



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/March 27, 2017/July 2017/November 2019/June 2020/January 2021/December 2021/May 2023/May 2025

CREATED BY: Field Services Division

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 2021 *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 online.

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 Audit

Should you have any questions on this process regarding Special Inspections, please contact the Building Inspections Supervisor at (210) 207-2750 or the Development Services Manager 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 Inspector Application Form
Special Inspector Qualification Reference Letter
Special Inspection Status Log

Summary:

This Information Bulletin is for information purposes only.

Prepared by: Roland Resendez, Building Inspection Chief
Reviewed by: Ramiro Carrillo, Development Services Department Manager
Authorized by: Amin Tohmaz, PE, Deputy Development Services Department Director

Special Inspections Program Policies, Procedures & Guidelines

IBC2021 Section 1704 Special Inspections

Information Bulletin 132

Revised 05/01/2023

Index:

- A. Owner- responsibilities.
 - B. Registered Design Professional in Responsible Charge (RDPiRC) - definition and responsibilities.
 - C. Special Inspector - definition and responsibilities.
 - D. General Contractor - definition and responsibilities.
 - E. Lists, Notice Forms, and Report Forms for Special Inspections
 - a) List of Required Special Inspections
 - b) Notice of Non-Compliance (NNC)
 - c) Report of Required Special Inspections
 - d) Final Report of Special Inspections
 - F. Special Inspection Audit
-

A) Responsibilities of the Owner:

- Special Inspections are the responsibility of the Owner.
- The Owner is responsible for employing or contracting the RDPiRC.
- The Owner is responsible for immediately contacting the building official, in writing, when there is a change of the RDPiRC.
- The Owner is responsible for the special inspection fees/costs. These fees/costs are not included in any permit or plan review fees.

B) Definition and Responsibilities of the Registered Design Professional in Responsible Charge (RDPiRC):

- The RDPiRC is an individual who is a licensed design professional in the State of Texas, implements the special inspections program and is responsible for the Determination of Required Special Inspections, Section 1704.2 of the International Building Code.
- The RDPiRC contracted with or employed by the owner. The RDPiRC and the special inspectors and testing technicians may not be in the employ of the general contractor, subcontractors, or material suppliers. In the case of an owner/contractor, the building official shall specify who employs the RDPiRC and special inspectors.
- The RDPiRC, as the owner's agent, may employ or contract with the special inspectors.
- The RDPiRC shall assign only qualified special inspectors approved by the Building Official.
- The RDPiRC is responsible for providing the general contractor with a list of all required Special Inspections and the associated special inspectors prior to construction.
- The RDPiRC shall submit associated special inspector field reports to the building official with a copy to the special inspector, owner and general contractor indicating compliance for any NNC items reported and advising the building official to allow work to continue.
- RDPiRC is responsible to prepare, sign and seal the Final Report of Required Special Inspections after the general contractor completes their work according to the approved construction documents. The RDPiRC shall prepare the Final Report of Required Special Inspections using the form approved by the building official (attached).
- The employment of the RDPiRC does not relieve the building official of his responsibility for such inspection acceptance or for the other periodic and called for inspections as required by the current building code.
- If at any point during construction, the design professional is no longer employed as the RDPiRC of the project, written notification must be immediately submitted to the building official.

Special Inspections Program Policies, Procedures & Guidelines

IBC2021 Section 1704 Special Inspections

Information Bulletin 132

Revised 05/01/2023

C) Definition and Responsibilities of the Special Inspectors:

- Each special inspector must be qualified in the area of expertise of special inspection required as well as being registered with the City of San Antonio. (See the Qualification form attached).
- Each special inspector is contracted or employed by the RDPiRC or owner.
- Each special inspector must understand the information provided and evaluate if that information is sufficient to perform the inspection successfully. Each special inspector must make that decision and if some of the required information is not understandable or available, they must obtain the necessary information, in an approved form, through the appropriate channels. Each special inspector is responsible to review the plans thoroughly and sufficiently ahead of construction to establish if he can inspect those items entrusted to them. All errors and/or omissions in the approved plans that create any form of doubt or ambiguity for the special inspector shall be resolved through the proper channels. The special inspector shall indicate in their reports that the information furnished was sufficiently clear and understandable for them to inspect properly.
- Each special inspector is responsible for verification that those items detailed in the permitted plans and specifications are built into the project.
- Special inspectors shall prepare, sign, and submit to the RDPiRC an inspection report for any time spent at a project site. Submit the reports within a reasonable time of the inspection. Include in the report any supporting documentation.
- The special inspector shall bring non-complying items to the immediate attention of the general contractor and the RDPiRC. If correcting the non-complying items is not in a timely manner or is ignored, the special inspector is to prepare, sign and submit a Notice of Non-Compliance (NNC) to the RDPiRC with a copy directly to the building official, the general contractor, and owner. In receiving the NNC, the building official may suspend all future work in the areas of such non-compliance until the non-compliant items are corrected and the RDPiRC issues a field report to the building official with a copy to the special inspector, owner, and general contractor indicating compliance. The special inspector shall prepare the NNC using the NNC form approved by the building official (attached).
- Each special inspector is responsible to prepare, sign, and submit to the RDPiRC his Report of Required Special Inspections. This report shall be prepared on the Report of Required Special Inspections form approved by the building official (form attached).
- Each Special Inspector is responsible for any changes to their registration records.
- Each Special Inspector is responsible for updating their certifications with the Development Services Department.
- Each Special Inspector shall be responsible for renewing their ID# annually.
- Fabricating facilities/shops are required to register their company as a fabricating special inspector. These registrations require annual renewal and yearly audit documentation from an approved agency.

D) Responsibilities of the General Contractor:

- The general contractor is responsible for coordinating all testing and inspections and notifying the RDPiRC and the special inspector of work ready for inspection.
- The general contractor must provide access to and means for safe and proper inspection of such work. Inspections may be denied if safe access is not provided at the job site.
- The general contractor shall keep a special inspections logbook readily available for both the special inspectors and the city building inspector. The special inspections logbook shall include a copy of the following: 1) Determination Letter of Required Special Inspections 2) The special inspections log & sign in sheet 3) A copy of all special inspection reports from the special inspector 4) Any changes that may apply to special inspections on the project.
- The general contractor **shall not** employ the special inspector.

Special Inspections Program Policies, Procedures & Guidelines

IBC2021 Section 1704 Special Inspections

Information Bulletin 132

Revised 05/01/2023

E) Lists, Notice Forms, and Report Forms for Special Inspections

- List of Required Special Inspections:
 - A complete itemized list according to IBC 2021 Section 1705 submitted by the RDPiRC as part of the permit documents.
 - List the RDPiRC name and contact information.
 - If the RDPiRC determines that, as per Section 1704.2 of the 2021 IBC no special inspections are applicable to the project, the determination letter must be signed and sealed only.
 - The RDPiRC shall furnish the required qualifications of the special inspector and the frequency of each special inspection upon request.
 - Refer to IBC 2021 Section 1705 for special instructions/tables.
 - Note any special instructions for performance.
 - Sample list attached.
- Structural Observation Report:
 - IB132 and section 1704 requires Structural Observation Inspections for the items specified in Section 1704.6 Structural Observation includes, but is not limited to, visual observation of the Structural system for conformance with the approved plans and specifications, at significant construction stages and at the completion of the Structural system, and submission of appropriate observation reports to the City of San Antonio Building Official.
 - The Structural Observer(s) must be the registered design professional in the State of Texas responsible for the Structural design, or another registered design professional in the State of Texas designated by the registered design professional responsible for the Structural design, to perform the Structural observation.
 - The registered design professional responsible for the Structural Observation shall complete a signed written report after each site visit requiring Structural Observation. The Structural Observer(s) shall ensure that all reports are posted with the permit at the job site and are available to the City of San Antonio Building Official. All deviations from the approved plans or specifications shall be brought to the immediate attention of the contractor for correction and, if uncorrected, to the responsible registered design professional and to the City of San Antonio Building Official.
 - The Structural Observer shall submit a final signed report to the registered design professional and to the City of San Antonio Building Official providing final test results and stating whether the items requiring Structural observation were, to the best of the observer's knowledge, in compliance with the approved plans, specifications and applicable workmanship provisions of the code. Final inspections approval and/or issuance of the Certificate of Occupancy will not occur until all Structural Observation reports have been received and accepted by the City of San Antonio Building Official.
 - Sample Structural Observation Report is attached.
- Notice of Non-Compliance:
 - Only submit as required by the building code as described under the responsibilities of the special inspector.
 - Sample NNC attached
- Report of Required Special Inspections:
 - Report prepared, signed, and submitted by each special inspector to the RDPiRC for the RDPiRC to prepare the Final Report of Required inspections.

Special Inspections Program Policies, Procedures & Guidelines

IBC2021 Section 1704 Special Inspections

Information Bulletin 132

Revised 05/01/2023

- Submitting this report indicates that inspections and tests performed, either periodically or continuously, represent all the work for the item inspected.
- Copy to the general contractor.
- Final Report of Required Special Inspections:
 - Report prepared, signed, and sealed by the RDPiRC to the owner for the owner or owner's representatives to submit to the building official – sample attached
 - Submitted upon completion of all special inspections and resolution of all NNC items.
 - Copy to the general contractor and all special inspectors listed in the report.
 - This report is required to be submitted prior to the issuance of a C of O and Temporary C of O
 - A technical review of the final report to ensure special inspectors are registered for the special inspections will be completed by Development Services Department Building Official or Designee.

F) Special Inspection Audit

- The Development Services Department building inspectors will conduct a randomly generated audit of special inspections and will be conducted at the time of the special inspection at the project site. The total number of audits performed each month need not exceed 10.
- A minimum of two audits are to be performed for each project randomly selected. All High-rise projects are to have a minimum of two audits. A final report of the special inspections review will serve as the second audit for the randomly generated projects.
- General supervision of the audit function is assigned to the Commercial Inspections Supervisor. Auditors may be of any classification of employees assigned to Development Services – Field Services Inspectors. Audits are to be assigned by the Development Services staff.
- The Development Services Department building inspectors will generate the Special Inspection Review applicable to each special inspection identified in the approved plans and documents by the RDPiRC for compliance with the Special Inspections Program.
- A logbook of all the identified special inspections must be located on the job site and presented to the building inspector for review when requested.
- SIR's are to be scheduled by the inspectors only and are not to be confused with an inspection request.
- Failure of the **general contractor** to provide a log sheet on the job site will result in an immediate issuance of a STOP WORK order by the building inspector.
- Refer to **E)**, Structural Observation Report for Structural Observation Report to be included in the SIR logbook at the job site.

Registered Design Professional in Responsible Charge Letterhead

Revised 05/01/2023

[Date]

[Owner]

[Owner Address 1]

[Owner Address 2]

[City, State, Zip]

Determination of Required Special Inspections Section 1704

Project: [Project Name]

[Permit # (If known)]

[Project Address]

San Antonio, Texas

Section 1704 of the *International Building Code*, as amended by the City of San Antonio, has been reviewed. The following is a list of the required special inspections applicable to this project:

2024 IBC Section	Type of Special Inspections and Extent	Applicable	Non-Applicable	Continuous or Periodic
1705.1.1	Special Cases	<input type="checkbox"/>	<input type="checkbox"/>	
1705.2	Steel construction	<input type="checkbox"/>	<input type="checkbox"/>	
1705.3	Concrete construction	<input type="checkbox"/>	<input type="checkbox"/>	
1705.4	Masonry construction	<input type="checkbox"/>	<input type="checkbox"/>	
1705.5	Wood construction	<input type="checkbox"/>	<input type="checkbox"/>	
1705.6	Soils	<input type="checkbox"/>	<input type="checkbox"/>	
1705.7	Driven deep foundations	<input type="checkbox"/>	<input type="checkbox"/>	
1705.8	Cast-in-place deep foundations	<input type="checkbox"/>	<input type="checkbox"/>	
1705.9	Helical pile foundations	<input type="checkbox"/>	<input type="checkbox"/>	
1705.10	Structural integrity of deep foundation elements	<input type="checkbox"/>	<input type="checkbox"/>	
1705.11	Fabricated items	<input type="checkbox"/>	<input type="checkbox"/>	
1705.12	Special Inspections for wind resistance	<input type="checkbox"/>	<input type="checkbox"/>	
1705.13	Special Inspections for seismic resistance	<input type="checkbox"/>	<input type="checkbox"/>	
1705.14	Testing for seismic resistance	<input type="checkbox"/>	<input type="checkbox"/>	
1705.15	Sprayed fire-resistant materials	<input type="checkbox"/>	<input type="checkbox"/>	
1705.16	Mastic and intumescent fire-resistant coatings	<input type="checkbox"/>	<input type="checkbox"/>	
1705.17	Exterior insulation and finish systems (EIFS)	<input type="checkbox"/>	<input type="checkbox"/>	
1705.18	Fire-resistant penetrations and joints	<input type="checkbox"/>	<input type="checkbox"/>	
1705.19	Testing for smoke control (see IB185)	<input type="checkbox"/>	<input type="checkbox"/>	
1705.20	Sealing of mass timber	<input type="checkbox"/>	<input type="checkbox"/>	

1706	Design Strengths of Materials	<input type="checkbox"/>	<input type="checkbox"/>	
1707	Alternative Test Procedures	<input type="checkbox"/>	<input type="checkbox"/>	
1708	In-Situ Load Tests	<input type="checkbox"/>	<input type="checkbox"/>	
1709	Preconstruction Load Tests	<input type="checkbox"/>	<input type="checkbox"/>	

At the completion of construction, a final report written by the Registered Design Professional in Responsible Charge that documents all the special inspections required will be submitted to the building official, via the Owner. It is our understanding that a Certificate of Occupancy will not be issued by the City of San Antonio until this final report is received, indicating that there are no remaining deficiencies.

A copy of the determination letter is to be supplied to all special inspectors performing special inspections for this permit.

Respectfully,

[RDPiRC Firm Name]

[Signature of RDPiRC]

[Name of Registered Design Professional in Responsible Charge]



[RDPiRC Seal]

Cc: General Contractor

Inspections Required

Special Inspector/SI#/Firm Name

- Section 1705.1.1 Special Cases: _____
- Section 1705.2 Steel Construction: _____
- Section 1705.3 Concrete Construction: _____
- Section 1705.4 Masonry Construction: _____
- Section 1705.5 Wood Construction: _____
- Section 1705.6 Soils: _____
- Section 1705.7 Driven Deep Foundations: _____
- Section 1705.8 Cast-in-place Deep Foundations: _____
- Section 1705.9 Helical Pile Foundations: _____
- Section 1705.10 Structural integrity of deep foundation elements: _____
- Section 1705.11 Fabricated items: _____
- Section 1705.12 S.I. for Wind Resistance: _____
- Section 1705.13 S.I. for Seismic Resistance: _____
- Section 1705.14 Testing for Seismic Resistance: _____
- Section 1705.15 Sprayed Fire-Resistant Materials: _____
- Section 1705.16 Mastic & Intumescent Fire-Resistant Coatings: _____
- Section 1705.17 Exterior Insulation and Finish Systems (EIFS): _____
- Section 1705.18 Fire Resistant Penetrations and Joints: _____
- Section 1705.19 Special Inspection for Smoke Control (see IB 185): _____
- Section 1705.20 Sealing of mass timber: _____
- Section 1706 Design Strengths of Materials: _____
- Section 1707 Alternative Test Procedures: _____
- Section 1708 In-Situ Load Tests: _____

Section 1709 Preconstruction Load Test: _____

NOTES:

- List includes only the inspections performed by this inspector. Other inspectors for the other required inspections listed on the permitted construction documents will submit other statements.

ADDITIONAL COMMENTS:

Special Inspector Letterhead

Revised 05/21/2025

[Date]

[Owner]

[Owner address 1]

[Owner address 2]

[City, State, Zip]

NOTICE OF NON-COMPLIANCE

Project: [Project Name]

[Project Address]

San Antonio, Texas

City of San Antonio Permit Number [AP#]

According to Section 1704.2.4 of the 20____ *International Building Code*, “Discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge”.

As a special inspector for the specific required special inspections for this project during construction. The special inspections performed indicate that the construction of the [Specify construction] does not comply with the requirements of the construction documents.

DO NOT COVER OR CONCEAL ANY WORK IN AREAS OF NON-COMPLIANCE UNTIL CORRECTING THE NON-COMPLIANT WORK AND RECEIVING A FIELD REPORT INDICATING THE WORK IS CORRECTED.

Attached are test / inspection reports describing the non-compliant construction.

Respectfully,

[Special Inspector Firm Name]

[Signature of Inspector]

[Name of Inspector]



[Special Inspectors Seal]

(If applicable)

Cc: Registered Design Professional in Responsible Charge
City Building Official
General Contractor

Registered Design Professional in Responsible Charge Letterhead
Revised 05/01/2023

[Date]

[Owner]
[Owner address 1]
[Owner address 2]
[City, State, Zip]

Final Report of Required Special Inspections

Project: [Project Name]
[Project Address]
San Antonio, Texas

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

City of San Antonio Permit Number [AP#]

As your 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 test for this project have been performed and all discovered discrepancies have been resolved.

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

Respectfully,

[RDPiRC Firm Name]

[Signature of Inspector]

[Name of Inspector]



[RDPiRC Seal]

Cc: General Contractor

The following is a complete list of all the required inspections listed on the permitted construction documents along with the names of the inspectors, City of San Antonio special inspector registration number, and company name that inspected this project:

Inspections Required

Related Special Inspections

Special Inspector/SI#/Firm

Geotechnical / Structural related Inspections

- Section 1705.1.1 Special Cases: _____
- Section 1705.2 Steel Construction: _____
- Section 1705.3 Concrete Construction: _____
- Section 1705.4 Masonry Construction: _____
- Section 1705.5 Wood Construction: _____
- Section 1705.6 Soils: _____
- Section 1705.7 Driven Deep Foundations: _____
- Section 1705.8 Cast-in-place Deep Foundations: _____
- Section 1705.9 Helical Pile Foundations: _____
- Section 1705.10 Structural integrity of deep foundation elements: _____
- Section 1705.11 Fabricated items: _____
- Section 1705.12 S.I. for Wind Resistance: _____
- Section 1705.13 S.I. for Seismic Resistance: _____
- Section 1705.14 Testing for Seismic Resistance: _____

Architectural Related Inspections

- Section 1705.15 Sprayed Fire-Resistant Materials: _____
- Section 1705.16 Mastic & Intumescent Fire-Resistant Coatings: _____
- Section 1705.17 Exterior Insulation and Finish Systems (EIFS): _____
- Section 1705.18 Fire Resistant Penetrations and Joints: _____

Mechanical Related Inspections

- Section 1705.19 S.I. for Smoke Control (see IB 185): _____
- Section 1705.20 Sealing of Mass Timber: _____

Tests

- Section 1706 Design Strengths of Materials: _____
- Section 1707 Alternative Test Procedures: _____
- Section 1708 In-Situ Load Tests: _____
- Section 1709 Preconstruction Load Tests: _____

NOTES:

- List includes only the inspections performed by this inspector. Other inspectors for the other required inspections listed on the permitted construction documents will submit other statements.
- Inspectors for inspections not required for this project are to be 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 inspection.
- Special inspections listed on the final report of special inspections must match the determination of required special inspections letter on file for the permit. To remove or modify special inspections a revised determination letter must be submitted to plan review.

ADDITIONAL COMMENTS:

Structural Observation Report

A structural observation must now visually observe the construction of structural systems for general design conformance for all building assigned to Risk Category III or IV. The following are general requirements and instructions for processing the Structural Observation Program form and general information for persons responsible for the special inspections.

GENERAL REQUIREMENTS:

The Structural Observer(s) must be the registered design professional responsible for the Structural design or another registered design professional designated by the registered design professional responsible for the Structural design, to perform the Structural observation.

Structural observations for structures (1704.6.1) – Structural observations shall be provided for those structures where one or more of the following conditions exist:

- The structure is classified as Risk Category III or IV.
- The structure is a high-rise building.
- The structure is assigned to Seismic Design Category E and is greater than two stories above the grade plane.
- Such observation is required by the registered design professional responsible for structural design.
- Such observation is specifically required by the building official.

INSTRUCTIONS

REGISTERED DESIGN PROFESSIONAL: Complete all information requested on this form. Indicate the ITEMS requiring Structural Observation. Seal, sign, and date the form. Submit to the city with the permit application whenever the code requires Structural observations. This form may be reproduced in the construction plans in lieu of submitting separate sheets.

PLAN REVIEWER: Review the Structural Observation Report form for accuracy and ensure that it identifies all work requiring Structural Observation. Complete any missing information (i.e., project and/or permit numbers) if known and indicate on the permit(s) "Structural Observation Required". The Structural Observation form shall be processed before permit issuance.

CITY BUILDING OFFICIAL OR DESIGNEE: Review the Structural Observations Program form for the name of the registered design professional responsible for the Structural Observation Program. Address any Structural Observation concerns of the Building Official or Designee. Attend any necessary job conference related to Structural Observation procedures. Review all required Structural Observation and final reports.

STRUCTURAL OBSERVATION: The registered design professional responsible for the Structural Observation shall complete a signed written report after each site visit requiring Structural Observation. The Structural Observer(s) shall ensure that all reports are posted with the permit at the job site and are available to the City of San Antonio Inspector for review. All deviations from the approved plans or specifications shall be brought to the immediate attention of the contractor for correction and, if uncorrected, to the responsible registered design professional and to the City of San Antonio Building Official or Designee.

The Structural Observer shall submit a final signed report to the registered design professional and to the City of San Antonio Building Official or Designee providing final test results and stating whether the items requiring Structural observation were, to the best of the observer's knowledge, in compliance with the approved plans, specifications and applicable workmanship provisions of the code. Final inspections approval and/or issuance of the Certificate of Occupancy will not occur until all Structural Observation reports have been received and accepted by the City of San Antonio Structural Inspector.

STRUCTURAL OBSERVATION REPORT

POST AT JOB SITE WITH PERMIT (General Requirements and Instructions on the backside of form)

TO BE COMPLETED BY REGISTERED DESIGN PROFESSIONAL					
Project Name:		Project Address:			
Project Owner/Owner's Agent Name:		Mailing Address:		Phone No.	
Registered Design Professional of Record Name:		Mailing Address:		Phone No.	
Firm Name:		Email Address:		Fax No.	
[Seal]		As the Registered Design Professional, I hereby affirm that I am familiar with the design of this project and have been designated by the Owner/Owner(s) Agent as the registered design professional responsible for conducting the Structural Observation Program required by the City of San Antonio IB132 and 1704. I have determined that the items checked below require Structural Observation. I understand and agree to inform the project owner, the contractor(s), and the City of San Antonio Building Official about all Structural Observation requirements.			
		Signature: _____		Date: _____	
ITEMS REQUIRING STRUCTURAL OBSERVATION					
YES	NO		YES	NO	
		Structure classified as Risk Category III or IV			Refer to Table 1604.5
		Structure is a high-rise building			Structure is > 75 ft above grade plane
		Structure assigned to Seismic Design Category E and is greater than two stories above grade plane			Structure > three stories above grade plane Elevated post-tensioned concrete structures
		Required by RDPiRC for the structural design			Structural prefab deferred units & connections
		Required by the Building Official			
(Attach Supplement if Necessary)					
		Certificate of Compliance:			
[Seal]		I certify to the best of my knowledge the Structural Requirements of the City of San Antonio construction Code and approved plans and specifications have been complied with insofar as the portion of the work requiring Structural observation is concerned, except for those deviations that have been previously reported. A guarantee that the contractor has constructed the building in full accord with the plans and specifications is neither intended nor implied.			
		Signature: _____		Date: _____	

City of San Antonio

Development Services Department

Special Inspector Qualification Reference Letter

I am familiar with the International Building Code and the City of San Antonio Special Inspection Program. As a registered engineer/architect, it is my professional opinion that (**Insert Inspector's Name**) meets the training, experience, and competency requirements of these documents and is qualified to act as a special inspector in accordance with 20____ IBC 1704.2.1 for each of the disciplines checked off from the list below:

Structural

- Special cases 1705.1.1
- Steel construction 1705.2
- Concrete construction 1705.3
- Masonry construction 1705.4
- Sealing of mass timber 1705.20

Geotechnical

- Soils 1705.6
- Driven deep foundations 1705.7
- Cast-in-place deep foundations 1705.8
- Helical pile foundations 1705.9
- Structural integrity of deep foundation elements 1705.10

Architectural

- Fabricated Items 1705.11
- Special inspections for wind resistance 1705.12
- Special inspections for seismic resistance 1705.13
- Testing for seismic resistance 1705.14
- Spray fire-resistant materials 1705.15
- Mastic & intumescent fire-resistant coatings 1705.16
- Exterior insulation and finish system (EIFS) 1705.17
- Fire-resistant penetrations & joints 1705.18

Mechanical

- Testing for smoke control (see IB 185) 1705.19

Tests

- Design strengths of materials 1706
- Alternative test procedures 1707
- In-situ load tests 1708
- Pre-construction load tests 1709

Note: * This form must be attached to the Special Inspector Application.

Respectfully,

[Engineer/Architect Name]
[Company address 1]
[Company address 2]
[City, State, Zip]



[Design Professional Seal]

This Page valid for permits acquired prior to 4-1-2021



Special Inspector Application

New Renewal Update Change of Employer

Company Name: _____

Applicant Name or Fabricator Company Name: _____

Mailing Address: _____ City: _____ State: _____

Zip Code: _____ E-Mail: _____

Applicant Telephone: _____ Company Number: _____

All submittals must include a completed application, resume providing minimum experience requirements, copies of required certifications (or reference letter if applicable). Special inspection requirements are outlined in the City of San Antonio Development Services Department in IB-132.

Fees

Every new and renewal application must include a \$0.00 registration fee, valid for one (1) year. (This fee will be waived at this time until department deems necessary).

Minimum Experience Requirements

Applicants shall comply with one of the following education and experience requirements:

Professional Engineer, Architect, or Registered Design Professional and a minimum three (3) months of relevant work experience; or

Bachelor of Science Degree in Engineering, Architecture, or Physical Science and a minimum of six (6) months of relevant work experience, or Engineer-in-training, or

Two (2) years of verified college or technical school and a minimum of two years of verified relevant work experience, or Engineer-in-training, or

High school or equivalent graduate and a minimum of two (2) years of verified relevant work experience; or

A minimum of three (3) years of verified relevant work experience.

A resume that describes your relevant experience and training for each special inspection discipline included in your application.

A copy of the required third-party certification for each discipline included in your application.

- For first-time applicants, only, a reference letter sealed by a Texas Registered Professional Engineer or Architect may be submitted in lieu of the required certification. Approval by this method is firm-specific and is non-transferable between companies.
- This will only be valid for permits acquired prior to 4/1/2021, after which the required certifications must be obtained. ***All permits issued on or before 3/31/21 may be inspected by special inspectors already approved with a design professional seal through the completion of the project. ***
- A sample reference letter is located on page 16.

SUBMISSION OF SPECIAL INSPECTOR APPLICATION

Submission of an electronic copy of the Special Inspector Application. This electronic application in pdf format is uploaded to the licensed professional online account. <https://aca-prod.accela.com/COSA/default.aspx>

or drop off in person to the first-floor reception desk, or mail to:

City of San Antonio Development Services Department
Special Inspections Program
C/o Chief Building Inspector
1901 S. Alamo St.
P.O. Box 839966
San Antonio, TX. 78283-3966



Printed Name

Date

Signature

Date

For more information or for a copy of this publication in an alternate format, please contact the Building Inspections Supervisor at (210) 207-2750

Required Certifications for Special Inspector – Check each box that you are applying for:

	Discipline (Code Section)	Required Inspections	Required Certifications
<input type="checkbox"/>	Structural (1705.1.1)	Special Cases, Wall panels, curtain walls and veneers	ICC Commercial Building Inspector or ICC Certified Building Inspector
<input type="checkbox"/>	Structural (1705.2)	Steel High-strength Bolting Steel Welding	ICC Structural Steel and Bolting SI AWS, CWI or ICC Structural Steel & Welding Special Inspector
<input type="checkbox"/>	Structural (1705.3)	Reinforced Concrete	ICC Reinforced Concrete SI or ACI Concrete Construction SI
<input type="checkbox"/>	Structural (1705.3)	Prestressed / Precast Concrete Construction	ICC Reinforced Concrete SI or ACI Concrete SI and ICC Prestressed SI or PTI Level 1&2 Unbonded PT Inspector
<input type="checkbox"/>	Structural (1705.3)	Post-installed structural anchors in concrete	ICC Reinforced Concrete SI or ACI Concrete SI or Manufacturers approved installer
<input type="checkbox"/>	Structural (1705.4)	Masonry construction including veneer	ACI Masonry Field Testing Technician or ICC Structural Masonry SI
<input type="checkbox"/>	Structural (1705.5)	Wood Construction	ICC Commercial Building Inspector or ICC Certified Building Inspector
<input type="checkbox"/>	Geotechnical (1705.6) (1705.7) (1705.8) (1705.9)	Soils, foundations: Driven deep, Cast-in-place deep, Helical piles	ICC Soils SI or NICET II (geotechnical or construction, or construction material testing soils)
<input type="checkbox"/>	Geotechnical (1705.10)	Structural integrity of deep foundation elements	
<input type="checkbox"/>	Architectural (1705.11)	Fabricated Items	ICC Commercial Building Inspector or ICC Certified Building Inspector
<input type="checkbox"/>	Architectural (1705.12)	S.I. for Wind Resistance	ICC Commercial Building Inspector or ICC Certified Building Inspector
<input type="checkbox"/>	Architectural (1705.13)	S.I. for Seismic Resistance	ICC Commercial Building Inspector or ICC Certified Building Inspector
<input type="checkbox"/>	Architectural (1705.14)	Testing for Seismic Resistance	ICC Commercial Building Inspector or ICC Certified Building Inspector
<input type="checkbox"/>	Architectural (1705.15)	Spray fire-resistant materials	ICC Spray-applied Fireproofing SI or ICC Fire Inspector
<input type="checkbox"/>	Architectural (1705.16)	Mastic and intumescent fire-resistant coatings	ICC Spray-applied Fireproofing SI or ICC Fire Inspector
<input type="checkbox"/>	Architectural (1705.17)	Exterior insulation and finish system (EIFS)	AWCI EIFS Inspector
<input type="checkbox"/>	Architectural (1705.18)	Fire-resistant Penetrations and Joints	UL or FM firestop examination, IFC Special Inspector
<input type="checkbox"/>	Mechanical (1705.19)	Smoke control	Nationally Recognized Certification in air balance, smoke control, life safety or mechanical inspections. Recognized organizations include ICC, IAPMO, AABC, NEBB, TABB, NFPA, OSHA, IFC and CSP. Other organizations will be considered.
<input type="checkbox"/>	Structural (1705.20)	Sealing of Mass Timber	ICC Tall Mass Timber SI
<input type="checkbox"/>	Structural (1706)	Design Strengths of Materials	ICC Commercial Building Inspector or ICC Certified Building Inspector
<input type="checkbox"/>	Architectural/ Structural (1707)	Alternative Test Procedure	ICC Commercial Building Inspector or ICC Certified Building Inspector
<input type="checkbox"/>	Structural (1708)	In-situ Load Tests	Engineer
<input type="checkbox"/>	Structural (1709)	Preconstruction Load Tests	Engineer

Created: July, 2019

Revised: 05/21/2025

Special Inspections Type Key

Type	Description of Discipline
Structural	
STR-1	Special cases, wall panels, curtain walls and veneers
STR-2	Steel Construction (Includes STR-3 & STR-4)
STR-3	Steel welding
STR-4	Cold formed steel trusses spanning 60' or greater
STR-5	Reinforced concrete
STR-6	Pre-stressed/Precast Concrete Construction
STR-7	Post-installed structural anchors in concrete
STR-8	Masonry construction including veneer
STR-9	Wood construction
Geotechnical	
GEO-1	Soils, driven deep foundations, cast-in-place deep foundations, helical piles foundations
Architectural	
ARC-1	Mastic and intumescent fire-resistant coating
ARC-2	Exterior insulation and finish system (EIFS)
ARC-3	Fire-resistant penetrations and joints
ARC-4	Special Inspection for Wind Resistance
ARC-5	Testing for Seismic Resistance
ARC-6	Spray Fire-Resistant Materials
ARC-7	Design Strength of Materials
ARC-8	Alternative Test Procedures
ARC-9	In-Situ Load Tests
ARC-10	Preconstruction Load Tests
ARC-11	Fabricated Items
ARC-12	Special Inspections for Seismic Resistance
Mechanical	
MEC-1	Smoke control

