

Welcome to Alamo Heights!

RESIDENT PROCESS

THE PATH TO HELPING YOU GET SETTLED INTO YOUR NEW HOME

Submit plans to the Planning & Development Services Dept. (P&DSD) for **Plan Review** to request Building Permit (if applicable); Timeline: 7-21 business days review time pending scope of work for residential plans.

Requests for **New Addresses** must be submitted with the request for permit.
(if applicable)

All **Demolition Review** cases require Architectural Review Board (ARB) review before the permit can be granted. All **Variance** cases require Board of Adjustment (BOA) review before the permit can be granted. Specific **deadlines** must be met.

Once the **Building Permit** is issued, trade permits (if applicable) can be pulled. Inspections **for each phase can be scheduled** by calling (210) 826-0516 and following the prompts to the automated inspections voice mailbox.

Schedule and complete any construction-related inspection(s).

We look forward to working with you as a valued resident of our community!

****This is a recommended process flow chart. Some steps may be able to be combined or re-arranged. Please contact City staff with any questions. See next page(s) for more detailed information on these steps.****



Resident Process:**New resident or relocating to new home, building work, etc.**

- 1) Submit plans for **plan review** with P&DS staff and get a **building permit**
 - For requirements: see “General, Building...Permits” application (<http://www.alamoheightstx.gov/cityservices/cityservices-development-services-online-resources.php>)
 - For fees: <http://www.alamoheightstx.gov/cityservices/documents/ScheduleofDevFees-REVISED9-01-12.pdf>
 - Timeline: 7-21 business days review time for plans pending scope of work
- 2) Are you **requesting a new address or suite number**?
 - Process: Resident provides a written address change request to P&DS staff; City departments review/approve the request; P&DS staff notifies tenant when letter is ready for pick up; resident takes to Bexar County for recording and submits five copies back to P&DS once recorded so new address can be distributed to Utility Billing, Finance, Police and Fire Departments; the new address can then be used for permitting and other City services, which can be beneficial to the property owner and other applicants if the correct address is used throughout the plan review and permitting processes
- 3) Schedule **construction-related inspection(s)**:
 - (210) 826-0516; select “inspection” option in main menu; inspections scheduled before 5 pm take place next business day; inspections won’t be scheduled if a fee is due on the permit for reinspection fees, etc. (for electrical, plumbing, building permits, etc.)
 - Passing a “Building Final” inspection is considered a completed building permit
 - A ‘Certificate of Occupancy’ is not required for residential uses or accessory structures
- 4) **Do I need a permit for...?**
 - Please refer to Chapter 5 – Building Regulations of the municipal code at www.municode.com. Some ‘routine maintenance’ work does not require a permit.
- 5) **Demolition Review** (Architectural Review Board), **Variance(s)** (Board of Adjustment), & **Zoning** (Planning & Zoning Commission) information:
 - Before a permit can be granted, cases are to be reviewed by P&DS and **Architectural Review Board (ARB), Board of Adjustment (BOA) and/or Planning & Zoning Commission (P&Z)**. ARB, BOA & P&Z meet once per month. **City Council** meets twice per month (Demolition Review cases go onto City Council for final approval). Application, submittal items, packet quantities, digital items packaged on a CD, and fees are to be submitted by specific deadlines
 - i. Procedures: refer to the ‘Demolition Review Procedures Packet’ (<http://www.alamoheightstx.gov/cityservices/cityservices-development-services-online-resources.php> or available in City offices)
 - ii. Deadlines: refer to Boards and Commission Project Review Calendars (<http://www.alamoheightstx.gov/cityservices/cityservices-development-services-online-resources.php>) for deadlines and required submittal items
 - iii. Fee(s): refer to <http://www.alamoheightstx.gov/cityservices/documents/ScheduleofDevFees-REVISED9-01-12.pdf>
 - iv. Complete a ‘Board and Commission Application’ (<http://www.alamoheightstx.gov/cityservices/cityservices-development-services-online-resources.php>)
 - v. **What does the ARB review?** Refer to Chapter 2 – Administration, Article III – Boards & Commissions – of the municipal code at www.municode.com.
 - vi. **What does the BOA review?** Refer to Chapter 2 – Administration, Article III – Boards & Commissions – of the municipal code at www.municode.com.
 - vii. **What does the P&Z review?** Refer to Chapter 2 – Administration, Article III – Boards & Commissions – of the municipal code at www.municode.com.

FAQs:

- 1) When is permit required in City of Alamo Heights?
 - a. Please refer to Chapter 5 – Buildings and Building Regulations – of the municipal code at www.municode.com (Article IV – Permit Regulations; Sec. 5-50). Some ‘routine maintenance’ work does not require a permit.
- 2) What are the permitted construction hours within the City of Alamo Heights?
 - a. See “Authorized Hours of Construction” handout for hours and exemptions (<http://www.alamoheightstx.gov/cityservices/cityservices-development-services-online-resources.php>) or refer to Chapter 5 – Buildings and Building Regulations – of the municipal code at www.municode.com (Article I – General; Sec. 5-6).
- 3) What deadlines do I need to meet for the upcoming Board/Commission meeting(s)?
 - a. Refer to the Boards and Commission Project Review Calendars on the City’s website (<http://www.alamoheightstx.gov/cityservices/cityservices-development-services-online-resources.php>) for deadlines and required submittal items or contact P&DS staff for information.
- 4) What information do I submit for each Board/Commission and how many copies?
 - a. Refer to the applicable ‘Board and Commission Application’ on the City’s website (<http://www.alamoheightstx.gov/cityservices/cityservices-development-services-online-resources.php> or available in City offices) for required submittal items or contact P&DS staff for information.
- 5) What information do I submit for each Board/Commission (and ‘Design Review’) and how many copies?
 - a. Deadlines: refer to Boards and Commission Project Review Calendars (<http://www.alamoheightstx.gov/cityservices/cityservices-development-services-online-resources.php>) for deadlines and required submittal items
 - b. Fee(s): refer to <http://www.alamoheightstx.gov/cityservices/documents/ScheduleofDevFees-REVISED9-01-12.pdf>
 - c. Complete a ‘Board and Commission Application’ (<http://www.alamoheightstx.gov/cityservices/cityservices-development-services-online-resources.php>)
- 6) What does the Architectural Review Board (ARB) review?
 - a. Refer to Chapter 2 – Administration, Article III – Boards & Commissions – of the municipal code at www.municode.com.
- 7) What does the Board of Adjustment (BOA) review?
 - a. Refer to Chapter 2 – Administration, Article III – Boards & Commissions – of the municipal code at www.municode.com.
- 8) What does the Planning & Zoning Commission (P&Z) review?
 - a. Refer to Chapter 2 – Administration, Article III – Boards & Commissions – of the municipal code at www.municode.com.