BUILDING PERMIT PROCESS

Contact Person: Linda Dominguez, SAWS, (210) 233-3516, or (210) 233-3522
Agency: San Antonio Water System (SAWS), Aquifer Protection & Evaluation Section
Applies to: Projects on the Edwards Aquifer Recharge Zone within COSA corporate City Limits
Time to complete Building Permit reviews by SAWS: Approximately 9 working days.
Time to complete Building Permit reviews by COSA: Determined by COSA schedule
SAWS reviews for Building Permit requires:
- Environmental Concerns
- Sensitive Features
- Permanent Pollution Prevention Plan (WPAP) - required
- Copy of Water Pollution Abatement Plan (WPAP) TCEQ Approval
- Acreage matches WPAP
- Applicable zoning
- Site specific category determination
- Basin compliance
- A current or updated copy of the Maintenance Agreement or change of Responsibility for Maintenance Form for the Water Quality Basins.

SAWS web site:

SAWS Staff Reviewer (Aquifer Protection & Evaluation Section) receives electronic e-mail Report with assigned Bldg. Permit requiring SAWS review.

SAWS Staff reviewer logs into COSA Citrix Program, opens each permit and researches by address verifying Recharge Zone.

If Bldg. Permit is found not on Recharge Zone, SAWS Staff Reviewer approves on COSA Citrix & Internal Database with comments; (Property is not over the Recharge Zone, please contact SAWS Mains & Services at (210) 233-2009 for any other SAWS required permits.)

If Bldg. Permit is over the Recharge Zone, SAWS Staff Reviewer researches internal database & GIS for all applicable projects that match Bldg. Permit site.

Staff goes to Development Services and pulls plan or if digital, can view & print to check plans. Plan is checked against all applicable projects for compliance with development rules & regulations.

SAWS staff reviews data in file that applies to Building Permit location related projects and checks out any necessary criteria (noted above) needed in the review of the permit.

After coordinating with applicant to correct any problems, SAWS updates COSA any Citrix Program & SAWS internal database with an approval and signs the plan.

If a problem is discovered, denial is entered into the COSA Citrix Program & SAWS internal database with the reason why and who to contact at SAWS.

If requirements for development on the Recharge Zone are met then the "Building Plan" is signed and dated. The COSA Citrix Program & SAWS internal database is updated with an approval.