Special Inspector Letterhead

Revised 11/15/2019

[Date]

[Owner or Registered Design Professional in Responsible Charge (RDPiRC)]
[Address 1]
[Address 2]
[CSZ]

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, special inspections performed indicate that the construction of the _____ 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]

[Special Inspector's Seal]

(if applicable)

[Signature of Inspector]

_____

[Name of Inspector]

Attachments: _____

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