



DEVELOPMENT SERVICES



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 172**
Residential and Commercial Foundation Repair Permits

DATE: March 10, 2010/*Revised August 22, 2016, September 15, 2016/
September 28, 2018/ March 1, 2022*

CREATED BY: Plan Review Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) **revised** this Information Bulletin (IB) 172 to clarify the requirements for residential foundations repair and/or commercial foundations repair and/or replacement permits. This bulletin has been updated to include information concerning the on-line application, and on-line submittal of documents.

Scope:

The online application for a Foundation Repair Permit, and an electronic pdf version of the Assumption of Engineer of Record Letter, as well as any electronic construction documents, are submitted to the City through the [BuildSA ACA Customer Portal](#). A double fee will be assessed for failure to apply and obtain a permit before starting work. The specific requirements are as follows:

Application (Pre-Permit) Process

The application for a foundation repair must be obtained by either:

1. For Residential the property owner, or a City licensed and active Residential Building Contractor.
 2. For Commercial, the property owner or a general contractor. A licensed contractor with the City is not required for commercial.
- Apply online by logging into the [BuildSA ACA Customer Portal](#).
 - Under the Building Module from the main screen, click on “Create an Application”.
 - Click on the “Minor Building Repair Application” from the list of all permits available.
 - Start the application by entering the address of the foundation repair work.

- Choose the type of application by choosing “Foundation Repair Permit” from the drop-down menu. The Minor Building Repair Application includes several types of repair permits that may be obtained.
- Choose Residential or Commercial for the type of building foundation being repaired.
- For Commercial enter the valuation of the work (total of all material and labor).
- Enter the contact information. Typically, the applicant is the licensed/registered foundation repair contractor, and the system recognizes the license. Under “Applicant Also Known As”, never check “Company Name/Business Owner. Check “Escrow Owner” to pay later by the company escrow account. On the next screen use the “Look Up” button to add the Company associated with the license. If you are the property owner applying and taking responsibility for the work, check the box that you as the applicant are the property owner.
- Upload electronic pdf documents after filling out information about the repair.

City Completeness Process

After the application is submitted, the City will perform a review, and may ask more information, before a permit is issued. Submittal and obtaining an application record number is not a permit to start repairs. The application process creates a Building Repair Permit Application under its own record number. Once the application is approved, a separate permit record for a Foundation Repair is created for inspection purposes (with a separate record number).

Permit Electronic Document Required:

Residential and Commercial Foundation repairs shall be designed by or performed under the engineering guidance of a professional engineer licensed by the State of Texas (who shall also perform inspections). To complete a permit application, submit the following:

- Complete the on-line permit application by logging into the [BuildSA ACA Customer Portal](#).
- Upload the Assumption as Engineer of Record Letter signed and sealed by a professional engineer licensed by the State of Texas, submitted on-line during the application in PDF format. (example attached)
- (Optional) Submittal of electronic copy (PDF) stamped and sealed engineering construction documents.

Permit (Inspection) Process

SUBMISSION OF ENGINEER’S LETTER

Submission of an electronic copy of the Engineer’s Inspection Letter from the Engineer of Record – All foundation repair inspections are cleared by submission of an electronic pdf version of an Engineer’s Inspection Letter. This electronic letter in pdf format is uploaded to the permit record. The Letter must follow the attached template. Only letters from the Engineer of Record will be accepted.

Additional Project Requirements

Some foundation repairs may have additional requirements based on the specific foundation. These include skirting/ventilation/subfloor access and drainage away from foundations for both residential and for commercial.

Skirting Removal, Repair or Replacement, Drainage, Ventilation, and subfloor access: The International Residential Code requires that subfloor spaces be provided with adequate ventilation and subfloor access. As indicated above, submission of the Engineer Inspection Letter includes inspect results for all foundation repairs. As an option, any skirting removed, repaired, or replaced along with ventilation, sub-floor access and drainage may be optionally included within the list of items inspected by the engineer, as part of the engineer's inspection letter, however a City final building inspection is still required for these items.

Notification of change of Engineer of Record – In the case that an Engineer of Record changes after the submittal of the application, two items are required to be submitted to The City of San Antonio, Development Services:

1. A letter from the original Engineer of Record (EOR) stating that he/she is no longer involved with the project.
2. A new Assumption as Engineer of Record Letter submitted from the new professional engineer taking responsibility as the EOR.

Project Questions

Questions about the Foundation Repair application and permit may be directed to:

210-207-1111

Summary:

This Information Bulletin is for informational purposes only.

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Reviewed by: Regan Gabriel, Training Officer

Authorized by: Crystal Gonzales, PE, CBO, Assistant Director

Engineer's Name or Letter Head

Assumption as Engineer of Record Letter

Date)

(Client Name)
(Client Firm Name)
(Client Address)
(Client Address)

Referenced Project: (Project Name)
(Project Address)
San Antonio, Texas 78____

Property Legal Description: (Legal Description from Bexar Appraisal District Account, Property Survey, Deed, Etc.)

Dear (Client):

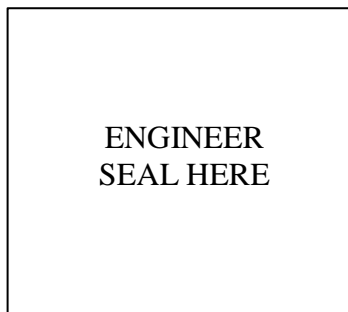
This letter is to acknowledge that I am accepting the role as Engineer of Record for the foundation repair to be constructed at the above referenced address.

Qualified individuals from my office will visit the site to check the construction stated above for general conformance with either our design/construction documents or under repairs performed under our engineering guidance, and for general conformance with the requirements of the **currently adopted International Residential Code** for residential sites or the **currently adopted International Building Code** for commercial sites.

If you have any questions, please call.

Respectfully,

[Engineer Signature Here]
(Type Engineer Name Here)



Engineer's or Engineering Company's Letterhead

Engineer's Inspection Letter

(Date)

(Client Name)

(Client Firm Name)

(Client Address)

Referenced Project: (Project Name) (Project Address)
San Antonio, Texas 78_____

City of San Antonio Building Permit A/P Number: _____

Dear (Client):

Your construction of the foundation repair for the building located at the above referenced address was completed with the engineering guidance provided by our office. The Engineer of Record for the foundation repair is [Engineer's Name] having a Texas Professional Engineer License Number of [Engineer's Number].

Check One:

The foundation repair construction documents were provided to assist in developing the scope of the repair and to provide guidance on the construction of the new structural members.

The scope of the foundation repair did not require construction documents. Details and specifications were provided as needed to aid in the construction. The foundation repair was constructed with engineering guidance or written guidance provided by our office. The following is a description of the repair work undertaken:

Qualified individuals from this office visited the site to check the construction stated above for general conformance with our design/construction documents OR engineering guidance and the **2018 International Residential Code** for residential sites or the **2018 International Building Code** for commercial sites.

[For slab on grade] A drainage assessment around the building [was/was not] performed by our office.

In my opinion, based on our experience, knowledge, information and belief, the stated construction that we observed is in general conformance with our design/construction documents OR engineering guidance and the **2018 International Residential Code** for residential sites or the **2018 International Building Code** for commercial sites.

As denoted by the engineering seal on any construction documents and on this letter, we believe we have fulfilled our obligations as an engineer under the Texas Engineering Practice Act pursuant to its requirements to protect the public health, safety, and welfare in the practice of engineering. We further believe we have met those requirements insofar as our responsibility for periodic observation of the work for conformance is concerned.

If you have any questions, please call. Respectfully,

[Engineer Signature Here]

(Type Engineer Name Here)

ENGINEER
SEAL HERE

