



DEVELOPMENT SERVICES

TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 106**
Demolition / Deconstruction / Pedestrian Protection Permit Application

DATE: June 31, 2021 / *Revised May 2025, October 2025, June 17, 2026*

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this bulletin (IB) to guide customers through the demolition, deconstruction, and pedestrian protection process. This IB was updated to reflect application, contractor, and process procedures in alignment with the deconstruction adopted by City Council on September 8, 2022. This IB was further updated to indicate the currently adopted 2024 International Building Code and finalize minor formatting changes.

Scope:

The Demolition and Pedestrian Protection permit application allows for submittal, review, and permitting for the following:

- Demolition and/or Deconstruction of one Structure
- Temporary Pedestrian Protection Structure.

Overview of Permit Types

- **Demolition**

Demolition permits are required to remove an entire building from a site via demolition or deconstruction. Each building to be removed requires a separate permit application.

- **Deconstruction**

Deconstruction requirements apply to demolition permit applications for all residential structures (up to 8 units) and rear accessory structures (garages, carriage houses, accessory dwelling units, etc.) if:

- The structure was built on or before December 31, 1945, and is located within the San Antonio city limits; or
- The structure was built on or before December 31, 1960, and is designated historic (located within a historic district or is a local historic landmark) and/or is located within a Neighborhood Conservation District (NCD).

Any other building age or type may be voluntarily deconstructed, provided the application and contractor requirements are met.

To verify historic or NCD, please search the property address on the [One Stop Map: https://gis.sanantonio.gov/DSD/OneStop/Index.html](https://gis.sanantonio.gov/DSD/OneStop/Index.html).

- **Temporary Covered Pedestrian Walkways**

A Temporary Covered Pedestrian Walkway (TCPW) Application is a separate permit that may be applied for independently or in conjunction with the demolition application. TCPW permits are intended for projects where construction or demolition near public accessway is proposed, or during construction where occupied buildings need to protect exiting pathways. If the proposed pedestrian walkway is in the City of San Antonio right of way, separate coordination, and Right of Way Permitting with the Transportation & Capital Improvements (TCI) Department will be required.

Any contractor may apply for a pedestrian walkway, unlike the demolition permit portion of the application that requires a city licensed demolition contractor.

Eligibility and Contractor Requirements:

- **Demolition and Deconstruction:**

- **Exceptions:**

Demolition permits are not required for fences, playground equipment, above ground swimming pools, sidewalks or driveways, decks, oil derricks, shade cloth structures, mechanical equipment, or detached residential or commercial sheds (and similar accessory structures) less than 300 square feet.

Partial or interior demolition of a structure is included in a remodel or [Residential Repair Permit](#). For Commercial: if the contractor wished to start work prior to the remodel permit being issued, the interior demolition may be applied for under the [Minor Commercial Repair Application](#).

- **Contractor Requirements:**

For all Commercial and two-story (or more) Residential structures, the demolition permit application shall be obtained by a City Registered Demolition Contractor.

For all deconstruction projects, a Certified Deconstruction Contractor must perform the deconstruction work. The Certified Deconstruction Contractor will need to submit a Pre-Deconstruction Form to the Office of Historic Preservation before a demolition permit can be issued, and a Post-Deconstruction Form before a demolition permit can be closed. Only certified contractors have access to these forms. For information on how to become a Certified Deconstruction Contractor, please contact the Office of Historic Preservation or visit www.sareuse.com/training.

- **Property Owner Requirements:**

The permit for demolition and/or deconstruction may be submitted by the property owner for single story residential structures with proof of ownership. Commercially zoned properties that have single family or duplex residential uses may also be demolished by the property owner. If the structure is being deconstructed, a property owner may apply for a

demolition permit, but the permit will not be issued until a Certified Deconstruction Contractor selected and they have submitted a Pre-Deconstruction Form for the project.

- **Temporary Covered Pedestrian Walkway:**

- **When Required:**

- If the height of the building to be demolished is close to a pedestrian route, and the sidewalk is not to be closed through a Public Works permit, then temporary pedestrian protection structures are required.

- **Applicant Requirements:**

- Any contractor may apply for a pedestrian walkway, unlike the demolition permit portion of the application that requires a City Registered Demolition Contractor. **Note:** A licensed Professional Engineer is required to be associated with this application.

Application and Review Process

- **Permit Application Process:**

1. Apply online: <https://aca-prod.accela.com/COSA/default.aspx>
2. Upload Plans and Documents through the ACA account.
3. A completeness review will ensure that all electronic documents are received.
4. A building review (Minor Structure) and tree review will be performed within 3-business days.
5. Historic and CPS Energy reviews may take longer as indicated below.
6. Additional Reviews may be added (property specific). Example: Stormwater review if property is in the Flood Zone.
7. After all reviews are approved, pay all review and permit fees based on the [Fee Schedule](#).

Note: If a demolition and a temporary covered pedestrian protection application are submitted on one application, two separate permits will be issued (one permit for each).

- **Reviewing Agencies:**

- **CPS Energy**

- When the demolition application is submitted, CPS Energy receives an automated task to confirm disconnection of all electric and gas services to the structure. If the electric and gas services are already removed, CPS Energy will approve the review. CPS Energy cannot initiate removal of electric/gas services until the customer calls to request removal of all services and meters and all accounts for the property have been closed. If there has been no CPS Energy workorder for disconnection of electric/gas, a CPS work order will be created. Applicants should be aware that a CPS Energy service removal workorder may take 30-45 business days to complete depending on any environmental or Right-of-Way reviews/permits that may be required. DSD is not able to issue the demolition permit until CPS Energy confirms that it is safe to demolish the structure from the energy side. Applicants are encouraged to request disconnection of CPS Energy services prior to submittal of the demolition application. CPS Energy can be reached at 210-353-2222 for any assistance.

- **Office of Historic Preservation**

- The Office of Historic Preservation (OHP) reviews all applications for demolition to

determine if the building is historic, located in a historic district, eligible for landmark designation, or subject to the Deconstruction Ordinance. Applicants should be aware that the Historic review may take up to a month and applicants are advised to contact OHP prior to submittal. The Office of Historic Preservation phone numbers are listed at: <https://www.sanantonio.gov/historic/HDRC/Before-Getting-Started>

OHP applications may be submitted on-line at <https://aca-prod.accela.com/COSA/default.aspx>

- **Development Services Tree Preservation**

Submittal of an application for demolition includes review of any trees located on the lot that may be affected by the demolition. Any proposed tree work or removal is not included with the demolition permit.

- **Development Services Minor Structures**

Confirmation of applicant to erect and maintain a 6-ft high security fence around the perimeter of the demolition project for the duration of the demolition process.

- **Protection of Public Streets and Sidewalks**

Section 3303.2 of the 2024 International Building Code (IBC) states that, “the work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter”. Section 3306, Table 3306.1 of the 2024 IBC outlines the specific requirements for pedestrian protection.

HEIGHT OF CONSTRUCTION	DISTANCE FROM CONSTRUCTION TO LOT LINE	PROTECTION REQUIRED
8 feet or less	Less than 5 feet	Construction railings
	5 feet or more	None
More than 8 feet	Less than 5 feet	Barrier and covered walkway
	5 feet or more, but not more than one-fourth the height of construction	Barrier and covered walkway
	5 feet or more, but between one-fourth and one-half the height of construction	Barrier
	5 feet or more, but exceeding one-half the height of construction	None

Required Demolition/ Deconstruction Submittal Documents:

- **Site Plan or Construction Plan:** A site plan, to scale, showing property lines, the location of any building(s) or structure(s) within the site to be demolished, and the street(s) or other right-of-ways adjacent to the property. The site plan shall also show the dimensions from the structure to be demolished to all property lines, city sidewalks, streets, and other buildings.
- **Security Fence:** Provide location and proof of intent to use a 6-foot chain link security fence around the site. All demolition projects shall require the demolition contractor and/or property owner to erect and maintain a 6-ft high security fence around the perimeter of the demolition project for the duration of the demolition process.

- **Owner Authorization Letter:** A notarized letter from the owner of the property authorizing the Demolition Contractor to apply for the demolition application. An owner-signed copy of the contract may be submitted as an alternative. If the property is owned by an LLC or Investment Company, we will require Articles of Incorporation identifying ownership personnel.
- **Tree Submittal items:** A [Tree Affidavit](#) is required to indicate that no trees will be removed as part of the demolition. If tree removal is proposed, a separate [Tree Permit](#) will be required through the [Accela Permitting Portal](#).

[Section 35-493\(c\) of the Unified Development Code](#) titled “Work Commencing Before Issuance of a Tree Permit” states that “Any person who commences any work requiring a tree permit before obtaining such permit shall be subject to a fine of \$2000.00 and any additional fees established in Appendix ‘C’ of the UDC”.

- **Pictures:** Pictures of all four sides of the structure are required. The pictures should be taken from the property lines facing the house to capture as much of the building and property as possible. Multiple pictures are encouraged to allow for a smoother application process (JPEG or PDF are allowed).
- **Deconstruction Forms (Deconstruction Projects Only):** A Pre-Deconstruction Form shall be submitted to the Office of Historic Preservation by the Certified Deconstruction Contractor assigned to the project prior to commencing work. The form serves as a project roadmap and material inventory. A Post-Deconstruction Form shall be submitted by the same contractor after the deconstruction project is complete. The form collects material diversion metrics and project data. More information is outlined in [Article II, Section 12 of City Code](#).
- **Public Works Right-of-Way and Permit Division:** When the structure proposed to be demolished is within 5 feet of a public right-of-way or any closure of the public right-of-way is proposed, an approved permit from Public Works Right-of-Way shall be provided with the application. The Sidewalk or Lane Closing permit number will be required to issue the demolition permit.
- **Construction Plan (Pedestrian Walkway):** Construction design plans of the temporary covered pedestrian protection walkway. Requires Texas Professional Engineer design. See Pedestrian Protection Requirements below for details.
- **Engineer Review/Letter:** Structures 2-stories or higher or structures with basements shall require a stamped and signed letter from a Texas licensed engineer retained by the Demolition Contractor or the Owner. The letter shall discuss the engineer’s assessment of buildings being considered for demolition. The letter shall include, at a minimum:
 - Description of the construction of the building (to include dimensions, height, framing, and foundation type).
 - A review of the proposed demolition process and an opinion of the ability of the building to be demolished without the use of bracing or shoring.
 - If bracing or shoring is suggested by the engineer, the engineer shall provide guidance in the form of plans, schematics or diagrams and should be included in the report.
 - The letter should follow the general format provided in this information bulletin. According to the Building Official’s discretion, the engineer’s letter may not be required if the building to be demolished is on a site such that the distance to the nearest structure or property line in any direction is more than two times the maximum height of the building.

- **Means and Method Letter (Commercial):** A detailed letter describing the timetable from start to finish of the demolition process. The letter shall also discuss the method and equipment to be utilized in performing the demolition process.
- **Asbestos Survey (Commercial):** A site-specific Asbestos Survey report shall be submitted. City of San Antonio Ordinance No.89710 and the Texas Department of State Health Services regulations require an asbestos Survey to be conducted in all commercial buildings before performing any renovation or demolition on a regulated structure. The Ordinance requires proof of the survey prior to issuance of a building permit for all renovation or demolition activities. DSD administers this program and enforces the requirement.

Pedestrian Protection Requirements:

Submittal Documents

- **Site Plan:** A site plan that is to scale showing the property lines, the location of any building(s) or structure(s) within the site to be demolished, and the street(s) or other right-of-ways adjacent to the property. The site plan shall also show the dimensions from the structure to all property lines, city sidewalks, streets, and other buildings.
- **Engineered Plans:** Engineered plan including materials, ground anchor plan, connection, and attachment details.
- Review 2024 IBC Section 3104, Chapter 31 for other specific requirements that may be required depending on the proposed project to be reviewed – Provide information as appropriate. (i.e., proper width, fire extinguisher, adequate lighting, etc.).

Required Inspections

- **Fire Final** – San Antonio Fire Department (called in via online permitting system)
- **Building Final** - The building inspection may be cleared by calling for City inspections or may be cleared by a stamped and sealed inspection letter by a professional engineer licensed by the State of Texas.
- **Tree Final** – Required for building demolition where trees are removed or affected.

If you have any questions on this process, please contact the Plans Review Staff at DSDPlansManagement@sanantonio.gov.

Summary:

This information bulletin is for informational purposes only.

Prepared by: Jeremy Camarillo, Plan Review Supervisor Consultations

Reviewed by: Richard Chamberlin, PE, Development Services Engineer

Authorized by: Crystal Gonzales, PE, CBO, Assistant Director

Engineer's or Engineering Company's Letterhead

(Date)

(Client Name)

(Client Firm Name)

(Client Address)

(Client Address)

Referenced Project: (Project Name) Demolition

(Project Address)

San Antonio, Texas 782 ____

Property Legal Description: (Legal Description from Bexar Appraisal District Account, Property Survey, Deed, Etc.)

City of San Antonio Building Permit Number: _____

Dear (Client):

The building referenced above is scheduled for demolition by (demolition contractor). (If applicable:) Drawings of the existing structural framing have been provided for our use. The drawings are titled (job title) and were prepared by (original engineer) of (San Antonio, Texas). The date of the original construction of the building is (date). A qualified representative from our office has visited the site to observe the visible condition of the existing structure.

Based on our understanding, the building is framed as follows: (Description of building framing: foundation, floors, roof, walls).

As indicated in the contractor's Demolition Work Plan, the proposed demolition process includes (description of demolition process). (If applicable: Bracing drawings are attached).

Safety measures by the contractor shall be employed before, during, and after demolition to protect the public and adjacent properties. Safety during demolition remains the sole responsibility of the demolition contractor. All demolition activities are to be performed under the direct supervision of a qualified demolition contractor.

Based on our observations of the existing framing and the proposed demolition process, it appears that the sequence of demolition could allow for the existing framing to provide stability during the demolition process. It is therefore our opinion that the building may be demolished in the manner described, and that the framing should remain stable (EITHER: and should not require special bracing or reinforcement. OR: with bracing installed as shown in the attached drawings).

This letter is based on professional engineering judgment under the conditions and restrictions described in this document. Please be advised that this report is based on only one site observation (and our review of structural plans). An exhaustive analysis was not made and hidden, or unforeseen conditions may exist which affect the stability of the framing. The demolition contractor should notify the demolition engineer upon encountering such conditions. No guarantees or warranties are either expressed or implied, and no responsibility is assumed for hidden or unknown conditions that might affect the demolition.

If you have any questions, please call.

Respectfully,

[Engineer Signature Here]
(Type Engineer Name Here)

ENGINEER
SEAL HERE



CITY OF SAN ANTONIO
**DEVELOPMENT SERVICES
DEPARTMENT**



"Partnering with our community to build and maintain a safer San Antonio"

SAMPLE Demolition / Pedestrian Protection Permit Application

Application Information

Property Details *(Required)* (Address is preferred but only the Parcel number may be provided if known) (For CPS Energy purposes, the address must match the address of the CPS meter – electric / gas)

Property Street Number: _____ Street Name: _____

Street Type *(check one)*: ☐ Ave ☐ Blvd ☐ Circle ☐ Court ☐ Drive ☐ Hwy
 ☐ Lane ☐ Road ☐ Street ☐ Way

Unit/Suite: _____ Level: _____ Building Number: _____

Zip Code: _____ COSA Parcel Key Number *(if known)* _____

Type of Permit Application *(Required)* (check one, or both. Checking both creates separate permits.)

☐ Demolition *(Full demolition of a building or structure)*

☐ Covered Walkway - Pedestrian Protection *(may be in City right-of-way, or in city or private property)*

Type of Building or Location of Structure:

☐ Single-Family

☐ Commercial

Applicant Contact Details

Applicant Name: _____

Applicant Contact Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Applicant also known as (Check One): (if paying by using your Escrow Account, please check Escrow Owner. If using another's Escrow Account, please check Authorized Agent. You must be listed as an authorized agent on the Account.) (The Company Name/Business Owner is responsible for all fees)

_____ Authorized Agent _____ Company Name/Business Owner
_____ Engineer (required Pedestrian Protection) _____ Escrow Owner

If Demolition, are you the property owner and responsible? (Required) _____ Yes _____ No

_____ (Initial if Yes, I am the property owner) I attest that I am the legal owner of this property.

Licensed Professional (City Registered Demolition Contractor) Contact Details (Required if you are not the property owner - answered "No" above.) (Required for any two-story single-family dwelling unit, or two-story accessory structure)

Licensed Professional Name: _____

City License/Registration Number: _____

LP Contact Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Licensed Professional Company Information (Required if Company Name/Business Owner above is not checked.)

LP Company Name: _____

LP Company Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

General Information

Scope of Work (Required)

Is this application associated with a Building Project for a new building, remodel, or addition? *(Required)*: _____

_____ Yes

_____ No

If Yes, what is the building permit or application number? _____

Is the owner an ISD or Alamo College District and a part of the Interlocal Agreement? *(Required)* _____

_____ Yes

_____ No

If a Right of Way permit is required, what is the number? _____

Will this require a street closure? *(Required)*

_____ Yes

_____ No

Will this require a sidewalk closure? *(Required)*

_____ Yes

_____ No

Demolition Details *(This Section is Required for a demolition application)*

Is this a department approved emergency demolition? *(Required)*

_____ Yes

_____ No

Expected Date to start demolition? _____

Expected Date to end demolition? _____

Will an electric service be required to be disconnected?

_____ Yes

_____ No

Will a gas service be required to be disconnected?

_____ Yes

_____ No

Will explosives be used for demolition?

_____ Yes

_____ No

Will a crane be used for demolition?

_____ Yes

_____ No

Are there underground fuel tanks being removed

_____ Yes

_____ No

Will the demolition involve engineered bracing?

_____ Yes

_____ No

What was the approximate date the building was built?

Pre 1900 _____ 1900 – 1910 _____ 1911 – 1920 _____ 1921 – 1930 _____

1931 - 1940 _____ 1941 – 1950 _____ 1951 – 1960 _____ Post 1960 _____

Check why the building is being demolished: *(Check only one, or primary reason of more than one)*

City Order Code Compliance _____

New Construction _____

Clear and Sell the Lot _____

Repair and Maintenance Costs _____

Vacant Security Concerns _____

Environmental Abatement _____

Emergency Demolition/Fire Collapse _____

Do you plan to salvage or reclaim any materials prior to demolition work?

_____ Yes

_____ No

Does this building have an approved Non-conforming Use?

_____ Yes

_____ No

(The owner must be made aware that any non-conforming use will be lost if the building is demolished)

What is the building number? *(NA if there is no assigned building number)* _____

Is this building a primary structure or accessory? _____
(For Residential - Primary is the main home for single family. Commercial may have several primary buildings)

Approximate square footage of building being demolished: _____

Number of stories: _____ Maximum height of building? _____

Is there a basement? _____ Yes _____ No

Closest distance to a property line: _____

Closest distance to a sidewalk: _____

Closest distance to a street/travel lane: _____

Building construction type: Metal _____ Concrete _____ Heavy Timber _____
Wood _____ Other: _____

Covered Pedestrian Protection Details (Section is Required for a pedestrian protection application)

Is the pedestrian protection in City Right of Way? _____ Yes _____ No

Linear feet of all pedestrian protection: _____

Total number of covered walkways to be installed: _____

Expected Date the pedestrian protection will be removed? _____

Will electrical be provided requiring a licensed electrical contractor? _____ Yes _____ No

Acknowledgement (All acknowledgements must be initialed)

_____ I acknowledge that as the demolition contractor or homeowner, I am hereby under notice that the demolition debris shall be transported to an approved and permitted landfill site. Failure to comply will constitute a violation of "Vernon's Texas Civil Statutes Article 4477-7, Section 8a (1), (2) and 4477-6(a), Section 2.022 and 2.04.

_____ I acknowledge that all demolition projects shall require the demolition contractor and/or property owner to erect and maintain a 6-foot-high security fence around the perimeter of the project for the duration of the demolition process. Demolition contractors shall obtain a permit for the required fence if the fence will be permanent.

_____ I understand that the City of San Antonio only enforces City, State and Federal zoning and development ordinances and statutes and does not enforce covenants and deed restrictions (CC&Rs). It is imperative and incumbent upon me the applicant to verify the existence of any CC&Rs that may be applicable to my project. See Information Bulletin 234 for additional information."

_____ By checking this box, I certify that as the homeowner or contractor, I have read and understand the requirements for Residential Fence Application installations. I further certify that the information I have provided is true and correct and hereby agree that if the permit is issued, all provisions of the City Ordinance will be complied with whether herein specified or not and that compliance with the currently adopted Building Code is required."

_____ I understand that the permit, if issued, belongs to the property owner and that I am submitting as the owner or his/her authorized agent."

_____ I understand that if the work site is in a floodplain, neighborhood conservation district, corridor overlay or historic district, the application may require additional reviews prior to a permit being issued."

Fee Waiver Eligibility *(For all applications – default is No if left blank)*

Is your project approved for a City of San Antonio fee waiver program? _____Yes _____No

If “Yes”, what is the Fee Waiver approval number? _____

Signature *(Required)*

Printed Name: _____

Signature of Applicant: _____

Date: _____

SAMPLE

[illegible]