



City of Alamo Heights Public Works Department

6116 Broadway, San Antonio, TX 78209 / (210) 826 – 0516 / (210) 822 – 5181 [fax] / www.alamoheightstx.gov

Plan Review -- Submittal Checklist

Please Note: Plan review usually takes 21-to-30 calendar days.

1.	<input type="checkbox"/>	Application: included detailed written scope of work and your Paid Fee
2.	<input type="checkbox"/>	Cost Estimate and/or Bid sheet from vendors/general Contractor
3.	<input type="checkbox"/>	Construction document, 2 full-size sets and 1 half-size set , to include: <ul style="list-style-type: none"> <input type="checkbox"/> survey plat / existing site plan, <input type="checkbox"/> proposed site plan with foot print and roof plan North arrow, title block, date, stated scale & graphic scale, fence location/height, <input type="checkbox"/> foundation plan sealed by engineer <input type="checkbox"/> architectural <ul style="list-style-type: none"> ▶ floor plans and elevations: indicate existing/demolition/additions ▶ demolition calculation sheet (if necessary, ask office for sample) ▶ framing and roof plans ▶ building section: detailing typical foundation-wall- roof plate-roof assembly <input type="checkbox"/> electrical sheet <input type="checkbox"/> mechanical / HVAC <input type="checkbox"/> plumbing / riser diagram <input type="checkbox"/> civil-utilities, indicate if tapping into City’s water/sewer system <input type="checkbox"/> landscape-irrigation plans- and existing/proposed drainage plan-calculations
4.	<input type="checkbox"/>	Copy of previous approvals necessary for plan review and building permit: <ul style="list-style-type: none"> <input type="checkbox"/> Board of Adjustment <input type="checkbox"/> Architectural Review Board <input type="checkbox"/> Planning and Zoning Commission <input type="checkbox"/> City Council
5.	<input type="checkbox"/> <input type="checkbox"/>	Certificate of Occupancy (commercial and multifamily/3units or more) Flood Plain Development Permit
6.	<input type="checkbox"/>	US DOE Res Check or Comm Check Energy Report. (www.energycodes.gov)

For all applications:

- 1) A statement that: “The project is complies the 2003 International Code series, as adopted by the City of Alamo Heights, and with the Code of Ordinances of the City of Alamo Heights.”
- 2) A statement that: “Backflow prevention devices on individual pieces of equipment (as indicated in TCEQ regulations), on fire sprinkler system (if newly installed or upgraded system), and on water service from city main.”
- 3) Vacuum breaker devices shall be installed on all exterior hose bibs.
- 4) Properties fronting along Broadway and/or Austin Highway shall install sidewalks constructed per the City of San Antonio Flatwork Construction Handbook and shall be ADA compliant regarding slopes and ramps.
- 5) Firelines to fire hydrants and/or fire protection sprinkler systems, shall be tapped independent of domestic water line.
- 6) Water meter installations shall be in accordance with San Antonio Water System standards.
- 7) All sprinkler irrigation systems shall be equipped with rain sensors.

For Commercial applications

- 8) ADA/TDLR compliance statement with name and signature of TDLR Registered Accessibility Specialist.
- 9) Asbestos and lead paint surveys and abatement plan.

For residential projects:

- 9) Arc Fault Circuit Interruption protection installed on all bedroom electrical circuits.
- 10) Exterior air conditioning units shall not be within the 5 ft. minimum side yard setback per Sec. 10(D)(2)(h).

City of Alamo Heights

Guide for Residential Cost Estimate
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(You may use this format or provide your own but items 1 – 11 must show any cost)

ITEM	UNITS/SQ. FT.	TYPICAL UNIT COST	ESTIMATED ITEM COST
Demolition:	_____	_____	_____
Site Work	_____	_____	_____
Foundation:	_____	_____	_____
Plumbing			
• Sanitation	_____	_____	_____
• Water Distribution	_____	_____	_____
• Gas Distribution	_____	_____	_____
• Fixtures / tubes	_____	_____	_____
• Water Heater(s)	_____	_____	_____
• Appliances	_____	_____	_____
Framing			
• Walls (all)	_____	_____	_____
• Roof (all)	_____	_____	_____
• Windows/Doors (all)	_____	_____	_____
• Kitchen Cabinetry	_____	_____	_____
• Bath(s) Cabinetry	_____	_____	_____
• Chimney	_____	_____	_____
Electrical			
• Panel Service	_____	_____	_____
• Power Distribution	_____	_____	_____
• Lighting Fixtures	_____	_____	_____
• Appliances	_____	_____	_____
HVAC			
• Condenser(s)	_____	_____	_____
• Furnaces(s)	_____	_____	_____
• Duct work	_____	_____	_____
Site			
• Landscaping	_____	_____	_____
• Swimming Pool	_____	_____	_____
• Fence	_____	_____	_____
Labor	_____	_____	_____
TOTAL PROJECT COST			