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TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 144**  
Building-Related and Fire Appeals and Advisory Board and  
Homebuilder and Home Improvement Contractor Registrations  
Appeals

DATE: June 23, 2008/Revised: February 23, 2012/August 1, 2014/  
January 25, 2016/February 22, 2016/September 11, 2018/April 24,  
2019

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) 144 on the Building-Related and Fire Codes Appeals and Advisory Board process. This IB now includes the appeals process associated with the denial of Homebuilder and Home Improvement contractor registrations.

**Scope:**

**Building and Fire Related Design Appeals**

Per [Section 10-14](#) of the City of San Antonio amendments to the 2018 Building-Related codes, the Building-Related and Fire Codes Appeals and Advisory Board is created to hear and decide appeals of orders, decisions or determinations made by the building official and fire chief relative to the application and interpretation of the building and fire codes.

An application for the appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not full apply, or an equally good or better form of construction is proposed. The Building-Related and Fire Codes Appeals and Advisory Board has no authority to waive requirements of the codes.

**Homebuilder and Home Improvement Contractor Registrations Appeals**

In addition, [Section 10-115\(k\)\(2\)](#) grants authority to the Building Official to require contractors requesting a Homebuilder or Home Improvement registration to submit a criminal background check issued by the Federal Bureau of Investigation (FBI). This background check is required when submitting an application for an initial contractor registration or when renewing a registration.

When an applicant submits an application for registration and the accompanying criminal report indicates infractions that call into question a person's honesty, integrity, and/or trustworthiness, the Building Official shall have the right to deny the application.

### **Document Submittal**

In order to be heard by Appeals and Advisory Board, the applicant or their representative must submit the attached application and any accompanying documentation within 21 (twenty-one) calendar days from receipt of registration denial. The applicant shall submit twelve (12) copies of the completed application (see attached) and twelve (12) copies of any supporting documentation they believe will assist the Board in making a determination (e.g., letters, design drawings no larger than 11"x17", reports, reference letters, law enforcement reports, judicial determinations, judgments, proof of registration in other municipalities, program completion documentation, etc.) plus the appropriate filing fee. The filing fee for the Building- Related and Fire Codes Appeals and Advisory Board is \$155.00 as of the date of this IB. See the fee schedule for updates:

<http://docsonline.sanantonio.gov/FileUploads/dsd/CurrentFeeSchedule.pdf>

Checks are to be made payable to the City of San Antonio and submitted with the appeals application. The applicant shall deliver or mail the Appeals and Advisory Board application package to:

City of San Antonio –Development Services  
Department Building Development Division  
Attn: Building-Related and Fire Codes Appeals and Advisory  
Board 1901 S. Alamo St., Suite 283  
San Antonio, TX 78204

Once the application package is received, DSD staff shall contact the Building-Related and Fire Codes Appeals and Advisory Board chairperson in order to coordinate the next available date and time for a hearing. When established and confirmed by the Board's Chairperson, DSD staff shall contact the applicant with the date, time and location of the hearing. A minimum of five (5) calendar days notice will be given to all parties. All decisions and findings of the board shall be rendered in writing and sent to the appellant by certified mail with copies to the building official and fire chief.

If you have any questions on this process, please contact the Board Liaison at (210) 207- 0265 or via e-mail at [jeremy.mcdonald@sanantonio.gov](mailto:jeremy.mcdonald@sanantonio.gov)

**Summary:**

This Information Bulletin is for informational purposes only.

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## BUILDING-RELATED AND FIRE CODES APPEALS AND ADVISORY BOARD APPLICATION

Please type or print:

<b>Appellant:</b>	Owner	Owners Agent
<b>Company:</b>		
<b>Contractor Registration Number (If applicable):</b>		
<b>Address:</b>		
<b>Tel #:</b>		<b>Fax #:</b>
<b>Email:</b>		

Reason for Appeal (check appropriate category):

- To determine proper interpretation of code
- To determine suitability of alternate materials
- To determine suitability of alternant construction method
- To appeal a Code Modification Request decision.
- Denial/Suspension/Cancellation of Homebuilder contractor registration
- Denial/Suspension/Cancellation of Home Improvement contractor registration

<b><u>For Office Use Only:</u></b>	<b>Date Received:</b>	<b>Receipt #</b>
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Description of conditions Related to appeal (attach additional pages and supporting documentation if necessary):

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Enclose check for \$155.00 made payable to the City of San Antonio and twelve (12) copies of all supporting information (e.g., letters, design drawings no larger than 11x17, reports, etc.) required to support the appeal. A copy of the decision that is being appealed should also be included.**

**Meetings are held at the City of San Antonio, Development Services Department, located at 1901 S. Alamo, 1<sup>st</sup> Floor.**

**Accessibility Statement for Meeting Site**

Language interpreters are available and must be requested 48 hours prior to the meeting. For more information or to request an interpreter, call (210) 207- 5459.

This meeting site is accessible to persons with disabilities. Accessible parking is located at the front of the building. Auxiliary Aids and Services, and interpreters for the deaf are also available and must be requested 48 hours prior to the meeting. For assistance, call (210) 207-5459 or 711 (Texas Relay Service for the Deaf).

Hay servicios de traducción simultánea disponibles. Estos servicios deben ser pedidos con 48 horas de anticipación. Para más información o para servicios de traducción, llame al (210) 207- 5459.

Este edificio tiene acceso y estacionamiento para personas discapacitadas. Hay Asistencia y servicios auxiliares, y interpretes para los sordos. Estos servicios deben ser pedidos con 48 horas de anticipación. Para asistencia, llame al (210) 207-5459 o al 711 (servicio de transmisión para sordos).