save and resume later

Continue Application »

## Includes Type A1 through A4

**Type A3** will create a separate review, and if sent for a Vested Rights review, will include a fee. Indicating A3 causes more questions to answer concerning the Vested Rights Determination number on file.

Indicate if there are previous tree permits or variances to help tree reviewer.



# Application – Drainage Information

### Storm Water Flood Details

**STORM WATER FLOOD DETAILS**

Provide the increase or decrease in impervious cover (all concrete, asphalt and roof areas): \*

Is this property part of the mandatory detention area?: \*  Yes  No

Type of Detention:

Is detention provided offsite?:  Yes  No

Is FILO acceptable for this development?:  Yes  No

Is the site part of a development agreement?:  Yes  No

Is this property in the floodplain?: \*  Yes  No

Was a FILO paid with a plat?: \*  Yes  No

Is this project located in the Low Impact Development (LID) mandatory area?:  Yes  No

Does the submitted Construction Set include Low Impact Development (LID) components?:  Yes  No

**Zero if the ATM is built over existing parking areas, otherwise specify the area that becomes impervious.**

## Informational

The Increase and Decrease in Impervious Cover is required by FEMA for all property in the City Limits.

## Minor Building Structures Type

### MINOR BUILDING STRUCTURES TYPE

At least one Minor Building Structures that are proposed with this Project is required.

Alteration to Drive-Thru/Drive Aisles/Parking Lots:

Commercial Fence:

Communication Equipment Antennas Towers including small cell:

Drive-up Ice Machine/Teller Machines etc.:

Monuments for Signage:

Pad Sites:

Retaining Walls:

Shade Structures:

Street Improvement (widening turn lanes median cuts signalization etc.):

Swimming Pool:

Does the scope of work include electrical, mechanical or plumbing?: \*  Yes  No

What is the total valuation of the Drive-up Ice Machine and/or Teller Machines (material and labor)?: \* 25000

Each checkbox will ultimately issue a separate permit. For ATM, choose Ice machine/Teller machine.

There would be electrical work for a new ATM.

This amount is used to calculate fees

**Drive-up Ice Machine/Teller Machines etc.:** is a *catch all* for miscellaneous types of small construction, including foundations for equipment.

**This includes ATMs whether drive-up.**

There is a request to reword this to be more general. The phrasing may be changed in the future, but this checkbox is always what should be checked.

# Finishing the Application

The Final Three Application screens

1. City Fee Waiver screen (Probably *No*).
2. Two Acknowledgement Buttons to check
3. Review screen to edit any information if incorrect, check the certification at bottom and...

**Submit** using the *Continue Application* button.

# Successful Submittal

## Commercial Project Application

1 Property Information

2 Contact Information

3 Application Information

4 Review

5 Record Issuance



Your application has been successfully submitted. Please print your record confirmation and retain a copy for your records. An E-mail might also be sent regarding your request.

Thank you for using our online services.

Your Record ID is COM-PRJ-APP21-39800272.



**This is the Application Number**

You will need this Record ID to check the status of your application or to schedule/check results of inspections. Please print a copy of your record for your files.

To upload your digital plans, specifications, or other supporting documents for review, please click below:

[Upload Plans and Documents](#)

**Proceed to the Plan Room to upload design documents and all other documents**

Your application has been submitted for review by the City of San Antonio Development Services Department.

You may contact the Development Services Department at their offices or by phone.

Cliff Morton Development and Business Services Center

1901 South Alamo Street

San Antonio, TX 78204

Phone: 210.207.1111

Hours: 7:45 am - 4:30 pm (Mon - Fri)

Closed on City Holidays

**The City gets no notice of the submittal until Documents are uploaded - There is no set of "required" documents - scope of work is too varied**

[View Record Details »](#)

# The Plan Room – Documents

Construction plans consisting of one or more pdfs to cover:

- ✓ Site Plan
- ✓ ATM foundation and other Civil details
- ✓ Electrical plan
- ✓ Tree Aerial Photo

Possibly (Site dependent)

- ✓ Tree Preservation plan
- ✓ Tree Affidavit

# The Plan Room – Uploading Plans

Digital Plan Room ? Need help

Record: COM-PRJ-APP21-39800382

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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1 Information 2 File Processing 3 Sheet Versioning 4 Review

**Step 1: Information**

*Review packages are a set of plans and documents submitted for a review cycle.*

**General**

**Review Plan Cycle # 1**

Description: ?

Enter a description of the plans or documents you are uploading...

A description is optional

Continue

# The Plan Room – Uploading Plans

**Step 2: Add & Process Files**

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to validate the files and add the review package. When all of the desired files are uploaded and validated, click the Process Files button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here  
or  
Browse

Select a document type...	Description...	
Civil Construction Plan C2 - C5.pdf		x
Site Plan Credit Human.pdf		x
Tree Aerial Photo.JPG		x

Files

Large Construction Plans are of this type

1. Upload pdfs – choose the type of pdf
2. A few types such as tree aerial photos do not have to be PDF
3. Do not combine pdfs of construction drawings with other items like specifications, forms or reports.

# The Plan Room – Uploading Plans

Drag and drop files here  
or  
**Browse**

Civil Construction Plan C2 - C5.pdf	Construction Plan	Description...	✕
Site Plan Credit Human.pdf	Construction Plan	Description...	✕
Tree Aerial Photo.JPG	Tree Aerial Photo	Description...	✕

**Upload and Validate**

**Files**

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
No results found!						

**Process Files**

1. Upload and Validate checks for corrupt or password protected files.



# The Plan Room – Uploading Plans



Drag and drop files here  
or

[Browse](#)

Delete any accidentally added file and the Process Files

## Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature	
Civil Construction Plan C2 - C5.pdf		Construction Plan	VALIDATED	Richard Chamberlin	11/17/2021		
Site Plan Credit Human.pdf		Construction Plan	VALIDATED	Richard Chamberlin	11/17/2021		
Tree Aerial Photo.JPG		Tree Aerial Photo	VALIDATED	Richard Chamberlin	11/17/2021		

[Process Files](#)

# The Plan Room – Uploading Plans



Drag and drop files here  
or

Browse

Once Processed, use  
the Continue button

## Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature		
Civil Construction Plan C2 - C5.pdf		Construction Plan	PROCESSED	Richard Chamberlin	11/17/2021			
Site Plan Credit Human.pdf		Construction Plan	PROCESSED	Richard Chamberlin	11/17/2021			
Tree Aerial Photo.JPG		Tree Aerial Photo	PROCESSED	Richard Chamberlin	11/17/2021			

Continue »

# The Plan Room – Uploading Plans

**The Plan Room takes all Construction Plan pdf and splits into sheets**

**Check the sheet pages for correct sheet numbers**

**Use the Continue Button**

**Save and resume later**

**Continue**

Thumbnail	Filename	Page	Sheet Number	Sheet Title
	Civil Construction Plan C2 - C5.pdf ( Page: 1 )	1	C3.0	Sheet title (optional)
	Civil Construction Plan C2 - C5.pdf ( Page: 2 )	2	C4.0	Sheet title (optional)
	Civil Construction Plan C2 - C5.pdf ( Page: 3 )	3	C5.0	Sheet title (optional)
	Civil Construction Plan C2 - C5.pdf ( Page: 4 )	4	A1.1	Sheet title (optional)

# The Plan Room – Uploading Plans

Digital Plan Room

Record: COM-PRJ-APP21-39800382

Record Details

Summary

Uploads

Issues

Conditions

Notes

Approved

1 Information

2 File Processing

3 Sheet Versioning

4 Review

## Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the Edit buttons to make any needed changes or to upload any remaining documents.

Once you click Finish, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

To Submit - use the Finish button

Finish

## General

Edit

Review Plan Cycle # 1

## Files


Edit

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Civil Construction Plan C2 - C5.pdf		Construction Plan	PROCESSED	Richard Chamberlin	11/17/2021	
Site Plan Credit Human.pdf		Construction Plan	PROCESSED	Richard Chamberlin	11/17/2021	
Tree Aerial Photo.JPG		Tree Aerial Photo	PROCESSED	Richard Chamberlin	11/17/2021	

Finish

# The Plan Room – Uploading Plans

 **Success.**  
Your review package has been received.

The message of Success means the City now has received the application and the files uploaded.

Digital Plan Room  
Record: COM-PRJ-APP21-39800382

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
----------------	---------	---------	--------	------------	-------	----------

## Review Package Details

Name: Review Plan Cycle # 1  
Description:  
Status: Submitted  
Date created: 11/17/2021, 11:37:50 AM  
Date submitted: 11/17/2021, 12:31:05 PM

## Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Civil Construction Plan C2 - C5.pdf		Construction Plan	PROCESSED	Richard Chamberlin	11/17/2021	
Site Plan Credit Human.pdf		Construction Plan	PROCESSED	Richard Chamberlin	11/17/2021	
Tree Aerial Photo.JPG		Tree Aerial Photo	PROCESSED	Richard Chamberlin	11/17/2021	

## Next Steps

1. City reviews for Completeness of Application and uploaded files
2. An E-mail arrives with invoices for Plan Review fees to pay
3. Once paid, the City starts review – all Minor Structures are 3-day first review
4. Approval of all technical reviews creates the Permit record with building permit fees to pay to issue the permit (separate record)

# Workflow

1. Application record created
2. Upload electronic files, construction plans and forms
3. **Completeness Review to review application & documents**
4. **Invoice Plan Review Fees e-mailed**
5. **Payment of Plan Review fees**
6. **Technical Reviews start and finish**
7. Permit Records are created - Fees created and Invoices e-mailed
  - ✓ All Inspections created and Pending Issuance
  - ✓ Payment of Building Permit fees
  - ✓ Approved plans become available to download
8. Inspections – possible re-inspection fees
9. Letter of Completion with all Inspections Complete

# Commercial Shopping Cart – Payment

- Pay the Plan Review and later Building permit Base Fee to issue the permit using the **Shopping Cart**.
- Located under the blue link in ACA on the main page (shown below), or under the Payment tab of the record once opened.

*Screenshots on following slides*

# Commercial Shopping Cart – Payment

Search...

Home Land Development **Building** Fire

Search Applications Create an Application

### Records

Showing 1-10 of 46 | [Export results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	11/17/2021	<a href="#">COM-PRJ-APP21-39800382</a>	Commercial Project Application		Minor Structures	2369 NW MILITARY HWY City of San Antonio, TX 78231		Richard.Chamberlin	Fees Due	<a href="#">Pay Fees Due Amendment</a>	
<input type="checkbox"/>	09/30/2021	<a href="#">RES-RBP-APP21-35500410</a>	Residential Building Permit Application		Builder Number/Address	219 BROADWAY City of San Antonio, TX 78205		Richard.Chamberlin	Under Review	<a href="#">Upload Plans Amendment</a>	
<input type="checkbox"/>	09/03/2021	<a href="#">RES-RBP-APP21-35500396</a>	Residential Building Permit Application		test EDR	310 E HOUSTON ST City of San Antonio, TX 78205		Richard.Chamberlin	Under Review	<a href="#">Amendment</a>	
<input type="checkbox"/>		<a href="#">RES-RBP-APP21-</a>	Residential			714 N ALAMO ST					

Click on the Blue hyperlink (Record Number) or  
Click on the Blue Pay Fees Due hyperlink



Home Land Development **Building** Fire

Search Applications Create an Application

Record COM-PRJ-APP21-39800271:  
Commercial Project Application  
Record Status: Issued

Record Info ▾ **Payments ▾**

**1**

**Fees** **2**

Escrow Account Information

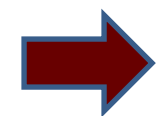
To view any current activity on this Record, please refresh the page.



## Open the record to pay fees:

- Paying on the **Application** pays all the fees on all permits.
- Paying on each **Permit** allows some to be issued and others not to be issued – (Apartments often issue over time).

Select the View Fees Details once the list of invoices populates.



This will bring up the Shopping Cart.

Home Land Development **Building** Fire

Search Applications Create an Application

Record COM-PRJ-APP21-39800271:  
Commercial Project Application  
Record Status: Issued

Record Info ▾ **Payments ▾**

To view any current activity on this Record, please refresh the page.

**Fees**

**Outstanding:**

Date	Invoice Number	Amount	
07/15/2021	44044	\$588.00	<a href="#">View Fees Details</a>
07/15/2021	44044	\$17.64	
07/15/2021	44044	\$17.64	
07/15/2021	44040	\$9.62	
07/15/2021	44040	\$9.62	

< Prev Additional Results: 1 2 Next >

Total outstanding fees: \$963.15

**Paid:**

Date	Invoice Number	Amount	
07/15/2021	44038	\$151.20	<a href="#">View Details</a>
07/15/2021	44038	\$168.80	<a href="#">View Details</a>
07/15/2021	44038	\$240.80	<a href="#">View Details</a>
07/15/2021	44038	\$16.82	<a href="#">View Details</a>
07/15/2021	44038	\$16.82	<a href="#">View Details</a>

Total paid fees: \$594.44



# Payment of Fees

Search...

Home Land Development **Building** Fire

Search Applications Create an Application

## Records

Showing 1-10 of 46 | [Export results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	11/17/2021	<a href="#">COM-PRJ-APP21-39800382</a>	Commercial Project Application		Minor Structures	2369 NW MILITARY HWY City of San Antonio, TX 78231		Richard.Chamberlin	Fees Due	<a href="#">Pay Fees Due Amendment</a>	
<input type="checkbox"/>	09/30/2021	<a href="#">RES-RBP-APP21-35500410</a>	Residential Building Permit Application		Builder Number/Address	219 BROADWAY City of San Antonio, TX 78205		Richard.Chamberlin	Under Review	<a href="#">Upload Plans Amendment</a>	
<input type="checkbox"/>	09/03/2021	<a href="#">RES-RBP-APP21-35500396</a>	Residential Building Permit Application		test EDR	310 E HOUSTON ST City of San Antonio, TX 78205		Richard.Chamberlin	Under Review	<a href="#">Amendment</a>	
		<a href="#">RES-RBP-APP21-</a>	Residential			714 N ALAMO ST					

1. Choose the application record and click *Pay Fees Due*

2. Click *Continue Application* to pay

### Application Fees

Fees	Qty.	Amount	
COM-PRJ-APP21-39800382 - Commercial Project Application			<a href="#">Pay Later</a>
Base Fees			<a href="#">Pay Later</a>
Plan Review Commercial Building New Fee (i) (Invoice #:45654 )	138.4	\$138.40	
Surcharge Development Services Fee (i) (Invoice #:45654 )	1	\$4.15	
Surcharge Technological Improvement Fee (i) (Invoice #:45654 )	1	\$4.15	
TOTAL FEES: \$146.70			

[Continue Application »](#)

Please select a payment method and then fill in all required information.  
The available payment methods are:

- Credit Card
- Bank Account
- Escrow Account

## Payment Options

Amount to be charged: \$146.70

- Pay with Credit Card or Bank Payment  
 Pay with Escrow Account

Submit Payment »

### How would you like to make the payment?

- Credit Card    Bank Payment

Payment Amount :

Continue Payment >>

Cancel

## Record Issuance



You have paid a fee associated to this Record. Please print your record confirmation and retain a copy for your records.

Thank you for using our online services.

**Your Record Number is COM-PRJ-APP21-39800382.**

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

[Print/View Receipt](#)

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#)



# Technical Reviews

# Plan Review Issues

- You may receive an e-mail stating there is an **issue** from a Plan Reviewer:
  - ✓ Needing a revised sheet/detail, or a new document
  - ✓ May just be a question to be answered
- Issues can be found in the Plan Room under *Issues*

# Plan Review Issues

Showing 1-10 of 46 | [Export results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	11/17/2021	<b>1</b> COM-PRJ-APP21-39800382	Commercial Project Application		Minor Structures	2369 NW MILITARY HWY City of San Antonio, TX 78231		Richard.Chamberlin	Additional Info Required	<a href="#">Amendment</a>	
<input type="checkbox"/>	09/30/2021	RES-RBP-APP21-35500410	Residential Building Permit Application		Builder Number/Address	219 BROADWAY City of San Antonio, TX 78205		Richard.Chamberlin	Under Review	<a href="#">Upload Plans</a> <a href="#">Amendment</a>	

Record COM-PRJ-APP21-39800382:  
Commercial Project Application  
Record Status: Additional Info Required **2**

Record Info ▾ Plan Room ▾ Payments ▾

Summary

Uploads

**Issues**

Conditions

Notes

To view any current issues, please refresh the page.

Location

Record Details	Summary	Uploads	<b>Issues</b>	Conditions	Notes	Approved
----------------	---------	---------	---------------	------------	-------	----------

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

**Issues** Filter ▾

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
<b>TECHNICAL REVIEW - COMMERCIAL BUILDING</b> <b>3</b>	Issue 1	OPEN	C5.0	Richard Chamberlin	11/17/2021, 2:30:08 PM	Richard Chamberlin
<b>TECHNICAL REVIEW - COMMERCIAL BUILDING</b>	Question	OPEN		Richard Chamberlin	11/17/2021, 2:30:54 PM	Richard Chamberlin

# Plan Review Issues

C5.0
V1
COM-PRJ-APP21-39800382

**ISSUE**

[All Issues](#)

**Issue 1**

**TECHNICAL REVIEW - COMMERCIAL BUILDING**

Created by: Richard Chamberlin on 11/17/2021, 2:30:08 PM

Reference:

Description:  
Issue 1

\* Requires modifications to be submitted

**OPEN**

Applicants Response:

Richard Chamberlin 11/17/2021, 2:31:06 PM  
Changed issue to **OPEN** status.

**LEGAL DESCRIPTION**

LOT 15 BEING 1.000 ACRES OF LAND PART OF THE 472024110000, BLOCK 43, N.C.B. 10215, PLAT NO. 130276

**BENCHMARKS**

1. 10'x10'x10'x10' LAMP BASE ON WIDEWAY DR. NORTHEAST OF ONE 1/2" BENCH MARK - 1129.88'

2. 10'x10'x10'x10' LAMP BASE ON WIDEWAY DR. NORTHEAST OF ONE 1/2" BENCH MARK - 1129.88'

**CONSTRUCTION**

- CONTACT THE STATE WORKER CABLE TO COORDINATE CABLE TV SERVICE (318-344-4388)
- CONFIRM REQUIREMENTS AND COORDINATE WITH CPS (CITY PUBLIC SERVICE) FOR INSTRUCTIONS AND CONSULT SIZES 1025 PRIMARY AND SECONDARY ELECTRICAL SERVICES (318-353-2504)
- CONTACT AT&T TO COORDINATE TELEPHONE SERVICE (488-446-7488)
- CONTRACTOR TO COORDINATE WITH CPS (CITY PUBLIC SERVICE) TO PLAN GAS SERVICES (318-343-2255)
- CONTRACTOR TO COORDINATE WITH SAWS (SAW SERVICE) WATER (318-353-2504) TO PLAN SANITARY SERVICE AND WATER SERVICES (318-353-2504)
- CONTRACTOR SHALL CONTACT 1-800-455-7884 A MINIMUM OF 48 HOURS PRIOR TO THE START OF CONSTRUCTION

**BOUNDARY CONTROL POINTS**

Point #	Marking	Easting
4201	12767013.48	21287123.26
4202	12767013.48	21287123.26
4203	12767013.48	21287123.26
4204	12767013.48	21287123.26
4205	12767013.48	21287123.26
4206	12767013.48	21287123.26
4207	12767013.48	21287123.26
4208	12767013.48	21287123.26
4209	12767013.48	21287123.26
4210	12767013.48	21287123.26

**COORDINATES**

Point #	Length	Width	Area	Perimeter	Volume
1	10.00	10.00	100.00	40.00	1000.00
2	10.00	10.00	100.00	40.00	1000.00
3	10.00	10.00	100.00	40.00	1000.00
4	10.00	10.00	100.00	40.00	1000.00



# Plan Review Issues

Digital Plan Room ? Need help  
Record: COM-PRJ-APP21-39800382

Record Details	Summary	Uploads	<b>Issues</b>	Conditions	Notes	Approved
----------------	---------	---------	---------------	------------	-------	----------

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

**Issues** Print Filter

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
<b>TECHNICAL REVIEW - COMMERCIAL BUILDING</b>	Issue 1	<b>ANSWERED</b>	C5.0	Richard Chamberlin	11/17/2021, 2:40:18 PM	Richard Chamberlin
<b>TECHNICAL REVIEW - COMMERCIAL BUILDING</b>	Question	<b>ANSWERED</b>		Richard Chamberlin	11/17/2021, 2:40:50 PM	Richard Chamberlin

Digital Plan Room ? Need help  
Record: COM-PRJ-APP21-39800382

Record Details	Summary	<b>Uploads</b>	Issues	Conditions	Notes	Approved
----------------	---------	----------------	--------	------------	-------	----------

Digital files required for application and plan review are submitted within a review package. Below is a list containing submitted and in progress packages for this application. Plan files may only be submitted at the start of a review cycle. For review cycles that are in progress, click the Resume action to upload files to the packages.

**Review Packages**

Date	Name	Description	Status	Last Updated By	Comments	Action
11/17/2021	<b>Technical Review - Commercial Building Review Cycle Number 2</b>		<b>New</b>	Richard Chamberlin		<b>Resume</b>
11/17/2021	Review Plan Cycle # 1		Accepted	Richard Chamberlin		View

**Use the *Resume* action link to upload new files or documents**

# Workflow

1. Application record created
2. Upload electronic files, construction plans and forms
3. Completeness Review to review application and documents
4. Invoice Plan Review Fees e-mailed
5. Payment of Plan Review fees
- 6. Technical Reviews are finished**
- 7. Permit Records are created - Fees created and Invoices e-mailed**  
**All Inspections created and Pending Issuance**  
**Payment of Building Permit fees**  
**Approved plans become available to download**
- 8. Inspections – possible re-inspection fees**
- 9. Letter of Completion with all Inspections Complete**

# The Permit Record

Home Land Development **Building** Fire

[Search Applications](#) [Create an Application](#)

## Records

Showing 1-10 of 47 | [Export results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	11/17/2021	<a href="#">COM-PRJ-APP21-39800382</a>	Commercial Project Application		Minor Structures	2369 NW MILITARY HWY City of San Antonio, TX 78231		Richard.Chamberlin	Pending Issuance	<a href="#">Pay Fees Due Amendment</a>	
<input type="checkbox"/>	11/17/2021	<a href="#">COM-ITM-PMT21-40800007</a>	Commercial Ice-Teller Machine Permit		Minor Structures	2369 NW MILITARY HWY City of San Antonio, TX 78231		Richard.Chamberlin	Fees Due	<a href="#">Pay Fees Due Amendment</a>	
<input type="checkbox"/>	09/30/2021	<a href="#">RES-RBP-APP21-35500410</a>	Residential Building Permit		Builder Number/Address	219 BROADWAY City of San Antonio, TX 78231		Richard.Chamberlin	Under Review	<a href="#">Upload Plans Amendment</a>	

## Once Reviews are approved

1. Pay Building Permit fees on the application or permit
2. Download the approved City stamped plans under the application record (not in the permit record)  
*(the general contractor has access also)*

# The Approved Plans

Home Land Development **Building** Fire

Search Applications Create an Application

Digital Plan Room [? Need help](#)

Record: COM-PRJ-APP21-39800382

Record Details Summary Uploads Issues Conditions Notes **Approved**

This page shows a list of approved plans and documents for this project.

**Approved**

Name	Description	Type	Created date	Created By	
APPROVED-COM-PRJ-APP21-39800382	Approved plans for permit COM-PRJ-APP21-39800382	Approved Plans	11/17/2021, 3:07:38 PM	EPermit User	

*Approved Plans are required to be printed and have available in the field for inspections.*

# Adding the General Contractors

## The Amendment Record

- *Add and Remove* can be used to add or remove additional **contacts** on the records beyond the Applicant and Owner
- If the **General Contractor** is not the applicant, they will be added as a **Contact** to the application and/or permits.
- If the general contractor is known early on, they can be added to the application up front. They will be automatically added to the permit record once it is created; otherwise, they will need to be added to the permit record.

Records

There is normally an Amendment Record to start from any Record in your list

Showing 1-10 of 44 | [Export results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	09/03/2021	<a href="#">RES-RBP-APP21-35500396</a>	Residential Building Permit Application		test EDR	310 E HOUSTON ST City of San Antonio, TX 78205		Richard.Chamberlin	Under Review	<a href="#">Amendment</a>	
<input type="checkbox"/>	09/03/2021	<a href="#">RES-RBP-APP21-35500397</a>	Residential Building Permit Application		test EDR 2	714 N ALAMO ST City of San Antonio, TX 78215		Richard.Chamberlin	Under Review	<a href="#">Amendment</a>	
<input type="checkbox"/>	09/03/2021	<a href="#">RES-RBP-PMT21-36600251</a>	Residential New Building Permit		Building No: 714; Unit No:	714 N ALAMO ST City of San Antonio, TX 78215		Richard.Chamberlin	Active	<a href="#">Amendment</a>	
<input type="checkbox"/>	08/26/2021	<a href="#">COO-APP21-37600118</a>	Certificate of Occupancy Application		520 LAUREL	520 W LAUREL City of San Antonio, TX 78212		Richard.Chamberlin	Under Review	<a href="#">Amendment</a>	
<input type="checkbox"/>	08/26/2021	<a href="#">COM-PRJ-APP21-39800359</a>	Commercial Project Application		516 LAUREL	516 W LAUREL City of San Antonio, TX 78212		CarynMoore	Under Review	<a href="#">Upload Plans Amendment</a>	
<input type="checkbox"/>	08/24/2021	<a href="#">REQ-BPPR-21-42800009</a>	Preliminary Plan Review - Building			4830 HEATHER PASS City of San Antonio, TX 78218		CarynMoore	Under Review		
<input type="checkbox"/>	08/18/2021	<a href="#">COO-TEMPRES21-38200013</a>	Temporary of Certificate of Occupancy - Residential		Building No: NA; Unit No: NA	601 N OLIVE ST City of San Antonio, TX 78202	09/30/2021	Caryn Moore	Active	<a href="#">Amendment</a>	
<input type="checkbox"/>	08/05/2021	<a href="#">COM-PRJ-APP21-39800286</a>	Commercial Project Application		Complex Plans	302 EROSS ST City of San Antonio, TX 78202		Richard.Chamberlin	Under Review	<a href="#">Amendment</a>	
<input type="checkbox"/>	08/05/2021	<a href="#">COM-RML-PMT21-40000049</a>	Commercial Remodel Permit		Complex Plans	302 EROSS ST City of San Antonio, TX 78202		Richard.Chamberlin	Active	<a href="#">Amendment</a>	
<input type="checkbox"/>	07/27/2021	<a href="#">RES-RBP-APP21-35500380</a>	Residential Building Permit Application		Stamp	601 N OLIVE ST City of San Antonio, TX 78202		Richard.Chamberlin	Issued	<a href="#">Amendment</a>	

### Select an Amendment Type

Choose one of the following available amendment types.

*If you are a delegate on a record and do not have the authority to create amendments, please click [Amendment Creation](#) to create the amendment.*

Add/Remove Contact

Withdrawal or Refund Request

1

- **Select the type *Add/Remove Contact* (#1).**
- **Describe** what you are intending (#2).
- The next screen will be the address (pre-populated) and **you may skip it.**

### Add/Remove Contact

1 Change Information

2 Property Information

3 Contact Information

4 Application Information

5 Document Information

6

7

Step 1: Change Information > Change Information

\* indicates a required field.

### Custom Fields

The Record Number is there by default

#### CHANGE INFORMATION

\* Record ID for Requested Change:

COM-RML-PMT21-400000

\* Reason for Change:

2

\* Description of Contact changes being requested:

Describe whether removing Contacts or Licensed Professionals

If an Contact or LP is being removed DSD would like to know why.

Save and resume later

Continue Application »

## Contact List

**To Add and Remove LPs, skip this screen and Continue Application**

To add a new contact, click Look Up or Add New button.

To prevent a contact from receiving emails:

New Contact-Click "Do not receive Email Notifications" box

Existing Contact-Click the contact's "Edit" link and then click "Do not receive Email Notifications" box

For additional information for selecting the correct contact type, refer to [Contacts Quick Tips Guide](#).

Add New

Look Up

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Richard Chamberlin		Applicant			richard.chamberlin@sanantonio.gov	Edit Delete
Richard Chamberlin		Escrow Owner			richard.chamberlin@sanantonio.gov	Edit Delete
Richard Chamberlin		Company Name/Business Owner			richard.chamberlin@sanantonio.gov	Edit Delete

If your intent is to add or remove Contacts use this screen. Always use Look Up first. (Described later in this Presentation)

Save and resume later

Continue Application »

***If the Applicant is not the General Contractor, the GC is added as a Contact on this Screen.***



# Amendments – Add / Remove Final Screens

- After adding (or removing and replacing), the rest of the screens can be skipped.
  - ✓ Screen where you can add documents (not needed but available).
  - ✓ A Final Review screen where you can review all information and edit if necessary.
- The Final Review screen has a **certification statement to Check** at the bottom.
- Finally, you are finished and provided with an *Amendment record number* (next slide and the Amendment record is a record in your list).

Home Land Development Building Fire

Dashboard My Records My Account Advanced Search

Add/Remove Contact

1 2 3 Contact Information 4 Application Information 5 Document Information 6 Review

Step 7: Record Issuance

Your application has been successfully submitted. Please print your record and retain a copy for your records.

**1**

Thank you for using our online services.  
Your Record ID is **AMD-CONTACT-21-11000432**.

You will need this Record ID to check the status of your application or to schedule/check results of inspections. Please print a copy of your record for your files.

Your application has been submitted for review by the City of San Antonio Development Services Department. You may contact the Development Services Department at their offices or by phone.  
Cliff Morton Development and Business Services Center  
1901 South Alamo Street  
San Antonio, TX 78204  
Phone: 210.207.1111  
Hours: 7:45 am - 4:30 pm (Mon - Fri)  
Closed on City Holidays

Completion of the Amendment will result in a record number **(#1)**.

The actual Record is found under the Home tab, My Records then under Amendments **(#2)**.

Home Land Development Building Fire

Dashboard **My Records** My Account Advanced Search

▶ Land Development

▶ Building

▶ Profile

▼ **Amendments**

Showing 1-2 of 2 | [Export results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	09/08/2021	<a href="#">AMD-CONTACT-21-11000432</a>	Add/Remove Contact				Richard.Chamberlin	Completed		
<input type="checkbox"/>	05/28/2021	<a href="#">AMD-WR-21-13200133</a>	Withdrawal or Refund Request				Dania	Under Review		

For Add and Remove of LP, the result Status is Completed. There is no City Review





# Inspections

# Inspections

## • **Building and Fire (possibly Traffic / Tree)**

Can be scheduled by any Contact. Generally, the General Contractor logs into their own portal account (once added on the permit) and schedules their inspections

## **Electrical Permits**

An electrical contractor applies for their separate electrical permits; pays and obtains inspections by logging into their own ACA portal accounts.

Any new electrical meter and release to CPS happen under the electrical permits. (not covered under the ATM building permit we are discussing in this session)

# Inspections

Home Land Development **Building** Fire

[Search Applications](#) [Create an Application](#)

**Open the permit by clicking on the blue link**

## Records

Showing 1-10 of 47 | [Export results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
<input type="checkbox"/>	11/17/2021	<a href="#">COM-PRJ-APP21-39800382</a>	Commercial Project Application		Minor Structures	2369 NW MILITARY HWY City of San Antonio, TX 78231		Richard.Chamberlin	Issued	<a href="#">Amendment</a>	
<input type="checkbox"/>	11/17/2021	<a href="#">COM-ITM-PMT21-40800007</a>	Commercial Ice-Teller Machine Permit		Minor Structures	2369 NW MILITARY HWY City of San Antonio, TX 78231		Richard.Chamberlin	LOC Issued	<a href="#">Amendment</a>	
			Residential			219 BROADWAY					

### Record COM-ITM-PMT21-40800007: Commercial Ice-Teller Machine Permit Record Status: LOC Issued

[Record Info](#) [Payments](#)

- Record Details
- Processing Status
- Related Records
- Attachments
- Inspections**
- Valuation Calculations

*activity on this Record, please refresh the page.*

Inspections of San Antonio, TX 78231

# Inspections

Record Status: LOC Issued

Record Info ▾ Payments ▾

To view any current activity on this Record, please refresh the page.

## Inspections

Upcoming (4)

TBD at TBD Pending Fire - Final (482238) Inspector: <i>unassigned</i>	<b>1</b> Actions ▾ View Details Schedule
TBD at TBD Pending Fire - Fire Lane (482237) Inspector: <i>unassigned</i>	Actions ▾
TBD at TBD Pending Building - Final (482236) Inspector: <i>unassigned</i>	Actions ▾
TBD at TBD Pending Building - Foundation with Letter (482235) Inspector: <i>unassigned</i>	Actions ▾

Completed/Pending Issuance

There are no completed inspections on this record.

# Inspections

### Schedule an Inspection

Inspection type: Building - Final

To continue, select an appointment date and time range by clicking a link on the calendar below:

Nov 2021							Dec 2021							Jan 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

[« Prev](#) [Next »](#)

**2**

12:00 AM - 11:59 PM

**3**

**Continue** [Cancel](#)

### Schedule an Inspection

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

Building - Final  
11/19/2021 12:00 AM  
2369 MILITARY HWY City of San Antonio, TX 78231  
Richard Chamberlin 210-207-1111

**Include Additional Notes**

Optional Comments or Instructions for your Inspector:

Please use the code 1234 to get in the gate

(Please include an alternate phone number if different from the contact information provided in your application.)

**Finish** [Back](#) [Cancel](#)

# Inspections

Record COM-ITM-PMT21-40800007:  
Commercial Ice-Teller Machine Permit  
Record Status: LOC Issued

Record Info ▼

Payments ▼

*To view any current activity on this Record, please refresh the page.*

Inspections

**Under Actions a scheduled inspection can be re-scheduled or cancelled**

## Upcoming (4)

TBD at TBD Pending Building - Foundation with Letter (482235)  
Inspector: *unassigned*

Actions ▼

TBD at TBD Pending Fire - Final (482238)  
Inspector: *unassigned*

Actions ▼

TBD at TBD Pending Fire - Fire Lane (482237)  
Inspector: *unassigned*

Actions ▼

11/19/2021 at 12:00 AM Scheduled Building - Final (482236)  
Inspector: Eric Nadvornik

Actions ▼

## Completed/Pending Issuance

*There are no completed inspections on this record.*



# Letter of Completion

- Letters of Completion are provided by e-mail (as an attachment)
- All Inspections **must be passed or waived**
- All **fees must be paid**

# Recap Today's Session

## Purpose

Review *general process* of commercial application

Questions about specific projects, please **email**

[dstdbuildsasupport@sanantonio.gov](mailto:dstdbuildsasupport@sanantonio.gov)

[buildsaocmteam@sanantonio.gov](mailto:buildsaocmteam@sanantonio.gov)

Please provide record id# and details.