



SAN ANTONIO
RIVER AUTHORITY

Utilities Online Permitting Portal
External User Training Manual

Last Update: November 16, 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.

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

For questions regarding Land Use applications, please contact:
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 support: See Bel



My Portal
View your applications and inspection results

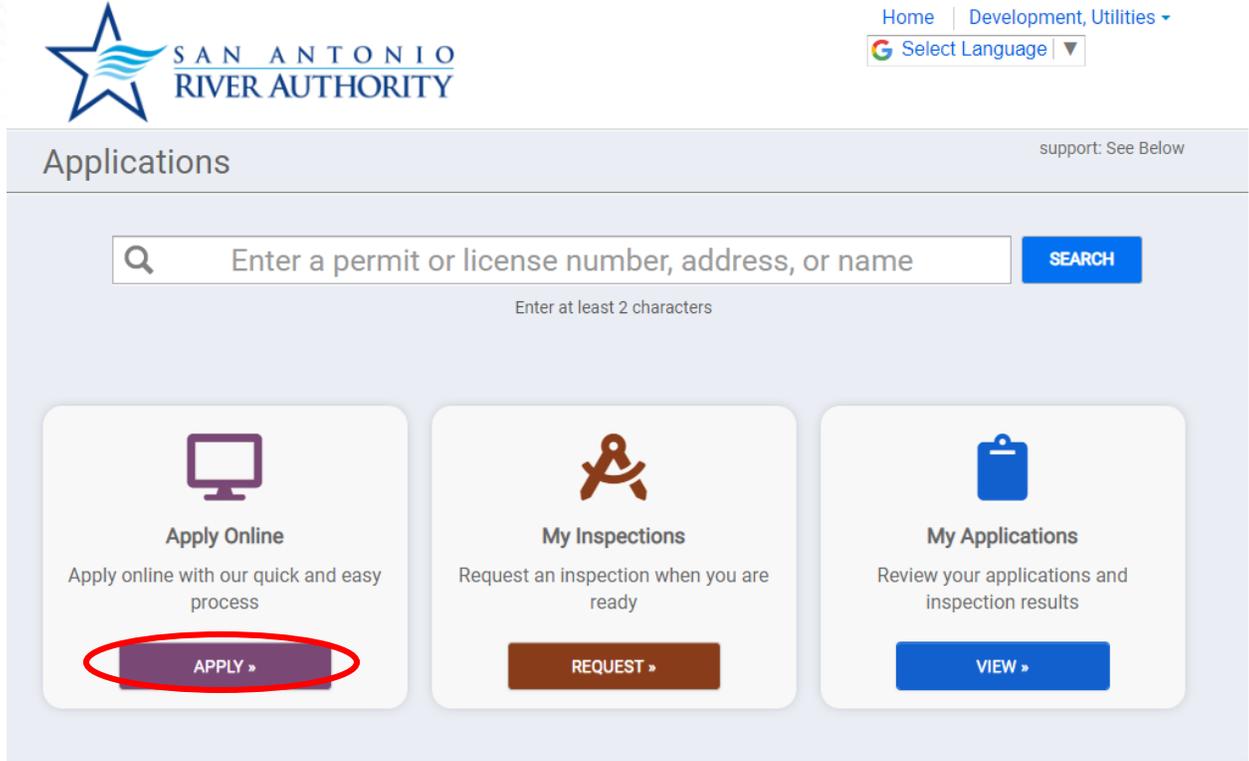
GO »

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

For questions regarding Land Use applications, please contact:
landuse@sariverauthority.org

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



Home | Development, Utilities ▾
Select Language ▾

Applications

support: See Below

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



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**



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



Home | Development, Utilities ▾
Select Language ▾

New Development Service

Utilities
Reference Number REFERENCE-22-0002 Not Submitted

Estimated Fees
\$0⁰⁰
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 Created 7/11/2022
San Antonio, TX 78109 Approved --
[Change Location](#) Issued --
Closed --
Application Expires --

Give your project a name *

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 **I CAN'T FIND MY CONTACT**

Closed --

Application Expires --

Give your project a name *

Describe the purpose of the permit

Information Saved

▲ Permit Contacts
✔ Done

Contact	Role	Edit Profile
DEVELOPMENT, UTILITIES UtilitiesDevelopment@sariverauthority.org 2103024500	Submitter of the Application	✔ UPDATE

[+ ADD CONTACT](#)

▼ Permit Details
ⓘ Not Complete

▼ Permit Submittals
ⓘ Not Complete

At least 1 file must be uploaded for each submittal requirement

▼ Permit Approval Steps
Follow the approval process

[← View Applications](#)

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



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 ✔ Done

At least 1 file must be uploaded for each submittal requirement

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 ×

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 REFERENCE-22-0002

Permit Number NDS-2022-0012 Awaiting Completeness Review

Options ▾

Current Fees

\$0⁰⁰

Additional fees may be required

Please complete the following information to submit your permit application.

▲ My Project ✔ Done

Location

FM 1516 and IH-10 Parcel

San Antonio, TX 78109

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

Give your project a name *

Describe the purpose of the permit

▼ Permit Contacts ✔ Done

▼ Permit Details ✔ Done

[← View Applications](#)

Your application is being reviewed.

[SUBMIT APPLICATION](#)

20

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.

New Development Service



Utilities

Reference Number REFERENCE-22-0002

Permit Number NDS-2022-0012 Awaiting Completeness Review

Current Fees

\$0⁰⁰

Additional fees may be required

Options ▾

Please complete the following information to submit your permit application.

▲ My Project ✔ Done

Location

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

Give your project a name *

Describe the purpose of the permit

▼ Permit Contacts

✔ Done

▼ Permit Details

✔ Done

[← View Applications](#)

Your application is being reviewed.



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

For questions regarding Land Use applications, please contact:
landuse@sariverauthority.org

For questions regarding Plat Review applications, please contact: 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
NDS-2022-0012 / REFERENCE-22-0002 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

For questions regarding Land Use applications, please contact:
landuse@sariverauthority.org

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



UtilitiesDevelopment@sariverauthor

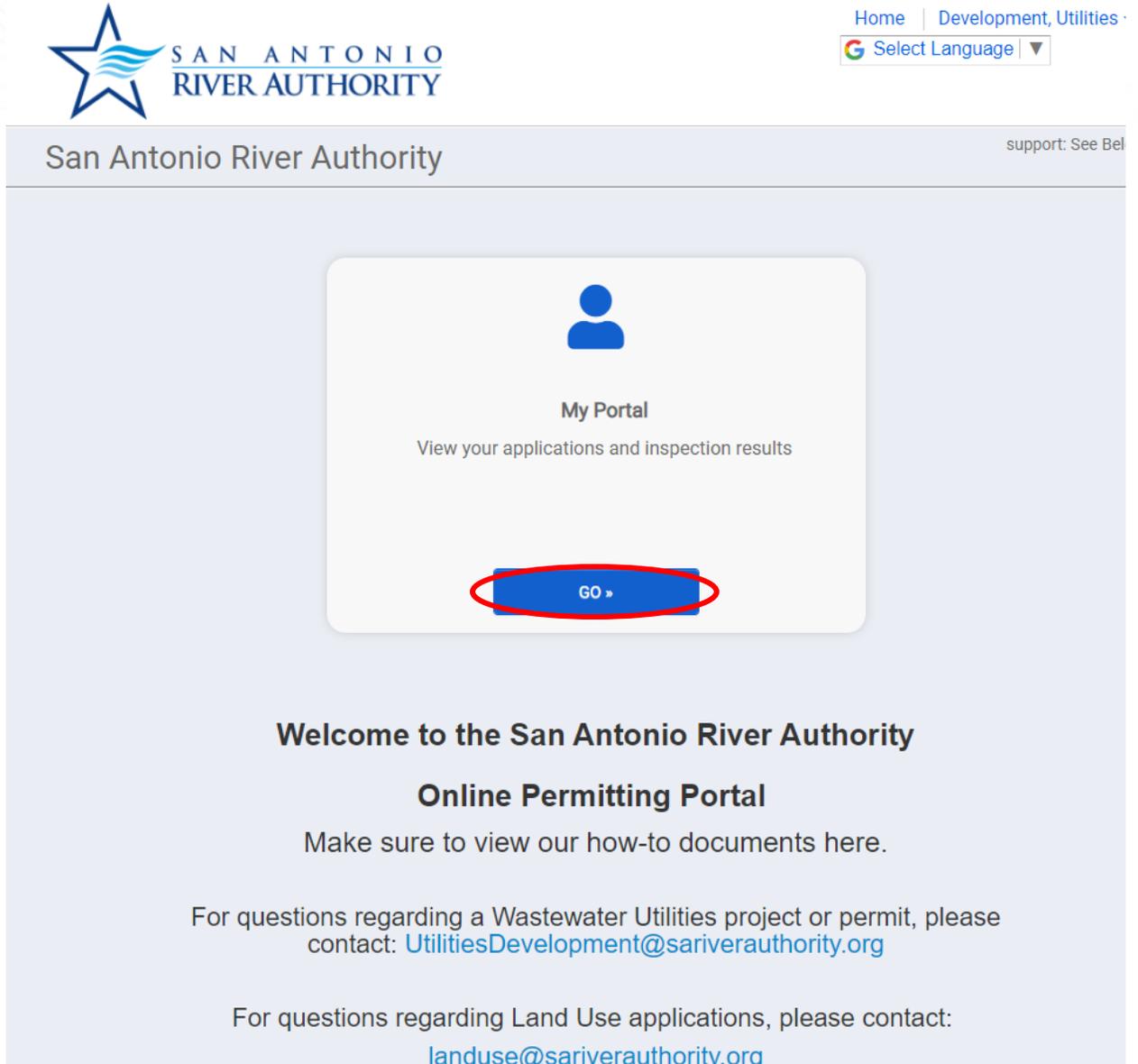
.....

LOG IN

[Forgot your password?](#)

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

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



Home | Development, Utilities ·
Select Language ▼

San Antonio River Authority support: See Bel



My Portal
View your applications and inspection results

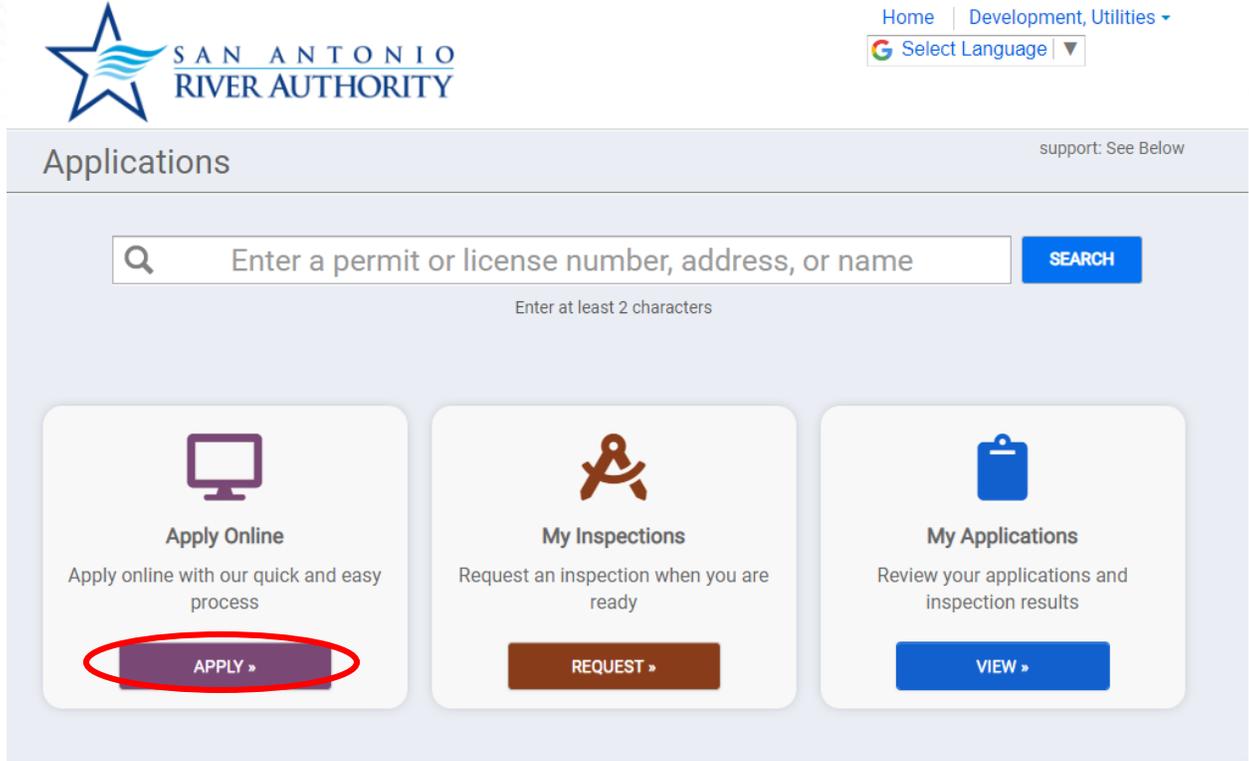
GO »

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

For questions regarding Land Use applications, please contact:
landuse@sariverauthority.org

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



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



5. Select *Utilities* from the drop-down menu. Select *Development Unit* 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

Search

- 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**



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

Development Unit Options ▾

 Utilities
Reference Number REFERENCE-22-0003 Not Submitted

Estimated Fees
\$0⁰⁰
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 *

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
DEVELOPMENT, UTILITIES UtilitiesDevelopment@sariverauthority.org 2103024500	Submitter of the Application	✔ 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.

Development Unit



Utilities

Reference Number REFERENCE-22-0003 Not Submitted

Options ▾

Estimated Fees
\$0⁰⁰
 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 ×

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 REFERENCE-22-0003

Permit Number DU-2022-014 Awaiting Completeness Review

Options ▾

Current Fees
\$0⁰⁰
 Additional fees may be required

Please complete the following information to submit your permit application.

◀ My Project

✔ Done

Location

FM 1516 and IH-10 Parcel

San Antonio, TX 78109

Created 7/11/2022

Submitted 7/11/2022

Approved --

Issued --

Closed --

Application Expires --

Give your project a name *

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.



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

Development Unit Options ▾



Utilities

Reference Number REFERENCE-22-0003

Permit Number DU-2022-0014 Awaiting Completeness Review

Current Fees

\$0⁰⁰

Additional fees may be required

Please complete the following information to submit your permit application.

◀ My Project ✔ Done

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

Give your project a name *

Describe the purpose of the permit

[← View Applications](#)

Your application is being reviewed.

[SUBMIT APPLICATION](#)



My Portal

View your applications and inspection results

GO »

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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

For questions regarding Plat Review applications, please contact: 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](#)

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
NDS-2022-0012 / REFERENCE-22-0002 New Development Service	FM 1516 and IH-10	7/11/2022		Awaiting Completeness Review
DU-2022-0014 / REFERENCE-22-0003 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

For questions regarding Land Use applications, please contact:
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 support: See Bel



My Portal
View your applications and inspection results

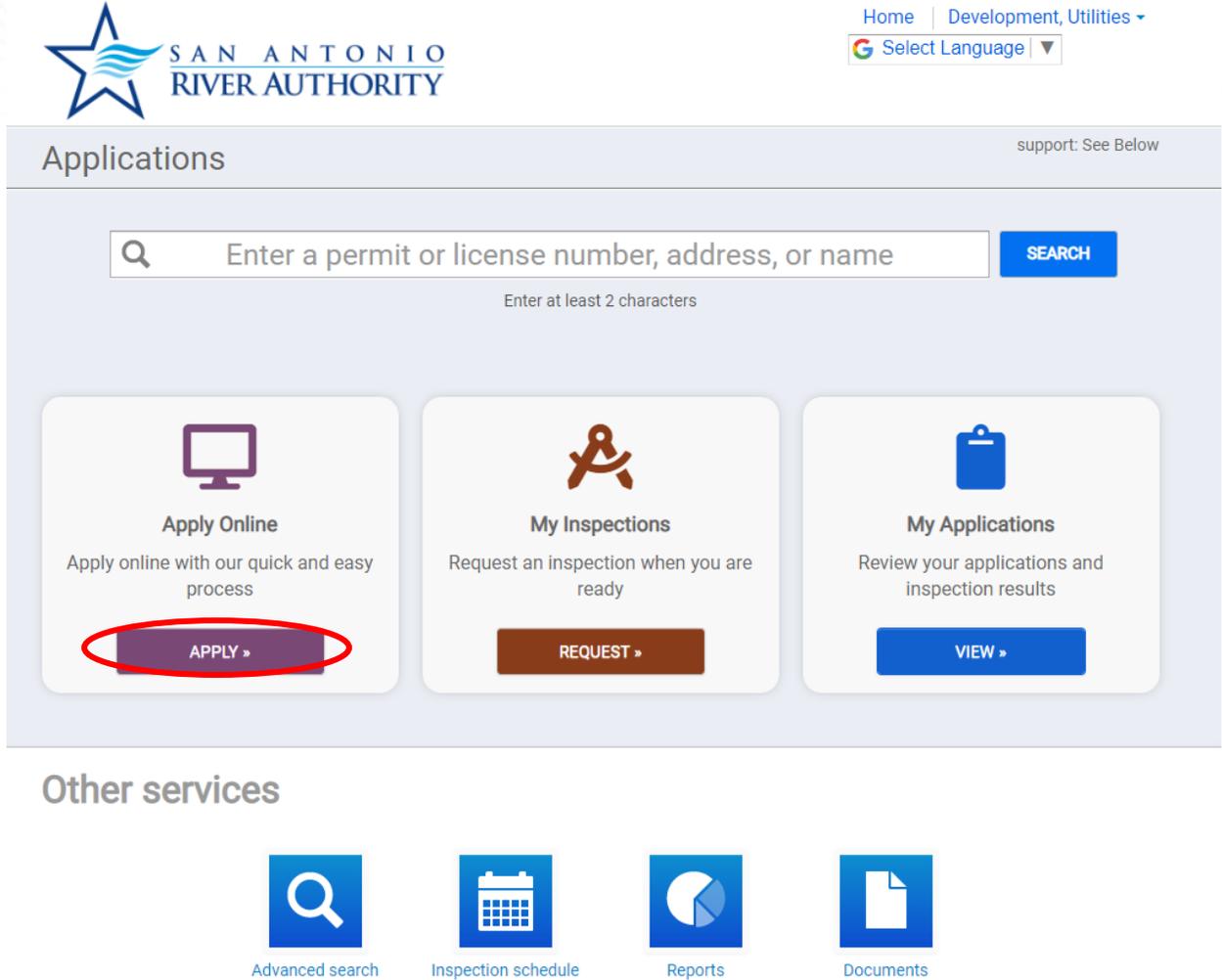
GO »

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

For questions regarding Land Use applications, please contact:
landuse@sariverauthority.org

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



The screenshot shows the San Antonio River Authority website. At the top left is the logo. To the right are navigation links: Home, Development, Utilities (with a dropdown arrow), and a language selector (Google Translate icon, Select Language, dropdown arrow). Below this is a grey header bar with the word 'Applications' on the left and 'support: See Below' on the right. Underneath is a search bar with a magnifying glass icon, the text 'Enter a permit or license number, address, or name', and a blue 'SEARCH' button. Below the search bar is the text 'Enter at least 2 characters'. The main content area features three white cards. The first card is titled 'Apply Online' with a computer monitor icon, the text 'Apply online with our quick and easy process', and a purple 'APPLY »' button circled in red. The second card is titled 'My Inspections' with a surveyor's tool icon, the text 'Request an inspection when you are ready', and a brown 'REQUEST »' button. The third card is titled 'My Applications' with a clipboard icon, the text 'Review your applications and inspection results', and a blue 'VIEW »' button. Below the cards is a section titled 'Other services' with four blue icons: a magnifying glass for 'Advanced search', a calendar for 'Inspection schedule', a pie chart for 'Reports', and a document for '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

8. On the application page under the My Project section, enter a Project Name which is typically the name of the development. Click **SAVE** button.



Reference Number REFERENCE-22-0002 Not Submitted

Estimated Fees
\$0⁰⁰
Additional fees may be required

Please complete the following information to submit your permit application.

My Project Not Complete

Location

1720 FM 1516	Parcel	Created	7/19/2022
San Antonio, TX 78109		Approved	--
Change Location		Issued	--
		Closed	--
		Application Expires	--

Give your project a name *

Describe the purpose of the permit

SAVE **CANCEL**

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

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 *

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 x

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 *

Builder's Name (First, Last) *

Builder's Phone Number *

Builder's Email *

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

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

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

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

Indicate who will submit inspection requests for this application. *

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

\$0⁰⁰

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.

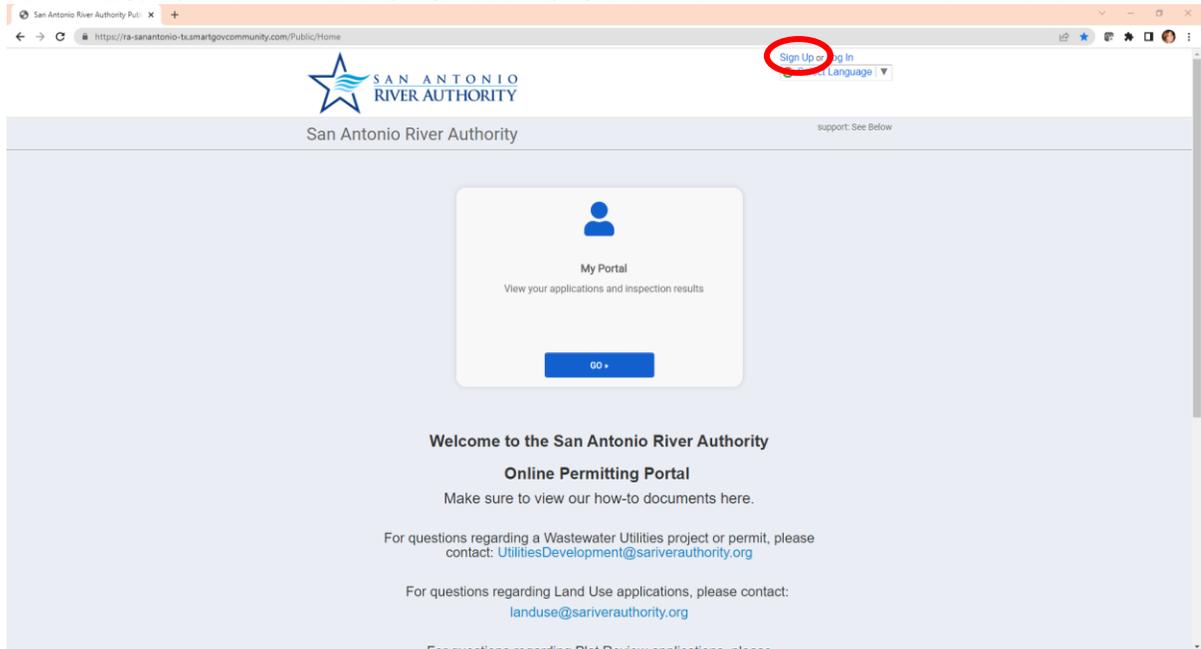
[SUBMIT APPLICATION](#)

[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. **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](#)

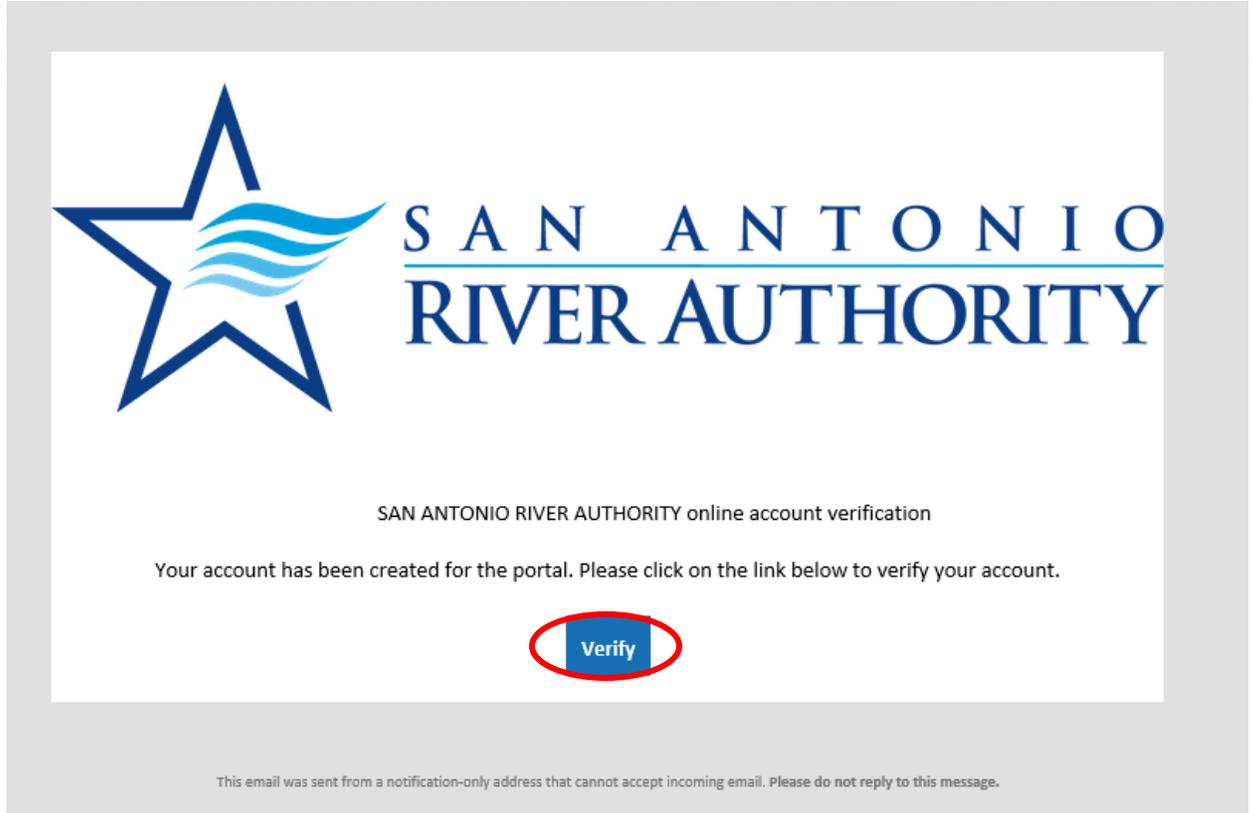
Utilities Development
DISPLAY NAME: Development, Utilities
1720 FM 1516
San Antonio, TX 78109

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!



Your account has been verified

Development, Utilities ▾

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

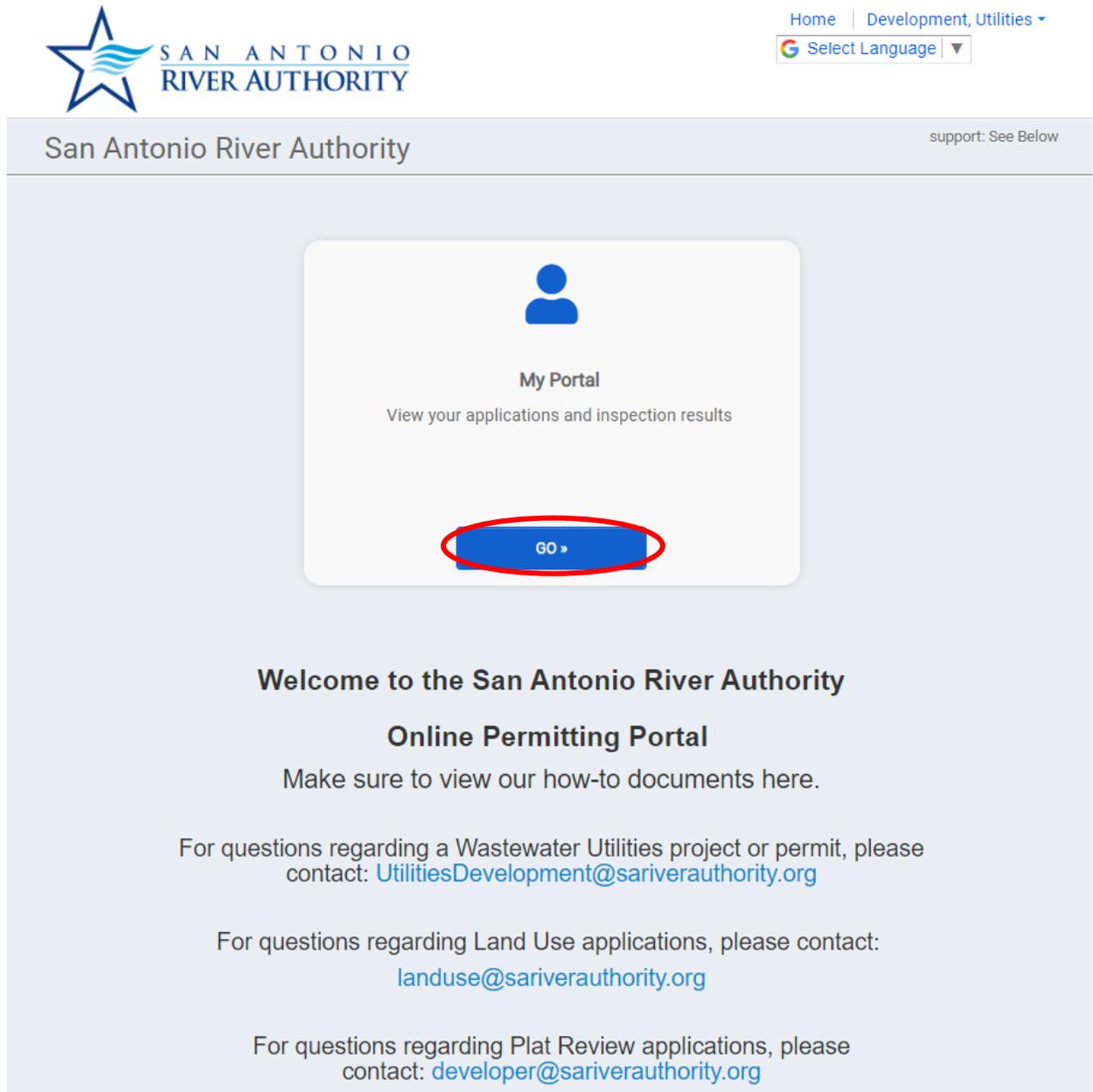
Make sure to view our how-to documents here.

For questions regarding a Wastewater Utilities project or permit, please contact: UtilitiesDevelopment@sariverauthority.org

For questions regarding Land Use applications, please contact: landuse@sariverauthority.org

Accessing Your Portal

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



Home | Development, Utilities ▾
G 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

For questions regarding Land Use applications, please contact:
landuse@sariverauthority.org

For questions regarding Plat Review applications, please contact: 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



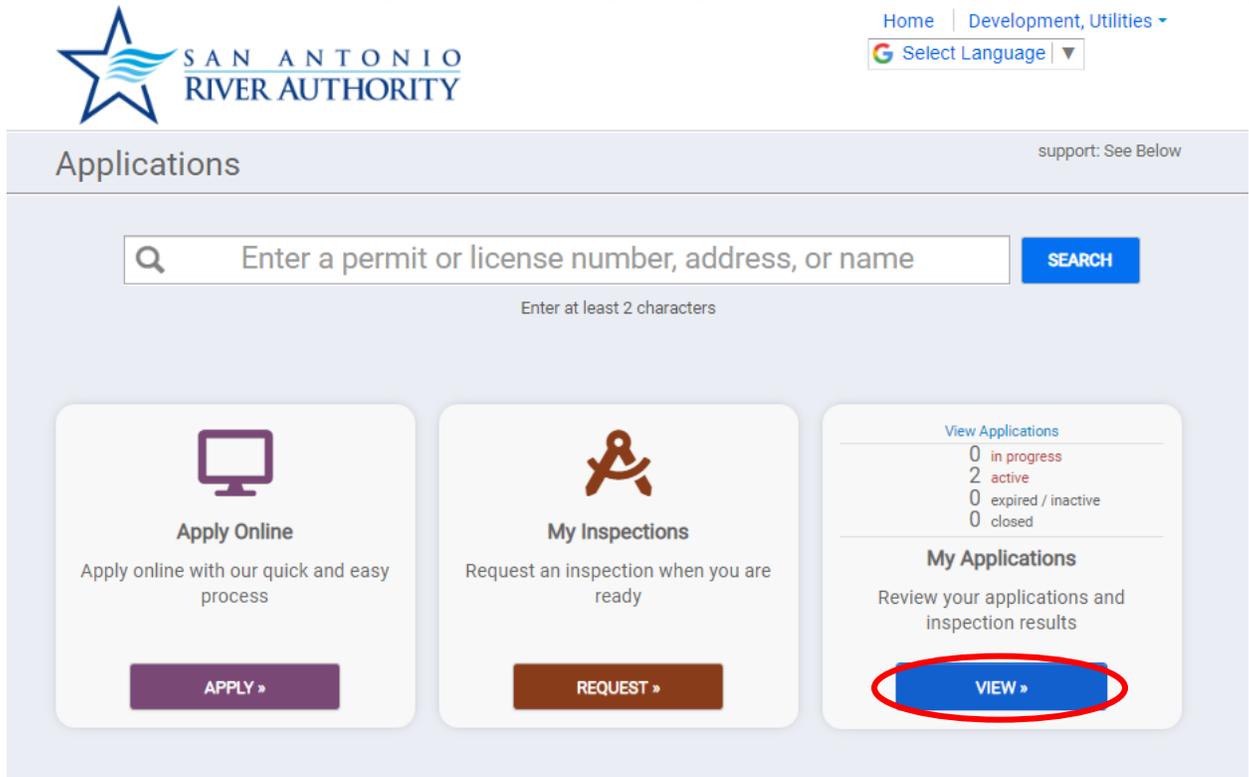
Reports



Documents

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 'Applications' section of the San Antonio River Authority website. At the top left is the logo. To the right are navigation links: 'Home', 'Development, Utilities', and a 'Select Language' dropdown. Below the logo 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 is a note: 'Enter at least 2 characters'. The main content area is divided into three columns. The first column is 'Apply Online' with a monitor icon and an 'APPLY >' button. The second column is 'My Inspections' with a person icon and a 'REQUEST >' button. The third column is 'My Applications' with a summary table and a 'VIEW >' button circled in red. The summary table shows: 0 in progress, 2 active, 0 expired / inactive, and 0 closed.

Home | Development, Utilities ▾
Select Language ▾

Applications support: See Below

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 >

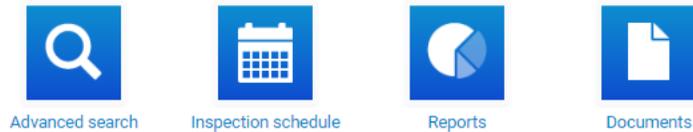
View Applications

0	in progress
2	active
0	expired / inactive
0	closed

My Applications
Review your applications and inspection results

VIEW >

Other services



Four icons representing other services: Advanced search (magnifying glass), Inspection schedule (calendar), Reports (pie chart), and Documents (document icon).

Advanced search Inspection schedule Reports Documents

- 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
NDS-2022-0012 / REFERENCE-22-0002 New Development Service	FM 1516 and IH-10	7/11/2022		Routed for Review
DU-2022-0014 / REFERENCE-22-0003 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](#)

- 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
NDS-2022-0012 / REFERENCE-22-0002 New Development Service	FM 1516 and IH-10	7/11/2022		Routed for Review
DU-2022-0014 / REFERENCE-22-0003 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
2103024500

[View](#)

My Applications

Applications in Progress

▲ 1 record

Permits

Reference #	Address	Started	Expires	Status
REFERENCE-22-0003 Development Unit	FM 1516 and IH-10	7/11/2022		 Returned

Active

▲ 1 record

Permits

Permit / Reference #	Address	Submitted	Expires	Status
NDS-2022-0012 / REFERENCE-22-0002 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](#)

2. 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	📎 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](#)

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
NDS-2022-0012 / REFERENCE-22-0002 New Development Service	FM 1516 and IH-10	7/11/2022		Routed for Review
DU-2022-0014 / REFERENCE-22-0003 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

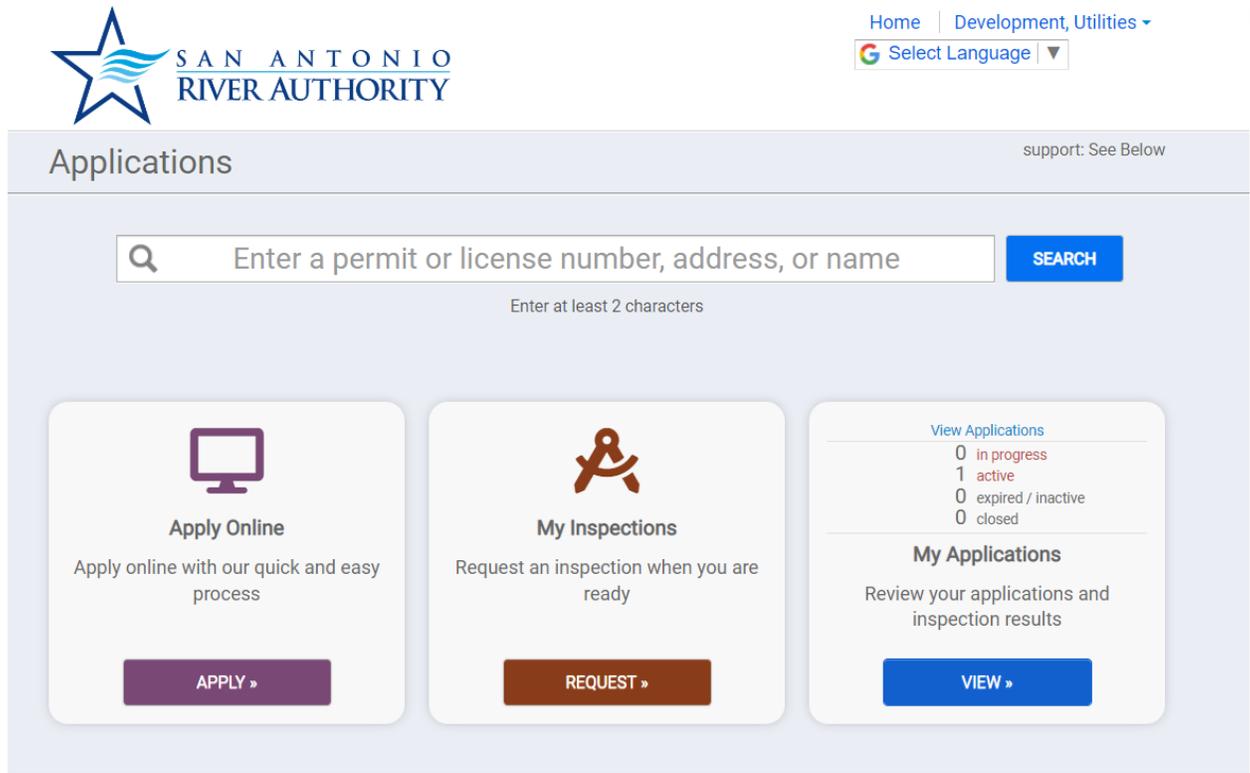
[← View Applications](#)

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*.



The screenshot shows the 'Applications' section of the San Antonio River Authority My Portal. At the top left is the logo. At the top right are navigation links: 'Home', 'Development, Utilities', and a 'Select Language' dropdown. Below the header 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 is a note: 'Enter at least 2 characters'. The main content area features three cards: '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 summary table and a 'VIEW' button. The summary table shows: 0 in progress, 1 active, 0 expired / inactive, and 0 closed.

Home | Development, Utilities ▾
Select Language ▾

Applications support: See Below

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
1	active
0	expired / inactive
0	closed

Other services



- 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:

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 ▾

🔍

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 REFERENCE-22-0002

Permit Number SC-2022-0001 Decision Issued

Current Fees

\$0⁰⁰

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 SC-2022-0001	Not Assigned	Requested for 7/21/2022 at AM Cancel

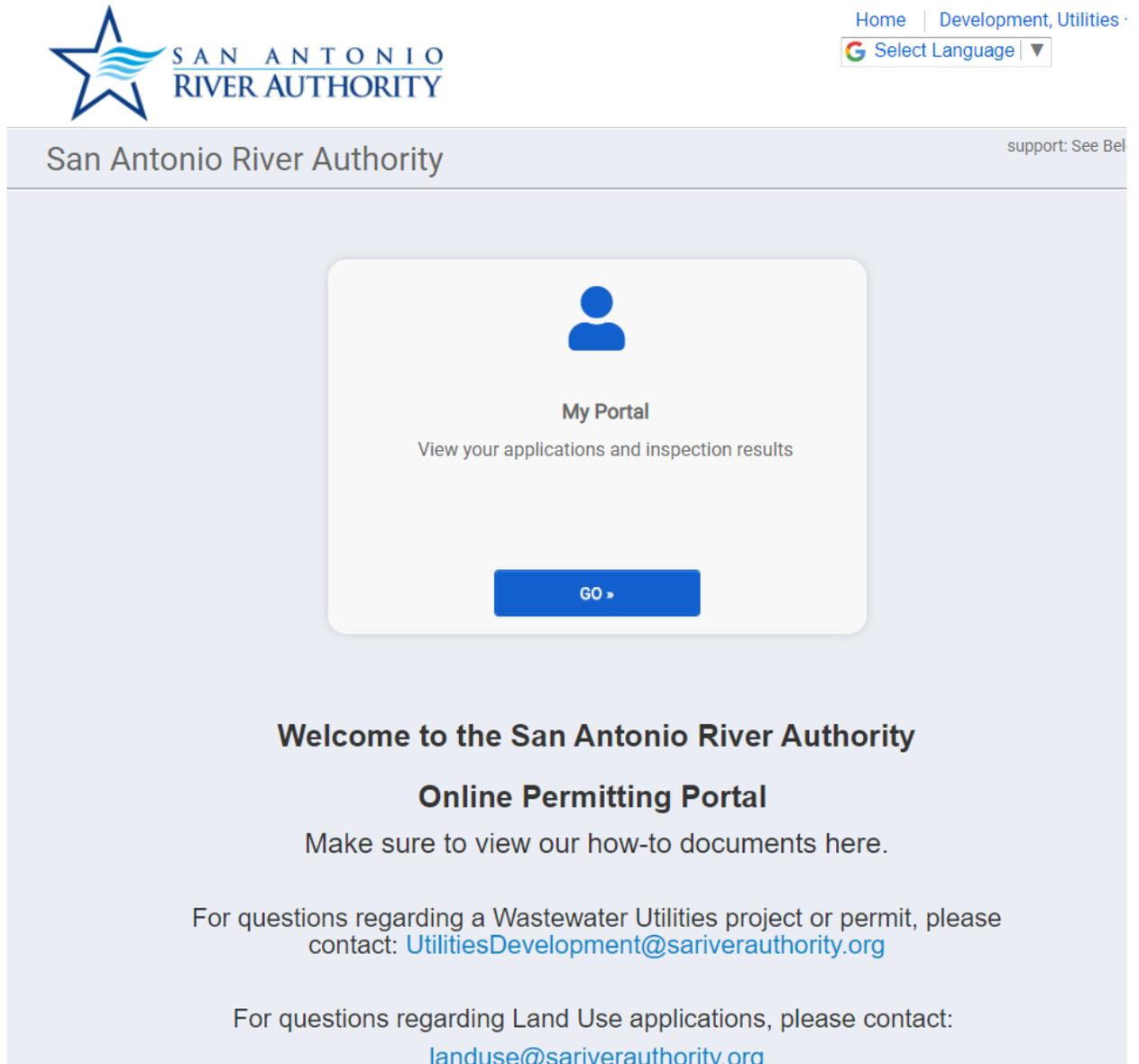
- Once the requested inspection is scheduled, you can refer back to these places to see the details. Inspection results and comments will also be available.

Upcoming Inspections

Inspection	Inspector	Date
Plumbing 1720 FM 1516, San Antonio SC-2022-0001	Gerard Rodriguez	Scheduled for 7/21/2022 at 10:00 AM Cancel

Submitting a Service Area Confirmation to the River Authority

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](#).*



The screenshot shows the San Antonio River Authority Online Permitting Portal. At the top left is the logo. At the top right are navigation links: Home, Development, Utilities, and a language selection dropdown. Below the logo is the text "San Antonio River Authority" and "support: See Bel". The main content area features a "My Portal" section with a user icon, the text "View your applications and inspection results", and a "GO" button. Below this is a welcome message: "Welcome to the San Antonio River Authority Online Permitting Portal. Make sure to view our how-to documents here." Contact information is provided for Wastewater Utilities projects (UtilitiesDevelopment@sariverauthority.org) and Land Use applications (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.



My Portal

View your applications and inspection results

GO >

Welcome to the San Antonio River Authority

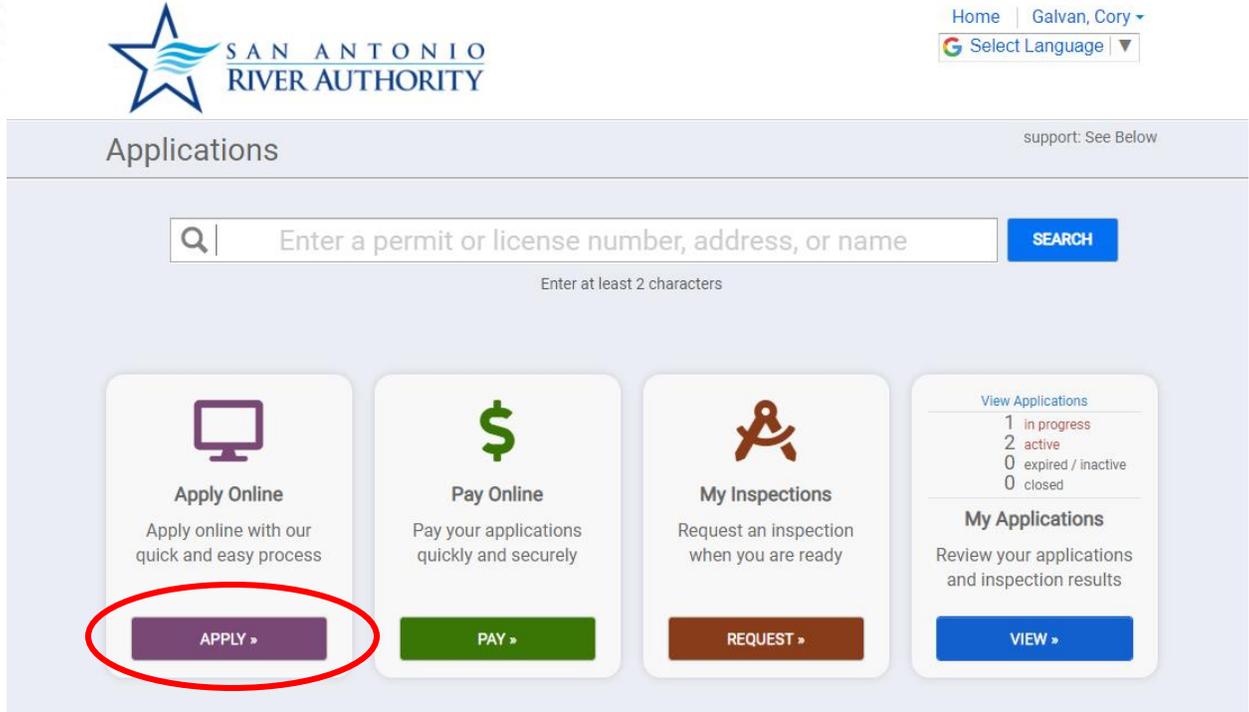
Online Permitting Portal

Make sure to view our how-to documents here.

For questions regarding a Wastewater Utilities project or permit, please
contact: UtilitiesDevelopment@sariverauthority.org

For questions regarding Land Use applications, please contact:
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 left is the logo. At the top right are links for 'Home', 'Galvan, Cory', and a 'Select Language' dropdown. Below the logo 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 is a note 'Enter at least 2 characters'. The main content area features four cards: 'Apply Online' (with a monitor icon and a purple 'APPLY' button circled in red), 'Pay Online' (with a dollar sign icon and a green 'PAY' button), 'My Inspections' (with a person icon and a brown 'REQUEST' button), and 'My Applications' (with a list of application statuses and a blue 'VIEW' button). The 'My Applications' card shows: 1 in progress, 2 active, 0 expired / inactive, and 0 closed.

5. Select Utilities from the drop-down menu. Then select Service Area Confirmation 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

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

Record Drawing Request

Service Area Confirmation ⓘ

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](#)

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

Service Area Confirmation

Options ▾



Utilities

Reference Number

REFERENCE-22-0298

Awaiting Required Submittals

Estimated Fees
\$0⁰⁰
Additional fees may be required

Please complete the following information to submit your permit application.

▲ My Project ⓘ Not Complete

Location	FM1516 AND IH 10 San Antonio, TX 78109	Parcel	Created	10/24/2022
			Approved	--
			Issued	--
			Closed	--
			Application Expires	--

[🔗 Change Location](#)

Give your project a name *

Describe the purpose of the permit

[← 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 I 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	✔ UPDATE

[+ ADD CONTACT](#)

▼ Permit Details ⓘ Not Complete

▼ Permit Submittals ⓘ Not Complete

At least 1 file must be uploaded for each submittal requirement

▼ 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. Engineer Company Name – Company name of the Engineer hired by the Developer who will be responsible for submitting plans and overseeing site construction
 - b. Engineer Point of Contact – Name of person who will serve as Point of Contact for the Engineering company
 - c. Engineer Address: Street – Street address for Engineer
 - d. Engineer Address: City, State, Zip Code – Mailing address for Engineer
 - e. Engineer Email – Contact email for Engineer
 - f. Engineer Phone – Phone number for Engineer
 - g. Type of Development – Single Family Residential, Medium Density Residential, High Density Residential, Mixed Use, Hospital, Hotel, Mobile Home Community, Nursing Home, School, Commercial, Other
 - h. 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
 - i. 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

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.
 - a. Map of Development – A map showing the location of the parcel to be developed which includes boundary, topographic lines, and phases shown.

▲ 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

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.

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											
<table border="1"> <thead> <tr> <th>Submittal Name</th> <th>Received</th> <th>Version</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Map of Development *</td> <td>11/15/2022</td> <td>1</td> <td>Pending</td> <td> 1 File</td> </tr> </tbody> </table>		Submittal Name	Received	Version	Status		Map of Development *	11/15/2022	1	Pending	1 File
Submittal Name	Received	Version	Status								
Map of Development *	11/15/2022	1	Pending	1 File							
▼ Permit Approval Steps	Follow the approval process										

[← View Applications](#)

✔ Your application is complete. Please submit for review.

SUBMIT APPLICATION

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

New Development Service



Utilities

Reference Number REFERENCE-22-0002

Permit Number NDS-2022-0012 Awaiting Completeness Review

Options ▾

Current Fees

\$0⁰⁰

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 *

Describe the purpose of the permit

▾ Permit Contacts

✔ Done

▾ Permit Details

✔ Done

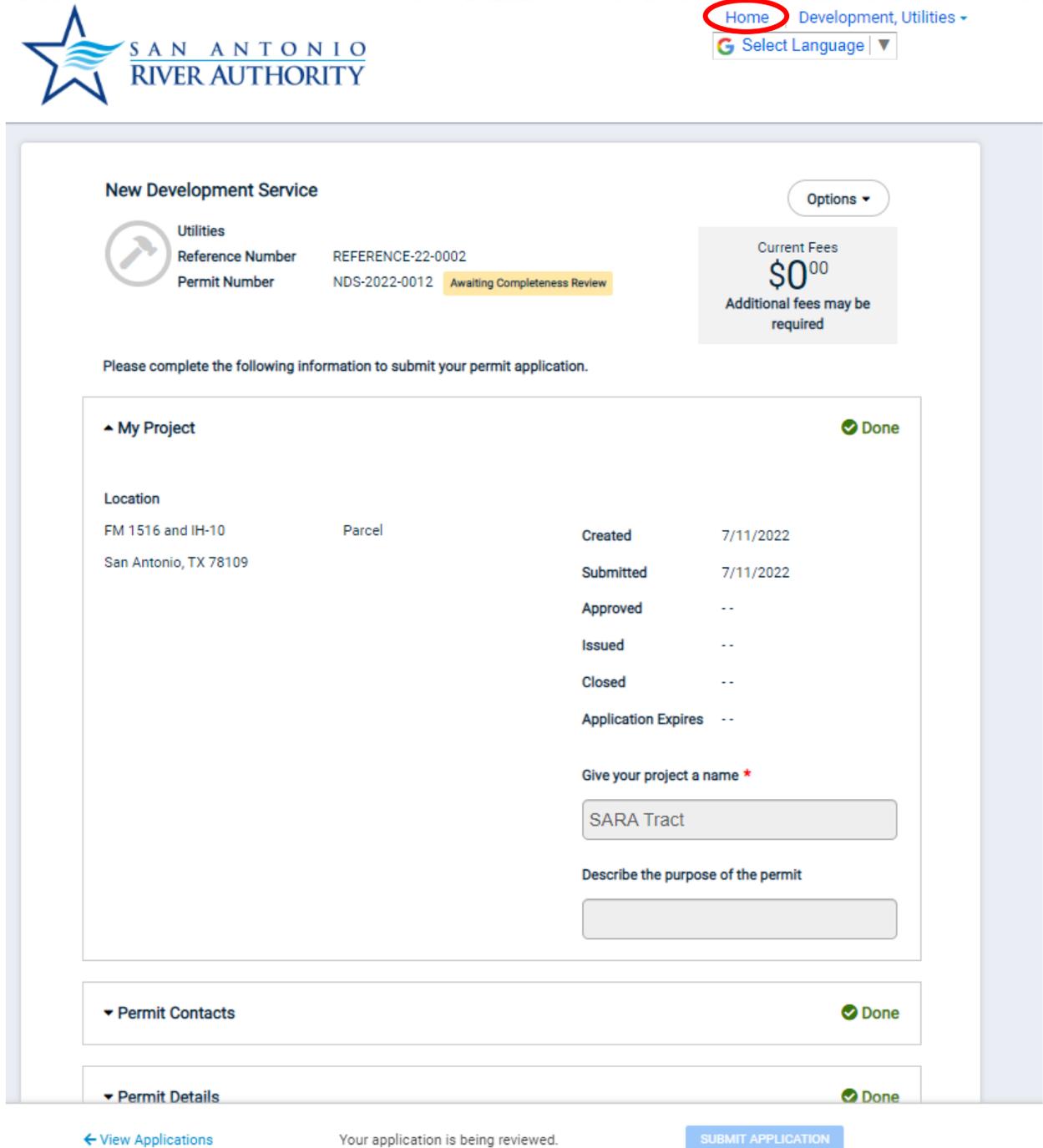
[← View Applications](#)

Your application is being reviewed.

SUBMIT APPLICATION

99

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

Options ▾

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

Current Fees
\$0⁰⁰
 Additional fees may be required

Please complete the following information to submit your permit application.

▲ My Project ✔ Done

Location

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

Give your project a name *

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.

For questions regarding a Wastewater Utilities project or permit, please contact: UtilitiesDevelopment@sariverauthority.org

For questions regarding Land Use applications, please contact:
landuse@sariverauthority.org

For questions regarding Plat Review applications, please contact: 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

▲ 2 records

Permits

Permit / Reference #	Address	Submitted	Expires	Status
NDS-2022-0012 / REFERENCE-22-0002 New Development Service	FM 1516 and IH-10	7/11/2022		Awaiting Completeness Review
DU-2022-0014 / REFERENCE-22-0003 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.

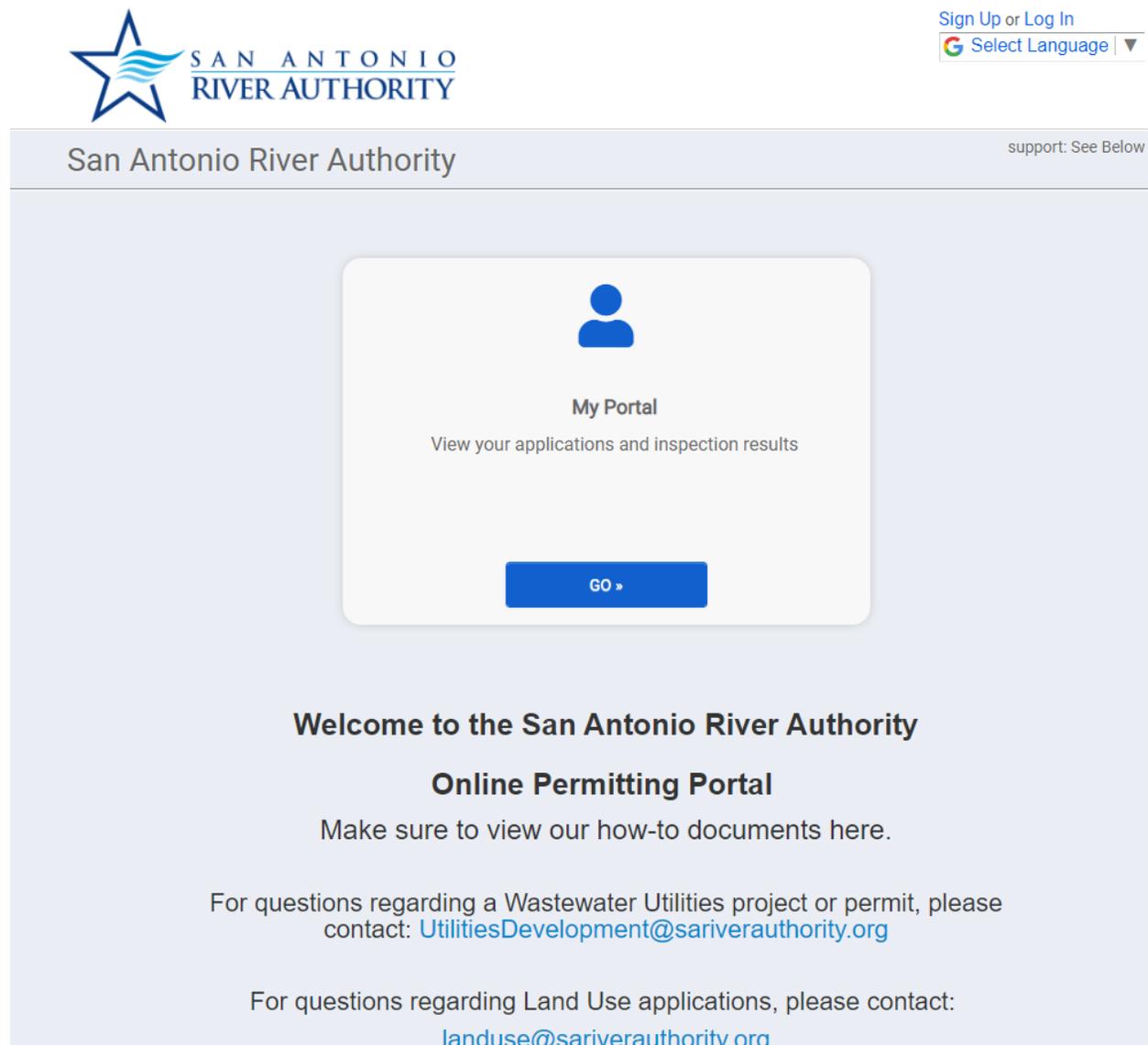
[← My Portal](#)

[START A NEW APPLICATION](#)

Submitting a Record Drawing Request to the River Authority

Creating an Account

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](#).*



The screenshot shows the San Antonio River Authority Online Permitting Portal. At the top left is the logo. At the top right are links for "Sign Up or Log In" and a language selection dropdown. Below the logo is the text "San Antonio River Authority" and "support: See Below". The main content area features a "My Portal" card with a user icon, the text "My Portal", "View your applications and inspection results", and a "GO »" button. Below the card is a welcome message: "Welcome to the San Antonio River Authority Online Permitting Portal. Make sure to view our how-to documents here." It also provides contact information for Wastewater Utilities projects (UtilitiesDevelopment@sariverauthority.org) and Land Use applications (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.



My Portal

View your applications and inspection results

GO »

Welcome to the San Antonio River Authority

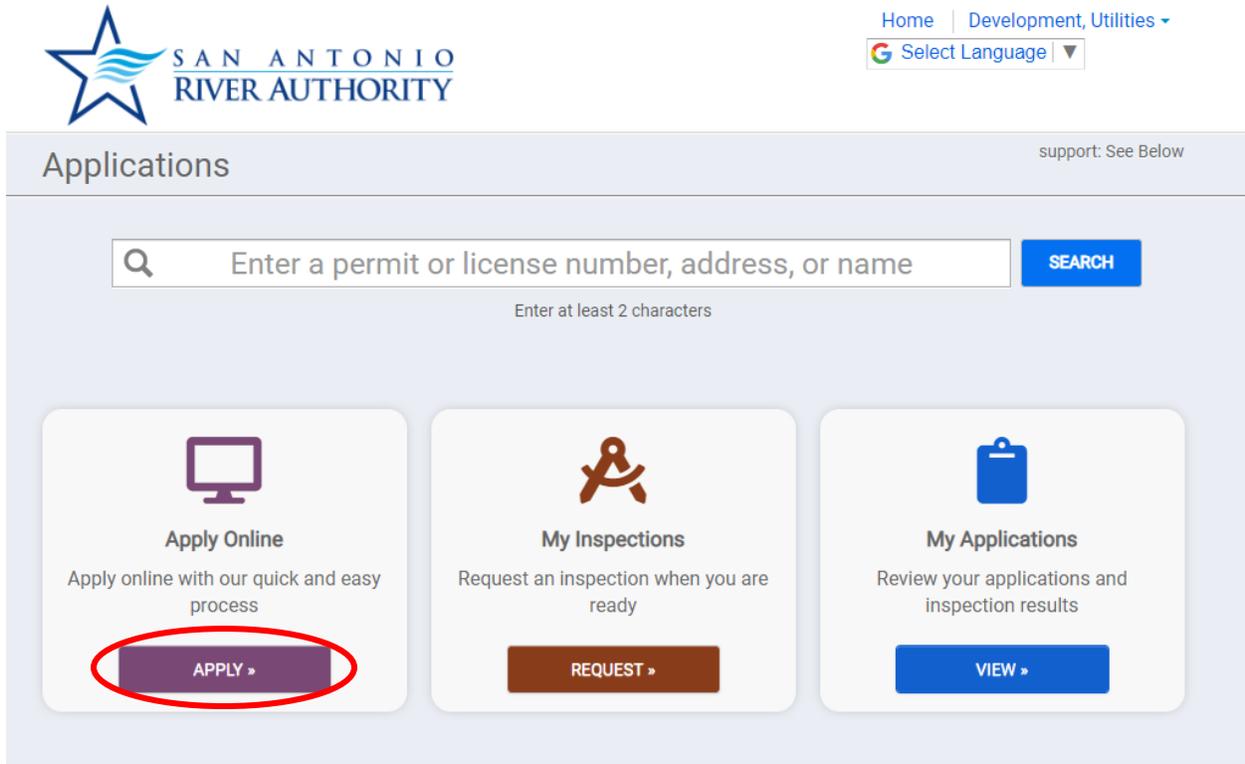
Online Permitting Portal

Make sure to view our how-to documents here.

For questions regarding a Wastewater Utilities project or permit, please contact: UtilitiesDevelopment@sariverauthority.org

For questions regarding Land Use applications, please contact:
landuse@sariverauthority.org

4. Click APPLY under the Apply Online section.



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



5. Select Utilities from the drop-down menu. And select Record Drawing Request then press NEXT at the bottom of the page.

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
- Record Drawing Request 
- Service Area Confirmation

6. Enter the address of the Record Drawing Request. 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)



Home | Development, Utilities ▾
Select Language ▾

New Development Service

Options ▾

Utilities
Reference Number REFERENCE-22-0002 Not Submitted

Estimated Fees
\$0⁰⁰
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 *

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 I CAN'T FIND MY CONTACT.

Closed --
Application Expires --

Give your project a name *

Describe the purpose of the permit

Information Saved

▲ Permit Contacts
✔ Done

Contact	Role	Edit Profile
DEVELOPMENT, UTILITIES UtilitiesDevelopment@sariverauthority.org 2103024500	Submitter of the Application	✔ UPDATE

+ ADD CONTACT

▼ Permit Details
ⓘ Not Complete

▼ Permit Submittals
At least 1 file must be uploaded for each submittal requirement
ⓘ Not Complete

▼ Permit Approval Steps
Follow the approval process

[← View Applications](#)

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.
 - a. Engineer Company Name – Company name of the Engineer hired by the Developer who will be responsible for submitting plans and overseeing site construction
 - b. Engineer Point of Contact – Name of person who will serve as Point of Contact for the Engineering company
 - c. Engineer Address: Street – Street Address, City, State, Zip Code
 - d. Engineer Phone – Phone number for Engineer
 - e. Engineer Email – Contact email for Engineer
 - f. Type of Development – Single Family Residential, Medium Density Residential, High Density Residential, Mixed Use, Hospital, Hotel, Mobile Home Community, Nursing Home, School, Commercial, Other
 - g. 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
 - a. Acreage-Acreage of the parcel to be developed
 - b. Number of Lots - Number of Lots anticipated to be built in this total development
 - h. Type of Record Being Requested: As Built Drawing, GIS Export, PDF Map

12. Under Permit Submittals section, upload the following items by clicking Upload. Click ADD FILES to select a unique file each submittal. Once you selected the file, click Begin Upload and repeat this step if additional files need to be added.
 - a. Map of Development – A map(s) showing the location of the parcel which includes boundary lines.

▲ 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

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.

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											
<table border="1"> <thead> <tr> <th>Submittal Name</th> <th>Received</th> <th>Version</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Map of Development *</td> <td>11/15/2022</td> <td>1</td> <td>Pending</td> <td> 1 File</td> </tr> </tbody> </table>		Submittal Name	Received	Version	Status		Map of Development *	11/15/2022	1	Pending	1 File
Submittal Name	Received	Version	Status								
Map of Development *	11/15/2022	1	Pending	1 File							
▼ Permit Approval Steps	Follow the approval process										

[← 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.



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

New Development Service



Utilities

Reference Number

REFERENCE-22-0002

Permit Number

NDS-2022-0017

Awaiting Completeness Review

Options

Current Fees

\$0⁰⁰

Additional fees may be required

Please complete the following information to submit your permit 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.

Record Drawing Request

Utilities

Reference Number REFERENCE-22-0384

Permit Number RDR-0004 Awaiting Completeness Review

[Options ▾](#)

Current Fees
\$0⁰⁰
Additional fees may be required

San Antonio River Authority

support: See Below



My Portal

View your applications and inspection results

[GO »](#)

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 »

My Applications

Applications in Progress

▼ 2 records

Active

▲ 3 records

Permits

Permit / Reference #	Address	Submitted	Expires	Status
RDR-0004 / REFERENCE-22-0384 Record Drawing Request	1	11/17/2022		Awaiting Completeness Review