



TO: Development Services Department

SUBJECT: **INFORMATION BULLETIN 121a**  
Requirements for One- and Two – Family HVAC Limited Service and Repair Permits (LSR)

DATE: August 15, 2006/ *Revised November 4, 2009/January 14, 2014/August 1, 2014*

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 (IB) 121a to guide customers on the requirements for one- and two- family HVAC limited service and repair permits. This bulletin has been updated to incorporate the department’s new format for Information Bulletins.

**Scope:**

The LSR permit program allows minor projects to be completed by licensed HVAC contractors prior to obtaining the associated permit, and allows the contractor to certify that the completed work complies with the San Antonio Code (SAC) as amended in lieu of scheduling an inspection to be conducted by the Development Services Department (PDSD). The program further allows for a full DSD inspection, as an option for the property owner, at no additional cost to them.

**Note: The licensed contractor shall obtain the required permit after and within three working days from the completion of the work to avoid a penalty fee.**

**Benefits:** The LSR permit program benefits property owners, contractors, and DSD. It ensures property owners that the work is performed by licensed contractors in compliance with the SAC and allows licensed contractors to quickly respond to the needs of their customers without violating the SAC permit requirements. It has the potential to reduce DSD inspection requests for LSR eligible work, to minimize the number of “no access” inspections trips typical for LSR eligible work and to free up time to DSD for making inspections at other locations.

**Eligible Projects:** The LSR permit program applies to the installation/replacement of air conditioning equipment on an existing electric mechanical system (no gas units) for a one-and two family structure. Under this program the HVAC Contractor may perform the following type of work:

- Extension of ductwork not more than 10 feet and limited to a maximum of two outlets
- Installation/replacement of electric air conditioning equipment, of equal or less size, in an existing electric mechanical system (no gas units)

**Exclusions:** The LSR program does not apply to new construction or additions or generally to work valued at more than \$2,000. Work not eligible for the LSR program requires permits through the regular procedure, including required inspections by DSD.

**Procedure:** The following procedures are to be followed by the contractor, property owner and DSD under the LSR permit program.

1. The contractor performs the eligible work and obtains an LSR permit within three (3) working days after completing the work.
2. When DSD issues the LSR permit, the property owner is notified in writing that an LSR permit was issued indicating that the completed work complies with the San Antonio Code as amended. The property owner is given the option of either accepting the completed job as certified by the licensed contractor or requesting an inspection by DSD within 30 days of the date of notification. The property owner, not the contractor, is required to coordinate job access for the DSD inspector if a DSD inspection is requested.
3. DSD closes the permit either 30 days from the date of the LSR permit, or through the standard inspection procedure if an inspection by DSD is requested by the property owner.

Should you have any questions regarding the Limited Service and Repair Permit program, please contact Development Services Manager at (210) 207-2750 or the Mechanical Inspections Supervisor at (210) 207-8242.

**Summary:**

This Information Bulletin is for informational purposes only.

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Date:

Contact Name  
Address Line 1  
Address Line 2  
City, State ZIP

Project Address:  
Permit Number:

Contractor:

Date Work Completed:

Inspection Certification Date:

Description of Work per Permit:

Dear,

Here at the Development Services Department (DSD) we are excited that you have made improvements to your home using a licensed contractor. A licensed contractor helps to ensure the completed work meets required building code standards, creating a safer environment for you and your family.

As part of the work the contractor does for you, they obtain a(n) [LSR Permit Description] permit from the City of San Antonio and file an inspection certification statement certifying that the work has been completed and complies with the current San Antonio City Code. Receipt of the inspection certification statement satisfies DSD that the work your contractor completed complies with the code. Although this satisfies Development Services, you still have the right to request an inspection by DSD if you so choose.

If you decide you would like to have the work inspected by Development Services, please call us at (210) 207-1111, option 1 to schedule an inspection. Inspections must be requested within thirty (30) days of this letter. To schedule the inspection, you will need the above-referenced permit number and your inspection will be scheduled for the next business day. Please keep in mind that you or another person over the age of 18 must be home on the inspection date to allow access to the work.

The work detailed above is required to be completed by the contractor listed or one of their associate(s). If the work was completed by anyone else, please contact us immediately. Only the listed contractor or their associate(s) can complete the work on the permit. By enforcing the licensed contractor requirement and following up on work completed by someone other than the listed contractor, we help make your home safer and improve the quality of contractors available to you.

Any questions regarding the inspection certification statement submitted by your contractor or the inspection procedure, please call Development Services at (210) 207-1111.

Thank you, Development Services Department