



CITY OF SAN ANTONIO  
**DEVELOPMENT SERVICES DEPARTMENT**  
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 100**  
Review/Certification of One-and Two-Family Dwellings

DATE: October 5, 2005  
*Revised May 30, 2015/August 1, 2014/May 13, 2015*

CREATED BY: Plan Review Division

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update IB 100 to provide customers options related to the Review/Certification of One-and Two-Family Dwelling Plans. DSD requires building plans to be reviewed for all building permit applications for one-and two-family dwellings as well as inspections performed for the constructed building systems prior to the issuance of a certificate of occupancy. This bulletin has been revised to reflect the new 2015 IRC effective May 1, 2015.

**Scope:**

Certified plans will be accepted in lieu of complete plan review of residential construction plans by DSD staff. There are two (2) different certification options (Option 1 and 2) for plan review available to the customer as outlined below.

In addition, customers have the option of providing engineered letters from a Texas licensed professional engineer in lieu of some city inspections (foundations, framing and wind bracing). The Inspection Option below provides options for engineered inspections in lieu of city inspections.

- **PLAN REVIEW OPTION 1:** Plans shall be certified as meeting all applicable requirements of the 2015 International Residential Code (IRC) with local City amendments by a certified professional building designer (AIBD Designation), a registered professional engineer or a registered architect. Plans shall be further reviewed and certified as meeting the requirements of the recorded plat (to include setbacks) by a registered professional engineer, registered architect or registered land surveyor. Also, the plans shall include a certification by a professional engineer that the plans meet the brace wall provisions of the IRC. The engineer, architect and/or land surveyor are required to hold valid licenses to practice in the State of Texas. If this option is chosen, the attached **Residential Plan Certification Statement – Sheets 1, 2 and 3** -

shall be completed and submitted with the Residential Building Permit Application and plans submittal. DSD will continue to review for zoning, tree, drainage and energy conservation requirements.

- **PLAN REVIEW OPTION 2:** Where wall bracing designs are engineered to meet or exceed the prescriptive methods described in the 2015 IRC, plans may be reviewed and certified by a professional engineer with a valid license to practice in the State of Texas that the plans meet the brace wall provisions of the 2015 IRC, or meets the structural requirements of the 2015 IBC. Wall bracing plans and details shall be provided and stamped and signed by a registered professional engineer with a valid license to practice in the State of Texas. If this option is chosen, the attached **Residential Plan Certification Statement – Sheet 3 Only** - shall be completed and submitted with the Residential Building Permit Application and plans submittal.

If this option number 2 is chosen, DSD will continue to review for all other applicable 2015 IRC requirements as well as platting, zoning, tree, drainage and energy conservation requirements.

- **INSPECTION OPTION:** Engineered letters may be submitted to meet one or more of the following inspections:

- **Foundation**
- **Framing**
- **Wall Bracing**

A Texas licensed professional engineer may provide inspections and submit a letter for any and all of these building systems. One engineered letter may cover all of the inspections, or a letter may be written for each inspection at the discretion of the engineer or builder.

If this option is chosen, there are two submittals required. First, the attached **Intent to Provide Residential Inspection Statement** shall be submitted with the Residential Building Permit Application. (If the intent is to have a Texas licensed engineer only provide an engineered letter for the foundation, this document is not required at submittal, since DSD recognizes that most residential builders are already providing this letter at the date of this IB). However if the intent is to provide engineered inspections for the framing and/or the wall bracing, then the attached document should be provided with the submittal of the permit application.

The last document attached to this Information Bulletin is the **Residential Inspection Certification Statement** which shall be submitted to the Department of Development Services Call Center to clear the engineered inspections prior to release of the Certificate of Occupancy.

City Inspections: It is expected that the engineer provided inspections would cover structural elements for framing foundation or wall bracing. A city inspection would still be called for other elements of the framing inspection such as fire-blocking, notching and boring.

**INSPECTION SCHEDULING NOTE:** The contractor is advised when scheduling the city portion of the framing inspection on-line, to indicate that the inspection is only a partial inspection (for fire-blocking, notching and boring), and that an engineered letter will be provided for the majority of the framing inspection. Alternatively, when calling DSD to

schedule the framing inspection, the contractor should inform department staff that they are calling for the partial inspection, and an engineered letter will be forthcoming. This information will help ensure that the information is forwarded to the city inspector, so that he/she only performs city portions of the framing inspection, and provides a partial pass awaiting the engineered letter.

Should you have any questions on this process, please contact the Plan Review Staff at [DSDPlansManagement@sanantonio.gov](mailto:DSDPlansManagement@sanantonio.gov) or by calling (210) 207-4408.

Attachments: Residential Plan Certification Statements (three documents)  
Intent to Provide Inspections by a Texas licensed engineer  
Engineered Residential Inspection Certification Statement

**Summary:**

This Information Bulletin is for informational purposes only.

**Prepared by:** Richard Chamberlin, PE, Development Services Engineer

**Reviewed by:** Richard Chamberlin, PE, Development Services Engineer

**Authorized by:** Terry Kannawin, Assistant Director



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

TO: City of San Antonio  
Development Services Department  
Plan Review  
1901 S. Alamo Street  
San Antonio, Texas 78204  
Office: (210) 207-8297

### RESIDENTIAL PLAN CERTIFICATION STATEMENT

Sheet 1 of 3

RE: Project Address: (N/A if Master Plan): \_\_\_\_\_

Master Plan Name/or AP #: \_\_\_\_\_

I hereby certify that the above-referenced residential plans meet the requirements of the 2015 International Residential Code with local city amendments and Part I of the requirements for Plan Review Submittal for One- and Two-Family Dwellings ([Information Bulletin 101](#)). I further acknowledge that the Development Services Department will continue to review for zoning, tree and drainage requirements.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Certified Professional Building Designer (AIBD Designation), Registered Architect or Engineer's Seal:



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### RESIDENTIAL PLAN CERTIFICATION STATEMENT

Sheet 2 of 3

RE: Project Address: (N/A if Master Plan): \_\_\_\_\_

Master Plan Name/or AP #: \_\_\_\_\_

I hereby certify that \_\_\_\_\_ (Legal Description) property is a recorded plat under volume \_\_\_\_\_ and page \_\_\_\_\_. I also certify that the above-referenced residential plans meet the requirements recorded on the approved plat (to include setbacks). I further acknowledge that the Development Services Department will continue to review for zoning, tree and drainage requirements.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Registered Architect, Professional Engineer or Licensed Surveyor's Seal:



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### RESIDENTIAL PLAN CERTIFICATION STATEMENT

Sheet 3 of 3

RE: Project Address: (N/A if Master Plan): \_\_\_\_\_

Master Plan Name/or AP #: \_\_\_\_\_

I hereby certify that the above-referenced residential plans meet all applicable brace wall provisions of the 2015 International Residential Code as currently adopted by the City of San Antonio (COSA), or meet the structural design requirements of the 2015 International Building Code as currently adopted by COSA. I also certify that I am a registered professional engineer in the State of Texas in good standing and that I have the necessary structural engineering knowledge and experience that enables me to make this certification statement. Finally, I certify that the drawings submitted with this permit application include all necessary notes and details to ensure that the builder can build the structure to my engineering specifications and the City inspector can verify the construction.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Professional Engineer's Seal:



# CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT  
1901 S. Alamo Street, San Antonio, TX 78283-3966

## INTENT TO PROVIDE RESIDENTIAL INSPECTIONS

Project Street Address: \_\_\_\_\_

Owner/Builder \_\_\_\_\_ Permit AP #: \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot #: \_\_\_\_\_ Master Plan # (if applicable): \_\_\_\_\_

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**Engineered Inspection Options:** (Check the type of inspection(s) that will be the responsibility of a Texas licensed engineer (currently active with TBPE).

**A. Foundation.**

**B. Framing.**

**C. Wall Bracing.**

|                            |       |
|----------------------------|-------|
| Design Professional's Name | _____ |
| Firm Name                  | _____ |
| Address                    | _____ |

Checking any of the above requires that an engineered letter (attached below) be submitted to the City of San Antonio Development Services at the following:

Development Services  
Customer Service  
1901 South Alamo  
San Antonio, Texas, 78204  
E-mail: callcenter@sanantonio.gov

The letter must cover any of the items checked above.

**Engineer's Registered Firm/Company's Letterhead**

(Date)

(Client Name)

(Client Firm Name)

(Client Address)

(Client Address)

Project: (Project Name)

(Project Address)

San Antonio, Texas 782\_\_

Property Legal Description: (Legal Description from Bexar Appraisal District Account,  
Property Survey, Deed, Etc.)

City of San Antonio Building Permit A/P Number: \_\_\_\_\_

Dear (Client):

You constructed your residential home referenced above using construction documents prepared by  
(Design Professional Engineer).

Qualified individuals from this office visited the site to check the construction stated above for general conformance with our construction documents. In my opinion, based on our experience, knowledge, information and belief, the stated construction that we observed is in general conformance with our construction documents.

The following items were inspected and are covered under this letter:

A. Foundation

B. Framing

C. Wall Bracing

As denoted by the engineering seal on the construction documents and on this letter, we believe we have fulfilled our obligations as an engineer under the Texas Engineering Practice Act pursuant to its requirements to protect the public health, safety, and welfare in the practice of engineering. We further believe we have met those requirements insofar as our responsibility for periodic observation of the work for conformance is concerned.

If you have any questions, please call.

Respectfully,

Engineer Signature  
(Engineer Typed Name)

