



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 224**  
**Foundation Utility Trench Cuts**

DATE: *July 1, 2016*

CREATED BY: Field Services/Building Inspections

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**Purpose:**

As a customer initiative, the Development Services Department (DSD) created this Information Bulletin (IB) to inform our customers that they need to contact DSD to schedule an inspection to inspect the construction work related to cutting and replacing existing concrete floor slabs that requires sections of the floor to be removed in order to install plumbing or electrical services below the existing floor slab.

**Scope:**

After the DSD plumbing/electrical inspector is satisfied with the plumbing/ electrical work, the customer shall contact DSD to schedule a time the permit holder will allow the building inspector to inspect the associated construction work other than the plumbing/electrical work (e.g. soil compaction/placement of the soil within the trenched area(s), replaced vapor barrier and reinforcing steel) prior to replacing the concrete floor.

As an alternate to scheduling a DSD building inspector, the customer may hire a qualified design professional to perform this inspection. The customer shall submit to DSD a letter prepared by the design professional indicating that the construction work was performed satisfactorily. The design professional shall prepare his letter from the attached standard accepted form letter.

If any of the primary structural components become damaged during construction, then the customer is required to hire a design professional to determine a method to maintain the structural integrity of the disturbed structural components. Customer shall submit the design professional's repair recommendations to DSD before construction and issuance of the final City approval of the project.

Customer shall retain a design professional to review the construction according to the permitted construction documents and submit to DSD the design professional's letter stating that the construction work was performed satisfactorily. The design professional shall prepare his letter from the attached standard accepted form letter.

Should you have any questions or concerns regarding this IB please feel free to contact the building inspections supervisor at (210) 207-8314. Please email the letter to [callcenter@sanantonio.gov](mailto:callcenter@sanantonio.gov).

**Summary:**

This Information Bulletin is for informational purposes only.

**Prepared by:** David Rohde, Plumbing Inspections Supervisor

**Reviewed by:** Michael Constantino, Development Services Manager

**Authorized by:** Michael Shannon, PE, CBO, Assistant Director

## (Engineer's or Engineering 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, Property Survey, Deed, etc.)

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

Dear (Client):

As an engineer licensed in the State of Texas, I have personally or with the assistance of qualified individual(s) under my supervision evaluated the structural condition of the foundation that has been removed and replaced (trenched) in order to install plumbing / electrical services below the floor slab. We have prepared (*construction documents / guidance*) indicating our design / recommendations to remove and replace the foundation to its structural condition before trenching.

The existing foundation is located at the referenced address and consists of a (*insert description of the foundation, e.g. concrete floor slab directly supported on the soils below, or stiffened concrete floor slab supported on the soils below or ...*) resisting gravity loads.

Individual(s) from my office have visited the construction of floor slab repairs at this site before the concrete was replaced to determine that the structural conditions are as indicated on construction documents submitted for permitting. We observed the soil/ fill replacement within the trenched area along with vapor barrier replacement, reinforcing steel replacement and slab thickness. In my opinion, based on experience, knowledge, information and belief, the repair of the foundation is according to these construction document requirements / recommended guidance.

We performed field observation(s) according to generally accepted contractual guidelines as described in AIA Document C-401-2007.

As denoted by my engineering seal on this letter, I believe that I have fulfilled my 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. I further believe that I have met those requirements insofar as my responsibility for my observation for code compliance of the stated work is concerned.

If you have any questions, please call.

Respectfully,

(Structural Engineer Company Name)

(Structural Engineer Signature)  
(Structural Engineer Typed Name)

Texas Professional Engineer License Number 000000

