

## BuildSA Solar Permit Application Training

March 29, 2022

### Questions & Answers

#### Question 1:

Is there a link to this Power Point presentation available for download?

#### City Response 1:

A copy of the Power Point presentation can be found by clicking [here](#).

#### Question 2:

How long does a temp record stay in the system?

#### City Response 2:

A Temporary Record remains in our system for 60 days, after 60 days BuildSA will purge/delete the temporary record.

#### Question 3:

How does BuildSA verify the validity of the companies and business ownership? I have found various bogus addresses and fictitious names being used.

#### City Response 3:

As part of the licensed professional's registration process, our staff validates the applicant (license professional) and the company at the time of the license registration using the Texas Department of Licensing Regulation website. (TDLR). If you have a particular concern or example you would like to share with us, please feel free to email it to [buildsaocmteam@sanantonio.gov](mailto:buildsaocmteam@sanantonio.gov) and we can review it.

As far as an address, permit addresses are all validated through our GIS System, which are vetted through Addressing Team. The BuildSA system **will not accept invalid or (bogus) addresses**. That does not mean that an organization or applicant cannot submit an **invalid permit** application using a valid address, which is different.

#### Question 4:

Is there an extra fee for credit card payment vs bank account e-check)?

#### City Response 4:

There is no extra fee of paying permit fees using a Credit Card or Check for payment of fees. However, if you fund (make a deposit) to an Escrow Account with a Credit Card there is a 3 percent surcharge based on the amount you deposit to fund the escrow account.

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#### **Question 5:**

For a CPS Release, is there anyway to speed up the process on Cps side?

#### **City Response 5:**

CPS has their own timeline to process the CPS Release request. The good news is that our new system sends CPS the request for a release in real time. In other words, it doesn't go to them at the end of the day or the next day. CPS receives our confirmation that the CPS release is ready-in real time.

#### **Question 6:**

Do the plans examiner stamp the plans or do they need to be stamped by an engineer prior to submitting?

#### **City Response 6:**

Engineered plans are required for commercial projects. Residential projects will only require an engineer if the structure would be a patio cover, carport, or roof pitch less than a 4/12 pitch. The Plan reviewer will request if needed. Please see [IB-153](#) Requirements for Solar Photovoltaic Systems (PV).

Please contact [buildsaocmteam@sanantonio.gov](mailto:buildsaocmteam@sanantonio.gov) should you have any additional questions.