

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
FILING PROCEDURE FOR NOTICES OF COMPLETION AND ACCEPTANCE	25.20	5	1 of 3
	Effective Date July 30, 1993		

1. Purpose

1.1 To secure uniformity and consistency for accepting contract work for public improvements and filing the Notice of Completion and Acceptance of work.

2. Policy

2.1 Recommendation for the acceptance of completed improvements by public contract, used in connection with such work, shall be recommended by the Resident Engineer, Area Supervisor, Division Head, and initiated by the Department Head, immediately upon satisfactory completion of the work. In no instance shall work be recommended for acceptance prior to completion of the contract and any outstanding major punch list items of the work.

3. Administrative Procedure and Preparation and Routing of Form CM-1043

3.1 The department recommending acceptance of completed public improvements shall prepare Form CM-1043 in sextuplicate with items 1 through 10 to be completed. If the initiating department requires file copies or for information purposes, such as for the Project Manager or the City facility using department, additional copies may be made. A location map shall be attached to the original form. In no instance shall a date be entered on the form except by the Department Head, the City Clerk, and the County Recorder.

3.2 The initiating department shall route all six copies of the form with the attached location map to the City Engineer's office for final approval.

3.3 The City Engineer shall signify acceptances of the public improvements and completion by signing as the Department Head and/or filling in the acceptance date.

(Supersedes Administrative Regulation 25.20, Issue 4, effective October 4, 1965)

Authorized _____

(Signed by Jack McGrory)

CITY MANAGER

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
FILING PROCEDURE FOR NOTICES OF COMPLETION AND ACCEPTANCE	25.20	5	2 of 3
	Effective Date July 30, 1993		

- 3.4 The approved copies shall be transmitted immediately to the City Clerk for final distribution as follows:
- (a) Original to County Recorder for recording as a formal "Notice of Completion and Acceptance".
 - (b) One copy to the City Auditor and Comptroller.
 - (c) One copy to the Contractor.
 - (d) One copy to the Purchasing Agent.
 - (e) One copy to the Contractor's Surety.
 - (f) One copy to the Originating Department.
 - (g) One copy to the Client or department involved.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT FILING PROCEDURE FOR NOTICES OF COMPLETION AND ACCEPTANCE	Number 25.20	Issue 5	Page 3 of 3
	Effective Date July 30, 1993		

APPENDIX

Legal References

Civil Code (Part 2 Contract, Title 5 Extinction of Contracts, Chapter 2 Recission)
Section 3093. "Notice of Completion; contents".

Forms Involved

CM-1043 Revised, Notice of Completion & Acceptance

Subject Index

Notice, Completion, Acceptance, Approval, Improvement, Public

Distribution

City Clerk, City Engineering and Development, Building Inspection

Administering Department

Engineering and Development Department