



TO: Development Services Customers

SUBJECT **INFORMATION BULLETIN 535**
Warranty Procedures and Final Acceptance for New Construction

DATE: May 5, 2011/*Revised August 1, 2014*

CREATED BY: Land Development Division/Engineering and Environmental Section

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 535 on the warranty procedures and final acceptance for new construction. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

DSD has developed this IB to describe the recent changes to the requirements in the construction process for public improvements.

Scope:

The following are changes and new requirements per Ordinance 2010-11-18-0985:

1. The City construction inspectors will issue a field construction inspection approval "slip" to acknowledge the preliminary field approval and that the public improvements have been completed. This "slip" requires the developer to provide a 1 year warranty bond for the public street and drainage improvements (if any) for the acceptance process. The warranty period shall begin on the date the plat is recorded or the date of preliminary field approval of the improvements, whichever is later in time. Also any performance guarantees that are held by the City for the project will be released upon approval of the warranty bond.
2. Bexar County will require an 18 month warranty bond; please refer to Bexar County Infrastructure Services Department for procedures and final acceptance process (<http://inf.bexar.org/infraBusiness.asp>).
3. Once the warranty bond has been submitted to the City and approved with the plat recorded, the formal final construction inspection letter will be issued that will acknowledge the beginning of the warranty period.
4. The City Construction Inspectors will evaluate the condition of the improvements 10 months into the warranty period to verify that it has met the warranty period and that there are no outstanding issues.

5. At the end of the 1 year period, the warranty bond will be released and the final acceptance letter can be issued by the Development Services Department.

Private streets and private drainage improvements will not require a warranty bond. Below is an exhibit depicting this process for your use and information. If you have any questions or concerns please contact Pablo Martinez, PE, Development Services Engineer at (210) 207-0265.

Summary:

This Information Bulletin is for informational purposes only.

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Construction Inspection Process

