



## Submitting As Builts Through The Development Web Portal

Create a username and password by selecting [First Time User Register Now.](#)


A screenshot of the San Antonio Water System login and registration page. It features the organization's logo at the top. Below the logo, there is a section for "FIRST TIME USER? REGISTER NOW" with a yellow highlight. This section includes input fields for a username and password, a "FORGOT MY PASSWORD" link, and "LOGIN" and "GUEST LOGIN" buttons. A "REMEMBER ME" checkbox is located below the login buttons. At the bottom right, there is a "Contact Us" link.

Select General Construction Permit to take the user to the search function.

A screenshot of the San Antonio Water System Development &amp; Permitting web portal. The header features the organization's logo and the text "DEVELOPMENT &amp; PERMITTING". Below the header, there is a navigation menu on the left with links for "Portal Home", "My Account", "Applications", "Pay Fees", and "Meters". The main content area is divided into three sections: "Look Up", "Apply", and "Pay Fees". The "Look Up" section contains a search icon and text about looking up project applications, with a link to "General Construction Permits" highlighted in yellow. The "Apply" section contains a document icon and text about applying for a project application, with links to "Apply for a Utility Service Agreement", "Apply for a Counter Services Permit", and "Request Meters". The "Pay Fees" section contains a credit card icon and text about paying fees for project applications, with a link to "My Projects to be Paid".

Search for GCP's by GCP job number or project name.

[Contact Us](#)



# DEVELOPMENT & PERMITTING

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[CDR Home](#)  
[Project Home](#)  
[My Account](#)  
    [Modify Account](#)  
[Lookup General Construction Permit](#)  
    [GCP Job Number](#)  
    [GCP Project Name](#)

### General Construction Permit (GCP) Lookup

Here you may choose to search for a GCP by the GCP Job Number or Project Name. From the search result you may view review details and upload required documents to close out the project.

[Job # Search](#) [Project Name Search](#)


To search for a GCP:  
☐ Enter the GCP Job Number.  
☐ Click "Search".

GCP Job #:

[Search](#)

Click the link for the consulting engineer to respond to reviews.

[Contact Us](#)



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Here you may choose to search for a GCP by the GCP Job Number or Project Name. From the search result you may view review details and upload required documents to close out the project.

[Job # Search](#) [Project Name Search](#) [Search Result - 1](#)

GCP #	GCP Job #	GCP Project Name	Actions
<a href="#">GCP-217312</a>	21-1500	Southton Meadows Unit 4	<a href="#">Summary</a>   <a href="#">Inspections</a>   <a href="#">Reviews</a>   <a href="#">Consulting Engineer Uploads</a>

## Follow these steps to resubmit:

- Choose Files/Documents to Upload
- Select Attachment/Document Type
- Click Upload to bring the document into the portal
- User can see the as built reviewers comments in the SAWS Comments field
- Applicant must provide comments to the reviewer
- Click Submit to send response to the as built reviewer



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[GCP Project Name](#)

### Attach AsBuilt Revisions or Required Additional Documents

Submit the required draft revisions and/or documents

- ☐ Click "Choose File" to select the files/documents from your computer to attach to your application
- NOTE: EACH FILE CAN NOT EXCEED 150MB.**
- ☐ Select the Attachment Type
- ☐ Click "Upload" to add files
- ☐ An entry in the Applicant Response is Required
- ☐ An Applicant Action selection is Required
- ☐ Click "Submit" when all documents are uploaded

File Path  No file chosen

Attachment Type


**SAWS Comments:**

2/12/2021 8:18:12 AM Attached to this email are the redlines of your as built submittal. Please make the appropriate changes and resubmit through the Development and Engineering portal.

**Applicant Response:\***

**Applicant Action:\***

Click the reviews link or tab to view a record of all the reviews associated with the as-builts.



# DEVELOPMENT & PERMITTING

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[CDR Home](#)

[Project Home](#)

**My Account**

- [Modify Account](#)

**Lookup General Construction Permit**

- [GCP Job Number](#)
- [GCP Project Name](#)

### General Construction Permit (GCP) Lookup

Here you may choose to search for a GCP by the GCP Job Number or Project Name. From the search result you may view review details and upload required documents to close out the project.

[Summary](#) [Reviews - 7](#) [Inspections - 3](#)

Review #	Review Type	Completed	Result	Reviewer	Due Date	Actions
143499	AsBuilts Review for GCP AsBuilts	2/12/2021	ReSubmit	BRADFORD J REGNIER	2/10/2021	<a href="#">Review Details</a>
143446	Acceptance Certificate Review	2/10/2021	ReSubmit	KYLE R HARVEY	1/26/2021	<a href="#">Review Details</a>
143445	AsBuilts Review for GCP AsBuilts	1/26/2021	Approve	BRADFORD J REGNIER	1/26/2021	<a href="#">Review Details</a>
143422	AsBuilts Review for GCP AsBuilts	1/26/2021	ReSubmit	BRADFORD J REGNIER	1/26/2021	<a href="#">Review Details</a>
143444	AsBuilts Review for GCP AsBuilts	1/26/2021	Re_Assign	KYLE R HARVEY	1/26/2021	<a href="#">Review Details</a>

[1](#) [2](#)

#### Review Details

**GCP Number:** GCP-217312

**GCP Job Number:** 21-1500

**Review Number:** 143499

**Comments:**

Attached to this email are the redlines of your as built submittal. Please make the appropriate changes and resubmit through the Development and Engineering portal.

[Hide Review Details](#)

[Back to Search Results](#)