



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
	Certificate of Occupancy Inspections		Port Leasing Agent, Property/Project Manager	Port Leasing Agent, Property/Project Manager

Building & Trade/General Inspections: All building and trade permits are processed through and are approved and issued by Port San Antonio. Depending on the project, building and trade inspections may be conducted differently. Building and trade inspections that are for ‘*In-House Review*’ type projects are conducted by the Port’s Chief Building Official (C.B.O.). Larger projects are reviewed by the Port’s 3rd party consultants, Bureau Veritas, and they will conduct the required inspections for these projects.

In-House Review & Inspections: Please contact Nathan Lester, Port C.B.O., at 210-362-7851 to schedule required inspections. You can also contact him by email at Nathan.lester@portsanantonio.us to schedule inspections.

3rd-Party Review & Inspections:

During permit processing, a separate BV# (permit #) will be issued for all building and trade permits.

1. Once Port San Antonio has approved and issued the requested permit, the permit is ready to schedule inspections.
2. All inspections can be scheduled by calling toll-free (877) 837-8775, or by faxing the inspection request to toll-free (877) 837-8859. 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.

FIRE Inspections: While *fire* permits (i.e. *fire alarm, fire sprinkler, etc.*) and plans are reviewed, approved and issued by Port San Antonio, *fire* inspections are completed by the City of San Antonio’s (CoSA) Fire Department.

1. Once Port San Antonio has approved and issued the requested *fire* permit, the contractor must take the Port’s issued permit along with a set of approved, signed & sealed plans, to the Planning and Development Services Center, the *Fire Department’s Customer Service Permit Desk Representative*, at the Cliff Morton Development and Business Services Center 1901 S. Alamo St. (CoSA fees will apply: *Contact SAFD for current fees @ 207-8410, EXT. 1*)
2. Upon completion of the intake process, a CoSA A/P Number will be provided which indicates that the permit has been registered within their system and is ready to schedule inspections.
3. Once the permit has been registered, all *fire* inspections can be scheduled by calling 207-8410, please provide the dispatch operator the address, building #, City of San Antonio A/P#, the purpose/scope of the inspection, and your contact information for access to the property. Any Fire Inspections that fail will require additional re-inspections along with re-inspection fees (*Contact SAFD for current fees @ 207-8410, EXT. 1*)



Procedures for obtaining CERTIFICATE OF OCCUPANCY inspections:

RESPONSIBILITY FOR SCHEDULING INSPECTIONS				
			INSPECTION AGENCY	
			PORT CBO	City of San Antonio- Fire Department
INSPECTION TYPE	Permitted Construction Inspections	Building and Trade Permits	Contractor	N/A
		Fire Permits	N/A	Contractor
	Certificate of Occupancy Inspections		Port Leasing Agent, Property/Project Manager	Port Leasing Agent, Property/Project Manager

CERTIFICATE OF OCCUPANCY

The Port’s designated Leasing Agent/Property/Project Manager (RP) will coordinate the certificate of occupancy inspection process. The RP will be responsible for scheduling all appropriate inspections and ensuring access to the building or space is provided to the inspector(s). The RP must provide access for inspections or have the building open all day. Once all inspections have been approved the RP will contact the applicant to let them know when the CofO is issued and ready for pick up.

In order to schedule certificate of occupancy inspections, the tenant/applicant must have already submitted the completed application and supporting documentation to the RP. The RP will coordinate with the Port’s Building Permit Manager to complete registration of the application with the CoSA Fire Dept. The Building Permit Manager will notify the RP by sending a confirmation email that the application has been registered, including the CoSA A/P#, and is ready for scheduling of inspections.

Once the application is registered, and the confirmation email has been received, the RP shall call to schedule the appropriate inspections.

Each of the inspections below must be scheduled and approved in order to obtain a Certificate of Occupancy:

CoSA Fire Dept.: Inspections can be scheduled by calling (210) 207-8410, ext. 1. Please provide the dispatch operator the address, building #, City of San Antonio A/P#, the purpose of the inspection (i.e. Fire Final for Certificate of Occupancy), and your contact information for access to the property. Any Fire Inspections that fail will require additional re-inspections along with re-inspection fees (**Contact SAFD for current fees @ 207-8410, EXT. 1**)

Port Chief Building Official: Inspections can be scheduled by calling (210) 362-7851, or by email. For messages, please provide the address, building #, reference the permit #, the purpose/scope of the inspection, and your contact information for access to the property. Inspection requests submitted by 5:00 pm Monday – Friday will be performed on the next business day.

Upon completion of the inspection(s), the inspector leaves an Inspection Field Report recording the field visit. Please submit a copy, of this record, to the Permitting Office. Upon receipt of all inspections and/or other paperwork, the Port’s Building Official determines project completion and issues a C of O.