

## PRE-CONSTRUCTION PLANNING PACKET

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This packet is to provide information located in various documents in one place to assist you with planning your project inspections. This packet includes contact information and specific submittal requirements for obtaining Temporary Certificate of Occupancy (TCO) or full Certificate of Occupancy (CofO).

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## Development Services – Important Contacts

1901 S. Alamo St., San Antonio TX 78204

Mail: P.O. Box 839966, San Antonio TX 78283-3966

### **Project Management Team**

Senior Engineer - **Crystal Kasnter**, PE [crystal.kasnter@sanantonio.gov](mailto:crystal.kasnter@sanantonio.gov) 618-5015  
Project Manager - **Christopher Gonzales** [christopher.gonzales@sanantonio.gov](mailto:christopher.gonzales@sanantonio.gov) 436-9379  
Project Manager - **Leslie Ruiz** [leslie.ruiz@sanantonio.gov](mailto:leslie.ruiz@sanantonio.gov) 207-0172  
Project Manager - **Ray Herrera** [ray.herrera@sanantonio.gov](mailto:ray.herrera@sanantonio.gov) 394-0337

### **DSD – Customer Service**

Call Center – **Inspections Request** – phone line – 207-1111  
Online Services – <http://www.sanantonio.gov/dsd/>  
(\*Remember scheduling on line or using the mobile app is FREE\*)

**CALL CENTER** – Senior DS Specialist – **Jose Delgado** – [jose.delgado@sanantonio.gov](mailto:jose.delgado@sanantonio.gov) - 207-1325  
DS Specialist Supervisor, Permits/Licenses/CofO – **Jaclyn Corona** – [jaclyn.corona@sanantonio.gov](mailto:jaclyn.corona@sanantonio.gov) – 207-0141  
DS Manager, Customer Advocate – **Andrew Espinosa** – [andrew.espinoza@sanantonio.gov](mailto:andrew.espinoza@sanantonio.gov) – 207-0152

### **Plan Review** (Plan submittal, Plan changes/Re-submittal, Reviews)

DS Engineer – **Richard Chamberlin**, PE – [richard.chamberlin@sanantonio.gov](mailto:richard.chamberlin@sanantonio.gov) – 207-8281  
DS Engineer – **Amin Tohmaz**, PE – [amin.tohmaz@sanantonio.gov](mailto:amin.tohmaz@sanantonio.gov) – 207-0114

### **Land Development** (Traffic, Landscape, Addressing, Drainage, Flood, Zoning)

DS Engineering – **Pablo Martinez** – [pablo.a.martinez@sanantonio.gov](mailto:pablo.a.martinez@sanantonio.gov) – 207-0265  
Sr. Engineer (Traffic) – **Kevin Collins** – [kevin.collins@sanantonio.gov](mailto:kevin.collins@sanantonio.gov) – 207-2806  
Planner, Addressing – **Abelino Torres** – [abelino.torres@sanantonio.gov](mailto:abelino.torres@sanantonio.gov) – 207-0260  
Zoning Manager – **Catherine Hernandez** – [catherine.hernandez@sanantonio.gov](mailto:catherine.hernandez@sanantonio.gov) – 207-5085  
Planning Manager – **Luz Gonzales** – [luz.gonzales@sanantonio.gov](mailto:luz.gonzales@sanantonio.gov) – 207-7893  
City Arborist – **Mark C. Bird** – [mark.bird@sanantonio.gov](mailto:mark.bird@sanantonio.gov) – 207-0278  
Const. Inspect. Supervisor – **Elwerd Weiderhold** – [elwerd.weiderhold@sanantonio.gov](mailto:elwerd.weiderhold@sanantonio.gov) – 218-2935

### **Field Services** (Mechanical, Electrical, Plumbing, Signs & Building Inspections)

Inspections Manager – **Michael Constantino** – [michael.constantino@sanantonio.gov](mailto:michael.constantino@sanantonio.gov) – 207-0159  
Building Inspections Supervisor – **Ramiro Carrillo** – [ramiro.carrillo@sanantonio.gov](mailto:ramiro.carrillo@sanantonio.gov) – 207-8314  
HVAC Inspections Supervisor – **Jesse Vasquez** – [jesse.vasquez@sanantonio.gov](mailto:jesse.vasquez@sanantonio.gov) – 207-8242  
Plumbing Inspections Supervisor – **David Rohde** – [david.rohde@sanantonio.gov](mailto:david.rohde@sanantonio.gov) – 207-8279  
Electrical Inspections Supervisor – **Gary Kreutziger**, MCP – [g.kreutziger@sanantonio.gov](mailto:g.kreutziger@sanantonio.gov) – 207-8286  
Signs Inspections Supervisor – **Andrew Perez** – [andrew.perez@sanantonio.gov](mailto:andrew.perez@sanantonio.gov) – 207-8289

For more information, please visit our website @ <http://sanantonio.gov/dsd>



## **Development Services – Important Contacts**

1901 S. Alamo St., San Antonio TX 78204

Mail: P.O. Box 839966, San Antonio TX 78283-3966

### **OTHER CITY DEPARTMENTS' IMPORTANT CONTACTS**

**Fire Department** (Sprinkler Systems, Fire Alarms, Fire Permits)

#### **Inspections Request – 207-8410**

Division Chief – **Arthur Villarreal** – [arthur.villarreal@sanantonio.gov](mailto:arthur.villarreal@sanantonio.gov) – 207-1438

Division Chief – **Randy Jenkins** – [randy.jenkins@sanantonio.gov](mailto:randy.jenkins@sanantonio.gov) – 207-7967

Captain, Fire Prevention – **Raul G. Lopez** – [raul.lopez@sanantonio.gov](mailto:raul.lopez@sanantonio.gov) – 207-8390

Captain, Fire Prevention – **Lawrence Estrada** – [lawrence.estrada@sanantonio.gov](mailto:lawrence.estrada@sanantonio.gov) – 736-3863

Captain, Fire Prevention – **Mark Hasso** – [mark.hasso@sanantonio.gov](mailto:mark.hasso@sanantonio.gov) – 207-7678

Captain, Fire Prevention – **Kelly D. Turner** – [kelly.turner@sanantonio.gov](mailto:kelly.turner@sanantonio.gov) – 207-0205

Captain, Fire Prevention – **Felix Ramirez** – [felix.ramirez@sanantonio.gov](mailto:felix.ramirez@sanantonio.gov) – 207-0203

Captain, Fire Prevention – **Mike Tolar** – [mike.tolar@sanantonio.gov](mailto:mike.tolar@sanantonio.gov) – 207-7525

Sr. Dev. Serv. Specialist – **Shirley Guzman** – [shirley.guzman@sanantonio.gov](mailto:shirley.guzman@sanantonio.gov) – 207-0013

#### **Health Department**

Inspections Request – 207-0135

#### **Historic Preservation Department**

Customer Services – 215-9274

#### **Public Works, Right of Way management, Public Utilities, Streets**

Inspections Request – 207-4959

John Rodriguez – 207-7755

#### **San Antonio Water Systems (SAWS)**

Customer Services – 704-7297

Backflow Division – 233-3332

Storm/Environmental Fats/Oils/Grease – 233-3572

Public Water Line/Stub and Water Meter – 233-2009

#### **City Public Service (CPS)**

Electrical and Gas Purveyor – 353-3333

#### **Bexar County (OSSF), Septic systems**

Customer Services – 335-6700

For more information, please visit our website @ <http://sanantonio.gov/dsd>



# 2015 Commercial International Energy Compliance System Letter(s) Pre-Commissioning / Testing Reports

Your Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Project Permit A/P Number(s): \_\_\_\_\_

Project Address: \_\_\_\_\_

Building Number(s): \_\_\_\_\_

Suite Number: \_\_\_\_\_

**The following Energy Conservation Letters Section may be filled out by the Architect, Engineer, General Contractor, Installer, or Energy Consultant.**

The following checked items/systems were installed on between dates \_\_\_\_\_; verified on dates \_\_\_\_\_ and consisted of the following energy verifications. *(check each that you are confirming)*

## **Energy Conservation Letters**

### **Building Thermal Envelope – Insulation (REQUIRED)**

- Wall Insulation R-Values
- Ceiling Insulation R-values
- Air Barrier

### **Building Thermal Envelope - Roof Reflectance**

- Roof Solar Reflectance & Thermal Emittance

### **Building Thermal Envelope – Windows (REQUIRED)**

- Fenestration U-factors SHGC, and VT
- Minimum and Maximum Skylights

### **Plumbing – Service Hot Water Systems**

- Water heating Equipment Efficiencies
- Hot Water Piping Insulation
- Controls for Hot Water Recirculation

### **Mechanical Systems**

- Minimum Equipment Efficiencies (REQUIRED)
- HVAC System Controls (REQUIRED)
- Duct Insulation and Sealing (REQUIRED)
- Energy Recovery System
- Kitchen Exhaust System
- Demand Controlled Ventilation
- Fan Efficiencies
- Economizers
- Walk-in Coolers Freezers/Refrigeration

### **Electrical Systems (Required)**

- Occupant Sensors
- Time Switch Controls
- Daylight Responsive Controls
- Electric Motor Efficiencies



## 2015 Commercial International Energy Compliance System Letter(s) Pre-Commissioning / Testing Reports

**Provide the following information:** (provide details for designs with varying values - Provide on a separate sheet as needed) Place "N/A" for items that do not apply to the project

R Values or U-Factors of the Roof system/Ceiling \_\_\_\_\_

R Values or U-Factors of the Exterior Envelope Walls \_\_\_\_\_

R Values or U-Factors of Floor if applicable \_\_\_\_\_

Roof Solar Reflectance / Thermal Emittance \_\_\_\_\_

Fenestration – Vertical Window and Skylights U-Factors, Solar Heat Gain Coefficients, and Vertical Transmittance

Insulation R Values of Mechanical ducts \_\_\_\_\_

Insulation R Values of Plenum \_\_\_\_\_

Insulation R Values of Plumbing Hot water piping systems \_\_\_\_\_

Mechanical Equipment Efficiencies (in units as appropriate to the particular equipment) \_\_\_\_\_

Plumbing Hot Water Equipment Efficiencies (in units as appropriate to the particular equipment) \_\_\_\_\_

### CERTIFICATION STATEMENT:

By checking this box, I am confirming that at the time of this test/inspection all items checked and noted above were installed, tested and/or inspected in accordance with the 2015 International Energy Code. I am affirming that this project is consistent with the City approved plans and the Energy Compliance Path chosen during design and permitting.

Email form to the DSD Call Center at: [callcenter@sanantonio.gov](mailto:callcenter@sanantonio.gov)

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

Name (Print): \_\_\_\_\_

Title/Designation: \_\_\_\_\_

Name (Signature): \_\_\_\_\_



# 2015 Commercial International Energy Compliance System Letter(s) Pre-Commissioning / Testing Reports

**The following Pre-Commissioning Statement may be filled out by the Architect, Engineer, or Certified Commissioning Agent**

## **Pre-Commissioning Report – Testing Reports for High Pressure Ducts and/or Air Barrier (attach report(s) with this form)**

(check which Pre-Commissioning and/or Testing Report is being submitted to fulfill requirements required by the project – Check any that apply) (code sections reference the 2015 IECC)

### **Mechanical System Commissioning**

System Adjusting and Balancing C408.2.2

Functional Performance Testing, Equipment Controls and Economizers C408.2.3

**Commissioning Hot Water Recirculation Controls C408.2.3.2**

**Commissioning Electrical Functional Testing of Controls C408.3**

Occupant Sensor Controls

Time Switch Controls

Daylight Responsive Controls

**Duct Leakage Testing for High Pressure Ducts** if applicable C403.2.9.1.3

**Building Pressure Testing of the Air Barrier** (if required by the Architect) C402.5.2

### **CERTIFICATION STATEMENT:**

Qualified individuals from this office visited the site to perform the Pre-Commissioning or Duct/Air Barrier Testing checked above for general conformance with the previously submitted Commissioning Plan / Architect Engineer's design and requirements of the 2015 International Energy Conservation Code.

In my opinion, based on our experience, knowledge, information and belief, the Pre-Commissioning and/or Testing Report(s) submitted accurately reflects the testing of controls or systems checked above.

Email form and report(s) to the DSD Call Center at: [callcenter@sanantonio.gov](mailto:callcenter@sanantonio.gov)

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

Name (Print): \_\_\_\_\_

Title/Designation: \_\_\_\_\_

Name (Signature): \_\_\_\_\_

Professional License or Commissioning Certification Number: \_\_\_\_\_

(Engineer's or Engineering Company's Letterhead)

(Date)

(Client Name)

(Client Firm Name)

(Client Address)

(Client Address)

Project: (Project Name)  
(Project Address)  
San Antonio, Texas 782 \_\_\_\_

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

City of San Antonio Building Permit A/P Number: \_\_\_\_\_

Dear (Client):

You constructed your building project referenced above using construction documents prepared by (Structural Engineer). Your building project includes the building structure that consists of [piers, footings, floor slab and primary structural framing] resisting gravity and lateral loads required by the 2015 Edition of the International Building Code – Chapter 16 as detailed on our structural construction documents that were used to acquire a building permit from the City of San Antonio.

Qualified individuals from this office visited the site to check the construction stated above for general conformance with our construction documents. In my opinion, based on our experience, knowledge, information and belief, the stated construction that we observed is in general conformance with our construction documents.

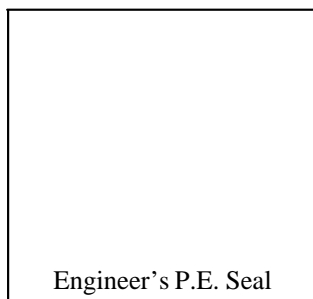
We performed a field observation according to generally accepted contractual guidelines as described in AIA Document C- 141. These services do not constitute compliance with Section 1704, "Special Inspections", of the 2015 Edition of the International Building Code.

As denoted by the engineering seal on the construction documents and on this letter, we believe that 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.

If you have any questions, please call.

Respectfully,

Structural Engineer Signature  
(Structural Engineer Typed Name)



Notes to help correctly prepare this form letter:

Fill in the specific date, client name & address, project information, permit number (A/P), and legal description where italicized.

- 1) Replace the term Structural Engineer with either the structural engineer's name or the engineering company's name.
- 2) Select the correct structural elements incorporated within the project. Delete the terms that do not apply.
- 4) Sign, seal and date before submitting to City of San Antonio Development Services Department.



# RELEASE TO CPS ENERGY CHECKLIST

In order to obtain a release from CPS Energy for New Commercial and Residential Construction, the required inspections must be passed as indicated on this checklist. To expedite your utility release, Development Services Department (DSD) suggests the following:

- Link your trade permits to the building permit.
- If you obtain your permit online:
  - Provide a detail description of the work you plan to perform
  - Include the suite number in the statement of work (if applicable)

For more information on these inspections, please **contact DSD at (210) 207-1111, Option 0.**

## Temporary Meter on Pole (TML)

### **Construction Trailer only**

AP No. \_\_\_\_\_ Electrical Final

### **All other construction**

AP No. \_\_\_\_\_ Electrical Final

AP No. \_\_\_\_\_ Building Permit

## Work with CPS Checklist

**Residential** – can be released without an inspection

### **Commercial**

AP No. \_\_\_\_\_ Electrical Partial/ Final

## Residential TOPS Release\*

AP No. \_\_\_\_\_ Bldg. Foundation/Frame

AP No. \_\_\_\_\_ Electrical Rough-in

AP No. \_\_\_\_\_ Plumbing Rough-in and  
Top out (or partial  
pending installation of  
master tub)

Water pipe in slab

Underground waterline

AP No. \_\_\_\_\_ Sewer – Final

AP No. \_\_\_\_\_ Gas Rough-in

AP No. \_\_\_\_\_ Mechanical Rough-in

**\*Residential and Commercial TOPS Final -  
Ensure no outstanding fees on TOPS Permit**

## Commercial TOPS Release\*

AP No. \_\_\_\_\_ Bldg. Foundation/  
Partial Frame

AP No. \_\_\_\_\_ Electrical Partial  
Rough-in

AP No. \_\_\_\_\_ Plumbing – Partial  
Rough-in

Top out - Partial

Water pipe in slab - Partial

Underground waterline-Partial

AP No. \_\_\_\_\_ Sewer –Final

AP No. \_\_\_\_\_ Gas-Partial Rough-in

AP No. \_\_\_\_\_ Mechanical- Partial  
Rough-in

## Gas Release\*\*

AP No. \_\_\_\_\_ Mechanical Rough-in  
and Final

AP No. \_\_\_\_\_ Plumbing Rough-in  
Top out and Final

Water pipe in slab

Underground waterline

AP No. \_\_\_\_\_ Gas-Rough-in and Final

AP No. \_\_\_\_\_ Sewer-Final

## Permanent Electrical\*\*

AP No. \_\_\_\_\_ Electrical-Final

AP No. \_\_\_\_\_ Plumbing-Final

AP No. \_\_\_\_\_ Sewer-Final

AP No. \_\_\_\_\_ Mechanical-Final

AP No. \_\_\_\_\_ Building-Final

AP No. \_\_\_\_\_ Gas Final (If applicable)

AP No. \_\_\_\_\_ Irrigation (If applicable)

**\*\*Gas and Electrical - Ensure no outstanding fees on  
ANY permit.**





# CoSA – Phases of TCO and C of O

**“Structural/Framing letters & Special Inspections Final Report (or partial if only certain areas), should have been submitted and approved before requesting any phase for TCO or full C of O”**

## **Fixtures, Furniture & Equipment only (FF&E only) (not in contract)**

FF&E stands for furniture, fixture, and equipment to be installed in the space, but is NOT included in the GC’s contract. TCO’s for FF&E’s do not need landscape, tree, or traffic approvals. There are technically **no occupants** at this point of the TCO, but rather an approval from the inspectors to begin allowing the installation of items needed for occupant TCO. For FF&E, approvals needed are:

- Building
- Mechanical
- Electrical
- Plumbing
- Fire

## **FF&E plus staff, or admin, or training personnel only**

TCO’s for actual occupancy but **on a limited basis**, partial or full, training or stocking, requires traffic to be added to the list. If a kitchen area is to be included, or if food is to be served, a health approval also needs to be added to the list for approval requirements for this phase of TCO. Since now we’ve added actual occupants to the mix, adequate parking needs to be included as well as approaches and sidewalks. For FF&E for training the approvals needed are:

- Building
- Mechanical
- Electrical
- Plumbing
- Traffic
- Fire
- Health (if kitchen or pool are part of the project and requested area)

## **Certificate of Occupancy (C of O)**

Full Certificate of Occupancy (C of O) means to be open for business, full staff in operation with customers and general public having access to the facility. This will require all inspections to be scheduled and completed prior to the issuance of the full C of O. This is where tree, landscape, irrigation inspections become required to be scheduled and approved pursuing a **100% completion** for a letter of completion or a full Certificate of Occupancy. The approvals for full C of O needed are:

- Building
- Mechanical
- Electrical
- Plumbing
- Traffic
- Landscape/Tree
- Fire
- Health (if kitchen or pool are part of the project)
- Energy Compliance Letters



## **Recommendations for Certificate of Occupancy and Temporary Certificate of Occupancy from the San Antonio Fire Prevention Unit**

Before any framing is conducted for a structure, fire department access to the framing areas as well as related fire hydrants and water supply must be considered. The underground fire line and related fire hydrants must be inspected and approved. A temporary fire lane, constructed of an all weather surface, capable of supporting 75000 lbs. must also be in place. Fire hydrant location and spacing must meet Fire Prevention Code Amendments section 507.5.1.2 (Fire Hydrant Location and Spacing).

### **[San Antonio Building Codes Chapter 11 Article III Fire Prevention](#)**

Certificates of Occupancies are issued by the Development Services Department (DSD) of the City of San Antonio. Upon completion of all the required inspections a request for a Temporary Certificate of Occupancy (TCO) can be made to DSD by the owner or construction superintendant. If all trades have recommended a TCO, the customer is required to apply for a TCO. Please complete a [Temporary Certificate of Occupancy Application](#).

There are basically two types of certificate of occupancies; a full Certificate of Occupancy (CofO) and a Temporary Certificate of Occupancy.

### **What do I need to have in place for the Fire Prevention Unit to recommend a Full Certificate of Occupancy?**

The items required for the Fire Prevention Unit to recommend a full CofO to the Building Department include, but are not limited to:

- All life safety systems to include fire alarm, sprinkler system, underground fire line and related hydrants where required and any other applicable life safety system must have approved plans, a valid permit and be inspected and approved.
- The fire final CofO inspection must be conducted and approved. Some of the items that are inspected during the fire final/COO inspection include, but are not limited to, required exits, exit lights, emergency lighting, exit discharge area, installation of the required fire extinguishers.
- Access: Knox boxes and locks where required to provide fire department access. Fire lane and related fire lane signage where required. If electric gates are installed, they must be inspected and tested by the Fire Prevention Unit. Electric gates must have either a battery back up or a release handle to disengage the chain mechanism.

**What do I need to have in place for the Fire Prevention Unit to recommend a TCO to fully occupy the facility?**

The items required for the Fire Prevention Unit to recommend a TCO to occupy to the Building Department include, but are not limited to:

- All the requirements listed above (see answer 1) with the exception of an item that does not affect any of the life safety systems or egress. An example of such an issue might be the installation of a Knox box or fire lane sign.

**What do I need to have in place for the Fire Prevention Unit to recommend a TCO for stocking and/or training of employees?**

The items required for the Fire Prevention Unit to recommend a TCO for stocking purposes and/or the training of employees to the Building Department include, but are not limited to:

- When applicable, the underground fire line and sprinkler system(s) need to be inspected and approved by the Fire Prevention Unit.
- The sprinkler system needs to be monitored by the fire alarm system. The tamper and flow devices must be tested by the Fire Prevention Unit and they must send a signal to the fire alarm panel which is verified as monitored offsite by a firm licensed by the State of Texas to provide supervising station service.
- All the required exits, exit lights, emergency lighting, exit discharge area, and fire extinguishers must be inspected and approved.
- A fire watch will be required while the structure is occupied (for stocking/training purposes) and the fire alarm system is not yet approved.

**What do I need to have in place for the Fire Prevention Unit to recommend a TCO for furniture, fixtures and equipment (TCO for FFE)?**

The items required for the Fire Prevention Unit to recommend a TCO for furniture, fixtures and equipment to the Building Department include, but are not limited to:

- The underground fire line and sprinkler system(s) need to be inspected and approved.
- The sprinkler system needs to be monitored by the fire alarm system. The tamper and flow devices must be tested and they must send a signal to the fire alarm panel which is verified as monitored offsite by a firm licensed by the State of Texas to provide supervising station service.

**All testing for approval and monitoring must be conducted by inspectors assigned to the San Antonio Fire Prevention Unit.**



City of San Antonio  
 Development Services Department  
 1901 S. Alamo  
 San Antonio, Texas 78204

(210) 207-1111  
[www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)

**Application for Temporary Certificate of Occupancy**

<b>AP No.</b>	
<b>Contractor</b>	
<b>Occupant</b>	
<b>Project Name</b>	
<b>Project Address</b>	
<b>Date of Requested Occupancy</b>	
<b>Anticipated Date of Project Completion</b>	
<b>Area(s) Required for Occupancy</b>	
<b>Reason for Request</b>	
<b>Identify All Incomplete/Failed Final Inspections</b>	<input type="checkbox"/> Fire <input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Health <input type="checkbox"/> Traffic <input type="checkbox"/> Landscape <input type="checkbox"/> Irrigation <input type="checkbox"/> Tree <input type="checkbox"/> Other _____
<b>Stipulations/Conditions of Approval</b>	

**Affidavit of Fact**

By my signature below, I acknowledge the information contained herein is true and correct and I understand the Temporary Certificate of Occupancy is valid for \_\_\_\_days, and may be revoked if the above-listed stipulations/conditions are not met. Any continued operation would be in violation of City Ordinance as outlined in the International Building Code. I also realize the City may cause utilities to be discontinued for failure to comply with the Certificate of Occupancy requirements.

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Applicant's Signature)

STATE OF TEXAS            §  
 COUNTY OF BEXAR        §

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, the affiant who, after being duly sworn on oath, deposed and stated the facts herein set forth are true and correct.

Sworn to and subscribed before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
 Notary Public, State of Texas

Commission Expires: \_\_\_\_\_

### Temporary Certificate of Occupancy Information Handout

- The 2015 International Building Code section 111.3 provides for issuance of a Temporary Certificate of Occupancy to use a portion or portions of a building or structure provided that such portion or portions shall be occupied safely. Prior to the issuance of a Temporary Certificate of Occupancy, a \$500.00 commercial issuance fee must be paid. The residential Temporary Certificate of Occupancy fee is \$150.00 (per building, or portion thereof).
- Development Services may suspend or revoke the Temporary Certificate of Occupancy if it is determined that the structure is in violation of any City of San Antonio adopted code or ordinance.
- Prior to the expiration of the Temporary Certificate of Occupancy, it is the responsibility of the contractor to request required inspections for completion of permitted work. Acceptable final inspections are required by all applicable trades prior to issuance of a Certificate of Occupancy. If uncompleted work cannot be finished during the duration of the Temporary Certificate of Occupancy, an extension must be requested at a cost of \$100.00 for commercial, \$75.00 for residential (per Temporary Certificate of Occupancy renewed).
- The Temporary Certificate of Occupancy may be issued when all necessary permits have been obtained and all inspections preceding the final inspection are approved.
- A Temporary Certificate of Occupancy application expires 30 days from the date of application. If a Temporary Certificate of Occupancy is not issued within this timeframe, the application is void. To reapply, the contractor must obtain a new application and pay applicable fees as per the Development Services Department fee schedule. Information Bulletin 126a outlines the Certificate of Occupancy and Temporary Certificate of Occupancy fees and any pertaining penalties involved.
- Applying for a Temporary Certificate of Occupancy does not mean you have authorization to use or occupy the building. Occupancy is authorized upon receipt, by the contractor, of a Temporary Certificate of Occupancy signed by the Building Official.
- To receive a Temporary Certificate of Occupancy, all life and safety construction items must be completed and when all necessary permits have been obtained and all inspections proceeding the final inspection are approved. All certification letters from engineers and special inspection reports must be submitted and approved prior to Temporary Certificate of Occupancy. All outstanding fees such as permit fees, plan review fees, re-inspection fees shall also be paid prior to Temporary Certificate of Occupancy.
- It is the responsibility of the contractor to request from the appropriate inspector an approval for Temporary Certificate of Occupancy. The inspector must document the approval on the yellow Temporary Certificate of Occupancy inspection slip and indicate the number of days approved. If the number of days approved by each inspector varies, then the lesser shall apply. Upon completion of this application, a Temporary Certificate of Occupancy will be prepared and handed to the contractor by Development Services Call Center staff located on the 1st floor of the DBS Center. This document will only be handed to the contractor of record or representative.
- Issuance of a Temporary Certificate of Occupancy does not constitute completion of a construction project. It is the contractor's responsibility to control the use and occupancy of a building until all clearances and inspection requirements are completed and a full Certificate of Occupancy is received.
- All construction work must be completed with full clearances and required inspection approvals prior to expiration of the Temporary Certificate of Occupancy. It is the contractor's responsibility to request all necessary inspections and approvals. If the project is not completed, it is the contractor's responsibility to contact the Chief Building Inspector to discuss options, which may include applying for another Temporary Certificate of Occupancy.
- **DO NOT OCCUPY A BUILDING OR PORTION THEROF WITHOUT A TEMPORARY CERTIFICATE OF OCCUPANCY.** There is a \$500.00 new commercial occupancy without a Certificate of Occupancy penalty fee. The penalty fee for residential is \$300.00. There is also an existing commercial occupancy without Certificate of Occupancy penalty fee of \$200.00. (Plus the Certificate of Occupancy fee).
- **DO NOT ALLOW A TEMPORARY CERTIFICATE OF OCCUPANCY TO EXPIRE.** Occupancy of a building without a Temporary Certificate of Occupancy is a code violation and will immediately result in enforcement by this department, which may include the disconnection of utilities and the filing of a municipal court case.
- If you have any questions related to the Temporary Certificate of Occupancy process or inspection requirements specific to your project, feel free to contact the Building Inspector Supervisor at (210) 207-8314.

Initial



CITY OF SAN ANTONIO  
**DEVELOPMENT SERVICES DEPARTMENT**  
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 132**  
Program Policies, Procedures & Guidelines, Lists, Notice Forms and  
Report Forms for Special Inspections

DATE: May 25, 2007  
*Revised January 2012/August 1, 2014/May 1, 2015*

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 132. Information Bulletin 132 was created to provide a more user friendly tool that DSD customers can use when researching the policies, procedures, guidelines, lists, notice forms and report forms required for the Special Inspections program found in Section 1704 and amended Section 1704.2 of the 2015 *International Building Code*. See Information Bulletin 185 Smoke Control System Submittal Requirements for smoke control analysis report and testing requirements.

All forms required by the Special Inspections program are attached to this bulletin and are available on-line.

**Scope:**

Please review the program, and its policies and procedures information sheets outlined below in Sections A through F:

- Section A) Owner – Definition and Responsibilities
- Section B) Responsibilities of the Registered Design Professional in Responsible Charge
- Section C) Responsibilities of the Special Inspector
- Section D) Responsibilities of the General Contractor
- Section E) Lists, Notice Forms, and Report Forms for Special Inspections
- Section F) Special Inspection Reviews (SIR)

Should you have any questions on this process regarding Special Inspections, please contact the Development Services Manager at (210) 207-0159 or the Building Inspections Supervisor at (210) 207-8314.

Attachments below:           Special Inspections Program Policies, Procedures & Guidelines  
  Determination of Required Special Inspections  
  Report of Required Special Inspections  
  Notice of Non-compliance  
  Final Report of Required Special Inspections  
  Special Inspection Status Log

**Summary:**

This Information Bulletin is for information purposes only.

**Prepared by:**                 Michael Constantino, Development Services Manager

**Reviewed by:**               Michael Constantino, Development Services Manager

**Authorized by:**             Michael Shannon, PE, CBO, Assistant Director

# Registered Design Professional in Responsible Charge Letterhead

*Revised May 2015*

[Date]

[Owner]

[Owner address 1]

[Owner address 2]

[CSZ]

## FINAL REPORT OF REQUIRED SPECIAL INSPECTIONS

Project:[Project Name]

[Project Address]

Project Building #

San Antonio, Texas

The appropriate design professionals prepared and submitted a list of required special inspections (as required by the *International Building Code* Section 1704.2) on the permit set of construction documents submitted for a building permit for this project.

City of San Antonio Permit Number [AP#            ]

As the registered design professional in responsible charge for all required inspections for this project during construction, to the best of my information, knowledge and belief the listed required inspections and tests for this project have been performed and all discovered discrepancies have been resolved.

Inspections and tests performed, either periodically or continuously, represent all the work for the item inspected.

Respectfully,

[RDPiRC Firm Name]

[Signature of RDPiRC]

\_\_\_\_\_  
[Name of Registered Design Professional in Responsible Charge]

[RDPiRC Seal]

cc:     General Contractor  
       All Special Inspectors listed below



The following is a complete list of all of the required inspections listed on the permitted construction documents along with the names of each of the inspectors that inspected this project:

<b>Inspection Required</b>	<b>Inspector Name/ Firm Name</b>	<b>Special</b>
<b>Geotechnical / Structural Related Inspections</b>		
1)	Section 1705.1.1	Special Cases
2)	Section 1705.2	Steel construction
3)	Section 1705.3 Concrete construction	_____
1)	Section 1705.4 Masonry construction	_____
2)	Section 1705.5 Wood construction	_____
3)	Section 1705.6 Soils	_____
4)	Section 1705.7 Driven deep foundations	_____
5)	Section 1705.8 Cast-in-place deep foundations	_____
6)	Section 1705.9 Helical pile foundations	_____
7)	Section 1705.10 Fabricated items	_____
8)	Section 1705.11 Special Insp. for wind resistance	_____
9)	Section 1705.12 Special Insp. for seismic resistance	_____
10)	Section 1705.13 Testing for seismic resistance	_____
<b>Architectural Related Inspections</b>		
11)	Section 1705.14 Sprayed fire-resistant materials	_____
12)	Section 1705.15 Mastic & intumescent fire-resistant coatings	_____
13)	Section 1705.16 EIFS	_____
14)	Section 1705.17 Fire resistant penetrations and joints	_____
<b>Mechanical Related Inspections</b>		
15)	Section 1705.18 Testing for smoke control (see IB 185)	_____
<b>Tests</b>		
16)	Section 1706 Design Strengths of Materials	_____
17)	Section 1707 Alternative test procedures	_____
18)	Section 1708 In-Situ load tests	_____
19)	Section 1709 Preconstruction load tests	_____

**Notes:**

- Inspectors for inspections not required for this project are listed as “not required”. Inspections not required remain on the list in order to inform the building official that this project does not require the specific inspections.

**RDPIRC Final Remarks or Comments:**

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Project Name: \_\_\_\_\_ AP #: \_\_\_\_\_

Registered Design Professional in Responsible Charge (RDPiRC): \_\_\_\_\_

**Special Inspection Status Log**

Date	Required Item Inspected or Tested	Area/Location	Company, Name & Telephone No. Of Inspector	Pass/Fail/Pending	Remarks/Further Action Required

**NOTE: CONTRACTOR, PLEASE ATTACH A COPY OF THE SPECIAL INSPECTIONS DETERMINATION LETTER TO THIS LOG SHEET.**

**REVISED FEBRUARY 2015 - FOR COMPLIANCE WITH THE 2015 IBC**

- 1705.1.1 SPECIAL CASES
- 1705.2 STEEL CONSTRUCTION
- 1705.3 CONCRETE CONSTRUCTION
- 1705.4 MASONRY CONSTRUCTION
- 1705.5 WOOD CONSTRUCTION
- 1705.6 SOILS
- 1705.7 DRIVEN DEEP FOUNDATIONS

- 1705.8 CAST-IN-PLACE DEEP FOUNDATIONS
- 1705.9 HELICAL PILE FOUNDATIONS
- 1705.10 FABRICATED ITEMS
- 1705.11 SPECIAL INSPECTIONS FOR WIND
- 1705.12 SPECIAL INSPECTIONS FOR SEISMIC RESISTANCE
- 1705.13 TESTING FOR SEISMIC RESISTANCE
- 1705.14 SPRAYED FIRE-RESISTANT MATERIALS

- 1705.15 MASTIC AND INTUMESCENT FIRE-RESISTANT COATINGS
- 1705.16 EXTERIOR INSULATION AND FINISH SYSTEMS (EIFS)
- 1705.17 FIRE-RESISTANT PENETRATIONS AND JOINTS
- 1705.18 TESTING FOR SMOKE CONTROL (see IB 185)
- 1706 DESIGN STRENGTHS OF MATERIALS
- 1707 ALTERNATIVE TEST PROCEDURES
- 1708 IN-SITU LOAD TESTS
- 1709 PRECONSTRUCTION LOAD TESTS



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HELPFUL LINKS

BEXAR APPRAISAL (BCAD)

BEXAR COUNTY LAND DATA

CPS ENERGY

MORE LINKS...

OFFICE & LOCATION

Cliff Morton Development and Business Services Center  
1901 South Alamo Street  
San Antonio, TX 78204



Phone:  
210.207.1111

Hours:  
7:45 am - 4:30 pm (Mon - Fri)  
Closed on City Holidays



### PROJECT STATUS UPDATE

We understand that it is important to know the status of your project. You can check the status of your project by project number, permit number, address, etc.

#### SEARCH FOR YOUR PROJECT BY:



A/P NUMBER



A/P TYPE



ADDRESS



CONTRACTOR



PROJECT NUMBER



TRANSACTION NUMBER

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 PLAT STATUS	 ONE-STOP ZONING MAP	 DOCUMENTS ONLINE