CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O.BOX 839966 I SAN ANTONIO TEXAS 78283-3966

ACCREDITED

TO: Development Services Department (DSD) Customers

SUBJECT: **INFORMATION BULLETIN 146**
Temporary Buildings Application

DATE: December 4, 2013

The purpose of this Information Bulletin is to inform our customers and the general public of the process for submitting the proper Development Services (DSD) application to obtain a permit, inspections and limited certificate of occupancy for a temporary building.

Description

A temporary certificate of occupancy will be issued for a pre-manufactured building brought to a site for temporary use by company employees and by the public. A pre-manufactured building is constructed off site and brought to the site as a unit (or two units for a double wide). The building may be certified by the State of Texas as an Industrialized Housing and Building (IHB) and have an IHB decal, but a pre-manufactured building without the TDLR decal may be permitted for a temporary building. The certificate of occupancy will be limited to 180-days from the date of final inspection. This certificate of occupancy may be renewed for a period of 180 days on a case by case basis.

A temporary building is intended for short term use where a permanent building is being constructed or where existing buildings exist. A temporary building may be classified as a "B occupancy – Business, or may be classified as an "S" occupancy – Storage (non hazardous material). Common examples of uses include the following:

1. A temporary sales trailer for use by the public while a permanent building is being constructed.
2. A temporary building for storage/sorting of goods used by company employees during a holiday season.
3. A temporary building used by employees as an office (which may or may not be accessible by the public) while an existing building is being built or existing building undergoing partial or full renovation.

A temporary building does not include the following:

1. Buildings such as "portable buildings" for school classrooms – Group E occupancy classifications. These are covered under TDLR Industrialized Housing and Building Law **§ 1202.004 of the Occupations Code.**

2. Buildings used for sleeping or the care of people of any age, overnight or otherwise, Residential occupancies or Institutional occupancies – Group R and group I occupancy classifications.
3. Buildings used for the stocking/display and sale of merchandise – Group M occupancy classification.
4. A portable building used as a place of worship, restaurant, tavern and bar, or any other assembly occupancy – Group A occupancy classification.
5. Construction trailers which are allowed and permitted under a normal building permit.
6. Short term temporary uses such as tents and other temporary uses under the Unified Development Code (UDC) Section 35-391.

Building Location

It is generally intended that a temporary building be placed on the same lot as the permanent building being built, or on the same lot as the existing building(s). A temporary building may be placed on an adjacent lot but a permit would be issued with additional restrictions as described further in this IB. The location of the temporary building may not be such that construction traffic interferes with employees or the public's use of the building, and does not interfere or block a driveway/fire access or a fire lane.

Submittal and Plan Review

A submission of a temporary building shall utilize the Application attached to this IB

The following items will be reviewed for plan review:

1. Tree Affidavit – No trees may be removed for a temporary building. In addition, the temporary building shall not be placed in a root protection zone. However, if there is a tree permit and approved tree protection plan for a permanent building, to be, or being constructed, the temporary building may be placed where trees are already approved to be removed.
2. Engineered Foundation Design – May be a temporary foundation such as engineered tie down system on CMU block.
3. Details of a ramp, handrails and guards for fall protection for any ramp or deck at the front door.
4. Drainage – For all temporary buildings being proposed in a flood plain, Public Works Stormwater review will require a flood plain development permit. There will not be a drainage review for use of a temporary building that is not located in a flood plain if the temporary building is placed on an existing impervious surface (parking lot), or if the temporary building is being placed on a lot where a permanent building is being constructed with an already approved drainage review. If a temporary building is being placed on an adjacent lot, standard drainage information must be submitted for review as per any standard building permit.
5. Zoning – If a temporary building is being placed on a separate undeveloped lot, the lot must be zoned for the use of the temporary building, otherwise the temporary building is just an accessory to the main building whether existing or under construction.

6. For a temporary building that is accessible to the public or occupied full time by employees, a restroom must be provided and a temporary connection to sewer and water shown on plans; or a letter from the owner that restroom facilities are available at a nearby building. If a building sharing restroom facilities is owned by a different owner, a letter from that owner is required indicating that restrooms may be shared.

The following information is not required or reviewed for a temporary building:

1. The lot need not be platted.
2. There is no requirement for landscaping or irrigation.
3. There is no requirement for a permanent parking lot constructed of asphalt or concrete. There is no requirement for sidewalk or curbs construction or repair, or submittal of a Traffic Impact Analysis report or worksheet. Construction activities shall not impact access to the temporary building by employees or the public.
4. There is no requirement to meet the zoning setbacks except for the requirement to meet a 5-feet setback from any property line.
5. There is no requirement for Energy Compliance Reports.
6. There is no requirement for a Fire Protection Site Plan or a Fire Flow Test.
7. There are no requirements for Special Inspections

Inspections

For a TDLR certified IHB with state decal, inspections shall only include the following:

1. Building Foundation
2. Building Final
3. Tree Preliminary
4. Tree Final

Trade Permits

For a pre-manufactured building brought to the site and placed on a temporary engineered foundation, there is no plan review for interior mechanical, electrical and plumbing work. Trade permits for exterior work are all that are required for any exterior mechanical, electrical and plumbing. Generally there is no requirement for a mechanical permit with the use of window AC units. There are no requirements for plumbing permits unless the pre-manufactured building is required to have a restroom and domestic water system that requires temporary connections to sewer and water. Electrical power may be obtained from a temporary meter loop which requires a permit.

CITY OF SAN ANTONIO

1901 S. ALAMO STREET, TEXAS 78204 (210) 207- 1111

COMMERCIAL TEMPORARY BUILDING PERMIT APPLICATION

(Applicant to complete all numbered spaces – Please Print) **SUBMIT REVIEW DOCUMENTS IN DUPLICATE**

0	**AP No.:**	**TDLR No.:**	**Date:**	
1	**Project Name**:			
	Site Address:		Building No.:	Suite No.:
2	Legal Description	NCB:	Block:	Lot(s):
3	**Owner**:		Phone:	Fax:
	Address:		Email:	
	City:	**AC#**	State:	Zip Code:
4	**Contractor**:		Phone:	Fax:
	Address:		Email:	
	City:	**Contr. ID#**	State:	Zip Code:
5	**Architect/Designer**:		Phone:	Fax:
	Address:		Email:	
	City:	**AC#**	State:	Zip Code:
6	**Foundation Engineer**:		Phone:	Fax:
	Address:		Email:	
	City:	**AC#**	State:	Zip Code:
7	**Contact Person**:		Phone:	Fax:
	Address:		Email:	
	City:	**AC#**	State:	Zip Code:
8	**Describe the Scope of Work:**			
9	**Proposed Use of the Building**			
10	**Is there a permanent Building being constructed?** Yes No **Permit Number**:			
11	**Project Valuation** (all materials and labor): $			
12	**Applicant Signature:**			**Date:**
13	**Owner's Signature (Required)**			**Date:**
14	**Completeness Review by (Print) :**			**Date:**