



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 172**
Residential and Commercial Foundation Repair Permits

DATE: March 10, 2010/*Revised August 22, 2016, September 15, 2016*

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 172 to clarify the requirements for residential foundations repair and/or commercial foundations repair and/or replacement permits. This bulletin has been updated to include clarification on skirting and ventilation requirements associated with foundation repairs. These are options that the owner may or may not include in the scope of work associated with the foundation repair permit.

Scope:

The Foundation Repair Permit Application and the Assumption of Engineer of Record Letter, as well as any construction documents, must be submitted to the DSD at time of application. This permit cannot be obtained using the departments' on-line permitting system. A double fee will apply for failure to obtain a permit before starting work. The specific requirements are as follows:

PERMIT SUBMITTAL

Residential and Commercial Foundation repairs shall be designed by, or performed under the engineering guidance of a professional engineer licensed by the State of Texas, who shall also perform inspections. To be granted a permit, submit the following:

1. Assumption as Engineer of Record Letter signed and sealed by a professional engineer licensed in the State of Texas. (attached)
2. Completed permit application. (attached)
3. Submittal of stamped and sealed engineering construction documents if the foundation repair is designed by the Engineer of Record.

INSPECTIONS AND SUBMISSION OF ENGINEER'S LETTER

Submission of the Engineer's Inspection Letter from the Engineer of Record – All foundation repair permits must be closed out by submission of the Engineer's Inspection

Letter which must follow the attached template. Only letters from the Engineer of Record will be accepted.

All engineer letters should be standardized using the template attached hereto and submitted to Planning & Development Services as follows:

Email to callcenter@sanantonio.gov

Hand Delivery to:

Development Services Department Call Center
1901 S. Alamo Street
San Antonio, Texas 78204

ADDITIONAL PROJECT REQUIREMENTS

Some foundation repairs may have additional requirements based on the specific foundation. These include skirting/ventilation/subfloor access and drainage away from foundations for both residential and commercial.

- **Skirting Removal, Repair or Replacement - Ventilation and subfloor access**
The 2015 International Residential Code requires that subfloor spaces be provided with adequate ventilation and subfloor access. (**See attached Compliance Form**)
 1. If the scope of work includes the alteration/repair/replacement of the skirting, then the permit holder is responsible for the additional requirement to adequately ventilate and provide access to the crawlspace as specified by City code and the International Residential Code. The permit holder shall schedule a DSD Final Inspection to allow the City of San Antonio building inspectors to inspect the venting and subfloor access.
 2. If the scope of work includes the removal of the skirting but is not being repaired or replaced and it is not part of the repair contract between the owner and the contractor, then the permit holder is responsible for submitting a letter (See attached “Agreement” form) from the owner stating:
 - a. They understand the importance of proper venting and subfloor access.
 - b. They do not wish to have this work done as part of the foundation repair at this time. Skirting, ventilation, and subfloor access will be installed at a later date by the owner or a different contractor and they understand that this will require a separate building permit and DSD inspection.
- **Residential Drainage** – If the Engineers Inspection Letter does not indicate that drainage for one and two family dwellings was addressed during the engineer’s inspection, the permit holder has two options:

1. The permit holder shall schedule a Final Inspection to allow the City of San Antonio building inspectors to inspect for drainage away from the foundation.
 2. If the drainage does not meet the requirements of the building code and the homeowner does not wish to pay for this work, submit a letter from the homeowner stating:
 - a. They understand the importance of proper drainage away from the foundation.
 - b. They do not wish to have this work done as part of the foundation repair at this time.
- **Commercial Drainage** – All commercial foundation repairs require drainage to be addressed and re-grading performed as required. If the Engineer’s Inspection Letter does not address drainage for a commercial foundation repair a City inspection is required.
 - **Notification of change of Engineer of Record** – In the case that an Engineer of Record changes after submittal of the application, two items are required to be submitted to The City of San Antonio, Development Services:
 1. A letter from the original Engineer of Record (EOR) stating that he/she is no longer involved with the project.
 2. A new Assumption as Engineer of Record Letter submitted from the new professional engineer taking responsibility as the EOR.

Summary:

This Information Bulletin is for informational purposes only.

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CITY OF SAN ANTONIO
 Development Services
 Department
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(210) 207-1111

Foundation Repair Permit - Residential and Commercial

Date: _____ Address: _____

Owner Name: _____

C R Commercial or Residential? Sq. Ft of Work: Value of Work:

Y N Full Foundation Repair Y N Engineered Construction Plans Submitted

Y N Partial Foundation Repair Location of Work: _____

Detailed Description of Work
 Attach additional sheet if needed

Y N Slab on Grade / Concrete Foundation Requires submittal of Engineer's Inspection Letter to clear foundation inspection. The letter should specifically indicate that drainage meets the minimum requirements of the City's current building codes. If drainage is not addressed by the engineer, a DSD inspection for drainage will be required.

Y N Pier & Footing
 Number of Piers: _____ Requires submittal of Engineer's Inspection Letter to clear foundation inspection.

Repair/Replacement: Requires submittal of Engineer's Inspection Letter to clear foundation inspection.
 Y N Wood Sill
 Y N Beam
 Y N Joist
 Linear Ft: _____

Y N Removal/Repair/Replacement: IF YES, this requires a DSD Final Inspection by City Inspector for venting, subfloor access and drainage (in addition to engineer letter noted above)
 Skirting

Required Submitted Assumption of Engineer of Record Letter? Requires submittal of Engineer's Inspection Letter to close Permit

Contractor Name: Contractor ID#: Escrow: YES [] or NO []

License Holder: License #:

Authorized Agent Name: Contact ID#:

Telephone: Fax: Email:

SIGNATURE OF PERMIT HOLDER: _____
 By signing I understand the limitations to the permit listed above and possible requirement to remove work if non-compliant.

Other Contact ID# (s) associated with this permit:

THIS APPLICATION MUST BE COMPLETED WHEN REQUESTING A PERMIT. A DOUBLE FEE WILL APPLY FOR FAILURE TO OBTAIN A PERMIT BEFORE STARTING WORK. FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN A PROCESSING DELAY.

COPY OF APPLICATION MUST BE AVAILABLE AT JOB SITE WITH PERMIT May 2013

Engineer's Name or Letter Head

Assumption as Engineer of Record Letter

Date)

(Client Name)
(Client Firm Name)
(Client Address)
(Client Address)

Referenced Project: (Project Name)
(Project Address)
San Antonio, Texas 78____

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

Dear (Client):

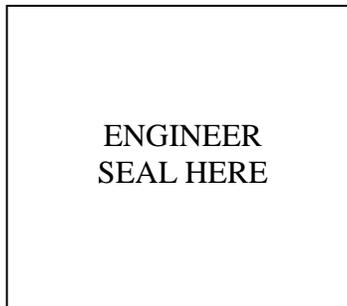
This letter is to acknowledge that I am accepting the role as Engineer of Record for the foundation repair to be constructed at the above referenced address.

Qualified individuals from my office will visit the site to check the construction stated above for general conformance with either our design/construction documents or under repairs performed under our engineering guidance, and for general conformance with the requirements of the **2015 International Residential Code** for residential sites or the **2015 International Building Code** for commercial sites.

If you have any questions, please call.

Respectfully,

[Engineer Signature Here]
(Type Engineer Name Here)



Engineer's or Engineering Company's Letterhead

Engineer's Inspection Letter

(Date)

(Client Name)
(Client Firm Name)
(Client Address)

Referenced Project: (Project Name) (Project Address)
San Antonio, Texas 78_____

City of San Antonio Building Permit A/P Number: _____

Dear (Client):

Your construction of the foundation repair for the building located at the above referenced address was completed with the engineering guidance provided by our office. The Engineer of Record for the foundation repair is [Engineer's Name] having a Texas Professional Engineer License Number of [Engineer's Number].

Check One:

The foundation repair construction documents were provided to assist in developing the scope of the repair and to provide guidance on the construction of the new structural members.

The scope of the foundation repair did not require construction documents. Details and specifications were provided as needed to aid in the construction. The foundation repair was constructed with engineering guidance or written guidance provided by our office. The following is a description of the repair work undertaken:

Qualified individuals from this office visited the site to check the construction stated above for general conformance with our design/construction documents OR engineering guidance and the **2015 International Residential Code** for residential sites or the **2015 International Building Code** for commercial sites.

[For slab on grade] A drainage assessment around the building [was/was not] performed by our office.

In my opinion, based on our experience, knowledge, information and belief, the stated construction that we observed is in general conformance with our design/construction documents OR engineering guidance and the **2015 International Residential Code** for residential sites or the **2015 International Building Code** for commercial sites.

As denoted by the engineering seal on any 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 Here]
(Type Engineer Name Here)





Foundation Skirting Removal, Repair, or Replacement Compliance Agreement

I hereby certify that I am the homeowner located at _____ (address) and that _____ (foundation contractor) will be acting as the general contractor and will **not** be repairing or reinstalling the foundation skirting as part of our contract. We both understand that the skirting is intended to direct water away from the footprint of the building and is a critical part of my home. I also understand that if the skirting is removed or damaged during this process, I will have the skirting replaced, repaired, or reinstalled at a later date and I will secure a separate building permit for this work. At that time, I will request a City building final inspection in order to verify proper ventilation and underfloor access panels as required by the 2015 International Residential Code.

Note: Please refer to [Information Bulletin 172 Foundation Repair Permits](#) for updated and detailed information on Residential foundation permitting requirements.

Homeowner (print)

Homeowner (sign)

Date

General Contractor Name (print)

General Contractor (sign)

Date

Title/Designation

E-mail to the DSD Call Center at:
callcenter@sanantonio.gov