



**SAN ANTONIO**  
**RIVER AUTHORITY**

Utilities Online Permitting Portal  
External User Training Manual

Last Update: August 9, 2022

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## Foreword

Welcome to the new San Antonio River Authority's online permitting portal.

Starting August 22, 2022, all development projects within the River Authority's wastewater Certificate of Convenience and Necessity (CCN) will be required to utilize the portal. Through this permitting portal, we will track developments through project origination to individual lot tie-in inspections.

This training document should serve as a tool to get familiar with the portal. Trainings will be conducted and recorded for additional help. Recorded trainings will be available on the website. If you have any questions, please contact our Utilities Development department at [UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org).

Link to Portal: <https://ra-sanantonio-tx.smartgovcommunity.com/>

Additional Information and Resources: <https://www.sariverauthority.org/public-services/utilities/utilities-development-resources>

## Submitting a New Development to the River Authority


*This step will replace a New Development Service Application that was submitted by email previously.  
This permit will track the initiation of the project and the execution of a Utility Service Agreement.*

1. Log In to the portal using the *Log In* button at the top right part of the page. *If you have not set up an account, see section [Creating an Account](#).*



Sign Up **Log In**  
Select Language ▼

**San Antonio River Authority** support: See Below

  
**My Portal**  
View your applications and inspection results  
[GO »](#)

**Welcome to the San Antonio River Authority**  
**Online Permitting Portal**  
Make sure to view our how-to documents here.  
For questions regarding a Wastewater Utilities project or permit, please  
contact: [UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org)  
For questions regarding Land Use applications, please contact:  
[landuse@sariverauthority.org](mailto:landuse@sariverauthority.org)

2. Enter your email and password and press *LOG IN*



UtilitiesDevelopment@sariverauthor


.....

LOG IN

[Forgot your password?](#)

Don't have an account? [Sign Up!](#)


3. At the homepage, click *GO* under the My Portal section.



SAN ANTONIO  
RIVER AUTHORITY

Home | Development, Utilities ·  
G Select Language ▼

San Antonio River Authority support: See Bel



**My Portal**  
View your applications and inspection results

**GO »**

**Welcome to the San Antonio River Authority**


**Online Permitting Portal**

Make sure to view our how-to documents here.

For questions regarding a Wastewater Utilities project or permit, please  
contact: [UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org)

For questions regarding Land Use applications, please contact:  
[landuse@sariverauthority.org](mailto:landuse@sariverauthority.org)

4. Click *APPLY* under the Apply Online section.




SAN ANTONIO  
RIVER AUTHORITY

Home | Development, Utilities ▾  
Select Language ▾

Applications support: See Below

Q Enter a permit or license number, address, or name **SEARCH**


Enter at least 2 characters



**Apply Online**

Apply online with our quick and easy process


**APPLY »**



**My Inspections**

Request an inspection when you are ready

**REQUEST »**




**My Applications**


Review your applications and inspection results

**VIEW »**


**Other services**




Advanced search



Inspection schedule



Reports



Documents

5. Select *Utilities* from the drop-down menu. And select *New Development Service* then press *NEXT* at the bottom of the page.

What type of application do you need today?

Select a category to view your options

Select a category



Land Use Applications  
Plat Review  
**Utilities**

CANCEL

NEXT



What type of application do you need today?

Select a category to view your options

Utilities ▾

☐ Development Unit

☐ Individual Lot Sewer Connections

☒ New Development Service ⓘ

CANCEL

NEXT

6. Enter the address of the new development. If an exact address does not exist, enter the closest cross streets. Click *NEXT* at the bottom of the page.

If the project address is not available, please enter a location description.

I want to [enter a parcel #](#) instead.

Address:

FM 1516 and IH-10

City:

San Antonio

State

TX ▾

Site Zip

78109

CANCEL

NEXT

7. Review information and press *SAVE AND CONTINUE* if correct

If the project address is not available, please enter a location description.

Parcel #:

Address:


FM 1516 and IH-10  
San Antonio, TX 78109

[Edit Information](#)

CANCEL

SAVE AND CONTINUE

8. Read through the Welcome message and click *GET STARTED*


 **Welcome to your project page!**

Everything you need to manage your project from start to finish is here. This application will save automatically and allow you to submit it at another time if needed.


- Complete your application
- Add site plans and required documents
- Schedule inspections
- Utilities Applications: **Payments will be due after plan review**
- Land Use Applications: **Application fee must be paid at submission**

**GET STARTED**


9. Under the My Project section, name your project and press *SAVE* (example: River Authority Tract)



SAN ANTONIO  
RIVER AUTHORITY

[Home](#) | [Development, Utilities](#) ▾  
 [Select Language](#) ▾

### New Development Service



Utilities

Reference Number    REFERENCE-22-0002    Not Submitted

Estimated Fees  
**\$0<sup>00</sup>**  
Additional fees may be required

Please complete the following information to submit your permit application.

▲ My Project Not Complete

Location

FM 1516 and IH-10    Parcel

San Antonio, TX 78109

[Change Location](#)

Created    7/11/2022

Approved    --

Issued    --

Closed    --

Application Expires    --

Give your project a name \*

SARA Tract

Describe the purpose of the permit

**SAVE**    CANCEL

[← View Applications](#)    [SUBMIT APPLICATION](#)

10. As the Applicant, you will be automatically added to the Permit Contacts section. If you would like to add additional contacts to be able to view, edit, and upload submittals press **ADD CONTACT**. You can search for users with an existing account or create a new user by clicking / **CAN'T FIND MY CONTACT**

Closed --  
Application Expires --  
Give your project a name \*  
  
Describe the purpose of the permit  
  
☒ Information Saved  

SAVE
CANCEL

^ Permit Contacts
Done

Contact	Role	Edit Profile
DEVELOPMENT, UTILITIES UtilitiesDevelopment@sariverauthority.org 2103024500	Submitter of the Application	<span>UPDATE</span>

+ ADD CONTACT

v Permit Details
Not Complete

v Permit Submittals

At least 1 file must be uploaded for each submittal requirement

Not Complete

v Permit Approval Steps
Follow the approval process

[← View Applications](#)

[SUBMIT APPLICATION](#)

## Add a Contact ×

A First Name, Last Name and Email match will use an existing SmartGov contact when found

Contact Name: \*

What is their role in the project? \*

☐ Portal Access

[I CAN'T FIND MY CONTACT](#)

CANCEL

ADD TO MY PERMIT

11. Under the Permit Details section, enter all the information in this section. If some of the information is unknown, the application will not be marked as Technically Complete until information can be supplied. Click **SAVE** for this section
  - a. Developer Name – Company name of the Developer that will be developing this property. This will be the entity named in the Utility Service Agreement
  - b. Developer Address – Mailing address for the Developer. Include Street, City, State, Zip Code
  - c. Developer Email – Contact email for Developer representative
  - d. Developer Phone – Phone number for Developer representative
  - e. Engineer Company Name – Company name of the Engineer hired by the Developer who will be responsible for submitting plans and overseeing site construction
  - f. Engineer Point of Contact – Name of person who will serve as Point of Contact for the Engineering company
  - g. Engineer Address: Street – Street address for Engineer
  - h. Engineer Address: City, State, Zip Code – Mailing address for Engineer
  - i. Engineer Email – Contact email for Engineer
  - j. Engineer Phone – Phone number for Engineer
  - k. Type of Development – Single Family Residential, Medium Density Residential, High Density Residential, Mixed Use, Hospital, Hotel, Mobile Home Community, Nursing Home, School, Commercial, Other
  - l. Type of Development (Other) – If selected *Other* in above question or if more information is useful for the application reviewer, provide a brief description of the development

- m. Acreage – Acreage of the parcel to be developed
- n. River Authority Service Area – Martinez II, Martinez IV, Salitrillo Retail, Salitrillo Wholesale, Upper Martinez. Use this map to help determine which Service Area is applicable
- o. Number of Total Lots or Units – Number of Lots or Units anticipated to be built in this total development
- p. Number of EDUs – Number of Total Lots/Units multiplied by anticipated multiplier. Use the current River Authority ordinance to determine if the development has any applicable multipliers









12. Under Permit Submittals section, upload the following items by clicking *Upload*. Click *ADD FILES* to select a unique file for each submittal. Once you selected the file, click *Begin Upload* and repeat this step for the 3 required submittals for the application.
- Map of Development – A map showing the location of the parcel to be developed which includes boundary, topographic lines, and phases shown
  - Detailed Phasing Information - Detailed phasing information with location of phases noted on the map, number of lots in the phase, estimated number of connections, and estimated timeline of buildout
  - Developer's Authority to Develop - Documentation of Developer's authority to develop the property including, for example, deed confirming fee simple ownership, letter of approval from property owner, etc.

**▲ Permit Submittals**
At least 1 file must be uploaded for each submittal requirement
**Not Complete**

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

\* Required for Application  
ⓘ Required before permit can be closed

Submittal Name	Received	Version	Status	
Map of Development *	--	1	Pending	 Upload
Detailed Phasing Information *	--	1	Pending	 Upload
Developer's Authority to Develop *	--	1	Pending	 Upload
Draft USA	n/a	1	Pending	 0 Files
Signed USA	n/a	1	Pending	 0 Files
Executed USA	n/a	1	Pending	 0 Files

**▼ Permit Approval Steps**
Follow the approval process

[← View Applications](#)

**SUBMIT APPLICATION**



## Upload Submittal

Map of Development.pdf



0.2 MB

Comments

ADD FILES

ⓘ Begin Upload

Close

13. Now that all sections of the application have been completed, press the *SUBMIT APPLICATION* button at the bottom of the page. You will receive a pop-up window to ensure that you have reviewed the application for completeness and are ready to submit. Click *SUBMIT APPLICATION* button.

required

Please complete the following information to submit your permit application.

▼ My Project
✓ Done

▼ Permit Contacts
✓ Done

▼ Permit Details
✓ Done

▲ Permit Submittals
At least 1 file must be uploaded for each submittal requirement
✓ Done

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

\* Required for Application

⌚ Required before permit can be closed

Submittal Name	Received	Version	Status	
Map of Development *	7/11/2022	1	Pending	1 File
Detailed Phasing Information *	7/11/2022	1	Pending	1 File
Developer's Authority to Develop *	7/11/2022	1	Pending	1 File
Draft USA	n/a	1	Pending	0 Files
Signed USA	n/a	1	Pending	0 Files
Executed USA	n/a	1	Pending	0 Files

▼ Permit Approval Steps
Follow the approval process

[← View Applications](#)

✓ Your application is complete. Please submit for review.

**SUBMIT APPLICATION**



## Submit Your Application

x


You are about to submit your application. Please ensure you have reviewed it for accuracy. Modifications will be limited to Submittal changes once the application has been submitted.

**SUBMIT APPLICATION**

GO BACK

14. Once submitted, your Permit status will change from **Not Submitted** to **Awaiting Completeness Review**.

### New Development Service



Utilities

Reference Number

Permit Number

REFERENCE-22-0002

NDS-2022-0012

Awaiting Completeness Review

Options ▾

Current Fees

**\$0<sup>00</sup>**

Additional fees may be required

Please complete the following information to submit your permit application.

▲ My Project

Location

FM 1516 and IH-10

San Antonio, TX 78109

Parcel

Created 7/11/2022

Submitted 7/11/2022

Approved --

Issued --

Closed --

Application Expires --

Give your project a name \*

SARA Tract

Describe the purpose of the permit

Done

▼ Permit Contacts

Done

▼ Permit Details


Done

← View Applications

Your application is being reviewed.

SUBMIT APPLICATION

15. The permit can be accessed from your home screen by clicking *Home* in the top right of the screen or from the initial My Portal page under the My Applications section.



SAN ANTONIO  
RIVER AUTHORITY

[Home](#) [Development, Utilities](#) [Select Language](#)

### New Development Service

Utilities  
Reference Number REFERENCE-22-0002  
Permit Number NDS-2022-0012 Awaiting Completeness Review

Options ▾

Current Fees  
**\$0<sup>00</sup>**  
Additional fees may be required

Please complete the following information to submit your permit application.

▲ My Project ✓ Done

Location  
FM 1516 and IH-10  
San Antonio, TX 78109

Parcel

Created 7/11/2022  
Submitted 7/11/2022  
Approved --  
Issued --  
Closed --  
Application Expires --

Give your project a name \*

SARA Tract

Describe the purpose of the permit

▼ Permit Contacts ✓ Done

▼ Permit Details ✓ Done

[← View Applications](#) Your application is being reviewed. [SUBMIT APPLICATION](#)



**My Portal**

View your applications and inspection results

**GO** ▸

**Welcome to the San Antonio River Authority**

**Online Permitting Portal**

Make sure to view our how-to documents here.

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contact: [UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org)

For questions regarding Land Use applications, please contact:  
[landuse@sariverauthority.org](mailto:landuse@sariverauthority.org)

For questions regarding Plat Review applications, please  
contact: [developer@sariverauthority.org](mailto:developer@sariverauthority.org)

Please Note: allow 3-5 days business days for a response from our team.  
Thank you!

## Applications

support: [See Below](#)



SEARCH

Enter at least 2 characters



### Apply Online

Apply online with our quick and easy process

APPLY »



### My Inspections

Request an inspection when you are ready

REQUEST »

#### View Applications

0 in progress  
1 active  
0 expired / inactive  
0 closed

### My Applications

Review your applications and inspection results

VIEW »

## Other services



[Advanced search](#)



[Inspection schedule](#)



[Reports](#)



[Documents](#)

[San Antonio River Authority](#)

[Privacy Policy](#)

[Refund Policy](#)

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## My Applications

### Applications in Progress

No records in the past 365 days. Use the link at the bottom to search for additional applications.

### Active

▲ 1 record

#### Permits

Permit / Reference #	Address	Submitted	Expires	Status
<a href="#">NDS-2022-0012 / REFERENCE-22-0002</a> New Development Service	FM 1516 and IH-10	7/11/2022		Awaiting Completeness Review

### Closed

No records in the past 365 days. Use the link at the bottom to search for additional applications.

### Expired, Delinquent, and Suspended

No records in the past 365 days. Use the link at the bottom to search for additional applications.

[Don't see your application?](#) ▾

## Submitting an Application for an Existing Development Project

*This application and permit will be used to track the development plan review, construction, inspections, and acceptance. This application will act as a child permit to the New Development Service permit. A Development Unit permit should be submitted for each phase of the project (if applicable).*

1. Log In to the portal using the *Log In* button at the top right part of the page. **If you have not set up an account, see section [Creating an Account](#).**



Sign Up **Log In**  
Select Language ▼

San Antonio River Authority

support: See Below



### My Portal

View your applications and inspection results

GO »

## Welcome to the San Antonio River Authority

### Online Permitting Portal

Make sure to view our how-to documents here.

For questions regarding a Wastewater Utilities project or permit, please contact: [UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org)

For questions regarding Land Use applications, please contact:  
[landuse@sariverauthority.org](mailto:landuse@sariverauthority.org)

2. Enter your email and password and press *LOG IN*



UtilitiesDevelopment@sariverauthor


.....

LOG IN

[Forgot your password?](#)

Don't have an account? [Sign Up!](#)


3. At the homepage, click *GO* under the My Portal section.



SAN ANTONIO  
RIVER AUTHORITY

Home | Development, Utilities ·  
Select Language ▼

San Antonio River Authority support: See Bel



**My Portal**  
View your applications and inspection results

**GO »**

**Welcome to the San Antonio River Authority**


**Online Permitting Portal**

Make sure to view our how-to documents here.

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For questions regarding Land Use applications, please contact:  
[landuse@sariverauthority.org](mailto:landuse@sariverauthority.org)

4. Click *APPLY* under the Apply Online section.



SAN ANTONIO  
RIVER AUTHORITY


Home | Development, Utilities ▾  
Select Language ▾

## Applications

support: See Below

Q Enter a permit or license number, address, or name **SEARCH**


Enter at least 2 characters



### Apply Online

Apply online with our quick and easy process


**APPLY »**



### My Inspections

Request an inspection when you are ready

**REQUEST »**




### My Applications


Review your applications and inspection results

**VIEW »**


## Other services




Advanced search



Inspection schedule




Reports



Documents

5. Select *Utilities* from the drop-down menu. Select *Development Unit* then press *NEXT* at the bottom of the page.



[Home](#) | [Development, Utilities ▾](#)  
 [Select Language ▾](#)

What type of application do you need today?

Select a category to view your options

Select a category



Land Use Applications  
Plat Review

**Utilities**

CANCEL

NEXT

What type of application do you need today?

Select a category to view your options

Utilities ▾

☒ Development Unit 

☐ Individual Lot Sewer Connections

☐ New Development Service

CANCEL

NEXT

6. Enter the address of the new development. If an exact address does not exist, enter the closest cross streets. Click *NEXT* at the bottom of the page.

If the project address is not available, please enter a location description.

I want to [enter a parcel #](#) instead.

Address:

City:

State

Site Zip



7. Review information and press *SAVE AND CONTINUE* if correct.

If the project address is not available, please enter a location description.

Parcel #:

Address:


FM 1516 and IH-10  
San Antonio, TX 78109

[Edit Information](#)

CANCEL

SAVE AND CONTINUE

8. Read through the Welcome message and click *GET STARTED*.

 **Welcome to your project page!**


Everything you need to manage your project from start to finish is here. This application will save automatically and allow you to submit it at another time if needed.

- Complete your application
- Add site plans and required documents
- Schedule inspections
- Utilities Applications: **Payments will be due after plan review**
- Land Use Applications: **Application fee must be paid at submission**

**GET STARTED**

9. In the My Project section, insert name of the project and click **SAVE** (example: Subdivision Name Unit 1).

**Development Unit**



**Utilities**

Reference Number

REFERENCE-22-0003

Not Submitted

Options ▾

Estimated Fees

**\$0<sup>00</sup>**

Additional fees may be required

Please complete the following information to submit your permit application.

**▲ My Project**

**Not Complete**

**Location**

FM 1516 and IH-10

Parcel

San Antonio, TX 78109

Change Location

Created

7/11/2022

Approved

--

Issued

--

Closed

--

Application Expires

--

Give your project a name \*

SARA Tract Unit 1

Describe the purpose of the permit

SAVE

CANCEL

← View Applications

SUBMIT APPLICATION

10. As the Applicant, you will be automatically added to the Permit Contacts section. If you would like to add additional contacts to be able to view, edit, and upload submittals press **ADD CONTACT**. You can search for users with an existing account or create a new user by clicking / **CAN'T FIND MY CONTACT**.

[Change Location](#)

Issued --

Closed --

Application Expires --

Give your project a name \*

Describe the purpose of the permit

☒ Information Saved

SAVE

CANCEL

▲ Permit Contacts ✓ Done

Contact	Role	Edit Profile
<b>DEVELOPMENT, UTILITIES</b> UtilitiesDevelopment@sariverauthority.org 2103024500	Submitter of the Application	<input checked="" type="checkbox"/> UPDATE

[+ ADD CONTACT](#)

▼ Permit Details ⓘ Not Complete

▼ Permit Submittals ⓘ Not Complete

At least 1 file must be uploaded for each submittal requirement

[← View Applications](#)

[SUBMIT APPLICATION](#)



## Add a Contact ×

A First Name, Last Name and Email match will use an existing SmartGov contact when found

Contact Name: \*

What is their role in the project? \*

☐ Portal Access

[I CAN'T FIND MY CONTACT](#)

CANCEL

ADD TO MY PERMIT

11. Under the Permit Details section, enter all the information in this section. If some of the information is unknown, the application will not be marked as Technically Complete until information can be supplied. Click **SAVE** for this section.
- a. River Authority Service Area – Martinez II, Martinez IV, Salitrillo Retail, Salitrillo Wholesale, Upper Martinez. Use this map to help determine which Service Area is applicable
  - b. Number of EDUs – Number of Total Lots/Units multiplied by anticipated multiplier. Use the current River Authority ordinance to determine if the development has any applicable multipliers
  - c. Developer Name – Company name of the Developer that will be developing this property. This will be the entity named in the Utility Service Agreement
  - d. Developer Email – Contact email for Developer representative
  - e. Engineer Company Name – Company name of the Engineer hired by the Developer who will be responsible for submitting plans and overseeing site construction
  - f. Engineer Point of Contact – Name of person who will serve as Point of Contact for the Engineering company
  - g. Engineer Street Address– Street address for Engineer
  - h. Engineer Address: City, State, Zip Code – Mailing address for Engineer
  - i. Engineer Email – Contact email for Engineer
  - j. Engineer Phone – Phone number for Engineer
  - k. Type of Development – Single Family Residential, Medium Density Residential, High Density Residential, Mixed Use, Hospital, Hotel, Mobile Home Community, Nursing Home, School, Commercial, Other


12. Under Permit Submittals section, upload the following items by clicking *Upload*. Click *ADD FILES* to select a unique file for each submittal. Once you selected the file, click *Begin Upload* and repeat this step for the 2 required submittals for the application.
- Signed & Sealed Plan Set – Plan and Profile drawings that have a registered engineer’s signature and seal.
  - Signed & Sealed Engineering Report – Report adhering to requirements in River Authority’s [Wastewater System Design Standards](#) (section 2.02)

## Upload Submittal ×

SARA Tract Unit 1 Plans.pdf  0.2 MB

Comments

ADD FILES

 **Begin Upload**

**Close**

▼ Permit Details

✓ Done

▲ Permit Submittals












At least 1 file must be uploaded for each submittal requirement

✓ Done

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

\* Required for Application

ⓘ Required before permit can be closed

Submittal Name	Received	Version	Status	
Signed & Sealed Plan Set *	7/11/2022	1	Pending	 1 File
Signed & Sealed Engineering Report *	7/11/2022	1	Pending	 1 File
TCEQ Conditional Acceptance ⓘ	--	1	Pending	 Upload
Sealed Testing Reports (Air/Mandel/Vacuum) ⓘ	--	1	Pending	 Upload
Manhole Coating Warranty Letter ⓘ	--	1	Pending	 Upload
Engineer's TCEQ Completion ⓘ	--	1	Pending	 Upload
Address Plat ⓘ	--	1	Pending	 Upload
Density Testing Reports ⓘ	--	1	Pending	 Upload
CCTV ⓘ	--	1	Pending	 Upload
GIS ⓘ	--	1	Pending	 Upload
As-Builts ⓘ	--	1	Pending	 Upload

← View Applications


✓ Your application is complete. Please submit for review.

SUBMIT APPLICATION



13. Now that all sections of the application have been completed, press the *SUBMIT APPLICATION* button at the bottom of the page. You will receive a pop-up window to ensure that you have reviewed the application for completeness and are ready to submit. Click *SUBMIT APPLICATION* button.



[Home](#) | [Development, Utilities](#) ▾  
 [Select Language](#) ▾

Development Unit

Utilities

Reference Number

REFERENCE-22-0003

Not Submitted

Options ▾

Estimated Fees

\$0<sup>00</sup>

Additional fees may be required

Please complete the following information to submit your permit application.

▾ My Project

✓ Done

▾ Permit Contacts

✓ Done

▾ Permit Details

✓ Done

▾ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

✓ Done

▾ Permit Fees

Estimated Fees \$0.00

▾ Permit Inspections

There are 5 required inspections for this permit

▾ Permit Approval Steps

Follow the approval process

[← View Applications](#)

✓ Your application is complete. Please submit for review.

**SUBMIT APPLICATION**



## Submit Your Application

x


You are about to submit your application. Please ensure you have reviewed it for accuracy. Modifications will be limited to Submittal changes once the application has been submitted.

**SUBMIT APPLICATION**

**GO BACK**

14. Once submitted, your Permit status will change from **Not Submitted** to **Awaiting Completeness Review**.

Development Unit



Utilities

Reference Number

Permit Number

REFERENCE-22-0003

DU-2022-014

Awaiting Completeness Review

Options ▾

Current Fees

\$0<sup>00</sup>

Additional fees may be required

Please complete the following information to submit your permit application.

▲ My Project

Done

Location

FM 1516 and IH-10

San Antonio, TX 78109

Parcel

Created

Submitted

Approved

Issued

Closed

Application Expires

7/11/2022

7/11/2022

--

--

--

--

Give your project a name \*

SARA Tract Unit 1

Describe the purpose of the permit


View Applications

Your application is being reviewed.

SUBMIT APPLICATION

42


15. The permit can be accessed from your home screen by clicking *Home* in the top right of the screen or from the initial My Portal page under the My Applications section.



**SAN ANTONIO  
RIVER AUTHORITY**

[Home](#) [Development, Utilities](#) [Select Language](#)

**Development Unit**

 **Utilities**

**Reference Number** REFERENCE-22-0003

**Permit Number** DU-2022-0014 Awaiting Completeness Review

**Options**

**Current Fees**  
**\$0<sup>00</sup>**  
Additional fees may be required

Please complete the following information to submit your permit application.

**My Project** Done

<b>Location</b>	<b>Parcel</b>	<b>Created</b>	7/11/2022
FM 1516 and IH-10		<b>Submitted</b>	7/11/2022
San Antonio, TX 78109		<b>Approved</b>	--
		<b>Issued</b>	--
		<b>Closed</b>	--
		<b>Application Expires</b>	--

**Give your project a name \***

SARA Tract Unit 1

**Describe the purpose of the permit**

[View Applications](#) Your application is being reviewed. [SUBMIT APPLICATION](#)



**My Portal**

View your applications and inspection results

**GO** ▸

**Welcome to the San Antonio River Authority**

**Online Permitting Portal**

Make sure to view our how-to documents here.

For questions regarding a Wastewater Utilities project or permit, please  
contact: [UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org)

For questions regarding Land Use applications, please contact:  
[landuse@sariverauthority.org](mailto:landuse@sariverauthority.org)

For questions regarding Plat Review applications, please  
contact: [developer@sariverauthority.org](mailto:developer@sariverauthority.org)

Please Note: allow 3-5 days business days for a response from our team.  
Thank you!

## Applications

[support: See Below](#)[SEARCH](#)

Enter at least 2 characters



### Apply Online

Apply online with our quick and easy process

[APPLY »](#)

### My Inspections

Request an inspection when you are ready

[REQUEST »](#)

#### View Applications

0 in progress  
2 active  
0 expired / inactive  
0 closed

### My Applications

Review your applications and inspection results

[VIEW »](#)

## Other services

[Advanced search](#)[Inspection schedule](#)[Reports](#)[Documents](#)[San Antonio River  
Authority](#)[Privacy Policy](#)[Refund Policy](#)

## My Applications

### Applications in Progress

No records in the past 365 days. Use the link at the bottom to search for additional applications.

### Active

▲ 2 records

#### Permits

Permit / Reference #	Address	Submitted	Expires	Status
<a href="#">NDS-2022-0012 / REFERENCE-22-0002</a> New Development Service	FM 1516 and IH-10	7/11/2022		Awaiting Completeness Review
<a href="#">DU-2022-0014 / REFERENCE-22-0003</a> Development Unit	FM 1516 and IH-10	7/11/2022		Awaiting Completeness Review

### Closed

No records in the past 365 days. Use the link at the bottom to search for additional applications.

### Expired, Delinquent, and Suspended

No records in the past 365 days. Use the link at the bottom to search for additional applications.

[← My Portal](#)

[START A NEW APPLICATION](#)

## Submitting an Application for a New Tie-In

*This step will replace requesting tie-in inspections that were submitted by email previously. This permit will track the inspection of each new connection the River Authority's wastewater system.*

1. Log In to the portal using the *Log In* button at the top right part of the page. *If you haven't set up an account, see section [Creating an Account](#).*



Sign Up **Log In**  
Select Language ▼

San Antonio River Authority

support: See Below



### My Portal

View your applications and inspection results

GO »

## Welcome to the San Antonio River Authority

### Online Permitting Portal

Make sure to view our how-to documents here.

For questions regarding a Wastewater Utilities project or permit, please contact: [UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org)

For questions regarding Land Use applications, please contact:  
[landuse@sariverauthority.org](mailto:landuse@sariverauthority.org)



2. Enter your email and password and press *LOG IN*



UtilitiesDevelopment@sariverauthor


.....

LOG IN

[Forgot your password?](#)

Don't have an account? [Sign Up!](#)


3. At the homepage, click *GO* under the My Portal section.



SAN ANTONIO  
RIVER AUTHORITY

Home | Development, Utilities ·  
Select Language ▼

San Antonio River Authority support: See Bel



**My Portal**  
View your applications and inspection results

**GO »**

**Welcome to the San Antonio River Authority**

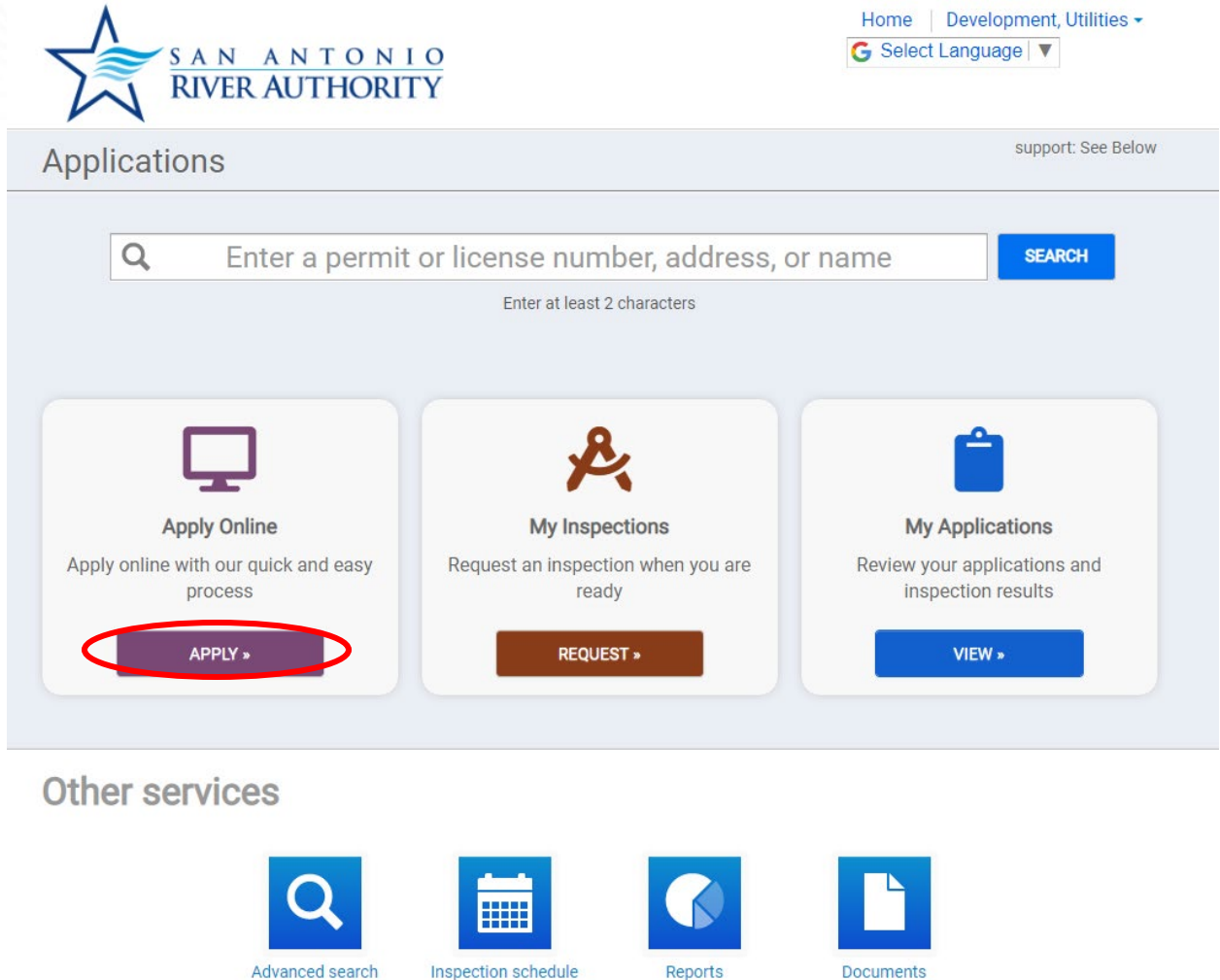
**Online Permitting Portal**

Make sure to view our how-to documents here.

For questions regarding a Wastewater Utilities project or permit, please  
contact: [UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org)

For questions regarding Land Use applications, please contact:  
[landuse@sariverauthority.org](mailto:landuse@sariverauthority.org)

4. Click *APPLY* under the Apply Online section.



The screenshot shows the San Antonio River Authority website's 'Applications' section. At the top, there is a search bar with the placeholder text 'Enter a permit or license number, address, or name' and a 'SEARCH' button. Below the search bar, there are three main service tiles: 'Apply Online', 'My Inspections', and 'My Applications'. The 'Apply Online' tile features a computer icon, the text 'Apply online with our quick and easy process', and a purple 'APPLY »' button which is circled in red. The 'My Inspections' tile features a person icon, the text 'Request an inspection when you are ready', and a brown 'REQUEST »' button. The 'My Applications' tile features a clipboard icon, the text 'Review your applications and inspection results', and a blue 'VIEW »' button. Below these tiles, there is a section titled 'Other services' with four icons: a magnifying glass for 'Advanced search', a calendar for 'Inspection schedule', a pie chart for 'Reports', and a document for 'Documents'.


Home | Development, Utilities ▾  
Select Language ▾

## Applications

support: See Below

Q Enter a permit or license number, address, or name SEARCH


Enter at least 2 characters



### Apply Online

Apply online with our quick and easy process


**APPLY »**



### My Inspections

Request an inspection when you are ready

**REQUEST »**




### My Applications


Review your applications and inspection results

**VIEW »**


## Other services




Advanced search



Inspection schedule



Reports



Documents

5. Select *Utilities* from the drop-down menu. And select *Individual Lot Sewer Connections* then press *NEXT* at the bottom of the page.

What type of application do you need today?

Select a category to view your options

Select a category



Land Use Applications  
Plat Review  
**Utilities**

CANCEL

NEXT

What type of application do you need today?

Select a category to view your options

Utilities ▾

- ☐ Development Unit
- ☒ Individual Lot Sewer Connections
- ☐ New Development Service

CANCEL

NEXT

6. Enter the address of the new tie-in. Click NEXT at the bottom of the page.

If the project address is not available, please enter a location description.

I want to [enter a parcel #](#) instead.

Address:

1720 FM 1516

City:

San Antonio

State

Site Zip

TX ▼

78109

CANCEL

NEXT

7. Review information and click *Save and Continue*.

If the project address is not available, please enter a location description.

Parcel #:

Address:

1720 FM 1516  
San Antonio, TX 78109

[Edit Information](#)

CANCEL

SAVE AND CONTINUE





9. As the Applicant, you will be automatically added to the Permit Contacts section. If you would like to add additional contacts to be able to view, edit, and upload submittals press **ADD CONTACT**. You can search for users with an existing account or create a new user by clicking **I CAN'T FIND MY CONTACT**

Application Expires --

Give your project a name \*

SARA Tract Unit 1

Describe the purpose of the permit

SAVE

CANCEL

▲ Permit Contacts ✓ Done

Contact	Role	Edit Profile
DEVELOPMENT, UTILITIES UtilitiesDevelopment@sariverauthority.org 2103024200	Submitter of the Application	✓ UPDATE

➕ ADD CONTACT

▼ Permit Details ⓘ Not Complete

▼ Permit Inspections

There is 1 required inspection for this permit

← View Applications

SUBMIT APPLICATION



## Add a Contact ×

A First Name, Last Name and Email match will use an existing SmartGov contact when found

Contact Name: \*

What is their role in the project? \*

☐ Portal Access

[I CAN'T FIND MY CONTACT](#)

CANCEL

ADD TO MY PERMIT

10. Under the Permit Details section, fill out each required field. Click *SAVE* for this section.

- Builder's Company Name: Name of the builder that owns this lot.
- Builder's Name: Point of Contact for Builder
- Builder's Phone Number: Contact number for the Builder POC
- Builder's Email: Email for the Builder POC
- Plumber's Company Name: Name of the Plumbing company performing the tie-in work.
- Plumber's Name: Point of Contact for Plumber
- Plumber's Phone Number: Contact number for the Plumber POC
- Plumber's Email: Email for the Plumber POC
- Indicate who will submit inspection requests for this application: Either the Plumber or Builder

**▲ Permit Details** ⓘ Not Complete

Builder's Company Name \*

Best Home Builder

Builder's Name (First, Last) \*

Bob Builder

Builder's Phone Number \*

2103025555

Builder's Email \*

bbuilder@besthomes.com

Plumber's Company Name (or enter N/A if not applicable) \*

Plum Plumbing

Plumber's Name (First, Last) (or enter N/A if not applicable) \*

Jessie Plumbing

Plumber's Phone Number (or enter N/A if not applicable) \*

2103024200

Plumber's Email (or enter N/A if not applicable) \*

jessie@plumplumbing.com

Indicate who will submit inspection requests for this application. \*


Plumber ▼

SAVE

11. Once all sections have been populated, click *SUBMIT APPLICATION*. A pop-up window will advise you to ensure all application information is correct. Once you have reviewed, click *SUBMIT APPLICATION*.

Individual Lot Sewer Connections

Options ▾



Utilities

Reference Number

REFERENCE-22-0002

Not Submitted

Estimated Fees

\$0<sup>00</sup>

Additional fees may be required

Please complete the following information to submit your permit application.

▾ My Project

✓ Done

▾ Permit Contacts

✓ Done

▾ Permit Details

✓ Done

▾ Permit Inspections

There is 1 required inspection for this permit

[← View Applications](#)

✓ Your application is complete. Please submit for review.

[SUBMIT APPLICATION](#)

## Submit Your Application

×

You are about to submit your application. Please ensure you have reviewed it for accuracy. Modifications will be limited to Submittal changes once the application has been submitted.

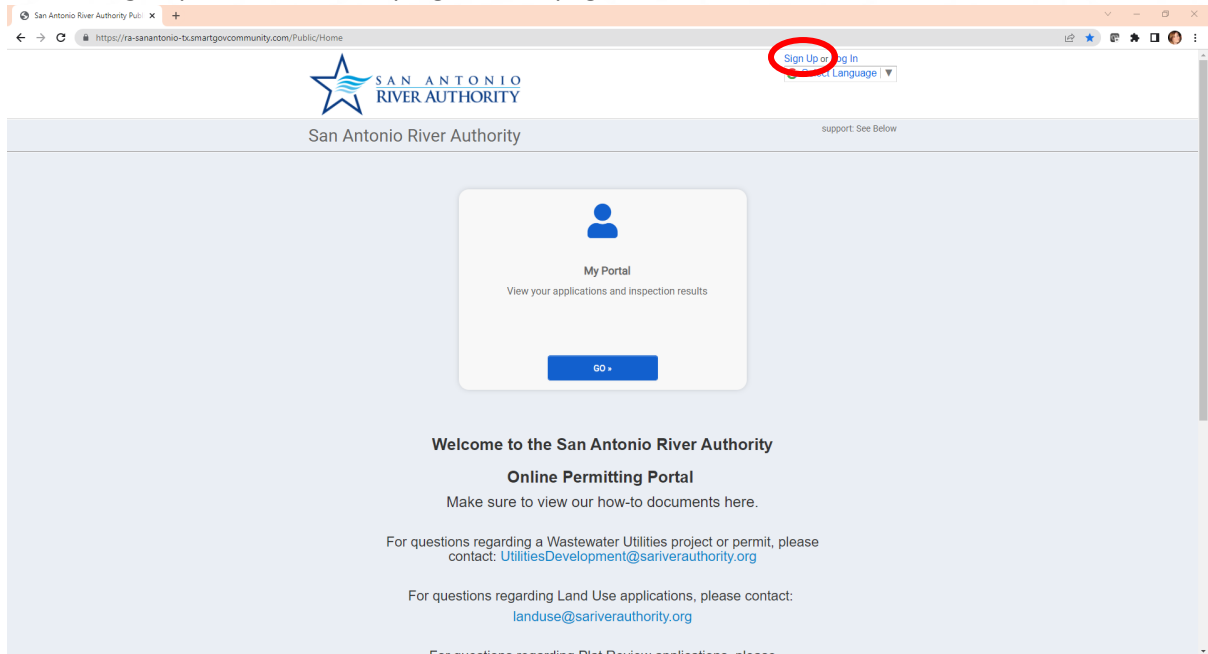
[SUBMIT APPLICATION](#)

[GO BACK](#)

## Navigating Your Account

### Creating an Account

1. Access the online permitting portal at <https://ra-sanantonio-tx.smartgovcommunity.com/>
2. Use the *Sign Up* button at the top right of the page to create an account.



3. Enter the required information indicated by with a \* and click *Next*. If the River Authority provided you with an Access Code since you have an ongoing project that was loaded into the system, enter it here.

TRAINING



1 Account

2 Contact

3 Review

### Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address: \*  Valid Email Address

Password: \*  Minimum 8 characters

Confirm Password: \*  Re-enter password

### Access Code

Code:

The access code will help associate your new account with any permits you may already have applied for. **code** will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

CANCEL

NEXT →

4. Enter the required information indicated by with a \* and click *Next*.



1 Account

2 **Contact**

3 Review

### Your Contact Information

First Name: \*

Last Name: \*

Display Name: \*

Address: \*

City: \*

State: \*

Zip Code: \*  e.g. 12345 or 12345-6789

Phone #: \*  e.g. (555) 555-5555

Phone Type: \*

← PREVIOUS

**NEXT →**

5. Review detailed provided and click the box next to *I agree to the Terms and Conditions* and then click *Create my Account*.



1 Account

2 Contact

3 Review

Review the information below

Account [edit](#)

UtilitiesDevelopment@sariverauthority.org

Contact [edit](#)

Utilities Development  
DISPLAY NAME: Development, Utilities  
1720 FM 1516  
San Antonio, TX 78109

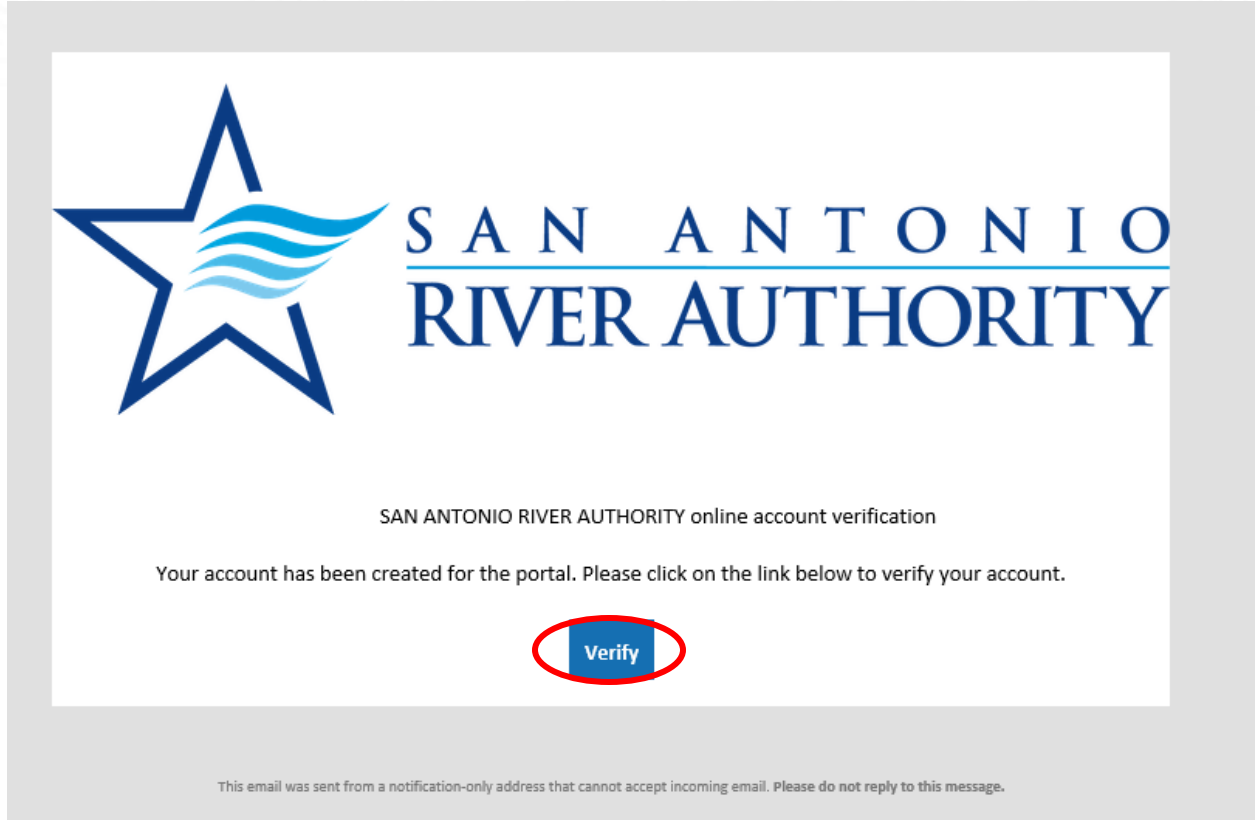
210-302-4500 WORK

☒ I agree to the [Terms And Conditions](#)

✓ CREATE MY ACCOUNT



6. A verification message will be sent to the email provided. Open the email and click the *Verify* button which will direct you to the portal page again. Your account is now ready to use!





**My Portal**

View your applications and inspection results

GO ►

**Welcome to the San Antonio River Authority**

**Online Permitting Portal**

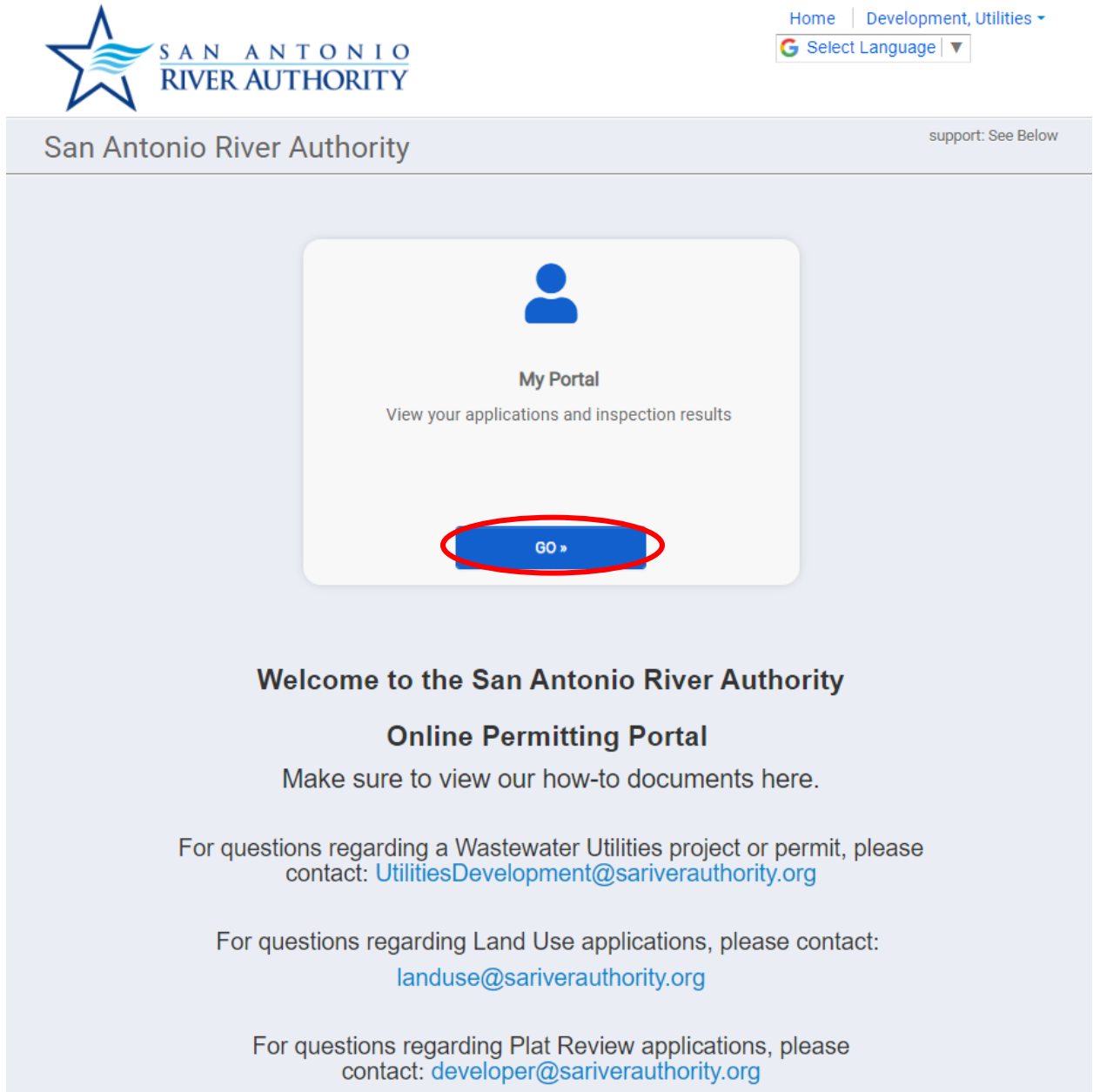
Make sure to view our how-to documents here.

For questions regarding a Wastewater Utilities project or permit, please contact: [UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org)

For questions regarding Land Use applications, please contact:  
[landuse@sariverauthority.org](mailto:landuse@sariverauthority.org)

## Accessing Your Portal

1. After logging in, use the My Portal section to submit applications, schedule inspections, or review existing permits.



The screenshot shows the San Antonio River Authority Online Permitting Portal. At the top left is the logo. To the right are links for [Home](#) and [Development, Utilities](#) with a dropdown arrow, and a [Select Language](#) button with a dropdown arrow. Below the logo is the text "San Antonio River Authority" and a link for "support: See Below". The main content area features a "My Portal" section with a user icon, the text "My Portal", and "View your applications and inspection results". A blue "GO" button with a right arrow is circled in red. Below this is a welcome message: "Welcome to the San Antonio River Authority Online Permitting Portal". It instructs users to "Make sure to view our how-to documents here." and provides contact information for three types of projects: Wastewater Utilities (contact: [UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org)), Land Use (contact: [landuse@sariverauthority.org](mailto:landuse@sariverauthority.org)), and Plat Review (contact: [developer@sariverauthority.org](mailto:developer@sariverauthority.org)).

**San Antonio River Authority**

support: See Below

**My Portal**  
View your applications and inspection results

**GO**

**Welcome to the San Antonio River Authority  
Online Permitting Portal**

Make sure to view our how-to documents here.

For questions regarding a Wastewater Utilities project or permit, please  
contact: [UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org)

For questions regarding Land Use applications, please contact:  
[landuse@sariverauthority.org](mailto:landuse@sariverauthority.org)

For questions regarding Plat Review applications, please  
contact: [developer@sariverauthority.org](mailto:developer@sariverauthority.org)

## Applications

support: See Below



SEARCH

Enter at least 2 characters



### Apply Online

Apply online with our quick and easy process

APPLY »



### My Inspections

Request an inspection when you are ready

REQUEST »

#### View Applications

0 in progress  
2 active  
0 expired / inactive  
0 closed

### My Applications

Review your applications and inspection results

VIEW »

## Other services



Advanced search



Inspection schedule



Reports



Documents

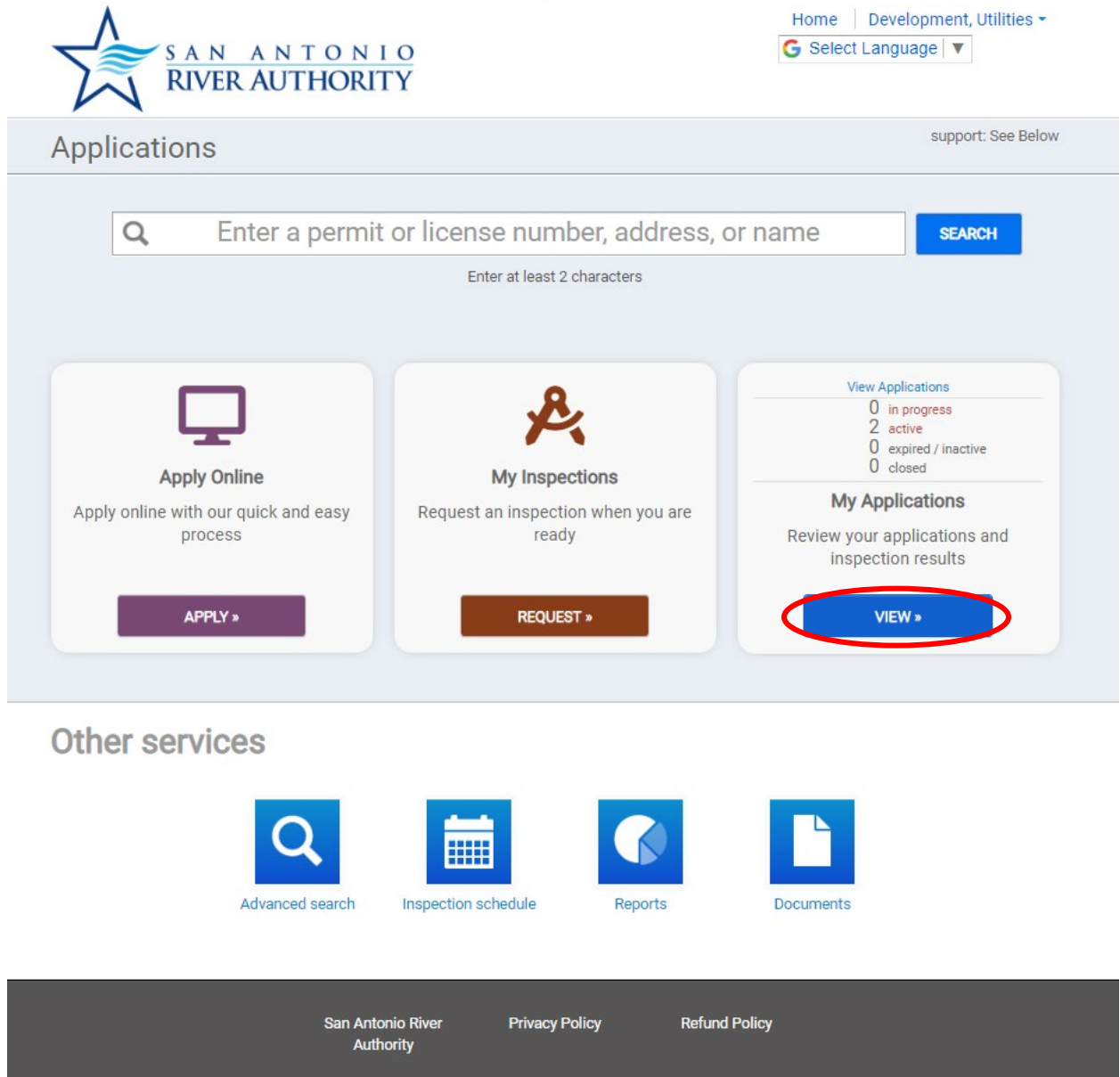
San Antonio River  
Authority

[Privacy Policy](#)

[Refund Policy](#)

## Review Permits Progress

1. After logging in and entering your portal, review permits under the My Applications section to see more permit details by clicking on **VIEW**.



The screenshot shows the San Antonio River Authority's online portal. At the top, there is a navigation bar with the logo, a 'Home' link, a 'Development, Utilities' dropdown menu, and a 'Select Language' button. Below the navigation bar, the main heading is 'Applications'. A search bar is present with the placeholder text 'Enter a permit or license number, address, or name' and a 'SEARCH' button. Below the search bar, there are three main service tiles: 'Apply Online' (with a monitor icon and an 'APPLY »' button), 'My Inspections' (with a person icon and a 'REQUEST »' button), and 'My Applications' (with a list of application statuses and a 'VIEW »' button circled in red). The 'My Applications' section shows a summary: 0 in progress, 2 active, 0 expired / inactive, and 0 closed. Below the main tiles, there is a section for 'Other services' with four icons: 'Advanced search' (magnifying glass), 'Inspection schedule' (calendar), 'Reports' (pie chart), and 'Documents' (document icon). At the bottom, a dark gray footer contains links for 'San Antonio River Authority', 'Privacy Policy', and 'Refund Policy'.

Home | Development, Utilities ▾  
Select Language ▾

support: See Below

Applications

Enter a permit or license number, address, or name **SEARCH**

Enter at least 2 characters

**Apply Online**  
Apply online with our quick and easy process  
**APPLY »**

**My Inspections**  
Request an inspection when you are ready  
**REQUEST »**

**My Applications**  
Review your applications and inspection results  
**VIEW »**

**View Applications**  
0 in progress  
2 active  
0 expired / inactive  
0 closed

**Other services**

Advanced search Inspection schedule Reports Documents

San Antonio River Authority Privacy Policy Refund Policy

2. In My Applications, you can see applications yet to be submitted, active permits, closed permits, and permits that are expired.

### My Applications

#### Applications in Progress

No records in the past 365 days. Use the link at the bottom to search for additional applications.

#### Active

▲ 2 records

Permits

Permit / Reference #	Address	Submitted	Expires	Status
<a href="#">NDS-2022-0012 / REFERENCE-22-0002</a> New Development Service	FM 1516 and IH-10	7/11/2022		Routed for Review
<a href="#">DU-2022-0014 / REFERENCE-22-0003</a> Development Unit	FM 1516 and IH-10	7/11/2022		Awaiting Completeness Review

#### Closed

No records in the past 365 days. Use the link at the bottom to search for additional applications.

#### Expired, Delinquent, and Suspended

No records in the past 365 days. Use the link at the bottom to search for additional applications.

[← My Portal](#)

[START A NEW APPLICATION](#)

3. To see more detail on a permit, click on the permit number. Scroll to the Permit Approval Steps section to see permit progress and remaining steps.



## My Applications

### Applications in Progress

No records in the past 365 days. Use the link at the bottom to search for additional applications.

### Active

▲ 2 records

#### Permits

Permit / Reference #	Address	Submitted	Expires	Status
<a href="#">NDS-2022-0012 / REFERENCE-22-0002</a> New Development Service	FM 1516 and IH-10	7/11/2022		Routed for Review
<a href="#">DU-2022-0014 / REFERENCE-22-0003</a> Development Unit	FM 1516 and IH-10	7/11/2022		Awaiting Completeness Review

### Closed

No records in the past 365 days. Use the link at the bottom to search for additional applications.

### Expired, Delinquent, and Suspended

No records in the past 365 days. Use the link at the bottom to search for additional applications.

[← My Portal](#)

[START A NEW APPLICATION](#)



Application Expires --

Give your project a name \*

SARA Tract

Describe the purpose of the permit

▼ Permit Contacts

✓ Done

▼ Permit Details

✓ Done

▼ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

✓ Done

▲ Permit Approval Steps

Follow the approval process

❗ Follow your application through the approval process.

Step	Status	Date
Review application for technical completeness	Approved	7/11/2022
Service Acceptance Letter	Issued	7/11/2022
USA Internal Routing	Routed	7/11/2022
Developer Review and Signature	Pending	7/11/2022
Signed USA Received	Pending	7/11/2022
Executed USA	In Progress	7/11/2022

← View Applications


SUBMIT APPLICATION



## Upload a Submittal

### Deficient Submittal

1. If a submittal for a Permit has been reviewed and marked Deficient, you will receive a notification email from the portal. The permit can also be marked incomplete and will appear as Returned in your My Applications.

**SAN ANTONIO  
RIVER AUTHORITY**

[Training] SAN ANTONIO RIVER AUTHORITY review of submitted file(s) for Permit **DU-2022-0014** has identified one or more action items that require your attention.

Permit #:	DU-2022-0014	Type:	DEVELOPMENT UNIT
Site Address:	FM 1516 and IH-10 San Antonio, TX 78109	Contact:	Development, Utilities 1720 FM 1516 San Antonio, TX 78109

[UtilitiesDevelopment@sariverauthority.org](mailto:UtilitiesDevelopment@sariverauthority.org)  
2103024500

[View](#)




## My Applications

### Applications in Progress

▲ 1 record

#### Permits

Reference #	Address	Started	Expires	Status
<a href="#">REFERENCE-22-0003</a> Development Unit	FM 1516 and IH-10	7/11/2022		 <b>Returned</b>

### Active

▲ 1 record

#### Permits

Permit / Reference #	Address	Submitted	Expires	Status
<a href="#">NDS-2022-0012 / REFERENCE-22-0002</a> New Development Service	FM 1516 and IH-10	7/11/2022		Routed for Review

### Closed

No records in the past 365 days. Use the link at the bottom to search for additional applications.

### Expired, Delinquent, and Suspended

[← My Portal](#)

[START A NEW APPLICATION](#)

- Access the permit by clicking on the *permit number* or clicking the link in the email. The Permit Submittals section now shows as **Not Complete** and the deficient submittal is now indicated by a Version 2. Access the information and upload new versions by clicking *0 Files*.

▼ Permit Contacts
Done

▼ Permit Details
Done

▲ Permit Submittals

At least 1 file must be uploaded for each submittal requirement
Not Complete

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

\* Required for Application  
Ⓢ Required before permit can be closed

Submittal Name	Received	Version	Status	
Signed & Sealed Plan Set *	7/11/2022	1	Approved	<span>1 File</span>
Signed & Sealed Engineering Report *	--	2	Pending	<span>0 Files</span>
TCEQ Conditional Acceptance Ⓢ	--	1	Pending	<span>Upload</span>
Sealed Testing Reports (Air/Mandel/Vacuum) Ⓢ	--	1	Pending	<span>Upload</span>
Manhole Coating Warranty Letter Ⓢ	--	1	Pending	<span>Upload</span>
Engineer's TCEQ Completion Ⓢ	--	1	Pending	<span>Upload</span>
Address Plat Ⓢ	--	1	Pending	<span>Upload</span>
Density Testing Reports Ⓢ	--	1	Pending	<span>Upload</span>
CCTV Ⓢ	--	1	Pending	<span>Upload</span>
GIS Ⓢ	--	1	Pending	<span>Upload</span>
As-Builts Ⓢ	--	1	Pending	<span>Upload</span>

▼ Permit Fees

Estimated Fees \$0.00

[← View Applications](#)

Your application was returned.

[SUBMIT APPLICATION](#)

## Deferred Submittal

1. From My Applications, select the permit that you are ready to add a deferred submittal to from the list of Active permits by clicking on the *permit number*.



### My Applications

#### Applications in Progress

No records in the past 365 days. Use the link at the bottom to search for additional applications.

#### Active

▲ 2 records

##### Permits

Permit / Reference #	Address	Submitted	Expires	Status
<a href="#">NDS-2022-0012 / REFERENCE-22-0002</a> New Development Service	FM 1516 and IH-10	7/11/2022		Routed for Review
<a href="#">DU-2022-0014 / REFERENCE-22-0003</a> Development Unit	FM 1516 and IH-10	7/11/2022		Awaiting Completeness Review

#### Closed

No records in the past 365 days. Use the link at the bottom to search for additional applications.

#### Expired, Delinquent, and Suspended

No records in the past 365 days. Use the link at the bottom to search for additional applications.

[← My Portal](#)

[START A NEW APPLICATION](#)

- Under the Permit Submittals section, you will click *Upload* to add documents that were not required at the time of application.

▼ Permit Contacts
✔ Done

▼ Permit Details
✔ Done

▲ Permit Submittals
At least 1 file must be uploaded for each submittal requirement
❗ Not Complete

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

\* Required for Application  
ⓘ Required before permit can be closed

Submittal Name	Received	Version	Status	
Signed & Sealed Plan Set *	7/11/2022	1	Approved	1 File
Signed & Sealed Engineering Report *	--	2	Pending	0 Files
TCEQ Conditional Acceptance ⓘ	--	1	Pending	Upload
Sealed Testing Reports (Air/Mandel/Vacuum) ⓘ	--	1	Pending	Upload
Manhole Coating Warranty Letter ⓘ	--	1	Pending	Upload
Engineer's TCEQ Completion ⓘ	--	1	Pending	Upload
Address Plat ⓘ	--	1	Pending	Upload
Density Testing Reports ⓘ	--	1	Pending	Upload
CCTV ⓘ	--	1	Pending	Upload
GIS ⓘ	--	1	Pending	Upload
As-Builts ⓘ	--	1	Pending	Upload

▼ Permit Fees
Estimated Fees \$0.00


[← View Applications](#)

Your application was returned.

[SUBMIT APPLICATION](#)

## Scheduling Inspections

1. After logging in, use the My Portal section to submit inspection requests. Under the **My Inspections** section, click *REQUEST*.




SAN ANTONIO  
RIVER AUTHORITY

[Home](#) | [Development, Utilities](#) ▾  
[Select Language](#) ▾

### Applications


support: See Below

Enter at least 2 characters



**Apply Online**

Apply online with our quick and easy process



**My Inspections**

Request an inspection when you are ready





[View Applications](#)

0	in progress
1	active
0	expired / inactive
0	closed

**My Applications**

Review your applications and inspection results

### Other services

2. When a Permit application has moved through the workflow and reaches the Issued stage, the inspections for that permit will become available. Under the Application drop down, select the permit you wish to schedule an inspection for.

### Request an Inspection

Application:

**SC-2022-0001 : INDIVIDUAL LOT SEWER CONNECTIONS : 1720 FM 1516, San Antonio**

Inspection Type:

Requested For:  

Requested For Time

Slot:

Comments:

✓ REQUEST INSPECTION



3. Select the requested Inspection Type from the drop down menu.

### Request an Inspection

Application: SC-2022-0001 : INDIVIDUAL LOT SEWER CONNECTIONS : 1720 FM 151... ▾

Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

Inspection Type: PLUMBING ▴

Q|

Requested For: PLUMBING

Requested For Time: Select an Option ▾

Slot:

Comments:

✓ REQUEST INSPECTION



4. Enter the ideal date and time you wish to schedule the inspection for.

### Request an Inspection

Application: SC-2022-0001 : INDIVIDUAL LOT SEWER CONNECTIONS : 1720 FM 151... ▼

Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

Inspection Type: PLUMBING ▼

Requested For: 07/21/2022 📅

Requested For Time: AM ▼

Slot:

Comments:

✓ REQUEST INSPECTION

5. If there are any comments you wish to communicate to the office staff and inspectors regarding this inspection, enter this in the Comments field. Click *REQUEST INSPECTION* once you have completed the request.

### Request an Inspection

Application: SC-2022-0001 : INDIVIDUAL LOT SEWER CONNECTIONS : 1720 FM 151... ▼

Only **ISSUED Permits** with **No Fees Due** or **PENDING/VALID Licenses** that are **NOT EXPIRED** will be available for inspection requests

Inspection Type: PLUMBING ▼

Requested For: 07/21/2022 📅

Requested For Time: AM ▼

Slot:


Comments: Only available in the morning on the 21st,  
otherwise available all day on the 22nd.

✓ REQUEST INSPECTION

6. You can view the request status on the Permit itself in the Permit Inspection section or under the Portal tab by click on the upcoming inspection.

Individual Lot Sewer Connections

Options ▾



Utilities

Reference Number

Permit Number

REFERENCE-22-0002

SC-2022-0001

Decision Issued

Current Fees

\$0<sup>00</sup>

Additional fees may be required

Please complete the following information to submit your permit application.

▾ My Project

▾ Permit Contacts

▾ Permit Details

▴ Permit Inspections

There is 1 required inspection for this permit

Inspection	Date	Status	
Plumbing	7/21/2022	Pending	CANCEL

← View Applications

SUBMIT APPLICATION

## Applications

support: [See Below](#)



SEARCH

Enter at least 2 characters



### Apply Online

Apply online with our quick and easy process

APPLY »

You have **1 inspection** upcoming

07/21 AM 1720 FM 1516

### My Inspections

Request an inspection when you are ready

REQUEST »

[View Applications](#)

0 in progress  
1 active  
0 expired / inactive  
0 closed

### My Applications

Review your applications and inspection results

VIEW »

## Other services



### Upcoming Inspections

Inspection	Inspector	Date
Plumbing 1720 FM 1516, San Antonio <a href="#">SC-2022-0001</a>	Not Assigned	Requested for 7/21/2022 at AM <a href="#">Cancel</a>

7. Once the requested inspection is scheduled, you can refer back to these places to see the details. Inspection results and comments will also be available.



### Upcoming Inspections

Inspection	Inspector	Date
Plumbing 1720 FM 1516, San Antonio <a href="#">SC-2022-0001</a>	Gerard Rodriguez	Scheduled for 7/21/2022 at 10:00 AM <a href="#">Cancel</a>