

Permit Coordination and Expediting

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Related Services

Featured Projects

Stop struggling with the permit process. Whether your project is a major retail development, a new single structure, tenant finish-out, or remodel, let PDI's Permit Coordinators assist your permit application through the City of San

Antonio. Our knowledge of the development process and code requirements gives PDI an advantage in assisting architects, developers, and contractors obtain building permits. We pride ourselves on having a respectful, working relationship with City of San Antonio staff. Our experience with permitting procedures allows us to alleviate some of the stress that accompanies most permitting projects.

We provide intelligent permitting services. We understand how the City of San Antonio Planning & Development Services Department (CoSA) routes plans, and are able to assist the design team during the review and/or revision processes. Our experience with all of the permit review department disciplines, including traffic, drainage, landscaping, building, fire, mechanical and electrical systems, allows PDI to effectively interact with both the design team and the reviewer.

Our services are most valuable when we are the central point of contact for all issues related to permitting. We communicate with owners, project managers, architects/consultants, and the construction team to keep the project moving through the process. Our knowledge of the permit review department disciplines also allows us to intelligently interact with the design team and City staff. Once the permit is issued, PDI can assist with any plan review revisions or inspection issues that may arise.

PDI has been involved in projects such as hospitals, office buildings, churches, schools, hotels, restaurants, and retail centers. Additionally, PDI has experience working with fast-track projects that require submitting documents in phases (site work, foundation, superstructure/shell, and interior finish-out) in order to maintain construction timelines. Whether the project is a small interior remodel or a multiple building complex, PDI has the experience and manpower to provide the project with the attention it requires.

Our goal is to be flexible and tailor our services to meet the unique needs of each project. In general, PDI permitting services includes:

Pre-submittal Coordination: Quality assurance consultation concerning the most efficient permit review method for project, with detailed check-list of materials required for each type of permit, and staff review of permit package for completeness eliminates most common review process issues.

During Plan Review: PDI monitors the progress of the permit package and maintains contact with CoSA staff to ensure that the reviews occur as quickly as possible and works to avoid any oversights that may delay that project. PDI reviews the revision package to ensure all CoSA comments have been addressed, routes the package in a timely manner to the right people, and monitors the revisions through the review process.

Inspections and Project Close-Out: PDI assists contractors by tracking the required inspections and paperwork necessary to close-out a project. PDI can monitor all related permits to track outstanding inspections, request and submit documentation from the design team (special inspections, foundation letters, etc.), as well as coordinating with CoSA staff for Certificate of Occupancy or Letter of Completion issuance.