



MISCELLANEOUS PROJECTS CHECKLIST
SIGNAGE, DEMOLITIONS, FENCING, PORTABLE BUILDINGS

SIGNS

(Check all that are applicable)

- Completed permit application
Sign details & specifications such as: sign & font dimensions, font style, color photo renderings
Elevation (location of sign on building)
Site Plan (monument/free standing signs only)
Permit Fee (see Port's fee calculator)
3 copies of permit packet

DEMOLITIONS

- Completed demolition application
Completed Utilities Disconnect form
Current Certificate of Liability Insurance
Permit Fee (\$100- single story structures; \$200.00-multi story structures)
5 sets of Plans and specifications including a site plan (aerial photo will suffice)
Four (4) photos of the structure proposed for demolition, one of every elevation
Coordination with City Public Services, Time Warner & AT&T Cable, BlackBox Network Services & Port San Antonio's IT Departments for disconnection of services
Environmental assessment (site specific) including Asbestos
Excavation approval, if disturbing soil with equipment (contact Andrew Perez at (210) 362-7817)
FAA approval is required for Cranes/Aerial equipment (contact Danny Jones Port Operations Director at (210) 362-7838)
Structures 2-stories or higher, submit a signed & sealed Engineer assessment for demolition

FENCES (refer to Port's Design & Development Standards Sec. 5-12)

- Completed permit application with Permit fee (see Port's fee calculator)
Site Plan (3 copies) with location and details such as: material, construction methods, max height, color
Excavation approval if disturbing soil with equipment (contact Andrew Perez at (210) 362-7817)

PORTABLE BUILDINGS

- Completed permit application
Permit fee (see Port's fee calculator Miscellaneous)
Site Plan including: Building Location, Power source, Sewer/Water/Gas service locations, parking
Building landing specifications, manufacturer's decal and State Inspections
Foundation Plan (Engineered) anchoring system
TDLR (EAB#) or ANSI A-117 compliance

FIRE SPRINKLER/FIRE ALARM

- Submission items see application

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