



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 115**  
Code Interpretation Requests

DATE: October 31, 2006/*Revised November 29, 2018*

CREATED BY: Plan Review Division

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**Purpose:**

As a customer service initiative, the City of San Antonio (COSA) Development Services Department (DSD) has created this **revised** bulletin to update IB 115 to guide customers on code interpretation requests. This bulletin has been updated to remove an old contact phone number.

DSD has developed a formal Code Interpretation Request (CIR) process to allow the owner and/or owner's agent to obtain a formal interpretation to any provision of the City's building construction codes. These codes include the City's *Building, Existing Building, Fire, Residential, Energy Conservation, Mechanical, Electrical and Plumbing* codes. The current list of adopted codes can be found at <http://www.sanantonio.gov/DSD/Resources/Codes.aspx>.

**Scope:**

The purpose of formal code interpretations is to clarify issues which may not be addressed directly by the literal text of the adopted code and that are interpretive in nature. Formal interpretations are intended to be general in nature and not specific to only one project.

CIRs shall be submitted in writing to the City and should be written in such a manner that they can be answered either yes or no. Each request shall clearly identify the following information:

- 1) Name of the person requesting the interpretation
- 2) Company name,
- 3) Mailing address,
- 4) Telephone number,
- 5) E-mail address,
- 6) Code (including publication year) and Code Section in question

The City shall review the CIR and render a formal interpretation as soon as reasonably possible. Formal code interpretations by the City shall be published on the DSD website at <http://docsonline.sanantonio.gov>.

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

**Summary:**

This Information Bulletin is for informational purposes only.

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