



INTERIOR FINISH-OUT/ REMODELING PROJECT SUBMISSION CHECKLIST

(Check all that are applicable)

Project Name: _____ Address: _____

*****Digital submission required:** You may email the completed permit packet (if all documents fit in a single email), or submit through digital download link such as OneDrive, Google Drive, or DropBox.***

First-Generation Finish-Out Second-Generation Finish-Out

Completed [permit application](#) including design professionals, general and all sub-contractors

One (1) complete digital set of signed/sealed construction documents and associated specifications, etc. including but not limited to:

Architectural drawings including life safety plan, occupancy load calculations per room, plumbing fixtures calculations, and all health-related drawings.

Civil, Structural, and Fire Protection Site plan and life safety drawings

Mechanical, Electrical, Plumbing drawings

Energy compliance reports: COMcheck/ASHREA/EnergyStar req'd

Texas Department of Licensing and Regulation (EAB # confirmation sheet) if valuation is more than \$50,000

Determination of Required Special Inspections by RDPiRC

- [Statement of Special Inspections](#)
- Identification of RDPiRC
- List of Special Inspector(s)
- Contractor's Statement of Responsibility

[Asbestos survey or Certification](#)

Excavation Clearance 'exterior mechanical excavations only' (contact Andrew Perez 210-362-7817)

FAA approval 'exterior crane usage' (contact Danny Jones 210-362-7838)

Plan Review/Permit Fee will be invoiced once permit application packet has been processed.

- Checks (payable to Port San Antonio; please reference project name)
- Credit Cards accepted (Visa, Mastercard, Discover)

***** [Fire projects](#) including Fire sprinkler and Fire alarm must be submitted separately. Fire contractors are not required to go to the City's Fire Dept. for permitting and must submit all fire permit requests to this office for [review and approval](#)*****

Nathan Lester, CBO, MCP, RAS
Director of Development Services
(Direct) 210-362-7851
Nathan.lester@portsanantonio.us

Port San Antonio-Permitting
907 Billy Mitchell Blvd. #110
San Antonio, TX 78226

Maria de Lourdes Gonzalez
Plans Review and Permits Manager
(Direct) 210-362-7872
maria.gonzalez@portsanantonio.us