



DEVELOPMENT SERVICES

Foundation Repair Permit Application

All mechanical, electrical, and plumbing work will require separate additional permits.

To apply online please visit our [BuildSA Portal](#)

Date: _____ Owner Name: _____

Address: _____ San Antonio, Texas _____

Work Details

☐ Residential ☐ Commercial: Valuation of job: \$ _____

☐ Full Repair ☐ Partial Repair Square Footage of Work: _____ sq. ft.

*An Engineer's Assumption Letter is required to be submitted at time of application

Foundation Type	Repair Details
☐ Slab on Grade/Concrete Foundation	Sill replaced _____ linear feet
☐ Concrete Post/Pier & Beam	Floor Joists replaced _____ linear feet
# of posts/piers replaced? _____	Flooring replaced _____ sq. ft.
☐ Other _____	Removing skirting? ☐ YES ☐ NO

Inspections

- All foundation repairs require the submittal of an engineer's inspection letter to clear the foundation inspection.
- Letters may indicate that drainage and ventilation meet the minimum requirements of the City's current building codes. If drainage is not addressed by engineer, a DSD building final inspection is required.
- DSD will verify that skirting meets the current building code in relation to venting, subfloor access, and drainage.
- See **IB 172** for more information on residential foundation repairs
- Application fee = permit base + surcharge + processing charge

Registration Holder: _____ City Registration #: _____

Company Name: _____ Delegate: _____

Homeowner Name: _____ Phone #: _____

Escrow # (if applicable): _____ Email: _____

Work Summary _____

_____(Initial) Homeowners Only: I understand that by initialing here and my signature below, I attest that I own and will own (occupy or rent) this residence for a period of 12 months after the completion of this project per City Code 10-115 (a)(1). I am requesting a homeowner's permit to conduct foundation repairs on my home and will be responsible for all inspections as required by the Development Services.

I have read the complete application and know the same to be true and correct and hereby agree that if the permit is issued all provisions of the City Ordinance will be complied with whether herein specified or not. I understand that this permit belongs to the permit applicant and is valid for 6 months from the date of issuance.

Applicant Signature: _____

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 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 SEAL
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 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 **currently adopted International Residential Code** for residential sites or the **currently adopted 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 **currently adopted International Residential Code** for residential sites or the **currently 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'S SEAL
HERE**