

CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT

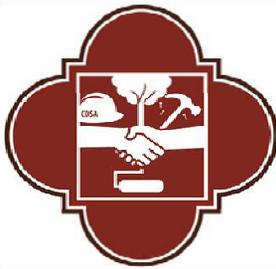
PRE-CONSTRUCTION PLANNING PACKET

This packet is to provide information located in various documents in one place to assist you with planning your project inspections. This packet includes contact information and specific submittal requirements for obtaining Temporary Certificate of Occupancy (TCO) or full Certificate of Occupancy (CofO).

Documents included in this packet:

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IMPORTANT CONTACT INFORMATION

Customer Service

Call Center 207-1111 – callcenter@sanantonio.gov

Inspections Request - 207-1111 (\$3.00 fee)

Inspection Scheduling (Scheduling inspections online or using the mobile app is FREE)

Sr. DS Specialist, Call Center **Jose Delgado** jose.delgado@sanantonio.gov 207-1325

DS Serv Specialist Supervisor, Permits/Licenses/CofO, **Jaclyn Corona** jaclyn.corona@sanantonio.gov 207-0141

DS Manager, Customer Advocate, **Andrew Espinoza** andrew.espinoza@sanantonio.gov 207-0152

Plan Review (Plan Reviews, Submittal, Plan Re-submittal)

DS Engineer, **Richard Chamberlin, PE** richard.chamberlin@sanantonio.gov 207-8281

DS Engineer, **Amin Tohmaz, PE** amin.tohmaz@sanantonio.gov 207-0114

Plans Exam Supervisor, **Florence Gutierrez** florence.gutierrez@sanantonio.gov 207-5094

MEP Supervisor, **Jim Clark, MCP** jim.clark@sanantonio.gov 207-0022

Sr. Dev. Serv. Specialist, **Ann Garcia** ann.garcia@sanantonio.gov 207-0146

Sr. Fire Protection Engineer, **James Griffith, PE** james.griffith@sanantonio.gov 207-8056

DS Specialist Supervisor, Comm. In-Take Plans, **Joshua Garcia** joshua.garcia@sanantonio.gov 207-0005

Architect, Special Projects Supervisor, **Javier Castro** javier.castro@sanantonio.gov 207-8518

Land Development (Traffic, Landscape, Addressing, Drainage, Flood, Zoning)

DS Engineer Engineering & Tree Preservation, **Pablo Martinez** pablo.a.martinez@sanantonio.gov 207-0265

Sr. Engineer, Engineering & Tree Preservation, **Kevin Collins** kevin.collins@sanantonio.gov 207-2806

Planner, Addressing, **Abelino Torres** abelino.torres@sanantonio.gov 207-0260

Planning Manager, Zoning, **Catherine Hernandez** catherine.hernandez@sanantonio.gov 207-5085

Interim Planning Manager, Land Entitlements, **Luz Gonzalez** luz.gonzalez@sanantonio.gov 207-7893

City Arborist, **Mark C Bird** mark.bird@sanantonio.gov 207-0278

Const. Inspect. Supervisor, **Elwerd Weiderhold** elwerd.weiderhold@sanantonio.gov 218-2935

Field Services (Mechanical, Electrical, Plumbing, Signs & Building Inspections)

Senior Engineer, **Crystal Kastner, PE** crystal.kastner@sanantonio.gov 207-4681

Comm. Inspections Manager, **Michael Constantino** michael.constantino@sanantonio.gov 207-0159

HVAC Inspections Supervisor, **Jesse Vasquez** jesse.vasquez@sanantonio.gov 207-8242

Plumbing Inspections Supervisor, **David Rohde** david.rohde@sanantonio.gov 207-8279

Electrical Inspections Supervisor, **Gary Kreutziger, MCP** g.kreutziger@sanantonio.gov 207-8286

Signs Inspections Supervisor, **Dennis Attard** dennis.attard@sanantonio.gov 207-0158

Building Inspections Supervisor, **Ramiro Carrillo** ramiro.carrillo@sanantonio.gov 207-8314

For more information, please visit our website at <http://sanantonio.gov/dsd/>

OTHER CITY DEPARTMENTS' CONTACT INFORMATION

Fire Department (Sprinkler Systems, Fire Alarms, Fire Permits)

Inspections Request 207-8410

Division Chief, **Arthur Villarreal** arthur.villarreal@sanantonio.gov 207-1438

Division Chief, **Randy Jenkins** randy.jenkins@sanantonio.gov 207-7967

Captain, Fire Prevention, **Raul G. Lopez** raul.lopez@sanantonio.gov 207-8390

Captain, Fire Prevention, **Mike Tolar** mike.tolar@sanantonio.gov 207-7525

Captain, Fire Prevention, **Felix Ramirez** felix.ramirez@sanantonio.gov 207-0203

Captain, Fire Prevention, **Kelly Turner** kelly.turner@sanantonio.gov 207-0205

Sr. Dev. Serv. Specialist, **Shirley Guzman** shirley.guzman@sanantonio.gov 207-0013

Health Department

Inspections Request 207-0135

Historic Preservation Department

Customer Service 215-9274

Public Works, Right of Way Management, Public Utilities, Streets

Inspections Request 207-4959

John Rodriguez 207-7755

San Antonio Water Systems (SAWS)

Customer Service 704-7297

Backflow Division 233-3332

Storm/Environmental Fats/Oils/Grease 233-3572

Public Water and Sewer Line/Stub and Water Meter 233- 2009

CPS Energy

Electrical and Gas Purveyor 353-3333

ALPHA

BRAVO

CHARLIE

DELTA

HOSPITAL

AREA 1

AREA 2

AREA 3

AREA 4

Ramiro Carrillo (124)
Building Inspector Supervisor
 Ramiro.Carrillo@sanantonio.gov
 Of: 210-207-8314
 Cell: 210-288-3236

Gary Kreutziger (201)
Electrical Inspector Supervisor
 Gary.Kreutziger@sanantonio.gov
 Of: 210-207-8286
 Cell: 210-287-8743

Jesse Vasquez (138)
HVAC Inspector Supervisor
 Jesse.Vasquez@sanantonio.gov
 Of: 210-207-8242
 Cell: 210-219-8422

David Rohde (170)
Plumbing Inspector Supervisor
 David.Rohde@sanantonio.gov
 Of: 210-207-8279
 Cell: 210-415-5815

Xavier Limas (123)
Sr. Building Inspector
 Xavier.Limas@sanantonio.gov
 Cell: 210-422-5269

Joe Jones (164)
Sr. Plumbing Inspector
 Joe.Jones@sanantonio.gov
 Cell: 210-260-5892

Jacob Cuellar (119)
Sr. Building Inspector
 Jacob.Cuellar@sanantonio.gov
 Cell: 210-288-4531

Eloy Resendez (129)
Sr. Building Inspector
 Eloy.Resendez@sanantonio.gov
 Cell: 210-827-9193

Ray Herrera (116)
Sr. Building Inspector
 Ray.Herrera@sanantonio.gov
 Cell: 210-394-0337

William F. Richter (242)
Sr. Electrical Inspector
 William.Richter@sanantonio.gov
 Cell: 210-250-0715

Andres Benavides (134)
Sr. Mechanical Inspector
 Andres.Benavides@sanantonio.gov
 Cell: 210-275-9792

Christopher Gonzales (165)
Sr. Plumbing Inspector
 Christopher.gonzales@sanantonio.gov
 Cell: 210-436-9379

Ariel Barrera (157)
Sr. Electrical Inspector
 Ariel.Barrera@sanantonio.gov
 Cell: 210-250-0279

Jose Frias (231)
Sr. Mechanical Inspector
 Jose.Frias@sanantonio.gov
 Cell: 210-667-6307

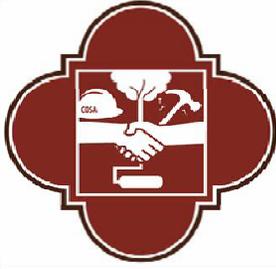
Mario Gonzalez (230)
Sr. Mechanical Inspector
 Mario.Gonzalez@sanantonio.gov
 Cell: 210-296-9324

Gilbert Castillo (244)
Sr. Electrical Inspector
 Gilbert.Castillo@sanantonio.gov
 Cell: 210-216-9834

John Long (167)
Sr. Plumbing Inspector
 John.Long@sanantonio.gov
 Cell: 210-260-3684

Todd Thompson (245)
Sr. Electrical Inspector
 Todd.Thompson@sanantonio.gov
 Cell: 210-288-4331

Fernando "Ernest" Garza (180)
Sr. Plumbing Inspector
 Fernando.Garza@sanantonio.gov
 Cell: 210-912-7653



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 • SAN ANTONIO TX 78283-3966 • 1901 S. ALAMO ST., 78204



INSULATION LETTER SUBMITTAL REQUIREMENTS

1. Letter shall be provided on company letter head
(From either the installer, or architect)
2. Date of Installation
3. Include Project Address
4. Include Project Permit Number(s)
5. Include the required R-Values for the roof system/ceiling,
exterior envelope walls. (Also include under floor insulation
system, if applicable.)
6. The insulation letter must attest to the following: “The
insulation installed within the building envelope is consistent
with the R-Values provided in the energy model as designed.”

(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 Account, Property Survey, Deed, etc.)

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

Dear (Client):

You constructed your building project referenced above using construction documents prepared by (Structural Engineer). Your building project includes the building structure that consists of [piers, footings, floor slab and primary structural framing] resisting gravity and lateral loads required by the 2015 Edition of the International Building Code – Chapter 16 as detailed on our structural construction documents that were used to acquire a building permit from the City of San Antonio.

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.

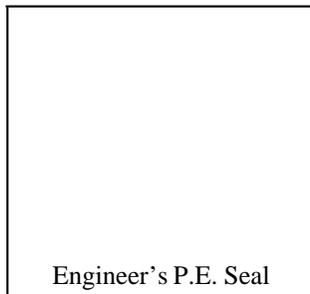
We performed a field observation according to generally accepted contractual guidelines as described in AIA Document C- 141. These services do not constitute compliance with Section 1704, "Special Inspections", of the 2015 Edition of the International Building Code.

As denoted by the engineering seal on the construction documents and on this letter, we believe that 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.

If you have any questions, please call.

Respectfully,

Structural Engineer Signature
(Structural Engineer Typed Name)



Notes to help correctly prepare this form letter:

Fill in the specific date, client name & address, project information, permit number (A/P), and legal description where italicized.

- 1) Replace the term Structural Engineer with either the structural engineer's name or the engineering company's name.
- 2) Select the correct structural elements incorporated within the project. Delete the terms that do not apply.
- 4) Sign, seal and date before submitting to City of San Antonio Development Services Department.



RELEASE TO CPS ENERGY CHECKLIST

In order to obtain a release from CPS Energy for New Commercial and Residential Construction, the required inspections must be passed as indicated on this checklist. To expedite your utility release, Development Services Department (DSD) suggests the following:

- Link your trade permits to the building permit.
- If you obtain your permit online:
 - Provide a detail description of the work you plan to perform
 - Include the suite number in the statement of work (if applicable)

For more information on these inspections, please **contact DSD at (210) 207-1111, Option 0.**

Temporary Meter on Pole (TML)

Construction Trailer only

AP No. _____ Electrical Final

All other construction

AP No. _____ Electrical Final

AP No. _____ Building Permit

Work with CPS Checklist

Residential – can be released without an inspection

Commercial

AP No. _____ Electrical Partial/ Final

Residential TOPS Release*

AP No. _____ Bldg. Foundation/Frame

AP No. _____ Electrical Rough-in

AP No. _____ Plumbing Rough-in and
Top out (or partial
pending installation of
master tub)

Water pipe in slab

Underground waterline

AP No. _____ Sewer – Final

AP No. _____ Gas Rough-in

AP No. _____ Mechanical Rough-in

***Residential and Commercial TOPS Final -
Ensure no outstanding fees on TOPS Permit**

Commercial TOPS Release*

AP No. _____ Bldg. Foundation/
Partial Frame

AP No. _____ Electrical Partial
Rough-in

AP No. _____ Plumbing – Partial
Rough-in

Top out - Partial

Water pipe in slab - Partial

Underground waterline-Partial

AP No. _____ Sewer –Final

AP No. _____ Gas-Partial Rough-in

AP No. _____ Mechanical- Partial
Rough-in

Gas Release**

AP No. _____ Mechanical Rough-in
and Final

AP No. _____ Plumbing Rough-in
Top out and Final

Water pipe in slab

Underground waterline

AP No. _____ Gas-Rough-in and Final

AP No. _____ Sewer-Final

Permanent Electrical**

AP No. _____ Electrical-Final

AP No. _____ Plumbing-Final

AP No. _____ Sewer-Final

AP No. _____ Mechanical-Final

AP No. _____ Building-Final

AP No. _____ Gas Final (If applicable)

AP No. _____ Irrigation (If applicable)

****Gas and Electrical - Ensure no outstanding fees on
ANY permit.**



CoSA – Phases of TCO and C of O

“Structural/Framing letters & Special Inspections Final Report (or partial if only certain areas), should have been submitted and approved before requesting any phase for TCO or full C of O”

Fixtures, Furniture & Equipment only (FF&E only) (not in contract)

FF&E stands for furniture, fixture, and equipment to be installed in the space, but is NOT included in the GC’s contract. TCO’s for FF&E’s do not need landscape, tree, or traffic approvals. There are technically **no occupants** at this point of the TCO, but rather an approval from the inspectors to begin allowing the installation of items needed for occupant TCO. For FF&E, approvals needed are:

- Building
- Mechanical
- Electrical
- Plumbing
- Fire

FF&E plus staff, or admin, or training personnel only

TCO’s for actual occupancy but **on a limited basis**, partial or full, training or stocking, requires traffic to be added to the list. If a kitchen area is to be included, or if food is to be served, a health approval also needs to be added to the list for approval requirements for this phase of TCO. Since now we’ve added actual occupants to the mix, adequate parking needs to be included as well as approaches and sidewalks. For FF&E for training the approvals needed are:

- Building
- Mechanical
- Electrical
- Plumbing
- Traffic
- Fire
- Health (if kitchen or pool are part of the project and requested area)

Certificate of Occupancy (C of O)

Full Certificate of Occupancy (C of O) means to be open for business, full staff in operation with customers and general public having access to the facility. This will require all inspections to be scheduled and completed prior to the issuance of the full C of O. This is where tree, landscape, irrigation inspections become required to be scheduled and approved pursuing a **100% completion** for a letter of completion or a full Certificate of Occupancy. The approvals for full C of O needed are:

- Building
- Mechanical
- Electrical
- Plumbing
- Traffic
- Landscape/Tree
- Fire
- Health (if kitchen or pool are part of the project)
- Energy Compliance Letters



Recommendations for Certificate of Occupancy and Temporary Certificate of Occupancy from the San Antonio Fire Prevention Unit

Before any framing is conducted for a structure, fire department access to the framing areas as well as related fire hydrants and water supply must be considered. The underground fire line and related fire hydrants must be inspected and approved. A temporary fire lane, constructed of an all weather surface, capable of supporting 75000 lbs. must also be in place. Fire hydrant location and spacing must meet Fire Prevention Code Amendments section 507.5.1.2 (Fire Hydrant Location and Spacing).

[San Antonio Building Codes Chapter 11 Article III Fire Prevention](#)

Certificates of Occupancies are issued by the Development Services Department (DSD) of the City of San Antonio. Upon completion of all the required inspections a request for a Temporary Certificate of Occupancy (TCO) can be made to DSD by the owner or construction superintendant. If all trades have recommended a TCO, the customer is required to apply for a TCO. Please complete a [Temporary Certificate of Occupancy Application](#).

There are basically two types of certificate of occupancies; a full Certificate of Occupancy (CofO) and a Temporary Certificate of Occupancy.

What do I need to have in place for the Fire Prevention Unit to recommend a Full Certificate of Occupancy?

The items required for the Fire Prevention Unit to recommend a full CofO to the Building Department include, but are not limited to:

- All life safety systems to include fire alarm, sprinkler system, underground fire line and related hydrants where required and any other applicable life safety system must have approved plans, a valid permit and be inspected and approved.
- The fire final CofO inspection must be conducted and approved. Some of the items that are inspected during the fire final/COO inspection include, but are not limited to, required exits, exit lights, emergency lighting, exit discharge area, installation of the required fire extinguishers.
- Access: Knox boxes and locks where required to provide fire department access. Fire lane and related fire lane signage where required. If electric gates are installed, they must be inspected and tested by the Fire Prevention Unit. Electric gates must have either a battery back up or a release handle to disengage the chain mechanism.

What do I need to have in place for the Fire Prevention Unit to recommend a TCO to fully occupy the facility?

The items required for the Fire Prevention Unit to recommend a TCO to occupy to the Building Department include, but are not limited to:

- All the requirements listed above (see answer 1) with the exception of an item that does not affect any of the life safety systems or egress. An example of such an issue might be the installation of a Knox box or fire lane sign.

What do I need to have in place for the Fire Prevention Unit to recommend a TCO for stocking and/or training of employees?

The items required for the Fire Prevention Unit to recommend a TCO for stocking purposes and/or the training of employees to the Building Department include, but are not limited to:

- When applicable, the underground fire line and sprinkler system(s) need to be inspected and approved by the Fire Prevention Unit.
- The sprinkler system needs to be monitored by the fire alarm system. The tamper and flow devices must be tested by the Fire Prevention Unit and they must send a signal to the fire alarm panel which is verified as monitored offsite by a firm licensed by the State of Texas to provide supervising station service.
- All the required exits, exit lights, emergency lighting, exit discharge area, and fire extinguishers must be inspected and approved.
- A fire watch will be required while the structure is occupied (for stocking/training purposes) and the fire alarm system is not yet approved.

What do I need to have in place for the Fire Prevention Unit to recommend a TCO for furniture, fixtures and equipment (TCO for FFE)?

The items required for the Fire Prevention Unit to recommend a TCO for furniture, fixtures and equipment to the Building Department include, but are not limited to:

- The underground fire line and sprinkler system(s) need to be inspected and approved.
- The sprinkler system needs to be monitored by the fire alarm system. The tamper and flow devices must be tested and they must send a signal to the fire alarm panel which is verified as monitored offsite by a firm licensed by the State of Texas to provide supervising station service.

All testing for approval and monitoring must be conducted by inspectors assigned to the San Antonio Fire Prevention Unit.

Temporary Certificate of Occupancy Information Handout

- The 2015 International Building Code section 111.3 provides for issuance of a Temporary Certificate of Occupancy to use a portion or portions of a building or structure provided that such portion or portions shall be occupied safely. Prior to the issuance of a Temporary Certificate of Occupancy, a \$500.00 commercial issuance fee must be paid. The residential Temporary Certificate of Occupancy fee is \$150.00 (per building, or portion thereof).
- Development Services may suspend or revoke the Temporary Certificate of Occupancy if it is determined that the structure is in violation of any City of San Antonio adopted code or ordinance.
- Prior to the expiration of the Temporary Certificate of Occupancy, it is the responsibility of the contractor to request required inspections for completion of permitted work. Acceptable final inspections are required by all applicable trades prior to issuance of a Certificate of Occupancy. If uncompleted work cannot be finished during the duration of the Temporary Certificate of Occupancy, an extension must be requested at a cost of \$100.00 for commercial, \$75.00 for residential (per Temporary Certificate of Occupancy renewed).
- The Temporary Certificate of Occupancy may be issued when all necessary permits have been obtained and all inspections preceding the final inspection are approved.
- A Temporary Certificate of Occupancy application expires 30 days from the date of application. If a Temporary Certificate of Occupancy is not issued within this timeframe, the application is void. To reapply, the contractor must obtain a new application and pay applicable fees as per the Development Services Department fee schedule. Information Bulletin 126a outlines the Certificate of Occupancy and Temporary Certificate of Occupancy fees and any pertaining penalties involved.
- Applying for a Temporary Certificate of Occupancy does not mean you have authorization to use or occupy the building. Occupancy is authorized upon receipt, by the contractor, of a Temporary Certificate of Occupancy signed by the Building Official.
- To receive a Temporary Certificate of Occupancy, all life and safety construction items must be completed and when all necessary permits have been obtained and all inspections proceeding the final inspection are approved. All certification letters from engineers and special inspection reports must be submitted and approved prior to Temporary Certificate of Occupancy. All outstanding fees such as permit fees, plan review fees, re-inspection fees shall also be paid prior to Temporary Certificate of Occupancy.
- It is the responsibility of the contractor to request from the appropriate inspector an approval for Temporary Certificate of Occupancy. The inspector must document the approval on the yellow Temporary Certificate of Occupancy inspection slip and indicate the number of days approved. If the number of days approved by each inspector varies, then the lesser shall apply. Upon completion of this application, a Temporary Certificate of Occupancy will be prepared and handed to the contractor by Development Services Call Center staff located on the 1st floor of the DBS Center. This document will only be handed to the contractor of record or representative.
- Issuance of a Temporary Certificate of Occupancy does not constitute completion of a construction project. It is the contractor's responsibility to control the use and occupancy of a building until all clearances and inspection requirements are completed and a full Certificate of Occupancy is received.
- All construction work must be completed with full clearances and required inspection approvals prior to expiration of the Temporary Certificate of Occupancy. It is the contractor's responsibility to request all necessary inspections and approvals. If the project is not completed, it is the contractor's responsibility to contact the Chief Building Inspector to discuss options, which may include applying for another Temporary Certificate of Occupancy.
- **DO NOT OCCUPY A BUILDING OR PORTION THEROF WITHOUT A TEMPORARY CERTIFICATE OF OCCUPANCY.** There is a \$500.00 new commercial occupancy without a Certificate of Occupancy penalty fee. The penalty fee for residential is \$300.00. There is also an existing commercial occupancy without Certificate of Occupancy penalty fee of \$200.00. (Plus the Certificate of Occupancy fee).
- **DO NOT ALLOW A TEMPORARY CERTIFICATE OF OCCUPANCY TO EXPIRE.** Occupancy of a building without a Temporary Certificate of Occupancy is a code violation and will immediately result in enforcement by this department, which may include the disconnection of utilities and the filing of a municipal court case.
- If you have any questions related to the Temporary Certificate of Occupancy process or inspection requirements specific to your project, feel free to contact the Building Inspector Supervisor at (210) 207-8314.

Initial



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



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 132**
Program Policies, Procedures & Guidelines, Lists, Notice Forms and
Report Forms for Special Inspections

DATE: May 25, 2007
Revised January 2012/August 1, 2014/May 1, 2015

CREATED BY: Field Services Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin 132. Information Bulletin 132 was created to provide a more user friendly tool that DSD customers can use when researching the policies, procedures, guidelines, lists, notice forms and report forms required for the Special Inspections program found in Section 1704 and amended Section 1704.2 of the 2015 *International Building Code*. See Information Bulletin 185 Smoke Control System Submittal Requirements for smoke control analysis report and testing requirements.

All forms required by the Special Inspections program are attached to this bulletin and are available on-line.

Scope:

Please review the program, and its policies and procedures information sheets outlined below in Sections A through F:

- Section A) Owner – Definition and Responsibilities
- Section B) Responsibilities of the Registered Design Professional in Responsible Charge
- Section C) Responsibilities of the Special Inspector
- Section D) Responsibilities of the General Contractor
- Section E) Lists, Notice Forms, and Report Forms for Special Inspections
- Section F) Special Inspection Reviews (SIR)

Should you have any questions on this process regarding Special Inspections, please contact the Development Services Manager at (210) 207-0159 or the Building Inspections Supervisor at (210) 207-8314.

Attachments below: Special Inspections Program Policies, Procedures & Guidelines
 Determination of Required Special Inspections
 Report of Required Special Inspections
 Notice of Non-compliance
 Final Report of Required Special Inspections
 Special Inspection Status Log

Summary:

This Information Bulletin is for information purposes only.

Prepared by: Michael Constantino, Development Services Manager

Reviewed by: Michael Constantino, Development Services Manager

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

Registered Design Professional in Responsible Charge Letterhead

Revised May 2015

[Date]

[Owner]

[Owner address 1]

[Owner address 2]

[CSZ]

FINAL REPORT OF REQUIRED SPECIAL INSPECTIONS

Project:[Project Name]

[Project Address]

Project Building #

San Antonio, Texas

The appropriate design professionals prepared and submitted a list of required special inspections (as required by the *International Building Code* Section 1704.2) on the permit set of construction documents submitted for a building permit for this project.

City of San Antonio Permit Number [AP#]

As the registered design professional in responsible charge for all required inspections for this project during construction, to the best of my information, knowledge and belief the listed required inspections and tests for this project have been performed and all discovered discrepancies have been resolved.

Inspections and tests performed, either periodically or continuously, represent all the work for the item inspected.

Respectfully,

[RDPiRC Firm Name]

[Signature of RDPiRC]

[Name of Registered Design Professional in Responsible Charge]

[RDPiRC Seal]

cc: General Contractor
 All Special Inspectors listed below

The following is a complete list of all of the required inspections listed on the permitted construction documents along with the names of each of the inspectors that inspected this project:

Inspection Required	Inspector Name/ Firm Name	Special
Geotechnical / Structural Related Inspections		
1)	Section 1705.1.1	Special Cases
2)	Section 1705.2	Steel construction
3)	Section 1705.3 Concrete construction	_____
1)	Section 1705.4 Masonry construction	_____
2)	Section 1705.5 Wood construction	_____
3)	Section 1705.6 Soils	_____
4)	Section 1705.7 Driven deep foundations	_____
5)	Section 1705.8 Cast-in-place deep foundations	_____
6)	Section 1705.9 Helical pile foundations	_____
7)	Section 1705.10 Fabricated items	_____
8)	Section 1705.11 Special Insp. for wind resistance	_____
9)	Section 1705.12 Special Insp. for seismic resistance	_____
10)	Section 1705.13 Testing for seismic resistance	_____
Architectural Related Inspections		
11)	Section 1705.14 Sprayed fire-resistant materials	_____
12)	Section 1705.15 Mastic & intumescent fire-resistant coatings	_____
13)	Section 1705.16 EIFS	_____
14)	Section 1705.17 Fire resistant penetrations and joints	_____
Mechanical Related Inspections		
15)	Section 1705.18 Testing for smoke control (see IB 185)	_____
Tests		
16)	Section 1706 Design Strengths of Materials	_____
17)	Section 1707 Alternative test procedures	_____
18)	Section 1708 In-Situ load tests	_____
19)	Section 1709 Preconstruction load tests	_____



DEVELOPMENT SERVICES

sa.Gov Home > DSD > Online Services > Permit, Inspection and Review Search

PERMIT, INSPECTION AND REVIEW SEARCH

[DEVELOPMENT SERVICES HOME](#)

[ABOUT](#) ›

[BOARDS AND COMMISSIONS](#) ›

[BUSINESS OWNERS](#) ›

[CONSTRUCTING IN SAN ANTONIO](#)

[CONTRACTOR REGISTRATION & LICENSING CODE ENFORCEMENT](#) ›

[RESOURCES](#) ›

[ONLINE SERVICES](#) ›

SA.GOV RELATED SITES

[FIRE MARSHAL](#)

[OFFICE OF HISTORIC PRESERVATION STORM WATER](#)

[MORE LINKS...](#)

HELPFUL LINKS

[BEXAR APPRAISAL \(BCAD\)](#)

[BEXAR COUNTY LAND DATA](#)

[CPS ENERGY](#)

[MORE LINKS...](#)

OFFICE & LOCATION

Cliff Morton Development and Business Services Center
1901 South Alamo Street
San Antonio, TX 78204



Phone:
210.207.1111

Hours:
7:45 am - 4:30 pm (Mon - Fri)
Closed on City Holidays



PROJECT STATUS UPDATE

We understand that it is important to know the status of your project. You can check the status of your project by project number, permit number, address, etc.

SEARCH FOR YOUR PROJECT BY:



A/P NUMBER



A/P TYPE



ADDRESS



CONTRACTOR



PROJECT NUMBER



TRANSACTION NUMBER

Connect with the
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 PERMIT INSPECTION STATUS	 INSPECTIONS	 PERMITS
 PLAT STATUS	 ONE-STOP ZONING MAP	 DOCUMENTS ONLINE



Inspection Scheduler Training Guide

Introduction

Introducing the Development Services **Inspection Scheduler**. This web application offers contractors the flexibility to schedule online inspections at any time using various mobile devices, like the iPhone, iPad, Android phone and tablet. This feature also gives contractors access to schedule online inspections directly with the Hansen permit system and choose what appointment option works best for them.

After selecting an inspection appointment through the Inspection Scheduler, the contractor will receive a confirmation email that provides the appointment details, including the confirmation number, inspection date, permit, address and special instructions.

Objectives

- Locate Inspection Scheduler
- Log into Inspection Scheduler
- Find Permit/Address to schedule inspection
- Schedule an inspection
- Receive inspection confirmation

Table of Contents

This online resource provides guidance on using the Inspection Scheduler for scheduling inspection appointments.

- [**Section 1**](#) **Inspection Scheduler**
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- [**Section 3**](#) **Find Permit/Address to Schedule Inspection**
- [**Section 4**](#) **Schedule an Inspection**
- [**Section 5**](#) **Receive Inspection Confirmation**
- [**Section 6**](#) **Frequently Asked Questions**

Section 1 Inspection Scheduler

The **Inspection Scheduler** can be accessed online in two locations: 1) Development Services home page and 2) Development Services Permits website.

On the [Development Services Department website](#), the **Inspection Scheduler** can be found on the right side of the page under Online Services – Quick Links. The illustration below shows the menu bar on the right side of the home page.

Right Side Quick Links



Choose “**Inspections**” and you will be directed to the web page with the Inspection Scheduling options. If you are using the system for the first time, you will need to set up an account.

INSPECTIONS

DEVELOPMENT SERVICES HOME

ABOUT >

BOARDS AND COMMISSIONS >

BUSINESS OWNERS >

CONSTRUCTING IN SAN ANTONIO >

CONTRACTOR REGISTRATION & LICENSING

CODE ENFORCEMENT >

RESOURCES >

ONLINE SERVICES >

INSPECTION SCHEDULING

Each development project requires a specific set of inspections. You can schedule inspections online anytime. Inspections will be scheduled for the next day if you place the request before midnight. If you are using our Online system or Mobile Inspection system for the first time, you will need to set up an account.



You can also call 210.207.1111 during business hours. This option does have a \$3.00 per inspection scheduling fee

If you select “**Permits**” from the Quick Links, you will be directed to the Development Services – Permits login page. You will find the **Inspection Scheduler** located in the header at the top of the page.

CITY OF SAN ANTONIO

CITY OF SAN ANTONIO DEVELOPMENT SERVICES - PERMITS

sa.Gov Home > Customer Alert System (CAS) > Inspection Scheduler > Development Services Home > Contact Us

▶ **Login**

- If you have already registered for an account, enter your user name and password and click "Log In".
- If you have registered for an account but can't remember your password, enter your user name below "Forgot your password" and click "Get Password". Your password will be mailed to you.
- If you are new to the system, click "Create Account".
- If you are experiencing difficulty logging into the system, it may be helpful to clear the cache on your system. Please see the [Clear Browser Cache Tutorial](#) to assist you with this process.
- For use information, please read [City Policy and Fraudulent Use](#)

Login

User Name:

Password:

Forgot your password?

User Name:

Create a new login

For more information on Garage Sales, [click here](#).

Section 2 Log in to Inspection Scheduler

To get started, you must have a **DynamicPortal** user name and password.

Select the **Inspection Scheduler** and 'Log In' with your DynamicPortal user name and password.

If you know the specific permit number you want to schedule an inspection for, enter the permit number at the same time as logging in. Once logged in, you will be directed to the specific permit details.



Enter DynamicPortal User Name and Password to log on to Inspection Scheduler.
For help, contact Development Services at (210) 207-1111, prompt 0.

User Name

Password

Permit #

(optional)

Note: If you are new to DynamicPortal or forgot your password, then go to the [Development Services – Permits](#) page and select ‘Forgot your password?’ or ‘Create a new login’.

If you forgot your password, then add your user name to the Forgot your Password? section and select ‘Get Password’.

Customers new to DynamicPortal will choose ‘Create a new login’ and then select ‘Create Account’.

Login to DynamicPortal Illustration

▶ Login

- If you have already registered for an account, enter your user name and password and click "Log In".
- If you have registered for an account but can't remember your password, enter your user name below "Forgot your password" and click "Get Password". Your password will be mailed to you.
- If you are new to the system, click "Create Account".
- For use information, please read [City Policy and Fraudulent Use](#)

Login

User Name:

Password:

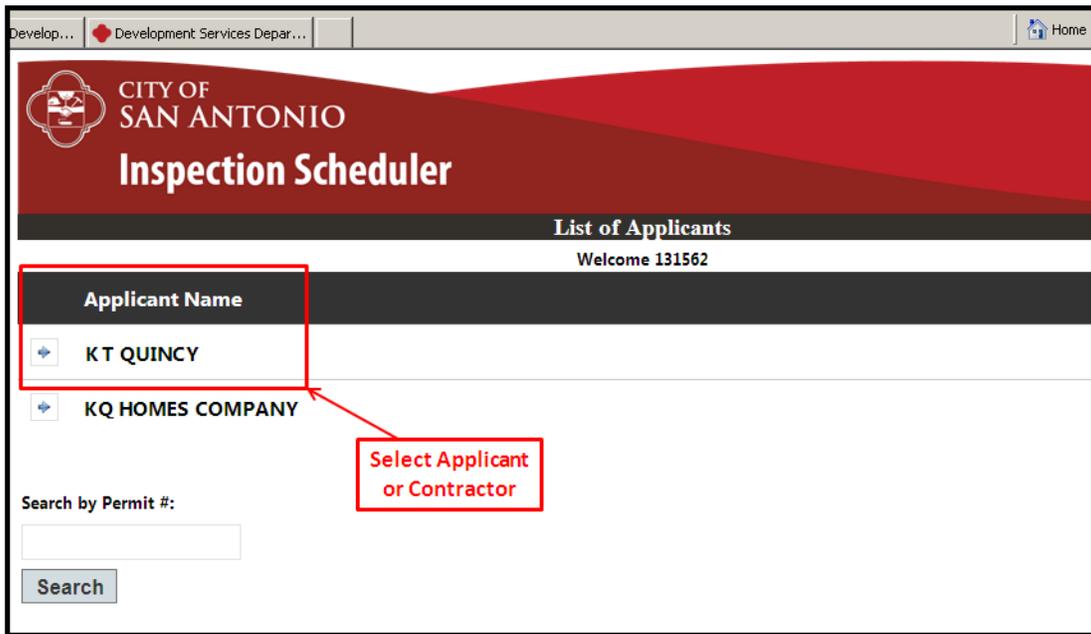
Forgot your password?

User Name:

Create a new login

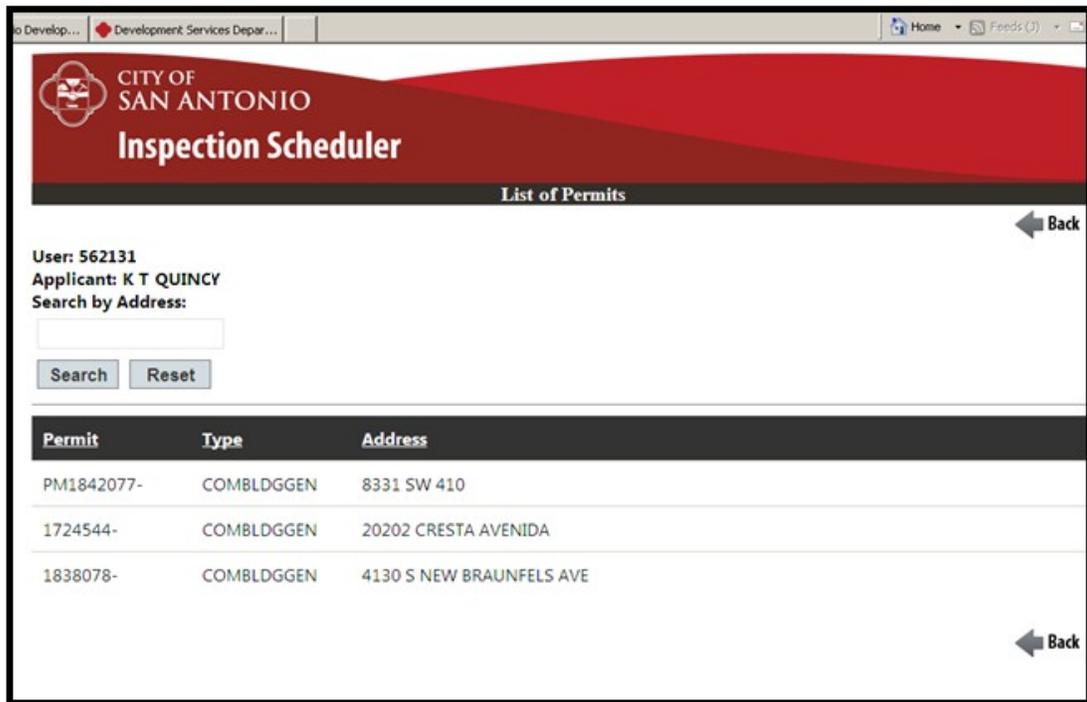
Section 3 Find Permit/Address to Schedule Inspection

After logging in to Inspection Scheduler, the **List of Applicants** page comes up.



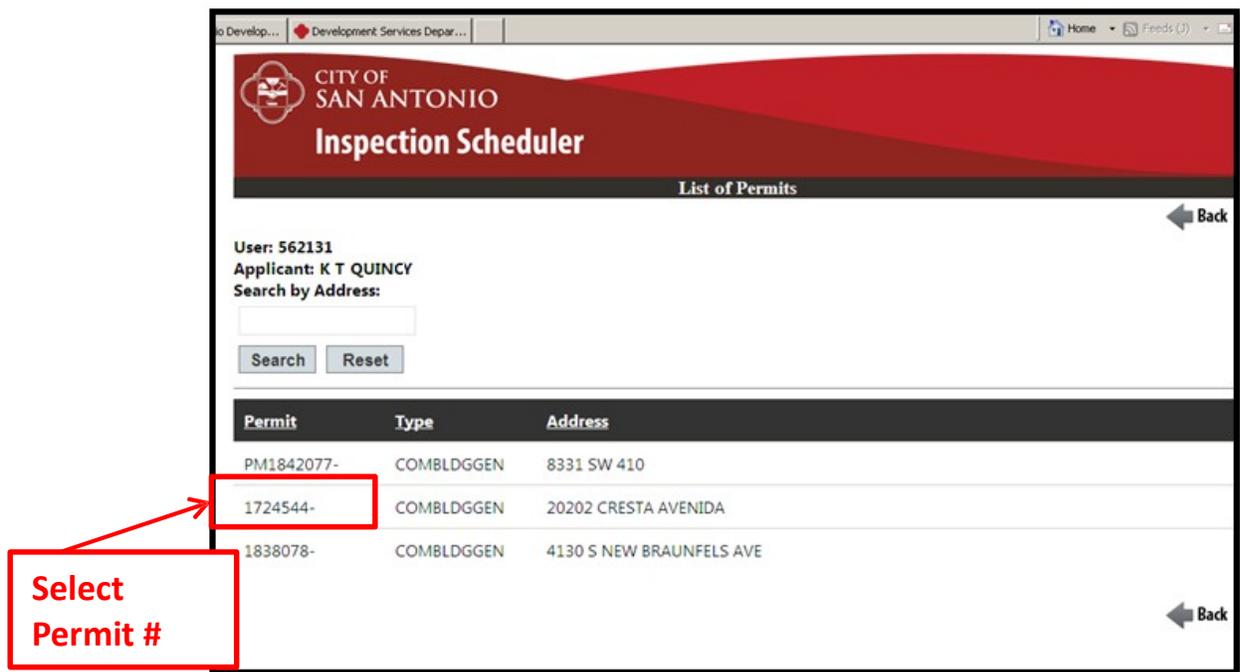
Note: If you prefer to ‘Search by Permit #’, you will be taken to that specific permit.

The **List of Permits** page will display after choosing the applicant name. This screen will show all open permits associated with the applicant/contractor selected.

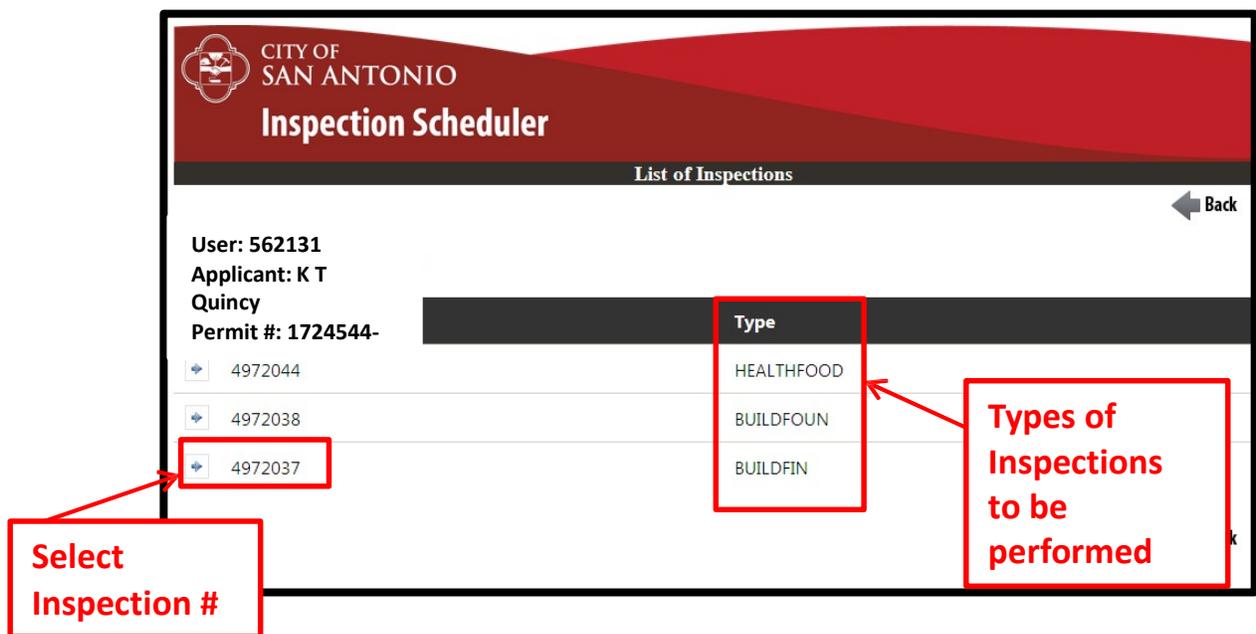


The titles in the black bar – Permit, Type, and Address – can be sorted in ascending or descending order.

Select the Permit Number to take you to the **List of Inspections** page.



From this Permit #, you can see there are three different inspections on the **List of Inspections** screen. Choose the Inspection # you want scheduled. **Note:** the 'Type' section provides the kind of inspection associated with the Inspection #.



Section 4 Schedule an inspection

After selecting the inspection number/type ready for an inspection, you are directed to the **Schedule Details** page. This page provides the specifics of the inspection, including User, Applicant, Permit and Inspection Numbers, along with the description,

address, type of inspection to be scheduled, and reference number.

CITY OF SAN ANTONIO
Inspection Scheduler

Inspection Details – note

User: 562131
Applicant: K T Quincy
Permit #: 1724544-
Inspection: 4972037

MILY APTS

Address: 20202 CRESTA AVENIDA
Type: BUILDFIN
Reference: 1

Day

TUESDAY

This screen also identifies three available dates you can choose from:

CITY OF SAN ANTONIO
Inspection Scheduler

Schedule Details

← Back

User: 131562
Applicant: KATHY QUINONES
Permit: 1724544-
Inspection: 4972037

Description: CRESTA BELLA MULTI-FAMILY APTS
Address: 20202 CRESTA AVENIDA
Type: BUILDFIN
Reference: 1

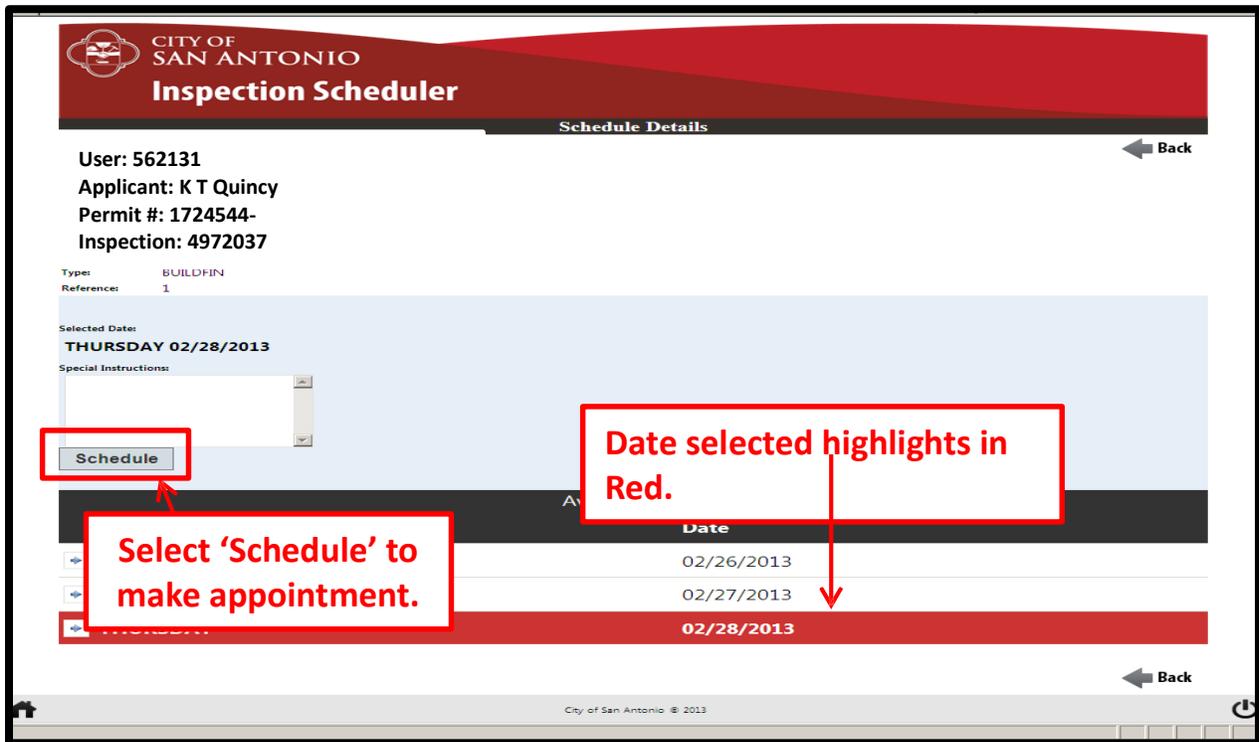
Available Dates

Day	Date
TUESDAY	02/26/2013
WEDNESDAY	02/27/2013
THURSDAY	02/28/2013

Select Inspection Day/Date that is preferred.

← Back

After choosing the inspection date, the selected day/date highlights in red in the 'Available Dates' section as shown below.



To complete the appointment, select 'Schedule'.

Section 5 *Receive inspection confirmation*

Once the inspection has been scheduled, the **User Confirmation** page will populate with the inspection details, as shown below:

• Applicant/Email	• Permit #
• Inspection #	• Confirmation #
• Inspection Type	• Inspection Date
• Reference #	• Address

Note: You will notice the #1 after the inspection type in the Inspection details section. The '1' represents the number of inspections performed or scheduled. In this particular instance, this is the first inspection scheduled since there is a '1' after the inspection type.



You will also receive an **Email Confirmation**, sent to the email associated with the applicant/contractor.

Sample Email Confirmation:

From: no-reply@sanantonio.gov [mailto:no-reply@sanantonio.gov]
Sent: Monday, February 25, 2013 6:00 PM
To: KT Quincy
Subject: Inspection 4972037 - BUILDFIN #1 - Scheduled for 02/28/2013

Dear Customer,

Inspection 4972037 - BUILDFIN #1 on permit 1724544 has been scheduled.

Confirmation #: 16446

Date: 02/28/2013

Permit #: 1724544
Address: 20202 Cresta Avenida

Special
Instructions:

If you need to cancel this inspection, or have questions, contact the Development and Business Service Center at (210) 207-1111, prompt 0, during the office hours of 7:45 a.m. to 4:30 p.m.

Thank you
Development Services

Partnering with our community to build and maintain a safer San Antonio.

As noted in the email, if you need to reschedule or cancel the inspection appointment after completing the Inspection Scheduler process, contact the Development and Business Service Center at (210) 207-1111, prompt 0, during the office hours of 7:45 a.m. to 4:30 p.m.

Section 6 Frequently Asked Questions

Q1 - How long can I use the Inspection Scheduler before it times out?

A. The Inspection Scheduler times out after 20 minutes.

Q2 – Can I use the back browser button?

A. No, the back browser button does not work; use the back arrow buttons located at the top and bottom of each section.

Q3 – What kind of mobile devices can I use to access Inspection Scheduler?

A. You can use the following mobile devices:

- iPhone
- iPad
- Android phone and tablet
- Windows mobile

Q4 – What happens if I enter the correct user name and password but enter the wrong permit number?

A. A message indicating Permit Number not found or invalid will display.

Q5 – Do I have to use the entire permit number to do a search by permit?

A. Yes, you must use the complete permit number.

Q6 – Can I do a search by Permit Number if I have the number?

A. Yes, you can search open permits when you first log in on the Inspection Scheduler home page by entering your User Name, Password and Permit #. You may also search for the Permit Number by entering it in the 'Search by Permit #' field on the **List of Applicants** page.

Q7 – What if I don't know the permit number, can I search by address?

A. Yes, you can 'Search by Address' on the **List of Permits** page.

Q8 – On the List of Permits page, can I sort the Permit Numbers to help me find what I'm looking for faster?

A. Yes, you can sort the Permit, Type, and Address in ascending or descending order.

Q9 – What does 'Reference' mean on the on the Schedule Details page, in the 'Description' area?

A. Reference refers to the number of inspections scheduled for the associated permit. For example, if the permit needing an inspection has already had two previous inspections, the Reference would reflect '3' since this would be the third inspection scheduled.

Q10 – In the email confirmation, in the Inspection detail section, I noticed a number after the Inspection type – what does that number mean?

- A.** The number listed after the inspection type reflects the number of inspections this property has had performed or scheduled. For example, Inspection 4972038 shown below shows inspection type 'BUILDFOUND #1' – the '1' shows this is the first inspection scheduled. If there were a '3' after the #, then this would mean the property has had two previous inspections, the third inspection has now been scheduled.

Example of Inspection Details:

'Inspection 4972038 – BUILDFOUN #1 on permit 1724544 has been scheduled'

Q11 – How do I cancel an inspection after scheduling through Inspection Scheduler?

- A.** To cancel an inspection after it has been scheduled, contact the Development and Business Service Center at (210) 207-1111, prompt 0, during office hours of 7:45 a.m. to 4:30 p.m.