



Legacy Permit Data Portal – Help

Background

This system can be used to search for building permits issued between April 2003 through the end of November 2020. There is also a limited batch of records from 1998-2003. This system only contains permits that reached the “Issued” stage and are within the retention periods set forth by the [Texas State Library & Archives Commission](#).

Prior to the current BuildSA/Accela system, the previous application (“Hansen”) was operational from April 2003 to April 2021, with most activity ceasing after 11/30/2020. There was a period between 11/30/2020 and 4/1/2021 where “in-flight” permits were resolved, certain permits were copied over to BuildSA, etc.

When Hansen went live in April 2003, certain records from a 5-year period came over from the Mainframe system (1998-2003).

The Hansen application had “Application Types” and those are the ones that are listed in the A/P Type drop-down lists under Building Permit Search.

The following is a list of the Application Types for Building permits:

A/P Type	A/P Description
COMBLDGGEN	Commercial Single Building
COO	Certificate of Occupancy
DEMO	Demolition
FIRESYSTMS	Fire Systems Permit
MECHPERM	Mechanical Permit Application
MISCNOREV	Misc No Review
MISCREV	Misc Review
PLUMBPERM	Plumbing Permit Application
RESBLDGGEN	Residential Building Application
STORTANKS	Storage Tanks Permits
TREEPERM	Tree Permit

*Sub-types available under each A/P Type are listed in

[Appendix A](#) at the end of this reference.

Building Permit Search

Notes and Search Terms

Building Permit Search ^

A/P # Exact A/P Type A/P Name

Street # Pre Dir Street Name Suffix Post Dir City State Zip Address

Extended Search ^

Added Date Processed Date Issued Date Finalized Date

Temp COO Date COO Date Res/Com New/Existg Contractor Name

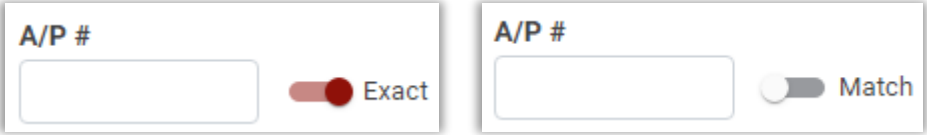
- Click on "Reset All" before beginning a new search.



- When entering values in a text field, be sure to click the "X" to clear the field.



- For A/P search, the default is an Exact search. Flipping the toggle will perform a Match search. For example, entering "M" and selecting the toggle for Match will bring back all A/P#s that begin "M".




- The default search is for Address, but the toggle can be switched to Parcel. This will search for permits that either directly tied to the Parcel, or tied to an Address that is related to that Parcel.

Parcel

Parcel Key

- Dates can also be entered manually in the following format: MM/DD/YYYY – MM/DD/YYYY, with a space between the dates and hyphen.

Processed Date



Search Fields:

- **A/P#** - Permit number
- The default search is "Exact", but it can be toggled to "Match" and will do a "X%" search, meaning a search for "M" will bring back Inspections on permits with an A/P# starting with "M".
- **A/P Type:** Application Type
- **A/P Name** – Does a "like" search (Ex: "OFFICE" will return results such as "DOWNTOWN **OFFICE**", "**OFFICE** SPACE", and "MAIN **OFFICE** BUILDING")
- **Address Fields:**
 - Street #
 - Pre Dir (N/S/E/W)
 - Street Name
 - Suffix (Ave/Dr/St/Blvd...)
 - Post Dir (N/S/E/W)
 - City
 - State
 - Zip (first 5 digits)

Street #	Pre Dir	Street Name	Suffix	Post Dir	City	State	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="_____"/>	<input checked="" type="checkbox"/> Address

Results Grid:

Building Permit Search ^

A/P # A/P Type A/P Name

Street # Pre Dir Street Name Suffix Post Dir City State Zip Address

Added Date Processed Date Issued Date Finalized Date

Temp COO Date COO Date Res/Com New/Existg Contractor ID Contractor Name

Left-click to View record, Right-click to Export

APNO	A/P Name	APTYPE	Str#	Pre	Str Name	Sul	Pos	City/State	Zip	Loc	Parcel
I2177698	LA ESTRELLA OFFICES	COMBLDGGEN	1000		CINCINNATI			SAN ANTONIO, TX	78201	SUITE 6	
E2259068	MEDICAL OFFICE BUILDING	COMBLDGGEN								7896 LINDBERG LANDING	7180
E2267939	MEDICAL OFFICE BUILDING	COMBLDGGEN								7727 LINDBERG LANDING	7180
2275750	ZAVALA RIDGE GARDEN OFFICES	COMBLDGGEN	4630		DE ZAVALA	RD		SAN ANTONIO, TX	78230		
M2297017	BAKKE OFFICE CARPORTS	COMBLDGGEN	3511		BROADWAY			SAN ANTONIO, TX	78209		
2315901	MURRAY MOTORS OFFICE LOFTS	COMBLDGGEN	900		BROADWAY			SAN ANTONIO, TX	78215		
E2321596	INGRAM PLACE RECRUITING OFFICE	COMBLDGGEN	3271		WURZBACH	RD		SAN ANTONIO, TX	78238		
2330416	STATE OFFICE OF ADMINISTRATION	COMBLDGGEN	10010		SAN PEDRO	AVE		SAN ANTONIO, TX	78216	SUITE 365	

Closer view:

Left-click to View record, Right-click to Export

APNO	A/P Name
E2259068	MEDICAL OFFICE BUILDING
E2267939	MEDICAL OFFICE BUILDING
2315901	MURRAY MOTORS OFFICE LOFTS

- Left-clicking anywhere on the record row will open the record for viewing.
- Right-clicking will pop up the Export option:

Left-click to View record, Right-click to Export

APNO	A/P Name	APTYPE	Str#
I2177698	LA ESTRELLA OFFICES	COMBLDGGEN	1000
E2259068	MEDICAL OFFICE BUILDING	COMBLDGGEN	
E2267939	MEDICAL OFFICE BUILDING	COMBLDGGEN	

Export > Excel Export

- Clicking on a Column header will sort the results by that column:

Left-click to View record, Right-click to Export

APNO	A/P Name	APTTYPE
M2297017	BAKKE OFFICE CARPORTS	COMBLDGGEN
E2321596	INGRAM PLACE RECRUITING OFFICE	COMBLDGGEN
I2177698	LA ESTRELLA OFFICES	COMBLDGGEN
E2259068	MEDICAL OFFICE BUILDING	COMBLDGGEN
E2267939	MEDICAL OFFICE BUILDING	COMBLDGGEN
2315901	MURRAY MOTORS OFFICE LOFTS	COMBLDGGEN
2330416	STATE OFFICE OF ADMINISTRATION	COMBLDGGEN
2275750	ZAVALA RIDGE GARDEN OFFICES	COMBLDGGEN

- Note that the results grid columns have Filter icons:

Left-click to View record, Right-click to Export

APNO	A/P Name	APTTYPE
E2259068	MEDICAL OFFICE BUILDING	COMBLDGGEN

- Records in the search results can be filtered further, as desired.
- Columns that are filtered will show their filter icon in blue:

Parcel	Proc. Date	Iss. Date
718011	04/13/2017	01/02/2018
718011	05/16/2017	01/04/2018

- Columns can be dragged-and-dropped to rearrange them.

Left-click to View record, Right-click to Export

APNO	A/P Name
E2259068	MEDICAL OFFICE BUILDING
E2267939	MEDICAL OFFICE BUILDING

→

Left-click to View record, Right-click to Export

A/P Name	APNO
MEDICAL OFFICE BUILDING	E2259068
MEDICAL OFFICE BUILDING	E2267939

Appendix A

The following is a list of the Permit Types that could be found under the various Application Types:

Application Type	Permit Type	Permit Type Description
COMBLDGGEN	FULL	FULL CONSTRUCTION
	PARTIAL	PARTIAL CONSTRUCTION
COO	MALLCART	MALL CART
	MULTIPLE	MULTIPLE UNIT
	PARKING	COMMERCIAL PARKING LOT
	REGULAR	REGULAR
	TENT	TENT
ELECPERM	CPS	WORK WITH CPS
	DGEN	DISTRIBUTED GENERATION
	GENERL	GENERAL ELECTRIC
	MAINT	MAINTENANCE
	RECNCT	RECONNECT
	SOLAR	SOLAR PANELS
	SPEC	SPECIAL EVENTS
	TML	TEMPORARY METER LOOP
TOPS	TEMPORARY ON PERMANENT SET	
FIRESYSTMS	FA	FIRE ALARM
	FP	FIXED PIPE EXTINGUISHING SYSTM
	FS	FIRE SPRINKLER
	FT	FAST TRACK PERMIT

	FTA	FAST TRACK ALARM
	FTS	FAST TRACK SPRINKLER
	GS	GASEOUS SUPPRESSION EXTN SYSTEM
	SB	PAINT SPRAY BOOTH
	UFL	UNDERGROUND FIRE LINE SPRINKLR
MISCNOREV	COW	CELLULAR ON WHEELS
	FACILITY PRK	FACILITY PARKING
	FENCE COMMER	FENCE - COMMERCIAL
	FENCE NOTSUB	FENCE - RESIDENTIAL
	FENCE SUBDIV	FENCE FOR SUBDIVISON
	FNDRP ENG	FOUNDATION REPAIR ENGINEERED
	FNDRP NOTENG	FOUNDATION REPAIR NOT ENGINEER
	FULLREMODEL	FULL REMODEL
	GENERAL REPR	GRP DRS FLR SHEETRCK SID WNDWS
	METALSTUD	FAST TRACK METAL STUD
	REROOF	REPAIRS OR CHANGES TO ROOF
MISCREV	CARPORT	CARPORT
	CNCR IN ROW	CONCRETE IN ROW APPROA CURB SW
	CNCR NON ROW	CONCRETE NOT IN ROW SW DR ETC
	DECK	DECK
	ELEC BARRIER	ELECTRIC BARRIER/FENCE
	PKNGLOT ASPH	PARKING LOT ASPHALT
	PKNGLOT CONC	PARKING LOT CONCRETE

	POOLSPA ABOV	SWIMMING POOL SPA ABOVE GROUND
	POOLSPA INGD	SWIMMING POOL SPA IN GROUND
	ROW	RIGHT OF WAY
PLUMBPERM	BACKFLOW	BACKFLOW
	BOOKLETPERMIT	BOOKLET PERMIT
	GASPERMIT	GAS PERMIT
	GENERALPLUMB	GENERAL PLUMBING
	IRRCOMMERCIAL	IRRIGATION COMMERCIAL
	IRRRESIDENTIAL	IRRIGATION RESIDENTIAL
	MEDGASPERMIT	MEDICAL GAS PERMIT
	RECLAIMWATER	RECLAIM WATER
	SEWER	SEWER
RESBLDGGEN	FULL	FULL CONSTRUCTION
	HOUSE	HOUSE MOVE
	PARTIAL	PARTIAL CONSTRUCTION
STORTANKS	ABVEGRDINS	ABOVE GROUND TANK INSTALLATION
	ABVEGRDREM	ABOVE GROUND TANK REMOVAL
	REPIPEEXS	REPIPING EXISTING TANK
	TMPABG180	TEMP ABVGRD STORAGE TNK 180DAY
	TMPABG1YR	TEMP ABVGRD STORAGE TNK 1 YR
	UNDRGRDINS	UNDERGROUND TANK INSTALLATION
	UNDRGRNDAB	UNDRGRND TNK ABNDNMNT IN PLACE
	UNDRGRNDRE	UNDERGROUND TANK REMOVAL

	WASTOIL	WASTE OIL OR CLASS 3B COMBUSTI
TREEPERM	A1	NO PROTECTED TREES
	A2	PROTECTED TREES WITHOUT HARM
	A3	EXEMPT
	A4	PROTECTED TREES TO BE REMOVED

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Email: lpdpsupport@sanantonio.gov

or

Texas Relay [7-1-1](tel:7-1-1) or [1-800-RELAY \(1-800-735-2989\)](tel:1-800-RELAY)