



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/March 27, 2017/July  
2017/November 2019/June 2020**

CREATED BY: Field Services Division

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**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 2018 *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 Building Inspections Supervisor at (210) 207-2750 or the Development Services Manager at (210) 207-8314.



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



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 Inspector Application Form  
Special Inspector Qualification Reference Letter  
Special Inspection Status Log

**Summary:**

This Information Bulletin is for information purposes only.

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**Reviewed by:** Ramiro Carrillo, Development Services Department Manager  
**Authorized by:** Amin Tohmaz, PE, Deputy Development Services Department Director



## **Special Inspections Program Policies, Procedures & Guidelines**

IBC2018 Section 1704 Special Inspections

**Information Bulletin 132**

*Revised 4/13/2020*

### Index:

- A. Owner- responsibilities.
  - B. Registered Design Professional in Responsible Charge (RDPiRC) - definition and responsibilities.
  - C. Special Inspector - definition and responsibilities.
  - D. General Contractor - definition and responsibilities.
  - E. Lists, Notice Forms and Report Forms for Special Inspections
    - a) List of Required Special Inspections
    - b) Notice of Non-Compliance (NNC)
    - c) Report of Required Special Inspections
    - d) Final Report of Special Inspections
  - F. Special Inspection Review (SIR)
- 

#### A) Responsibilities of the Owner:

- Special Inspections are the responsibility of the Owner.
- The Owner is responsible for employing or contracting the RDPiRC.
- The Owner is responsible for immediately contacting the building official, in writing, when there is a change of the RDPiRC.
- The Owner is responsible for the special inspections fees/costs. These fees/costs are not included in any permit or plan review fees.

#### B) Definition and Responsibilities of the Registered Design Professional in Responsible Charge (RDPiRC):

- The RDPiRC is an individual who is a licensed design professional in the State of Texas, implements the special inspections program and is responsible for the Determination of Required Special Inspections, Section 1704.2 of the International Building Code.
- The RDPiRC contracted with or employed by the owner. The RDPiRC and the special inspectors and testing technicians may not be in the employ of the general contractor, subcontractors or material suppliers. In the case of an owner/contractor, the building official shall specify who employs the RDPiRC and special inspectors.
- The RDPiRC, as the owner's agent, may employ or contract with the special inspectors.
- The RDPiRC shall assign only qualified special inspectors approved by the Building Official.
- The RDPiRC is responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors prior to construction.
- The RDPiRC shall submit associated special inspector field reports to the building official with a copy to the special inspector, owner and general contractor indicating compliance for any NNC items reported and advising the building official to allow work to continue.
- RDPiRC is responsible to prepare, sign and seal the Final Report of Required Special Inspections after the general contractor completes their work according to the approved construction documents. The RDPiRC shall prepare the Final Report of Required Special Inspections using the form approved by the building official (attached).
- The employment of the RDPiRC does not relieve the building official of his responsibility for such inspection acceptance or for the other periodic and called for inspections as required by the current building code.
- If at any point during construction, the design professional is no longer employed as the RDPiRC of the project, written notification must be immediately submitted to the building official.



## **Special Inspections Program Policies, Procedures & Guidelines**

IBC2018 Section 1704 Special Inspections

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### C) Definition and Responsibilities of the **Special Inspectors**:

- Each special inspector must be qualified in the area of expertise of special inspection required as well as being registered with the City of San Antonio. (See Qualification form attached).
- Each special inspector is contracted or employed by the RDPIRC or owner.
- Each special inspector must understand the information provided and evaluate if that information is sufficient to perform the inspection successfully. Each special inspector must make that decision and if some of the required information is not understandable or available, he must obtain the necessary information, in approved form, through the appropriate channels. Each special inspector is responsible to review the plans thoroughly and sufficiently ahead of construction to establish if he can inspect those items entrusted to them. All errors and/or omissions in the approved plans that create any form of doubt or ambiguity for the special inspector shall be resolved through the proper channels. The special inspector shall indicate in their reports that information furnished was sufficiently clear and understandable for them to inspect properly.
- Each special inspector is responsible for verification that those items detailed in the permitted plans and specifications are built into the project.
- Special inspectors shall prepare, sign and submit to the RDPIRC an inspection report for any time spent at a project site. Submit the reports within a reasonable time of the inspection. Include in the report any supporting documentation.
- The special inspector shall bring non-complying items to the immediate attention of the general contractor and the RDPIRC. If correcting the non-complying items is not in a timely manner or ignored, the special inspector is to prepare, sign and submit a Notice of Non-Compliance (NNC) to the RDPIRC with a copy directly to the building official, the general contractor and owner. In receiving the NNC, the building official may suspend all future work in the areas of such non-compliance until the non-compliant items are corrected and the RDPIRC issues a field report to the building official with a copy to the special inspector, owner, and general contractor indicating compliance. The special inspector shall prepare the NNC using the NNC form approved by the building official (attached).
- Each special inspector is responsible to prepare, sign and submit to the RDPIRC his Report of Required Special Inspections. This report shall be prepared on the Report of Required Special Inspections form approved by the building official (form attached).
- Each Special Inspector is responsible for any changes to their registration records.
- Each Special Inspector is responsible for updating their certifications with the Development Services Department.
- Each Special Inspector shall be responsible for renewing their ID# annually.

### D) Responsibilities of the **General Contractor**:

- The general contractor is responsible for coordinating all testing and inspections, and notifying the RDPIRC and the special inspector of work ready for inspection.
- The general contractor must provide access to and means for safe and proper inspection of such work. Inspections may be denied if safe access is not provided at the job site.
- The general contractor shall keep a special inspections logbook readily available for both the special inspectors and the city building inspector. The special inspections logbook shall include a copy of the following: 1) Determination Letter of Required Special Inspections 2) The special inspections log & sign in sheet 3) A copy of all special inspection reports from the special inspector 4) Any changes that may apply to special inspections on the project.
- The general contractor **shall not** employ the special inspector.



## **Special Inspections Program Policies, Procedures & Guidelines**

IBC2018 Section 1704 Special Inspections

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- E) Lists, Notice Forms and Report Forms for Special Inspections
- List of Required Special Inspections:
    - A complete itemized list according to IBC 2018 Section 1705 submitted by the RDPIRC as part of the permit documents
    - List the RDPIRC name and contact information
    - If the RDPIRC determines that as per Section 1704.2 of the 2018 IBC no special inspections are applicable to the project, the determination letter must be signed and sealed only.
    - The RDPIRC shall furnish the required qualifications of the special inspector and frequency of each special inspection upon request.
    - Refer to IBC 2018 Section 1705 for special instructions/tables.
    - Note any special instructions for performance.
    - Sample list attached
  - Notice of Non Compliance:
    - Only submit as required by the building code as described under the responsibilities of the special inspector.
    - Sample NNC attached
  - Report of Required Special Inspections:
    - Report prepared, signed and submitted by each special inspector to the RDPIRC for the RDPIRC to prepare the Final Report of Required Inspections.
    - Submitting this report indicates that inspections and tests performed, either periodically or continuously, represent all the work for the item inspected.
    - Copy to the general contractor.
  - Final Report of Required Special Inspections:
    - Report prepared, signed and sealed by the RDPIRC to the owner for the owner or owner's representative's to submit to the building official – sample attached
    - Submitted upon completion of all special inspections and resolution of all NNC items.
    - Copy to general contractor and all special inspectors listed in the report.
    - This report is required to be submitted prior to the issuance of a C of O and Temporary C of O
- F) Special Inspection Review (SIR)
- The Development Services Department building inspectors will generate the Special Inspection Review applicable to each special inspection identified in the approved plans and documents by the RDPIRC for compliance with the Special Inspections Program.
  - A logbook of all the identified special inspections must be located on the job site and presented to the building inspector for review when requested.
  - SIR's are to be scheduled by the inspectors only and are not to be confused with an inspection request.
  - Failure of the **general contractor** to provide a log sheet on the job site will result in an immediate issuance of a STOP WORK order by the building inspector.

**Registered Design Professional in Responsible Charge Letterhead**  
*Revised 4/16/2020*

[Date]

[Owner]

[Owner address 1]

[Owner address 2]

[City, State, Zip]

## Determination of Required Special Inspections Section 1704

Project: [Project Name]  
 [Permit # (If known)]  
 [Project Address]  
 San Antonio, Texas

**Section 1704** of the *International Building Code*, as amended by the City of San Antonio, has been reviewed. The following is a list of the required special inspections applicable for this project:

| 2018 IBC Section | Type of Special Inspections and Extent         | Applicable               | Non-Applicable           | Continuous or Periodic |
|------------------|--|--------------------------|--------------------------|------------------------|
| 1705.1.1         | Special Cases                                  | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.2           | Steel construction                             | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.3           | Concrete construction                          | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.4           | Masonry construction                           | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.5           | Wood construction                              | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.6           | Soils  | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.7           | Driven deep foundations                        | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.8           | Cast-in-place deep foundations                 | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.9           | Helical pile foundations                       | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.10          | Fabricated items                               | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.11          | Special Inspections for wind resistance        | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.12          | Special Inspections for seismic resistance     | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.13          | Testing for seismic resistance                 | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.14          | Sprayed fire-resistant materials               | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.15          | Mastic and intumescent fire-resistant coatings | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.16          | Exterior insulation and finish systems (EIFS)  | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.17          | Fire-resistant penetrations and joints         | <input type="checkbox"/> | <input type="checkbox"/> |                        |
| 1705.18          | Testing for smoke control (see IB185)          | <input type="checkbox"/> | <input type="checkbox"/> |                        |

[Project Name, Address]

|      |                               |                          |                          |  |
|------|-------------------------------|--------------------------|--------------------------|--|
| 1706 | Design Strengths of Materials | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 1707 | Alternative Test Procedures   | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 1708 | In-Situ Load Tests            | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 1709 | Preconstruction Load Tests    | <input type="checkbox"/> | <input type="checkbox"/> |  |

At the completion of construction, a final report written by the Registered Design Professional in Responsible Charge that documents all of the special inspections required will be submitted to the building official, via the Owner. It is our understanding that a Certificate of Occupancy will not be issued by the City of San Antonio until this final report is received, indicating that there are no remaining deficiencies.

Respectfully,

[RDPiRC Firm Name]

[Signature of RDPiRC]

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[Name of Registered Design Professional in Responsible Charge]



Cc: General Contractor

Registered Design Professional in Responsible Charge Letterhead  
Revised 4/16/2020

[Date]

[Owner]

[Owner address 1]

[Owner address 2]

[City, State, Zip]

## Report of Required Special Inspections

Project: [Project Name]

[Project Address]

San Antonio, Texas

The appropriate design professionals prepared and submitted a list of required inspections (as required by the *International Building Code* Section 1704.2 as amended by the City of San Antonio) on the permit set of drawings submitted for a building permit for this project.

City of San Antonio Permit Number [AP#            ]

As your special inspector for the specific required inspections listed below 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 either performed periodically or continuously, represent all the work for the item inspected.

Respectfully,

[Inspector Firm Name]

[Signature of Inspector]

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[Name of Inspector]

Cc: General Contractor

The following is the list of the required items of construction listed on the permitted construction documents that I inspected:

Inspections Required



**Related Special Inspections**

**Special Inspector/SI#/Firm Name**

- Section 1705.1.1 Special Cases: \_\_\_\_\_
- Section 1705.2 Steel Construction: \_\_\_\_\_
- Section 1705.3 Concrete Construction: \_\_\_\_\_
- Section 1705.4 Masonry Construction: \_\_\_\_\_
- Section 1705.5 Wood Construction: \_\_\_\_\_
- Section 1705.6 Soils: \_\_\_\_\_
- Section 1705.7 Driven Deep Foundations: \_\_\_\_\_
- Section 1705.8 Cast-in-place Deep Foundations: \_\_\_\_\_
- Section 1705.9 Helical Pile Foundations: \_\_\_\_\_
- Section 1705.10 Fabricated items: \_\_\_\_\_
- Section 1705.11 S.I. for Wind Resistance: \_\_\_\_\_
- Section 1705.12 S.I. for Seismic Resistance: \_\_\_\_\_
- Section 1705.13 Testing for Seismic Resistance: \_\_\_\_\_
- Section 1705.14 Sprayed Fire-Resistant Materials: \_\_\_\_\_
- Section 1705.15 Mastic & Intumescent Fire-Resistant Coatings: \_\_\_\_\_
- Section 1705.16 Exterior Insulation and Finish Systems (EIFS): \_\_\_\_\_
- Section 1705.17 Fire Resistant Penetrations and Joints: \_\_\_\_\_
- Section 1705.18 Special Inspection for Smoke Control (see IB 185): \_\_\_\_\_
- Section 1706 Design Strengths of Materials: \_\_\_\_\_
- Section 1707 Alternative Test Procedures: \_\_\_\_\_
- Section 1708 In-Situ Load Tests: \_\_\_\_\_
- Section 1709 Preconstruction Load Tests: \_\_\_\_\_

**NOTES:**

- List includes only the inspections performed by this inspector. Other inspectors for the other required inspections listed on the permitted construction documents will submit other statements.

**ADDITIONAL COMMENTS:**

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# Special Inspector Letterhead

Revised 4/16/2020

[Date]

[Owner]

[Owner address 1]

[Owner address 2]

[City, State, Zip]

## NOTICE OF NON-COMPLIANCE

Project: [Project Name]

[Project Address]

San Antonio, Texas

City of San Antonio Permit Number [AP#                    ]

According to Section 1704.2.4 of the 2018 *International Building Code*, “Discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge”.

As a special inspector for the specific required special inspections for this project during construction. The special inspections performed indicate that the construction of the [Specify construction] does not comply with the requirements of the construction documents.

**DO NOT COVER OR CONCEAL ANY WORK IN AREAS OF NON-COMPLIANCE UNTIL CORRECTING THE NON-COMPLIANT WORK AND RECEIVING A FIELD REPORT INDICATING THE WORK IS CORRECTED.**

Attached are test / inspection reports describing the non-compliant construction.

Respectfully,

[Special Inspector Firm Name]

[Signature of Inspector]

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[Name of Inspector]



[Special Inspectors Seal]

(If applicable)

Cc: Registered Design Professional in Responsible Charge  
City Building Official  
General Contractor

Registered Design Professional in Responsible Charge Letterhead

Revised 4/16/2020

[Date]

[Owner]

[Owner address 1]

[Owner address 2]

[City, State, Zip]

## Report of Required Special Inspections

Project: [Project Name]

[Project Address]

San Antonio, Texas

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

City of San Antonio Permit Number [AP# ]

As your 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 test for this project have been performed and all discovered discrepancies have been resolved.

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

Respectfully,

[RDPiRC Firm Name]

[Signature of Inspector]

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[Name of Inspector]



Cc: General Contractor

The following is a complete list of all the required inspections listed on the permitted construction documents along with the names of the inspectors, City of San Antonio special inspector registration number, and

company name that inspected this project:

Inspections Required

**Related Special Inspections**

Special Inspector/SI#/Firm

**Geotechnical / Structural related Inspections**

- Section 1705.1.1 Special Cases: \_\_\_\_\_
- Section 1705.2 Steel Construction: \_\_\_\_\_
- Section 1705.3 Concrete Construction: \_\_\_\_\_
- Section 1705.4 Masonry Construction: \_\_\_\_\_
- Section 1705.5 Wood Construction: \_\_\_\_\_
- Section 1705.6 Soils: \_\_\_\_\_
- Section 1705.7 Driven Deep Foundations: \_\_\_\_\_
- Section 1705.8 Cast-in-place Deep Foundations: \_\_\_\_\_
- Section 1705.9 Helical Pile Foundations: \_\_\_\_\_
- Section 1705.10 Fabricated items: \_\_\_\_\_
- Section 1705.11 S.I. for Wind Resistance: \_\_\_\_\_
- Section 1705.12 S.I. for Seismic Resistance: \_\_\_\_\_
- Section 1705.13 Testing for Seismic Resistance: \_\_\_\_\_

**Architectural Related Inspections**

- Section 1705.14 Sprayed Fire-Resistant Materials: \_\_\_\_\_
- Section 1705.15 Mastic & Intumescent Fire-Resistant Coatings: \_\_\_\_\_
- Section 1705.16 Exterior Insulation and Finish Systems (EIFS): \_\_\_\_\_
- Section 1705.17 Fire Resistant Penetrations and Joints: \_\_\_\_\_

**Mechanical Related Inspections**

- Section 1705.18 S.I. for Smoke Control (see IB 185): \_\_\_\_\_

**Tests**

- Section 1706 Design Strengths of Materials: \_\_\_\_\_
- Section 1707 Alternative Test Procedures: \_\_\_\_\_
- Section 1708 In-Situ Load Tests: \_\_\_\_\_
- Section 1709 Preconstruction Load Tests: \_\_\_\_\_

**NOTES:**

- List includes only the inspections performed by this inspector. Other inspectors for the other required inspections listed on the permitted construction documents will submit other statements.
- Inspectors for inspections not required for this project are to be listed as “not required”. Inspections not required remain on the list in order to inform the building official that this project does not require the specific inspection.
- Special inspections listed on the final report of special inspections must match the determination of required special inspections letter on file for the permit. To remove or modify special inspections a revised determination letter must be submitted to plan review.

**ADDITIONAL COMMENTS:**

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# City of San Antonio

Development Services Department

## Special Inspector Qualification Reference Letter

I am familiar with the International Building Code and the City of San Antonio Special Inspection Program. As a registered engineer/architect, it is my professional opinion that

**(Insert Inspector's Name)** meets the training, experience, and competency requirements of these documents and is qualified to act as a special inspector in accordance with 2018 IBC 1704.2.1 for each of the disciplines checked off from the list below:

### Structural

- Special cases 1705.1.1
- Steel construction 1705.2
- Concrete construction 1705.3
- Masonry construction 1705.4
- Wood construction 1705.5

### Geotechnical

- Soils 1705.6
- Driven deep foundations 1705.7
- Cast-in-place deep foundations 1705.8
- Helical pile foundations 1705.9

### Architectural

- Fabricated Items 1705.10
- Special inspections for wind resistance 1705.11
- Special inspections for seismic resistance 1705.12
- Testing for seismic resistance 1705.13
- Spray fire-resistant materials 1705.14
- Mastic & intumescent fire-resistant coatings 1705.15
- Exterior insulation and finish system (EIFS) 1705.16
- Fire-resistant penetrations & joints 1705.17

### Mechanical

- Testing for smoke control (see IB 185) 1705.18

### Tests

- Design strengths of materials 1706
- Alternative test procedures 1707
- In-situ load tests 1708
- Pre-construction load tests 1709

**Note:** \* This form must be attached to the Special Inspector Application.

Respectfully,

[Engineer/Architect Name]  
[Company address 1]  
[Company address 2]  
[City, State, Zip]



[Design Professional Seal]

\*\*\*This Page valid until December 31<sup>st</sup>, 2020\*\*\*



## Special Inspector Application

**New**       **Renewal**       **Update**       **Change of Employer**

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

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_ Company Number: \_\_\_\_\_

All submittals must include a completed application, resume providing minimum experience requirements, copies of required certifications (or reference letter if applicable). Special inspection requirements are outlined in the City of San Antonio Development Services Department in IB-132.

**Multiple Disciplines** - Multiple disciplines can be selected per each application (page 3).

Already an approved City of San Antonio Special Inspector, seeking to add disciplines.

**Fees**

Every new and renewal application must include a \$0.00 registration fee, valid for one (1) years. (This fee will be waived at this time until department deems necessary).

**Minimum Experience Requirements**

Applicants shall comply with one of the following education and experience requirements:

Professional Engineer, Architect, or Registered Design Professional and a minimum three (3) months of relevant work experience; or

Bachelor of Science Degree in Engineering, Architecture, or Physical Science and a minimum of six (6) months of relevant work experience, or Engineer-in-training until 12/31/2020; or

Two (2) years of verified college or technical school and a minimum of two years of verified relevant work experience, or Engineer-in-training until 12/31/2020; or

High school or equivalent graduate and a minimum of two (2) years of verified relevant work experience; or

A minimum of three (3) years of verified relevant work experience.

For more information or for a copy of this publication in an alternate format, contact Phone or Email:  
 Jason Gray at 210-207-2750 or email [Jason.Gray2@sanantonio.gov](mailto:Jason.Gray2@sanantonio.gov)

A resume that describes your relevant experience and training for each special inspection discipline included in your application.

A copy of the required third-party certification for each discipline included in your application.

- For first time applicants, only, a reference letter sealed by a Texas Registered Professional Engineer or Architect may be submitted in lieu of the required certification. Approval by this method is firm specific and is non-transferable between companies.
- This will only be valid for a period of three (3) years or until 12/31/2020, after which the required certifications must be obtained.
- A sample reference letter is located on page 16.

Please submit applications via email at [dsdspecialinspections@sanantonio.gov](mailto:dsdspecialinspections@sanantonio.gov) or drop off in person to the first floor reception desk, or mail to:

City of San Antonio Development Services Department  
Special Inspections Program  
C/o Chief Building Inspector Jason Gray  
1901 S. Alamo St.  
P.O. Box 839966  
San Antonio, TX. 78283-3966



\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Required Certifications for Special Inspector – Check each box that you are applying for**

|                          | <b>Discipline<br/>(Code Section)</b>                   | <b>Required Inspections</b>  | <b>Required Certifications</b>  |
|--------------------------|--|--|---|
| <input type="checkbox"/> | Structural (1705.1.1)                                  | Special Cases, Wall panels, curtain walls and veneers              | ICC Commercial Building Inspector or ICC Certified Building Inspector   |
| <input type="checkbox"/> | Structural (1705.2)                                    | Steel Construction   | ICC Structural Steel and Bolting SI   |
| <input type="checkbox"/> | Structural (1705.3)                                    | Reinforced Concrete  | ICC Reinforced Concrete SI or ACI Concrete SI   |
| <input type="checkbox"/> | Structural (1705.3)                                    | Prestressed / Precast Concrete Construction                        | ICC Reinforced Concrete SI or ACI Concrete SI and ICC Prestressed SI or PTI Level 1&2 Unbonded PT Inspector   |
| <input type="checkbox"/> | Structural (1705.3)                                    | Post-installed structural anchors in concrete                      | ICC Reinforced Concrete SI or ACI Concrete SI or Manufacturers approved installer   |
| <input type="checkbox"/> | Structural (1705.4)                                    | Masonry construction including veneer                              | ICC Structural Masonry SI   |
| <input type="checkbox"/> | Structural (1705.5)                                    | Wood Construction  | ICC Commercial Building Inspector or ICC Certified Building Inspector   |
| <input type="checkbox"/> | Geotechnical (1705.6)<br>(1705.7) (1705.8)<br>(1705.9) | Soils, foundations: Driven deep, Cast-in-place deep, Helical piles | ICC Soils SI or NICET II (geotechnical or construction, or construction material testing or soils)  |
| <input type="checkbox"/> | Architectural(1705.10)                                 | Fabricated Items   | ICC Commercial Building Inspector or ICC Certified Building Inspector   |
| <input type="checkbox"/> | Architectural (1705.11)                                | S.I. for Wind Resistance   | ICC Commercial Building Inspector or ICC Certified Building Inspector   |
| <input type="checkbox"/> | Architectural (1705.12)                                | S.I. for Seismic Resistance  | ICC Commercial Building Inspector or ICC Certified Building Inspector   |
| <input type="checkbox"/> | Architectural (1705.13)                                | Testing for Seismic Resistance                                     | ICC Commercial Building Inspector or ICC Certified Building Inspector   |
| <input type="checkbox"/> | Architectural(1705.14)                                 | Spray fire-resistant materials                                     | ICC Spray-applied Fireproofing SI or ICC Fire Inspector   |
| <input type="checkbox"/> | Architectural (1705.15)                                | Mastic and intumescent fire-resistant coatings                     | ICC Spray-applied Fireproofing SI or ICC Fire Inspector   |
| <input type="checkbox"/> | Architectural (1705.16)                                | Exterior insulation and finish system (EIFS)                       | AWCI EIFS Inspector   |
| <input type="checkbox"/> | Architectural (1705.17)                                | Fire-resistant Penetrations and Joints                             | UL or FM firestop examination, IFC Special Inspector  |
| <input type="checkbox"/> | Mechanical (1705.18)                                   | Smoke control  | Nationally Recognized Certification in air balance, smoke control, life safety or mechanical inspections. Recognized organizations include ICC, IAPMO, AABC, NEBB, TABB, NFPA, OSHA, IFC and CSP. Other organizations will be considered. |
| <input type="checkbox"/> | Structural (1706)                                      | Design Strengths of Materials                                      | ICC Commercial Building Inspector or ICC Certified Building Inspector   |
| <input type="checkbox"/> | Architectural/ Structural (1707)                       | Alternative Test Procedure   | ICC Commercial Building Inspector or ICC Certified Building Inspector   |
| <input type="checkbox"/> | Structural (1708)                                      | In-situ Load Tests   | Engineer  |
| <input type="checkbox"/> | Structural (1709)                                      | Preconstruction Load Tests   | Engineer  |

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## Special Inspections Type Key

| Type                 | Description of Discipline   |
|----------------------|---|
| <b>Structural</b>    |   |
| STR-1                | Special cases, wall panels, curtain walls and veneers                                     |
| STR-2                | Steel Construction (Includes STR-3 & STR-4)   |
| STR-3                | Steel welding   |
| STR-4                | Cold formed steel trusses spanning 60' or greater   |
| STR-5                | Reinforced concrete   |
| STR-6                | Pre-stressed/Precast Concrete Construction  |
| STR-7                | Post-installed structural anchors in concrete   |
| STR-8                | Masonry construction including veneer   |
| STR-9                | Wood construction   |
| <b>Geotechnical</b>  |   |
| GEO-1                | Soils, driven deep foundations, cast-in-place deep foundations, helical piles foundations |
| <b>Architectural</b> |   |
| ARC-1                | Mastic and intumescent fire-resistant coating   |
| ARC-2                | Exterior insulation and finish system (EIFS)  |
| ARC-3                | Fire-resistant penetrations and joints  |
| ARC-4                | Special Inspection for Wind Resistance  |
| ARC-5                | Testing for Seismic Resistance  |
| ARC-6                | Spray Fire-Resistant Materials  |
| ARC-7                | Design Strength of Materials  |
| ARC-8                | Alternative Test Procedures   |
| ARC-9                | In-Situ Load Tests  |
| ARC-10               | Preconstruction Load Tests  |
| ARC-11               | Fabricated Items  |
| ARC-12               | Special Inspections for Seismic Resistance  |
| <b>Mechanical</b>    |   |
| MEC-1                | Smoke control   |

