



**Procedures for obtaining PERMITTED CONSTRUCTION inspections:**

RESPONSIBILITY FOR SCHEDULING INSPECTIONS				
			INSPECTION AGENCY	
			Bureau Veritas or Port CBO (see instructions below)	City of San Antonio- Fire Department
INSPECTION TYPE	Permitted Construction Inspections	Building and Trade Permits	Contractor	N/A
		Fire Permits	N/A	Contractor

**Building & MEP trade Inspections:** All building and trade permits are processed through and are approved and issued by Port San Antonio. Most projects are inspected by the Port’s 3<sup>rd</sup> party consultants, Bureau Veritas, and they will conduct the required inspections for these projects.

- 3<sup>rd</sup>-Party Inspections:** Once Port San Antonio has approved and issued the requested permit, the permit is ready to schedule inspections. Inspections can be scheduled by:
  - 1) Calling toll-free (877) 837-8775, or
  - 2) Faxing the inspection request to toll-free (877) 837-8859, or
  - 3) Sending request by email to [inspectionstx@bureauveritas.com](mailto:inspectionstx@bureauveritas.com).

Please provide the dispatch operator or inspection message line the address, building #, BV# (i.e. permit #), the purpose/scope of the inspection, and your contact information for access to the property. Inspection requests submitted by 4:00 pm Monday – Friday will be performed on the next business day.

- In-House Inspections:** Please contact Nathan Lester, Port C.B.O., at 210-362-7851 ([Nathan.lester@portsanantonio.us](mailto:Nathan.lester@portsanantonio.us)) to schedule required inspections.

**FIRE Inspections:** The project has been registered with the CoSA Fire inspections Department. Inspections can be scheduled by:

- 1) Calling (210) 207-8410 x1, or
- 2) Sending request by email to [fireinspections@sanantonio.gov](mailto:fireinspections@sanantonio.gov)

Please provide the dispatch operator the address, building #, CoSA registration # provided with the permit and approved plans, the purpose of the inspection, and your contact information for access to the property.

NOTE: All failed, rescheduled, or partial inspections scheduled that generate an additional COSA fee(s) will be paid initially by the Port in order to minimize project delays. An invoice will be sent to the contractor each time fees are assessed and require reimbursement.