



TO: Development Services Customers  
SUBJECT: **INFORMATION BULLETIN 100**  
Review/Certification of One-and Two-Family Dwellings  
DATE: October 5, 2005 / *Revised April 23, 2018/ May 27, 2021*  
CREATED BY: Plan Review Division

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this bulletin 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 prior to the issuance of a building permit and provides for Registered/Licensed individuals to perform this function as well as perform some of the City inspections. This bulletin has been revised to reflect the 2018 Building Codes.

**Scope:**

Plan Review

Certified plans will be accepted in lieu of complete or partial plan review of residential construction plans by DSD staff. There are four (4) different certification options for plan review available to the customer as outlined below.

- Certification of IRC Compliance (excluding any structural)
- Certification for Foundation and Structural Framing (including any tall walls or lintels, but excluding wall bracing)
- Certification of Braced Wall Design
- Certification of Energy Conservation Design

A customer may choose the level of plan review certification that they wish to utilize. The City will continue to review for zoning, tree canopy/preservation, as well as drainage/flood and historic as appropriate to the site location.

Inspections

In addition, customers have the option of providing engineer/architect letters from a Texas licensed professional engineer or Texas registered architect in lieu of one or more various city inspections: The Inspection Option below provides options for engineer/architect inspections in lieu of city inspections for one or more of the following:

- Foundation
- Framing – Including Notching and Boring

- Wall Bracing
- Energy Conservation
- Fire Blocking/Draft Stopping

The City of San Antonio reserves the right to make spot inspections for any of the above types of inspections.

## DETAILS

- **PLAN REVIEW FOR THE IRC (excluding structural foundation and framing or wall bracing):** Plans shall be certified as meeting all applicable requirements of the 2018 International Residential Code (IRC) with local City amendments by a Texas licensed professional engineer or a Texas registered architect. The engineer or architect is required to hold valid licenses/registrations to practice in the State of Texas. If this option is chosen, the attached **Residential Plan Certification Statement IRC – Sheet 1** - shall be completed and submitted as a pdf electronically with the Residential Building Permit online application and with plans and other documents uploaded to the [BuildSA Customer Portal](#).
- **PLAN REVIEW FOR STRUCTURAL (including any tall walls and lintels but excluding braced walls):** Plans shall be certified as meeting all applicable requirements of the 2018 International Residential Code (IRC) for structural – foundation and framing with local City amendments. These certifications may be reviewed and certified by a professional engineer or registered architect with a valid license/registration to practice in the State of Texas. If this option is chosen, the attached **Residential Plan Certification Structural– Sheet 2** - shall be completed and submitted as a pdf electronically with the Residential Building Permit online application and with plans and other documents uploaded to the [BuildSA Customer Portal](#).

The Certification shall indicate if any tall walls and/or lintels (if used in the design) are included in the home. These items require a design by a Texas licensed engineer or registered architect. Therefore if not included in the certification, the City will review for these engineer/architect designs and details, and require them to be submitted with the design stamp and sealed.

- **PLAN REVIEW FOR DESIGN OF WALL BRACING:** Where wall bracing designs meet or exceed the prescriptive methods described in the 2018 IRC, plans may be reviewed and certified by a licensed professional engineer or registered architect with a valid license/registration to practice in the State of Texas. The certification states that the plans meet the brace wall provisions of the 2018 IRC, or meets the structural requirements of the 2018 IBC. Wall bracing plans and details shall be provided and stamped and signed by a registered architect or licensed professional engineer. If this option is chosen, the attached **Residential Plan Certification Statement WALL BRACING – Sheet 3** - shall be completed and submitted as a pdf electronically with the Residential Building Permit online application and with plans and other documents uploaded to the [BuildSA Customer Portal](#).
- **PLAN REVIEW FOR ENERGY CONSERVATION:** Where the applicant wishes to certify that the residential design meets the 2018 International Energy Conservation Code with local City amendments, plans may be reviewed and certified by a professional engineer or registered architect with a valid license/registration to practice in the State of Texas. If this option is chosen, the attached **Residential Plan Certification Statement ENERGY CONSERVATION– Sheet 4** - shall be completed and submitted as a pdf electronically with

the Residential Building Permit online application and with plans and other documents uploaded to the [BuildSA Customer Portal](#).

➤ **INSPECTION OPTION:** Engineer/architect letters may be submitted to meet one or more of the following inspections:

- **Foundation**
- **Framing (which includes Notching and Boring)**
- **Wall Bracing**
- **Energy Conservation (insulation, reflective roof, and fenestration, not MEP)**
- **Fire Blocking/Draft Stopping**

The City of San Antonio reserves the right to make spot inspections for any of the above types of inspections.

The last document attached to this Information Bulletin is the **Residential Inspection Certification Statement** which shall be uploaded to the permit record as an attachment in the [BuildSA Customer Portal](#). Submittal of a document to clear an inspection will create a review to the Department of Development Services to review and clear certain the inspections performed by a Texas Architect/Engineer prior to release of the Certificate of Occupancy.

Should you have any questions on this process, please contact the Plan Review Staff at [DSDPlansManagement@sanantonio.gov](mailto:DSDPlansManagement@sanantonio.gov).

Attachments: Residential Plan Certification Statements (four documents)  
Intent to Provide Inspections by a Texas licensed engineer or registered architect  
Engineer/Architect Residential Inspection Certification Statement

**Summary:**

This Information Bulletin is for informational purposes only.

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

**Reviewed by:** Florence Diaz, Plans Examiner Supervisor

**Authorized by:** Crystal Gonzales, PE, CBO, Assistant Director



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

TO: Development Services Department Plan Review  
1901 S. Alamo Street  
San Antonio, Texas 78204

### **RESIDENTIAL PLAN CERTIFICATION STATEMENT – FOR THE IRC (excluding structural and braced wall)**

Sheet 1 of 4

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 2018 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. I also certify that I am a Texas licensed professional engineer or a Texas registered architect and that I have the necessary 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 specifications and the City inspector can verify the construction.

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

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

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

Texas Registered Architect or Texas Licensed Engineer's Seal:



CITY OF SAN ANTONIO  
DEVELOPMENT SERVICES DEPARTMENT

TO: Development Services Department Plan Review  
1901 S. Alamo Street  
San Antonio, Texas 78204

**RESIDENTIAL PLAN CERTIFICATION STATEMENT – FOR  
STRUCTURAL**

Sheet 2 of 4

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

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

The design includes: Tall Walls    Yes    No    Lintels    Yes    No

I hereby certify that the above-referenced residential plans meet all applicable structural provisions of the 2018 International Residential Code as currently adopted by the City of San Antonio (COSA), or meet the structural design requirements of the 2018 International Building Code as currently adopted by COSA. I also certify that I am a registered architect or licensed 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 specifications and the City inspector can verify the construction.

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

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

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

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

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

Texas Registered Architect or Licensed Professional Engineer's Seal:



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

TO: Development Services Department Plan Review  
1901 S. Alamo Street  
San Antonio, Texas 78204

### **RESIDENTIAL PLAN CERTIFICATION STATEMENT – FOR BRACED WALL DESIGN**

Sheet 3 of 4

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 2018 International Residential Code as currently adopted by the City of San Antonio (COSA), or meet the structural design requirements of the 2018 International Building Code as currently adopted by COSA. I also certify that I am a registered architect or licensed 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 specifications and the City inspector can verify the construction.

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

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

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

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

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

Texas Registered Architect or Licensed Professional Engineer's Seal:



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

TO: Development Services Department Plan Review  
1901 S. Alamo Street  
San Antonio, Texas 78204

### RESIDENTIAL PLAN CERTIFICATION STATEMENT – **FOR ENERGY CONSERVATION**

Sheet 4 of 4

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 residential provisions of the 2018 International Energy Conservation Code as currently adopted by the City of San Antonio. I also certify that I am a Texas licensed professional engineer or a Texas registered architect and that I have the necessary 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 specifications and the City inspector can verify the construction.

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

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

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

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

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

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

**Architect/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 or Registered Architect).

Qualified individuals from this office visited the site to check the construction stated above for general conformance with the 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.**

**D. Energy Conservation (insulation,  
reflective roof, and fenestration)**

**B. Framing (includes Notching and  
Boring)**

**E. Fire Blocking/Draft Stopping**

**C. Wall Bracing.**

As denoted by the engineering/architectural 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 or as an architect under the Architect Statute Chapter 1051, pursuant to its requirements to protect the public health, safety, and welfare in the practice of engineering/architecture. 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,

Architect/Engineer Signature  
(Architect/Engineer Typed Name)

