



CITY OF SAN ANTONIO

DEPARTMENT OF PLANNING & DEVELOPMENT SERVICES

TO: Planning & Development Services Department Customers

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

DATE: March 10, 2010, effective April 9, 2010

The purpose of this information bulletin is to clarify the requirements for residential foundation repair and/or replacement permits. In order to obtain a permit, applicants must be the homeowner or registered as a residential builder and must complete the Foundation Repair Permit and submit it to the One Stop Counter at the DBS Center or any of the City's Service Centers. This application and the permit must be available at the job site. This permit cannot be obtained using the department's on-line permitting system. A double fee will apply for failure to obtain a permit before starting work. The specific requirements for each foundation type are as follows:

- **Slab on Grade** – This type of repair needs to be designed and inspected by a professional engineer, licensed by the state of Texas. In order to clear the foundation inspection, the engineer letter must specifically indicate that the drainage away from the foundation meets the minimum requirements of the City's current building codes. Failure to include this information in the engineer letter will result in receiving a "partial pass" Foundation Inspection and will require the permit holder to schedule a Final Inspection in order for the department to verify that the drainage away from the foundation meets the minimum requirements of the code.
- **Pier & Footing** – Applicants must state the type and number of piers that will be repaired and/or replaced. This type of repair or replacement work needs to be designed and inspected by a professional engineer, licensed by the state of Texas. An engineer letter must be submitted to clear the foundation inspection.

The ICC Residential Building Code has additional requirements based upon the scope of work as follows:

- **Wood Sill/Beam/Girder/Shiming Repair or Replacement** – This type of work must be designed and inspected by a professional engineer, licensed by the state of Texas. In order to clear the foundation inspection, the engineer letter must specifically indicate that the repair or replacement of the wood sills, wood shim, beam, girder, meet the minimum requirements of the City's code. Failure to include this information will result in receiving a "partial pass" Foundation Inspection and the permit will remain open until the department receives verification from the engineer that the wood sills, beam, girder, shimming meet the minimum requirements of the code.
- **Skirting Removal, Repair or Replacement** – If the scope of work requires you to alter the skirting, the permit holder is responsible for the additional requirement to schedule a Final Inspection to allow the department's building inspectors to inspect the work for venting, subfloor access, and drainage.

All engineer letters should be standardized using the template attached hereto and submitted to Planning & Development Services as follows:

- Email to callcenter@sanantonio.gov
- Fax to 210.207.6873
- Hand Delivery to: Planning & Development Services
Call Center
1901 S. Alamo Street
San Antonio, Texas 78204

You can verify the status of the foundation inspection on line at:

www.sanantonio.gov/dsd/online.asp. The department's goal is to review and indicate the inspection results in Hansen within five business days from receipt of the engineer letter. For additional information, please contact Planning & Development Services Department at 210.207.1111 option O.

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 [slab on grade, piers, footing, wood sill, beam, girder, shimming, skirting, drainage, and primary structural framing] resisting gravity and lateral loads required by the 2009 Edition of the **International Residential Code**.

Qualified individuals from this office visited the site to check the construction stated above for general conformance with our construction documents and the requirements of the 2009 Edition of the **International Residential Code**. 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 and the 2009 Edition of the **International Residential Code**.

As denoted by the engineering seal on the 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,

Structural Engineer Signature

(Structural Engineer Typed Name)

Engineer's P.E. Seal

Notes to help correctly prepare this form letter:

1. Fill in the specific date, client name & address, project information, permit number (A/P) and legal description where italicized.
2. Replace the term *Structural Engineer* with either the structural engineer's name or the engineering company's name.
3. Select the correct structural elements incorporated within the project. Delete the terms that do not apply. Failure to include all structural elements listed in the permit application, will result in receiving only a "partial pass" inspection.
4. Sign, seal, and date before submitting to the City of San Antonio, Planning & Development Services Department.