

The Community Development Department created a new web portal to provide users with the ability to submit commercial and residential building permits, certificate of occupancy permits and inspection requests. Users will be able to look up their permit to check their permit and inspection statuses.

Web Portal Link: <https://bhtxpermits.portal.iworq.net/portalhome/bhtxpermits>

Permit Information and Inspection Request

To review the permit information, click the "Search Here" button. Users should keep track of their permit number to quickly access their permit information. If a user does not know their permit number, you can search by the project/resident/business name or address. You can search by the permit date.

Once the user finds their permit, the user can click the actual permit number or view button. The user will see the basic permit information, the contractor associated with this permit if one has been entered, inspection status, associated fees including balances due, and the number of uploaded files. You can load additional files as needed, but you will need to enter an access code associated with the contractor assigned to this permit. You can have the access code emailed to the email on file associated with the contractor.

The user selects the "Request An Inspection" link to request an inspection. The user will need the access code for the contractor assigned to the permit." As before, we access code can be emailed to the email on file associated with the contractor. The user should enter the name of the person requesting the inspection along with their phone number and email address. The system will email a copy of the inspection request to include the time it was submitted to the email provided. The user should select the type of inspection from the drop-down menu. The user can add comments to clarify the type of inspection. The user should enter any gate and lock box codes in the comment box. If the user has a point of contact different than the person requesting the inspection, the user can add this information in the comment box. Once the user submits the inspection, the city will schedule the inspection. The user can check the permit status to see when the inspection was scheduled and the status of the inspection.

Commercial Permit Application

The user selects the Commercial Permit Application link when they need to submit construction drawings, the project has multiple contractors and the user is the primary contractor, i.e., general contractor. The user can search the Bexar County property information to include the address at the top of the form. If the user utilizes this address, it makes it easier to search for all permits associated with an address. The Applicant fields can be a contractor, a professional such as an Engineering or Architectural firm or the business owner/manager. The applicant will be the main of point of contact for this permit until the city informed otherwise. The city utilizes the job valuation for the cost of most permits. If known, the applicant should list the name of all trade contractors so the city can determine if they are registered with the city. The applicant types their name in the "Applicant Signature" box. The city does not utilize any digital signature interface. The applicant can upload files up to 25 MB and will need an access code.

Residential Permit Application

The user selects the Residential Permit Application for single-family residences. Apartment complexes will use the commercial or trade permit applications. The user may enter the resident's or property

owner's information. If the resident plans on doing the work themselves, the user will enter "Self" in the "Contractor Company Name" field. If the user is not the property owner, then the user should indicate in the Job Description box that they are renting and list the owner's name and contact information. For residential work, the city does not require the job valuation but the square feet of the area of the work being performed or the linear feet of fence to be installed or replaced. If the project requires multiple trade contractors, the user should list all trade contractors if known. The applicant types their name in the "Applicant Signature" box. The city does not utilize any digital signature interface. The applicant can upload files up to 25 MB and will need an access code. Users who don't use a contractor, can contact the Building Department at permits@bhtx.gov for an access code to upload files and request inspections.

Trade Permit Application

The user uses the Trade Permit Application when the residential or commercial projects utilize multiple trade contractors. The user will select the type of permit from the drop-down menu and type whether the permit is commercial or residential. For commercial projects, the user will enter job valuation associated with their work. For residential projects, the user will enter the square feet of the area with their work. The user needs to enter a good job description, since the residential permit fees are determined by the actual work being performed such as replacing a water heater or performing a panel rebuild. The applicant types their name in the "Applicant Signature" box. The city does not utilize any digital signature interface.