

## Why Open an Escrow Account?

An Escrow Account is a convenient way to pay for

- ✓ Re-inspection fees
- ✓ Inspection scheduling fees
- ✓ After hour plan review and inspection fees
- ✓ Plan review fees
- ✓ Permit Fees

Remember, all fees must be paid in full prior to scheduling a final inspection



Roderick J. Sanchez, AICP,  
CBO, Director of Planning &  
Development Services

Tell us how we are doing by completing an on-line customer service survey at [www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)

### Planning & Development Services

---

Cliff Morton Development & Business Services Center  
1901 S. Alamo  
San Antonio,

Phone: 210-207-1111  
[www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)

### Planning & Development Services



## *Escrow Account Information*

Planning & Development Services' mission is to facilitate the orderly and safe development of our City through responsive customer service

# Open your Escrow Account Today

The City of San Antonio, Planning



Julie Martinez, Development Services Specialist Supervisor

& Development Services offers customers the convenience of having an escrow account to pay building plan review, permit, and license/registration fees.

## Escrow Account Setup

Setting up an escrow account is fast and easy. Any customer such as a licensed contractor, architect, engineer, or homebuilder can establish an escrow account. Just complete the application found at [www.sanantonio.gov/dsd/escrow](http://www.sanantonio.gov/dsd/escrow)

and submit it to the One Stop Counter at the DBS Center, 1901 S. Alamo, San Antonio, Texas 78204 or mail the escrow application to Planning & Development Services, P.O. Box 839966, San Antonio, Texas 78282-3966.

## Deposits to Escrow

Deposits to escrow can be made by cash or check at the DBS Center or one of the City's Link Centers. The department does not allow the use of credit cards as a method of depositing funds into your escrow account. Be sure to provide the cashier with your contractor ID number to ensure proper credit to your escrow account.

## Minimum Escrow Balance

There is no minimum amount that needs to be maintained in your escrow account. It is the responsibility of the company to maintain the balance of the account.

## Escrow Account Balance

Customers can view their escrow statements on-line at:

<http://epay.sanantonio.gov/bipi2/EscrowBalance.aspx>

In addition, our Call Center staff is happy to provide information regarding the balance of your escrow account. Just call them at 210.207.1111.



Luciano Bonilla, Development Services Representative (Call Center)

In order to expedite your request, please provide staff with your contractor ID and escrow number.

## Authorized Agents

When an escrow account is set up, you can authorize individuals to use the money in the account. All you need to do is submit the names of your authorized agents. This list can be changed at any time as long as a request is submitted on company letterhead and signed by the license holder, president, or owner.

Having authorized users protects where the company monies will be disbursed.

## Deductions from Escrow

You can indicate specific items that City staff can automatically deduct from your escrow account such as re-inspection fees, scheduling inspections fees, or all fees.

## Closing your Escrow Account

If you would like to close your escrow account, please submit your request on company letterhead. The letter must be signed by an authorized user and must provide a mailing address as to where to the check should be mailed. Once an escrow account is closed, your company cannot open a new escrow account for one year. In addition, partial refunds on an escrow account is not allowed.