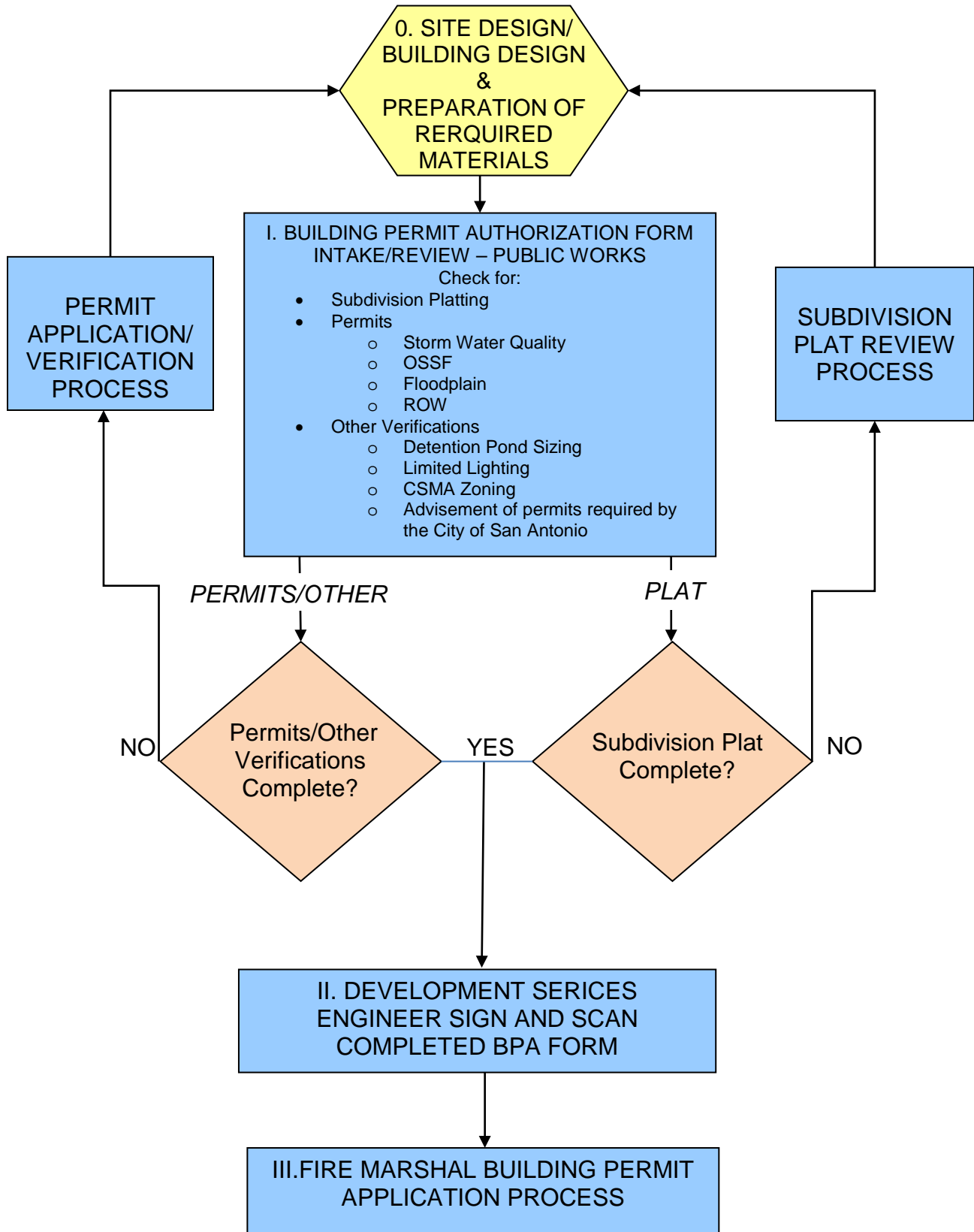




BEXAR COUNTY PUBLIC WORKS DEPARTMENT BUILDING PERMIT AUTHORIZATION REVIEW PROCESS



Bexar County Building Permit Authorization Review Process

0. Site Design/Building Design and Preparation of Required Materials

The Developer/Applicant will work with the Engineer/Architect to prepare the required materials for the site. Public works will require (at minimum) a site plan showing the building footprint relative to property lines, any easements, setbacks, floodplain limits, On-Site Sewage Facility (OSSF) Treatment and Disposal areas, detention ponds, etc. Applications and required materials for all applicable County Permits should be prepared as well. Applicants should also verify if a subdivision plat has been prepared for this property or if one is required.

I. Building Permit Authorization Form Intake/Review – Public Works

The form and site plan is accepted and processed by Bexar County Public Works. Permitting and subdivision platting requirements and/or status are checked. If a change or renewal of a previously issued permit is required, it must be completed before this form will be released. Permits and platting process can run concurrently with the Building Permit Authorization process or be completed prior to submittal of the Building Permit Authorization form.

Subdivision Platting

The property will be checked for subdivision platting requirements. This review can be satisfied in one of three ways:

- 1) A subdivision plat approved by the Bexar County Commissioners Court or its designee and has been recorded by the Bexar County Clerk;
- 2) Meeting a plat exception by:
 - a. Certificate of Determination from the City of San Antonio if the property is located inside the Extraterritorial Jurisdiction (ETJ) of San Antonio. A Certificate of Determination (COD) for subdivision platting issued by City staff for the property will be honored provided the COD matches the proposed use of the structure (i.e., residential CODs will not be honored for a commercial development);
 - b. Bexar County Staff determines the property to be exempt from a subdivision plat based on the Bexar County Court Order for Subdivisions;
- 3) Plat review process has started and is at a stage in the review where the location of property lines, easements (clear vision, utilities, non-vehicular access, drainage, etc.), setbacks, floodplain limits, On-Site Sewage Facility (OSSF) Treatment and Disposal areas, detention ponds, etc. have been determined. The plat process will continue until a plat is recorded. **NOTE: SAWS will not provide water service to a lot until the plat is recorded. Fire protection must be coordinated with the Fire Marshal Office before beginning the vertical construction.**

Permitting

Bexar County Public Works permits that are applicable to the property are required to be issued prior to construction. They are:

- *Floodplain Development Permit* – Required for properties containing a portion of the FEMA Designated 1% floodplain even if construction does not encroach on the floodplain located within the property boundary.
- *OSSF Permit* – Required for sites that will be generating, treating, and disposing of 5,000 gallons per day or less of sewage within the limits of the property.
- *Right-of-Way Permit* – Required for ANY work within County Maintained (or proposed to be County Maintained) Right-of-Way. This includes driveway approaches, irrigation, utility work, turn lanes and other activities located outside the property and encroach into the rights-of-way.
- *Storm Water Quality Permit* – Required for construction activities that disturb more than 1 acre of ground (including e.g. material storage areas, construction roads and entrances, and grading)

Other Verifications

The following items must also be addressed during the time of the building permit authorization process when applicable:

- Limited Lighting Plan – Required or requested in areas identified as light sensitive. Exterior light fixtures are to be reviewed and inspected by the Environmental Section. Required within three miles of the Camp Bullis Boundary and requested within five miles of the Lackland AFB Training Annex.
- Detention – Depending on the development's stormwater impact in certain watersheds within the City of San Antonio's ETJ, the City of San Antonio may defer the design and construction of detention ponds to the point of building permit submittals. If detention is required, the design of the detention pond must be verified and the location of the detention pond must be shown on the site plan. The review of the detention pond may take up to two weeks.
- CSMA Zoning – There is an area within Bexar County outside of the City of San Antonio's incorporated limits that has land use controlled by the City South Management Authority. A letter from the CSMA will be required to affirm the proposed construction conforms the CSMA zoning requirements.
- City of San Antonio Permits – Although these items are not reviewed by Bexar County, the applicant is advised that there is at least one permit that must be obtained from the City of San Antonio if the property lies within the City's ETJ: A site development permit (a.k.a. tree permit). If an irrigation system permit must also be obtained if the site will have an automatic sprinkler irrigation system.

Applications and required supplemental items can be submitted to the appropriate section concurrently or prior to submittal of the BPA form.

II. Completion and Signature of the BPA

Once all items have been addressed, the BPA form will be signed. The Applicant will be responsible for collecting the form for transmittal and setting an appointment with the Fire Marshal to submit the building construction documents.

III. Fire Marshal Building Permit Application Process

The applicant shall take the application, BPA, and all required plans and fees to the Fire Marshal's office to begin the Building Permit process.

**Questions/Comments:
Bexar County Development Services
233 N. Pecos Ste. 490
San Antonio, Texas 78207
Phone: (210) 335-6700 Fax: (210) 335-6713
Email: bpa.permit@bexar.org**