

FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

From the login page, <https://aca-prod.accela.com/COSA/default.aspx> enter your username and password. If you have not registered, please refer to the Build SA Registration document.

The screenshot shows the login page of the Citizen Access for San Antonio portal. The header features the city logo and the text "Welcome to the City of San Antonio". A navigation bar includes links for "Announcements", "Register for an Account", "Reports (1)", and "Login". Below the header, there is a search bar and a menu with "Home", "Land Development", "Building", and "Fire". The "Fire" module is highlighted with a red box. Under the "Advanced Search" section, there are input fields for "User Name or E-mail:" and "Password:", both highlighted with red boxes, and a "Login" button. Below the login fields, there are links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account". A message block provides instructions on browser recommendations and a link to complete a Garage/Yard Sale permit application. At the bottom, there are two blue buttons: "General Information" and "Lookup Property Information".

From the welcome page, click on the Fire module on the top bar.

The screenshot shows the dashboard of the Citizen Access for San Antonio portal after logging in. The header features the city logo and the text "Welcome to the City of San Antonio". A navigation bar includes links for "Announcements", "Logged in as Kelly Turner", "Collections (0)", "Reports (1)", "Account Management", and "Logout". Below the header, there is a search bar and a menu with "Home", "Land Development", "Building", and "Fire". The "Fire" module is highlighted with a red box. Under the "Dashboard" section, there are links for "My Records", "My Account", and "Advanced Search". A message block says "Hello, Kelly Turner". Below the message, there is a section titled "My Collection (0)" with a "View Collections" button. A message block says "You do not have any collections right now." At the bottom, there is a section titled "Work in progress" with a "View All Records" button. Below this, there is a table with columns for "Record Name", "Record ID", "Module", "Creation Date", and "Action".

FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

Once on the Fire module, click on the Create an Application area. Then, read the terms and click on the box to acknowledge the disclaimer and click Continue Application

Announcements Logged in as Kelly Turner Collections (0) Reports (1) Account Management Logout

Create an Escrow Account | Amend Escrow Account(s)

Search...

Home Land Development Building **Fire**

Search Applications **Create an Application**

Online Application

Welcome to the City of San Antonio Development Services Department's Online Permitting System. Use this system from the convenience of your home or office, 24 hours a day to:

- Submit and update information
- Pay fees
- Schedule inspections
- Track the status of your applications
- Print your final record

To get started you MUST:

- "Allow Pop-ups from This Site" - More information can be found at www.sanantonio.gov/dsd/BuildSAHelp.aspx
- Accept the General Disclaimer below

General Disclaimer

All City of San Antonio web sites, including but not limited to the Development Services Department Customer Portal, www.sanantonio.gov, www.ci.sat.tx.us, www.sanantonio.gov/GIS, www.alamodome.com, www.sanantonio.gov, www.visitsanantonio.com, mysapl.org and sapl.lib.tx.us are provided as a public service. PLEASE NOTE that users of these web sites are responsible for checking the accuracy, completeness, and timeliness of information. THE CITY OF SAN ANTONIO, TEXAS, AND ITS EMPLOYEES, AGENTS, AND CONTRACTORS MAKE NO WARRANTY, REPRESENTATION, OR GUARANTEE OF ANY KIND, INCLUDING MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, IN CONNECTION WITH THE USE OF ANY INFORMATION PROVIDED ON ANY OF THE WEBSITES OF THE CITY OF SAN ANTONIO, TEXAS.

☒ I have read and accepted the above terms.

Continue Application >

Select Fire Special Events Application and click Continue Application.

Announcements Logged in as Kelly Turner Collections (0) Reports (1) Account Management Logout

Create an Escrow Account | Amend Escrow Account(s)

Search...

Home Land Development Building **Fire**

Search Applications Create an Application

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

☐ Fire Annual Permit Application

☐ Fire HazMat Application

☐ Fire License Registration Application

☐ Fire Life Safety System Application

☒ **Fire Special Events Application**

☐ Fire Storage Tanks Application

☐ Fire Systems Permit Application

Continue Application >

FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

Step 1: Property Information

To best find the event address, enter ONLY the street number and street name, then click on Search.
Using street directions and Street Type can result in search errors.

HomeLand DevelopmentBuildingFire

Search ApplicationsCreate an Application

Fire Special Events Application

1 Property Information2 Event Type3 Contact Information4 Application Information5 Document Information678

Step 1: Property Information > Property

Physical Address is preferred.

* indicates a required field.

Address

For best practices on searching and locating address information, refer to the [Address Quick Tip Guide](#).

Street No.:900

Street Name:Market

Street Type:--Select--

Unit No.:Building:Level:

* Zip:

One Stop Zoning Map

SearchClear

Parcel

* Parcel Number:

Lot:Block:Subdivision:--Select--

Once the correct address is found, select it and continue.

33

Land Value:Improved Value:Exemption Value:

County Property ID:1222736

SearchClear

Owner

Owner Name: ⓘ

CITY OF SAN ANTONIO

Address Line 1:PO BOX 839966, SAN ANTONIO, TX, US, 78283-3966

Address Line 2:

Address Line 3:

City:State:Zip:Country:--Select--

SearchClear

Save and resume laterContinue Application »

FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

Step 2: Event Type

Select Floor Plan Review from the drop down menu and click on Continue Application.



WELCOME TO THE CITY OF SAN ANTONIO

Announcements

Logged in as Kelly Turner

Collections (0)

Reports (1)

Account Management

Logout

Create an Escrow Account | Amend Escrow Account(s)

Search Applications | Create an Application

Home

Land Development

Building

Fire

1 Property Information

2 Event Type

3 Contact Information

4 Application Information

5 Document Information

6

7

8

Step 2: Event Type > Special Event Type

* Indicates a required field.

Custom Fields

SPECIAL EVENT TYPE

* Type of Event:

--Select--

--Select--

Barfire

Candle Permit

Floor plan Review

Parade Floats

Pyrotechnics/Fireworks/Flame Effect

Save and resume later

Continue Application »

Step 3: Contact Information

Verify that the Applicant Information is correct. If the applicant and the Company are the same, check the Also Known As box.

1 Property Information

2 Event Type

3 Contact Information

4 Application Information

5 Document Information

6

7

8

Step 3: Contact Information > Applicant

If paying by "Escrow", please ensure the "Escrow Owner" is listed on the application. If you are authorized to use this Escrow Account, please ensure you are listed as an "Authorized Agent".

* Indicates a required field.

Applicant

To edit the Applicant information, use your Account Management page.

Kelly Turner

kelly.turner@sanantonio.gov

Home phone:210-207-8410

Mobile Phone:

Work Phone:

Fax:

Contact Addresses

To edit a contact address, click the address link.

Required contact address type(s):Mailing

Showing 1-2 of 2

Address Type	Recipient	Address	Action
Mailing		1901 S ALAMO ST	
Physical		123 Mailing Address	

Copy Applicant Contact Information

Applicant Also Known As:
(Check all that apply)

Company Name/Business Owner: ☒

Save and resume later

Continue Application »

FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

If you need to associate another contact, you can add a contact from this new page. If they are not already in the Build SA system, you can use the Add button. If they are already a registered with Build SA, you can use the Search button. Do not use the License Professional Module. It is not required for this application.

Fire Special Events Application

1 Property Information 2 Event Type 3 Contact Information 4 Application Information 5 Document Information 6 7 8

Step 3: Contact Information > Contact List

* indicates a required field.

Contact List

To add a new contact, click Look Up or Add New button.
To prevent a contact from receiving emails:
New Contact: Click "Do not receive Email Notifications" box
Existing Contact: Click the contact's "Edit" link and then click "Do not receive Email Notifications" box
For additional information for selecting the correct contact type, refer to [Contacts Quick Tips Guide](#).

Add New **Look Up**

Showing 1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Kelly Turner		Company New/Business Owner			kelly.turner@sanantonio.gov	Edit Delete

Showing 0 of 0

1 records found

Save and resume later **Continue Application »**

Step 4: Application Information

Complete all areas marked with the red asterisk.

Home Land Development Building **Fire**

Search Applications Create an Application

Fire Special Events Application

1 2 Event Type 3 Contact Information 4 Application Information 5 Document Information 6 Review 7 8

Step 4: Application Information > Event Information

* indicates a required field.

Custom Fields

EVENT INFORMATION

* Name of Event: Kelly's Conference

* Event Address/Location: 900 E Market Hall 3 Henry B Gonzalez Convention Center

* Event Start Date: 06/30/2021

* Event End Date: 07/05/2021

* Total # of Shows: 1

Demo Date:

Demo Time:

Rain Date:

Number of booths/floors:

Heating appliance(s) to be used:

Save and resume later **Continue Application »**

FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

Under Floor Plan Details, complete the total square footage of the entire event. Then, complete all sections under each heading to which you answer Yes. Headings include: Vehicle Display, Cooking Demonstration, Hazing, Heavy Equipment move in/out, Compressed Gas, and Other.

Step 4: Application Information > Floor Plan Details

* Indicates a required field.

Custom Fields

FLOOR PLAN DETAILS

Floor Plan square feet: *

16750

Vehicle Display: *

☒ Yes ☐ No

Date of Vehicle display move in:

06/29/2021

Time of Vehicle display move in:

Cooking Demonstration/Vending: *

☐ Yes ☒ No

Demonstration Date:

Demonstration Time:

Hazing/Theatrical Fog: *

☒ Yes ☐ No

Fog From Date - To Date:

6/30/21-7/5/21

Fog Time Blocks:

12:00pm-1:00pm

Heavy Equipment (Gasoline/Diesel): *

☐ Yes ☒ No

Equipment Date move in:

Equipment Time move in:

Equipment Date move out:

Equipment Time move out:

Compressed/Medical Gas:

☐ Yes ☒ No

Gas Date:

Gas Time:

Other Heat Source:

☐ Yes ☒ No

Heat Source From Date - To Date:

Heat Source Time Blocks:

Save and resume later

Continue Application >

Step 5: Document Information

To add a plan to your application, click on the Add button

CITIZEN ACCESS
for
SAN ANTONIO

Welcome to the City of San Antonio

[Announcements](#) [Logged in as Kelly Turner](#) [Collections \(0\)](#) [Reports \(3\)](#) [Account Management](#) [Logout](#)

[Create an Encrow Account](#) [Amend Encrow Account\(s\)](#)

Home Land Development Building **Fire**

Search Applications Create an Application

Fire Special Events Application

1

2

3 Contact Information

4 Application Information

5 Document Information

6 Review

7 Validate Fees

8

Step 5: Document Information > Documents

* Indicates a required field.

Attachment

To upload a new document click Add.
The maximum file size allowed is 80 MB
ItemChurnContent are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

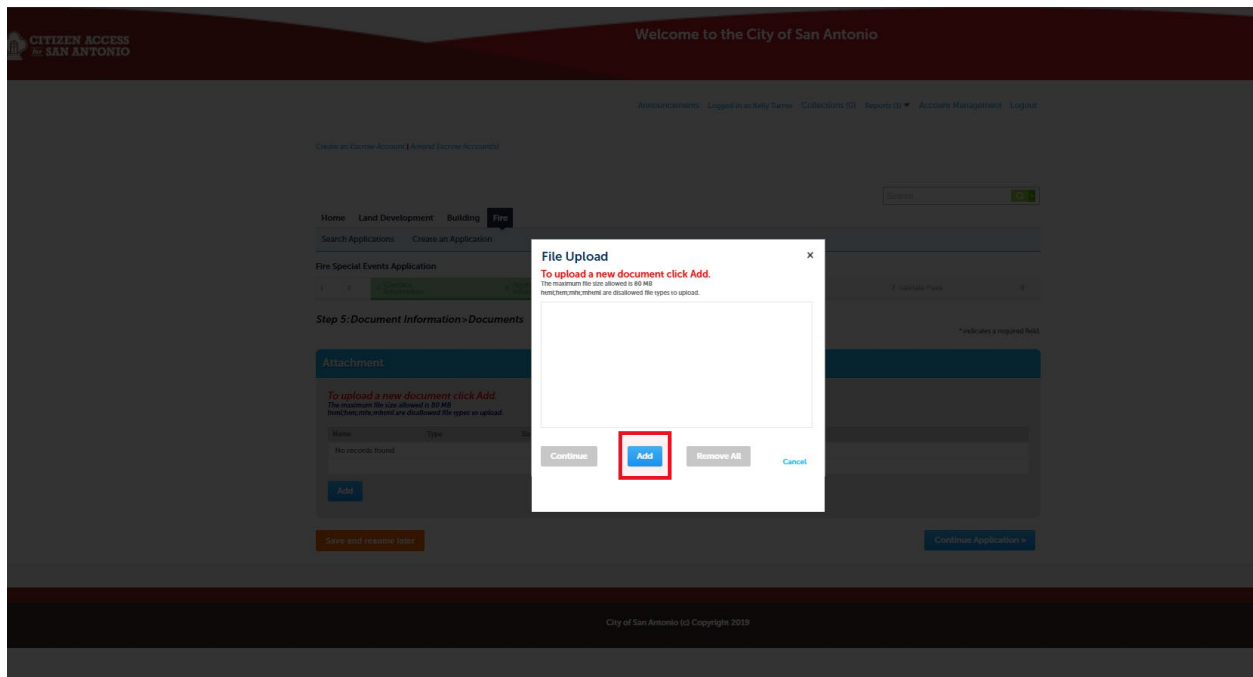
Save and resume later

Continue Application >

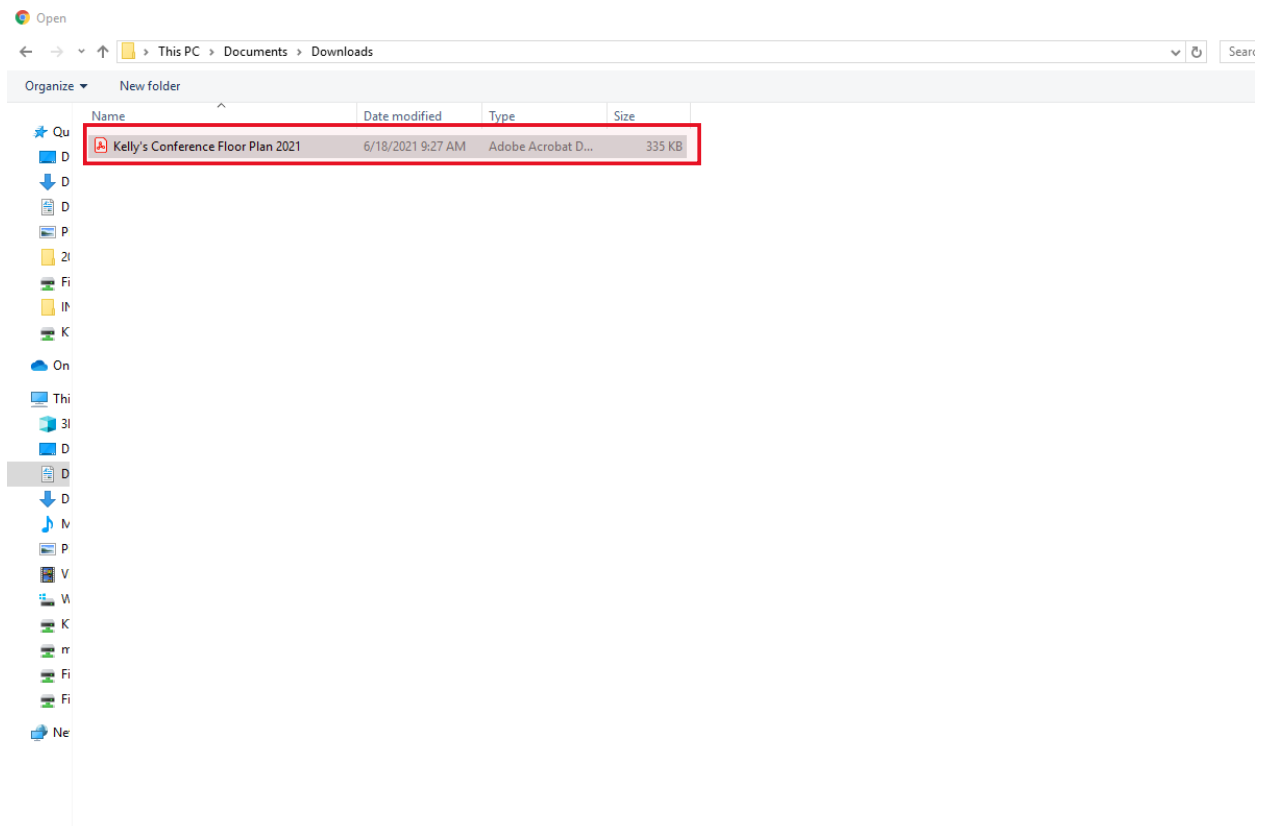
City of San Antonio (c) Copyright 2019

FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

Under the File Upload pop up screen, click on Add.

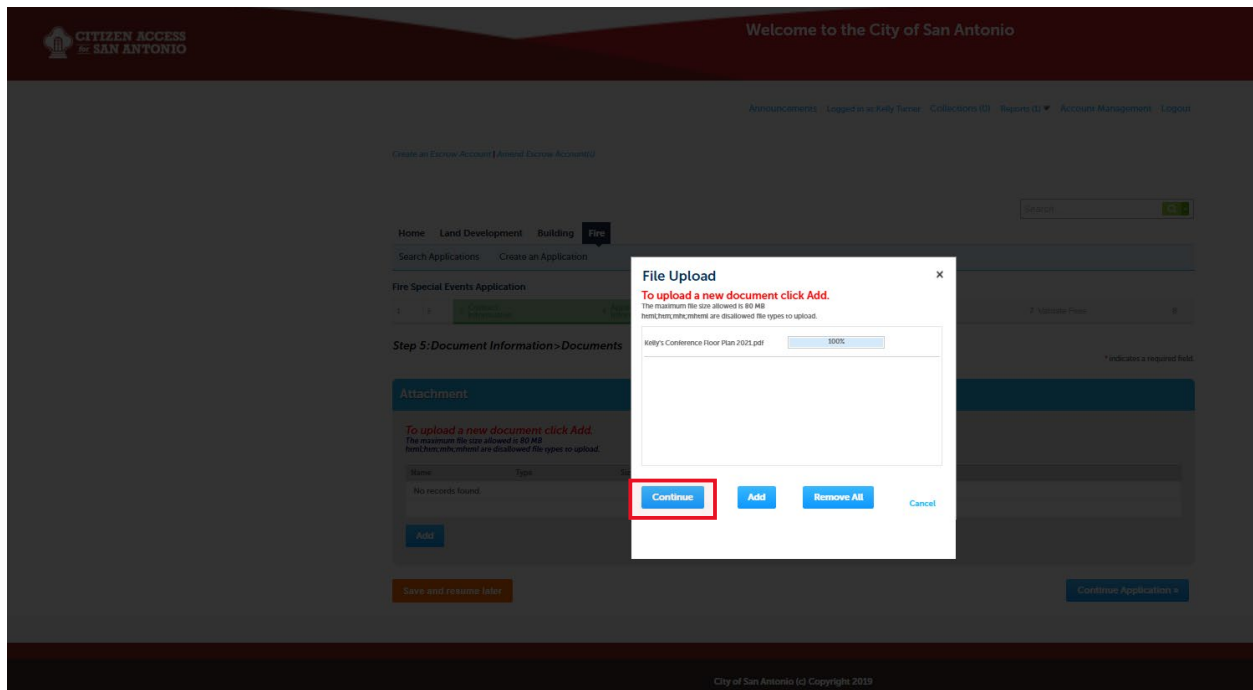


Select the file from your computer and continue.

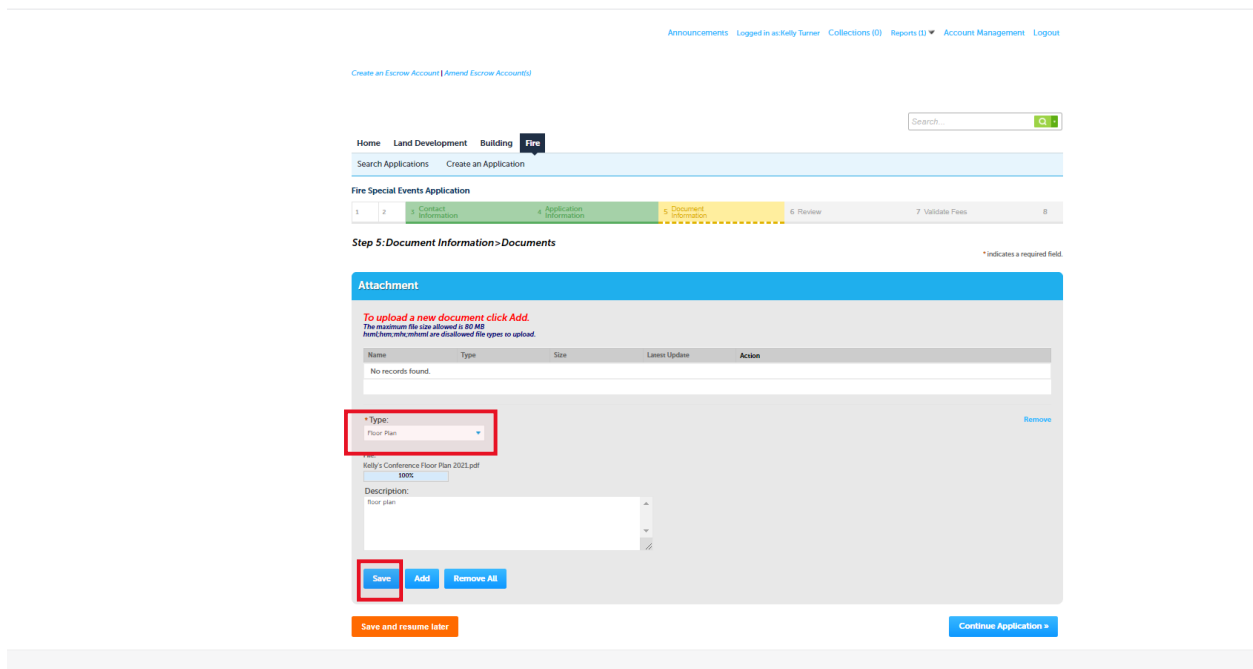


FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

When the file has uploaded and displays 100%, click on Continue.



Select Floor Plan from the drop down to identify what type of document you have uploaded. Add a description in the text box and click on the Save button.



FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

Your upload will appear in the Attachment box. You may add another if you wish or continue in the application.

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[Create an Escrow Account \(Amend Escrow Account\)](#)

Home Land Development Building **Fire**

Search Applications Create an Application

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Fire Special Events Application

12345678

12345678

Step 5: Document Information > Documents * indicates a required field.

Attachment

To upload a new document click **Add**.
The maximum file size allowed is 80 MB.
Files with this extension are disallowed file types so upload.

Attachment	Type	Size	Latest Upload	Action
 Kelly's Conference Floor Plan 2021.pdf	Floor Plan	314.77 KB	06/22/2021	Actions

Add

Save and resume later

Continue Application >

Step 6: Review

Review the information that you have entered. If you need to make changes, click on the Edit button to the right of each section.

**CITIZEN ACCESS**
SANTONIO

Welcome to the City of San Antonio

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Home Land Development Building **Fire**

Search Applications Create an Application

Fire Special Events Application

12345678

12345678

Step 6: Review

Save and resume later

Continue Application >

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Fire Special Events Application

Address [Edit](#)

902 MARKET ST, 78205

Parcel [Edit](#)

Parcel Number: 786802
Block: 2
Bexar County Aerial Address: E MARKET ST, SAN ANTONIO, TX 78205
Legal Description: NCE 138A BLOCK 3 LOT 686 78 027 OF 34 (B 8 GONZALEZ CONVENTION CENTER SUBD)
Parcel Area: 53
County Property ID: 1222776

Owner [Edit](#)

CITY OF SAN ANTONIO
PO BOX 839566, SAN ANTONIO, TX, US, 78283-3566

Custom Fields

SPECIAL EVENT TYPE [Edit](#)

Type of Event: Floor Plan Review

FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

Review Continued

Number of booths/floats:
Heating appliance(s) to be used:

Custom Fields [Edit](#)

FLOOR PLAN DETAILS

Floor Plan square feet: 16750

Vehicle Display: Yes

Date of Vehicle display move in: 06/29/2021

Time of Vehicle display move in:

Cooking Demonstration/Vending: No

Demonstration Date:

Demonstration Time:

Hazing/Theatrical Fog: Yes

Fog From Date - To Date: 6/30/21-7/5/21

Fog Time Blocks: 12:00pm-4:00pm

Heavy Equipment (Gasoline/Diesel): No

Equipment Date move in:

Equipment Time move in:

Equipment Date move out:

Equipment Time move out:

Compressed/Medical Gas: No

Gas Date:

Gas Time:

Other Heat Source: No

Heat Source From Date - To Date:

Heat Source Time Blocks:

Attachment [Edit](#)

To upload a new document click [Add](#).
The maximum file size allowed is 80 MB.
html,htm,mht,mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Kelly's Conference Floor Plan 2021.pdf	Floor Plan	334.77 KB	06/22/2021	Actions

[Save and resume later](#) [Continue Application »](#)

Step 7:

Fees

Your fees are calculated by the square footage entered earlier in the application.

 Welcome to the City of San Antonio

[Announcements](#) [Logged in as: Kelly Turner](#) [Collections \(0\)](#) [Reports \(2\)](#) [Account Management](#) [Logout](#)

[Create an Escrow Account](#) [Amend Escrow Account\(s\)](#)

Search: [Q](#)

[Home](#) [Land Development](#) [Building](#) [Fire](#)

[Search Applications](#) [Create an Application](#)

Fire Special Events Application

1 2 3 4 Application Information 5 Document Information 6 Review 7 **Validate Fees** 8 Record Issuance

Step 7: Validate Fees

Application Fees

Fees	Qty	Amount
Special Event Fee	425	\$425.00
Surcharge - Technological Improvement Fee	1	\$12.75
TOTAL FEES: \$437.75		

[Continue Application »](#)

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FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

You may pay by credit card or by adding a bank account to draw funds.

pps Suggested Sites Imported From IE Log in - BuildSA Tra... BI launch pad Accela DC Inspection Boundary Accela-Public Safet... Accela Civic Applica... Accela Civic Applica... [Webinar] Accela Cl... COSAweb | IT



Welcome to the City of San Antonio

How would you like to make the payment?

☒ Credit Card ☐ Bank Payment

Payment Amount :

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CITY OF
SAN ANTONIO

Online Invoice Payments Help

☒ Payment from credit card

Card Type: American Express

Card Number:

Expiry Date:

After clicking Make Payment, please do not refresh the page or press the back button on your internet browser.

SubTotal: \$437.75

Total: **\$437.75**

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FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE

CITY OF SAN ANTONIO

Online Invoice Payments [Help](#)

Your transaction was completed successfully.

Receipt #: 4914
Issued: 22-Jun-21 12:55 PM

Description	
Amount:\$425.00	\$425.00
Amount:\$12.75	\$12.75

SubTotal: \$437.75
Total: \$437.75
USD\$437.75

Payment: Master Card - *****4444 - 07/34
Reference Number:
Authorization Number: TEST
Response Code:

Step 8:

After payment, your application has been submitted and is now under review. Your record number is displayed on this page.

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for SAN ANTONIO

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Home Land Development Building **Fire**

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Fire Special Events Application

1 2 3 4 5 6 7 8 **Record Issuance**

Step 8: Record Issuance

Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is FIR-SPC-APP21-43100023.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details](#)

To see your records on your account, click on Home and then My Records.

FIRE PREVENTION FLOOR PLAN REVIEW APPLICATION GUIDE



CITIZEN ACCESS
for SAN ANTONIO

Welcome to the City of San Antonio

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[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)

Home

Land Development

Building

Fire

Dashboard

My Records

My Account

Advanced Search

Amendments

Fire

Showing 1-4 of 4 | [Export results](#) | [Add to collection](#)

	Record ID	Record Type	Description	Project Name	Expiration Date	Created By	Status	Action	Short Notes
☐	36/22/2021 FBL-SFC-APP21-43100013	Fire Special Events Application				floorplanreviewaccount	Under Review		
☐	04/19/2021 LC-FB-REG21-10000062	Fire License Registration Application		ap1		floorplanreviewaccount	Closed		
☐	04/19/2021 LC-APS-REG21-15400018	Fire Alarm APS Registration		ap1	04/19/2022	floorplanreviewaccount	Active	Amendment	
☐	04/16/2021 FBL-SFC-APP21-43100012	Fire Special Events Application				floorplanreviewaccount	Under Review		

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