



DEVELOPMENT SERVICES

TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 557**
Preliminary Sidewalk Inspections – Process Outline and Options

DATE: August 21, 2025

CREATED BY: Land Development Division/ Traffic Engineering & Construction Inspections

Purpose:

As a customer service initiative, Development Services Department (DSD) created this Information Bulletin (*IB*) to inform our customers of a revised process that is now in place to provide options for preliminary sidewalk inspections. This IB was developed to assist the development community in identifying existing sidewalks, curbs, wheelchair ramps, and driveway approaches that will not comply with current code and will be required to be replaced for a building permit to be approved.

Options for compliance are outlined in the “Scope” section below and on page 4 of this document, under the form heading “Evaluation of Flatwork...Compliance Options.” The intent is for these inspections to occur during the design process and that they are coordinated between the Construction Inspections Team and the Design Professional or under Option 2, the owner or their representative may utilize an independent certified inspector. The preliminary inspection does not exempt the design professional from the responsibility to provide a design which complies with the ADA and all other relevant codes and ordinances. The preliminary inspection by a DSD inspector is a service provided by the DSD construction inspection team that is offered to the applicant on a voluntarily basis and is not a requirement. The primary applicable code sections are from the Unified Development Code (UDC) – Article V – Section 35-506(a)(2)-Building Permit Requirements for Curb and Sidewalks – Section 35-506(o) – Wheelchair Ramp Standards – and Section 35-506(q) – Sidewalk Standards.

Scope:

Option 1: To request a preliminary sidewalk inspection by DSD Inspections;

1. Applicant completes the “Evaluation of Flatwork Compliance Options” and selects Option 1 to have the Preliminary Flatwork Inspection performed by a DSD inspector.

2. Applicant completes the attached application (See Page 5) and provides a site layout (11" x 17" preferred) to the Land Development office at 1901 S. Alamo Street or by email to Jennifer Hyatt at; Jennifer.Hyatt@SanAntonio.gov, (210) 207-0121
3. City staff will create a project number and assess fees for the inspection. The applicant will be notified of the project number and fees due.
4. Upon payment of fees, staff will schedule the inspection and may notify the applicant of the date/time that the inspection will occur. The designer or owner may have a representative present at the inspection if preferred.

After the inspection is complete, the applicant will be provided with a red-lined copy of the site plan by email, identifying deficiencies in the existing infrastructure that will be required to be replaced as applicable under 35-506(a)(2) for issuance of the building permit. The red-lines will be retained by the Traffic Review team for reference at the time the plans are submitted. It is recommended that the design professional include a copy of the red-lines with the initial submittal in order to allow for verification that the required modifications have been included in the design.

5. In the event that the design professional does not agree with the assessment by the inspector as to areas that are deemed "non-compliant", a formal Administrative Exception Variance Request (AEVR) may be submitted in accordance with [IB 124](#) for review by the AEVR committee.

Option 2: Independent assessment by certified inspector;

If the owner or design team chooses to utilize an independent certified inspector, the inspector will be responsible to evaluate the existing site conditions and provide information to the Design Team on areas that are not compliant with the current Texas Accessibility Standards, the City of San Antonio (COSA) Standard Details and Specifications as currently published on the Public Works website, and with current standards of the Unified Development Code as applicable to the project. The modifications required are to be incorporated into the design for review and inspection by Development Services. It is highly recommended that the independent inspector be a Registered Accessibility Specialist (RAS) in addition to highly qualified and familiar with the applicable requirements of the UDC and COSA details and specifications.

Option 3: Replacement of all flatwork in the right of way adjacent to parcel;

In selecting Option 3, the applicant acknowledges the requirement to replace all of the adjacent sidewalks, curbs, and drive approaches located in the right-of-way based on the extents of the property frontage for the platted lot. This option is appropriate when it is clear and evident to all parties that the existing conditions are not in compliance with the applicable codes, specifications, and requirements, and all of the flatwork must be replaced.

Fees:

As mentioned above, the service provided in Option 1 is voluntary and is not a requirement. If the applicant wants to take advantage of the Preliminary Sidewalk Inspection by DSD, then payment of an inspection fee of \$100.00/hr. (2-hr. minimum) is required. Payment of \$200.00 is due with

submittal of the application for the request for inspection. For applications where the inspection and review take longer than 2-hours, an additional fee beyond \$200.00 may be charged after the inspection is completed based upon the same hourly rate.

(See Page 5 of this Document for Preliminary Sidewalk Inspection Application)

Should any questions arise concerning this information bulletin please contact Kevin Collins, DSD Engineer at (210) 207-0265 or by email at Kevin.Collins3@SanAntonio.gov. Questions with regard to inspection scheduling or results should be directed to Johnny Pardo, Construction Inspections Supervisor, at (210) 207-0196, or by email at Johnny.Pardo@SanAntonio.gov.

Summary:

This Information Bulletin is to provide process information to DSD customers.

Updated by:	Kevin “KC” Collins, PE, DSD Engineer
Reviewed by:	John “JR” Eichelberger, PE, DSD Engineer
Authorized by:	Logan Sparrow, Assistant Director



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

1901 S. Alamo, San Antonio, TX 78204

EVALUATION OF FLATWORK (SIDEWALKS, CURBS AND APPROACHES) - COMPLIANCE OPTIONS

Project Name:	
Record # /PPR # /Plat #	
Date:	
Code Sections:	35-506(a)(1)(C)(2) – Existing Flatworks (Sidewalks, Curbs, and Approaches)

Submitted By:	☐ Owner	☐ Owners Agent * (Requires notarized Letter of Agent)
Owners Name:		
Company:		
Address:		Zip Code:
Tel #:	Fax#	E-Mail:
Consultant:		
Company:		
Address:		Zip Code:
Tel #:	Fax#	E-Mail:
Signature:		

In accordance with UDC Section 35-506(a)(1)(C)(2), all existing sidewalks, curbs, and driveway approaches must meet the Texas Accessibility Standards and the current City of San Antonio Concrete Driveway Standards.

Please select one of the following options for the evaluation of existing flatwork within the right of way:

☐ **Option 1:** *Preliminary Flatwork Inspection by City Inspector*

Request a preliminary flatwork inspection as stipulated in IB 557. Submit the filled-out application and preliminary site plan to Jennifer Hyatt in the Land Development Office via email at Jennifer.Hyatt@sanantonio.gov or call at 210-207-0121. The inspection fee must be paid before scheduling. Once the fee is paid, reach out to Johnny Pardo at Johnny.Pardo@sanantonio.gov or 210-207-0196 to schedule the preliminary sidewalk inspection.

☐ **Option 2:** *Independent Assessment by Owner /Design /Contractor Team*

Conduct an independent evaluation by a certified inspector. Submit revised plans indicating compliant and non-compliant areas of existing flatwork. Include proposed improvements for areas requiring replacement.

☐ **Option 3:** *Complete Removal and*

Confirm complete removal and reconstruction of the entire sidewalk.

Preliminary inspection not needed as all existing sidewalks will be removed and replaced. The new flatwork, including sidewalks, curbs, and approaches, must comply with the Texas Accessibility Standards and the current City of San Antonio Concrete Driveway Standards.

Note: The City Inspector reserves the right to approve or deny the construction of any new or existing flatwork, including sidewalks, that are found to be non-compliant, damaged, deteriorated, or unsafe for public use.



(This application only required for Option 1- if inspection by DSD is requested)
PRELIMINARY SIDEWALK INSPECTION APPLICATION

Project Name:		
Project Address:		Zip Code:
Record # /PPR #		
Owner/Applicant:		
Name:		
Company:		
Address:		Zip Code:
Tel #:	E-Mail:	

Site Plan Requirements

- 1) Provide a site plan (11" x 17" preferred) for the development at a scale of 1":100' or larger.
- 2) Identify property lines, right-of-way, street designations, existing sidewalks, drive approaches and curbs.
- 3) Show existing structures and parking facilities.
- 4) Identify project limits as necessary.
- 5) Provide a brief description of the scope of work for which the overall project entails and what type of building permit is anticipated in the area designated below.

Brief Description of Scope of Work

Signature of Owner/Applicant

Date