



BEXAR COUNTY FIRE MARSHAL'S OFFICE AND OFFICE OF EMERGENCY MANAGEMENT

9810 SOUTHTON ROAD
SAN ANTONIO, TEXAS 78223
TEL: 210.335.0300 FAX: 210.335.0330
Chris Lopez
Fire Marshal



EFFECTIVE MARCH 18, 2019

PLAN INTAKE and PDF PLAN SUBMITTAL SPECIFICATIONS

Please follow the following steps to ensure you have everything we need to help make your intake appointment go smoothly and avoid delays due to missing items.

First, please review the General Permitting Process document on our website at:

<https://www.bexar.org/DocumentCenter/View/1602/General-Permit-Process-PDF>

**EFFECTIVE TUESDAY, MARCH 26th, 2019, WE WILL BE LOCATED AT OUR NEW BUILDING AT
9810 SOUTHTON RD., SAN ANTONIO, TX 78223.**

1. Download and complete the Building & Systems Permit Application from our website at:
<https://www.bexar.org/DocumentCenter/View/1170/Building-and-System-Permit-Application-PDF?bidId=>
2. Before booking your intake appointment with our office, ensure that you have a signed and approved Building Permit Authorization (BPA) from Bexar County Public Works. This authorization form is the first page of the building and systems permit application above.
3. For time efficiency, our intake appointment scheduling for building and systems plan intakes is now online. To schedule your intake appointment, please visit this link (<https://calendly.com/bcfmo>) and choose a most convenient time for you. We release blocks of time in 2-3 week increments in order to manage vacations, holidays, sick leave and emergency incident responses for our personnel. **Each project submittal will require its own intake appointment.**
4. Most projects require an architect licensed in Texas to draw construction documents. Visit this website in order to see if an architect is required:
<https://www.tbae.texas.gov/PublicInformation/FAQs#PracticeRequirements>
5. Many projects require compliance with the Americans with Disabilities Act. Such projects are reviewed for compliance by the Texas Department of Licensing and Regulation (TDLR) and, under Texas law, we are required to make sure that these projects are submitted to TDLR prior to issuing a building permit. The TDLR website for this information is located here:
<https://www.tdlr.texas.gov/ab/ab.htm> - After submitting your project to TDLR, they will provide a TDLR Project Number which is required to be included on your permit application with us (Section D of the Building & Systems Permit Application).



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6. The Bexar County Fire Marshal's Office has moved to a completely digital plan review process. This means that paper plans are no longer accepted (with very few exceptions). Please be sure to bring a complete set of PDF plans with you to your intake appointment. The PDF set shall be 24x36 inches and shall be to scale. The PDF should be flattened prior to saving it to a USB thumb drive. The PDF plans shall have the seal of an architect licensed in the State of Texas or of that of a Licensed Professional Engineer approved to engage in the practice of architecture (<https://www.tbae.texas.gov/Content/documents/Home/ApprovedEngineerList.pdf>) – If a project requires a Professional Engineer, their seal must also be on the documents as required. Refer to this flowchart: (<https://www.engineers.texas.gov/downloads/TBPEDiagrammatic2014.pdf>)
7. The adopted building and fire codes of unincorporated Bexar County is currently the 2015 International Building and Fire Code along with our local amendments which are available on our website: <https://www.bexar.org/DocumentCenter/View/5433/2015-Bexar-County-Local-Rules?bidId=>
8. One of the first pages of your plan set should be a summary page listing our adopted codes and amendments. Please remove any references to the codes of any other jurisdiction. Please review our local amendments at the above link to ensure compliance. If you have any other questions about what else may be required at your intake appointment, please call one of our plan intake deputies at **210-335-0300 option 2**. A code consult meeting with Bexar County Public Works and Bexar County Fire Marshal's Office is available prior to platting, public works submittal and fire marshal plan review and permitting. These consult meetings are held each Wednesday morning by appointment only. There is no charge for this meeting. To schedule one of these consults, please email Stephen Laskowski at Stephen.Laskowski@bexar.org and he will respond with availability.
9. A Permit Fee will be due at your intake appointment. These fees are adopted by the Bexar County Commissioner's Court and are published on our website at: <https://www.bexar.org/DocumentCenter/View/1181/Fee-Schedule-PDF> - The total fees due at the intake appointment are a combination of fees for plan review, administrative, permits and inspections, technology, and for the certificate of occupancy/compliance. We will provide you a copy of the fee estimator worksheet that is used to calculate the fee due. **All fees are payable to the Bexar County Clerk.** Prior to your appointment, please call our permit intake deputy at **210-335-0300 option 2** to receive your total fee due. Unfortunately, we cannot proceed with your intake appointment if the required fee is not paid at the time of the appointment and rescheduling would be necessary which may cause delays. You may also bring a blank check to your intake appointment if you wish. You will be provided a receipt along with a copy of the fee estimator worksheet. The Bexar County Fire Marshal's Office currently accepts these forms of payment only: cash, check, cashier check and money orders.



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10. The Bexar County Fire Marshal's Office receives its authority to adopt a fire code under a Texas Statute called the Texas Local Government Code 233, Subchapter C. This statute regulates the required time for plan review and permit issuance or denial to 30 calendar days after receiving the application and fee (reference <https://statutes.capitol.texas.gov/Docs/LG/htm/LG.233.htm>). Since this permit issuance or denial is required by Texas statute to occur within 30 days of the application and fee being submitted, we are unable to place plans on hold. Plans are reviewed in the order they are received and, although our goal is to complete plan review in under 21 days in most cases, workload and project complexity affects the total plan review time which may take up to 30 days. At this time, we do not offer Expedited Plan Review but we are working on offering this option in the near future.
11. Upon completion of plan review and upon issuance of a permit, a stamped digital copy of your plans will be returned to you. Each page of the plan set will be electronically stamped by the Bexar County Fire Marshal's Office. A printed copy of the reviewed, electronically stamped set is required to be kept on the job site at all times and must be made available upon request by any of our inspectors. **It is a violation of the adopted fire code if this requirement is not complied with.** Revisions made to the reviewed drawings during the course of construction must be submitted to the Bexar County Fire Marshal's Office and approved prior to the revision being constructed. Revisions must follow the same pdf guidelines listed above in lines 6 and 7 above. The general contractor is responsible for ensuring compliance with this requirement and if a revision is made without approval by the Bexar County Fire Marshal's Office, a Stop Work Order may be issued, resulting in delays on the project, until the revision is reviewed and approved. Revisions may be submitted directly to the plan reviewer via email.
12. Upon completion of the construction project and before the Certificate of Occupancy/Compliance is issued, a complete As Built PDF set of plans is required to be submitted to the Bexar County Fire Marshal's Office (BCFMO). The BCFMO inspector assigned to complete the final inspection will verify that the As Built set of plans is on file prior to approving the issuance of the Certificate of Occupancy/Compliance.

The Bexar County Fire Marshal's Office appreciates your patience as we transition and implement to an all-digital plan review process. We hope this cuts down on the amount of paper required and stored on these projects. We are also working on the ability to accept credit card payments and hope to do so by May 1, 2019. Our online scheduling ability should help make the scheduling process more efficient. If you have any questions, please do not hesitate to call our intake division at 210-335-0300 option 2 or email at justin.garcia@bexar.org. Thank you!

Bexar County Fire Marshal's Office Plan Intake and Review Division