



**FORM DSA-1 - APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS  
INSTRUCTIONS**

Print or Type all information. Please use black ink as form will be photocopied for DSA use. You may also fill out this form on-line at the DSA web site (Forms page). When filled out on-line, print a hard copy for signatures. Or you may save it and submit electronically. (See DSA Bulletin [PR 09-05](#)) If submitted electronically, the digital signature on line 28 must use Public Key Cryptography, per DSA Procedure [PR 08-01](#).

This form is used to apply for review and approval by Division of the State Architect (DSA) Structural Safety (SS), Fire and Life Safety (FLS) and Access Compliance (AC), for:

- Projects at school sites on K-12 and Community College campuses
- For Access Compliance review only at State Universities and state owned and operated properties where state funds are utilized in whole or in part for any building or facility.
- State owned or state leased essential services buildings.

**Line 1: Name of Facility:**

Identify School, facility or project site. Do not include descriptions such as "Phase 1," etc. on the DSA-1.

If project is located at various sites, identify the Project Name as „Various Sites’ on Line 4, and on an attached sheet provide a list of all sites with the name of each facility and address information from Lines 12 and 13, and scope. (Access only projects are limited to 3 sites.)

**Line 2: Name and Mailing Address of School District or State Agency**

Provide the name and mailing address of the School District or State Agency Owner of the project.

**Note:** In lines 1, 2 and 3, when this form is used for non-school projects, substitute the appropriate information for building owner/operator in lieu of School District, Superintendent or Director of Facilities.

**Line 3: District Superintendent**

Fill in the full name, telephone number and E-mail address of the District Superintendent where Notification Letters will be sent via e-mail. (For non-school projects, provide the Department or Division or Office.)

**Line 4: District Director of Facilities**

Give the full name, telephone number and E-mail address of the Director of Facilities where Notification Letters will be sent via e-mail. (For non-school projects, provide the Building or facility Owner/Manager.)

The following list of project scope designations shall adhere to Section 4-314 "Definitions," listed in the California Building Standards Administrative Code (Part 1, Title 24, C.C.R.). Note that for lines 6, 7, 8 and 10 you must indicate if past projects were closed with or without DSA Certification.

**Line 5: Project Scope – Construction of:** (Names of New Buildings or improvements)

Use Line 5 to list, by use, name and number- or letter-designation, the construction of new separate buildings or structures. NOTE: Structures which are immediately adjacent to, but completely separated from the adjacent existing structures are considered new construction. However, as in Example 3 below, a new structure that does not rely on an attachment to an existing building for its own support or for support of the existing building, may be considered new construction.

Construction and placement of any relocatable building is considered new construction, unless the project falls under the definition of "Relocation" as described in line 7.

**Example 1:** The construction of a new building containing classrooms, restrooms, and a gymnasium may be described as, "**Construction of:** new Multi-Purpose Building (Bldg A)."

**Example 2:** Six new classroom buildings completely separated from each other and from other existing buildings on the campus. "**Construction of:** 6 classroom buildings (Bldgs 1 – 6)."

**Example 3:** Construction of a new Administration building attached to an existing Classroom building but separated by a seismic joint that prevents transmitting of vertical or horizontal loads to the existing structure. "**Construction of:** New Admin. Building."

**Example 4:** Construction and placement of five new relocatable buildings. "**Construction of:** 5 Relocatable Classrooms (Bldgs G –K)."

**Line 6: Project Scope - Additions to:** (Names of Buildings or improvements)

This line is to be used to describe construction that increases floor area, or the volume of enclosed space, that is physically attached to an existing certified building by connections which are required for transmitting vertical and/or horizontal loads between the existing and the new structures. A structure which is not physically attached, either for its own support or for support of an existing structure, shall be completely separated as required by Part 2, Title 24, C.C.R, and shall be deemed to be the construction of a new school building, as defined in line 5 above. Identify the names and uses of the buildings and structures where addition occurs.

**Example:** An addition of two classrooms at the end of an existing classroom wing may be described as, "**Additions to:** Classroom Building „A‘. NOTE: "ADDITION OF TWO CLASS-ROOMS" is not an acceptable description.

**Note:** Be sure to check the box regarding past projects.

**Line 7: Project Scope - Relocation of:** (Names of Buildings)

Use this line to list the physical moving of any certified relocatable building from one location to a new location. Re-location of a building requires the approval of DSA. Identify names of the buildings to be relocated.

**Example 1: "Relocation of:** 1 Relocatable Classroom from application # 35562"

**Example 2: "Relocation of:** 2 Relocatable Classroom from Stockpile, application # 02-108055"

**Note:** Project should include all provisions for accessibility to the new location

**Note:** Be sure to check the box regarding past projects.

**Line 8: Project Scope- General Alterations to:** (Names of Buildings or improvements)

Use this line to describe changes to an existing building. Use this line to describe modernizations, remodeling, replacement or addition of mechanical or electrical equipment (except in the case of fire damage), re-roofing, and other similar project types. Identify the names of the buildings and structures to be altered.

**Example 1:** The addition of HVAC units to two class-room wings connected by covered walkways may be described as, "**Alterations to:** two classroom buildings." Note that the scope is described as an **alteration** because the **addition** of the units does not add to the floor area, or enclosed space, of the building.

**Example 2:** When a project involves a majority of, or all, buildings on a campus that are non-structural in nature, for example, installation of a new fire alarm system, re-roofing, HVAC replacement, the scope may be described as, "**Alterations to:** *School Name* (Fire Alarm System), (Re-roofing) or ( HVAC System)."

**Note:** Be sure to check the box regarding past projects.

**Line 9: Project Scope - Rehabilitation of:**

Use this line to describe the conversion of an existing nonconforming building or school building conforming to earlier code requirements to bring the building, or portion thereof, into conformance with the safety standards of the currently effective regulations, Part 2, 3, 4, 5, 6, 7, 8, 9 and 12, Title 24, C.C.R. Identify name of the building or buildings to be rehabilitated.

Note: Rehabilitation projects are required to go through procedures outlined in the publication [Rehabilitation Of Existing Non-Conforming Buildings For Public School And California Community College Use](#) and must be initiated with a DSA Rehabilitation Pre-Application process. If you have received a Pre-

Application number, enter it on this line. If you have not begun this process, refer to DSA publication describing the [Feasibility Guidelines](#) for rehabilitation projects.

**Line 10: Project Scope - Reconstruction of:** (Names of Buildings)

Use this line to describe the repair of damage to an existing certified school building. NOTE: Only FIRE DAMAGE is allowed to be repaired as "Reconstruction" utilizing previous code requirements, instead of being brought up to current code. Any other type of damage repair (e.g. earthquake, wind, etc.) would have to be upgraded to current code requirements. Access Compliance upgrades must be provided per [DSA Access Compliance Policy 94-22](#).

Fill in the name of the building in which the damage is located.

**Note:** Be sure to check the box regarding past projects.

**Line 11: Review Being Requested**

Check any boxes that apply:

**Access only** – When this box is checked, questions that do not need to be answered will no longer be fillable in the on-line fill-and-print version of this form.

**OTC** – If Over-The-Counter review, check this box and provide form [DSA-145](#) along with the DSA-1 form.

**Incremental review** - When the project will be submitted in increments for plan review, check this box and follow the instructions in [IR A-11, Incremental Submittals](#). Identify scope on the [Form DSA-1.INC](#) and submit with DSA-1.

**Line 12: Project Location:**

Identify the physical location with the street address. This will be used for mapping for seismic activity. For new construction, site coordinates are acceptable if the mailing address has not yet been assigned. Send amending letter when it has been assigned.

For "Various Sites" projects, see Instructions for Line 4.

**Line 13: City, Zip Code and County**

Provide the City, Zip Code and County where the project is located.

For "Various Sites" projects, see Instructions for Line 4.

**Line 14: Project Tracking Number (PTN)**

A common project tracking number is required for projects located on K-12 sites. Projects that do not require a PTN are: Community College projects, non-K-12 Access Only projects, and Essential Services Buildings.

The PTN can be found or a new one obtained at the [OPSC](#) web site.

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**Line 15: Estimated Cost**

Indicate the estimated construction cost for the project based on prevailing costs at the time the plans and specifications are submitted to DSA. The estimated costs shall include all increments. Use form DSA-1.INC to indicate the estimated cost of each increment.

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**Line 16: Is project funded by the Office of Public Schools Construction (OPSC)?**

For K-12 projects, check Yes or No. If the answer is NO, the project is not eligible for a High Performance Incentive grant or Energy Efficiency grant, so skip to Line 17

**Line 16a:** If known, provide the OPSC Application number.

**Line 16b:** Check the box if either High Performance Incentive or Energy Efficiency grant money is being sought and a DSA verification of the project is being requested. Remember that this is not an option if answer to Line 16 above is "NO"

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**Line 17: Approximate Total Floor Area (Sq. Ft.):**

Indicate Total Floor Area in scope of work.

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**Line 18: Design Snow Load:**

Indicate designated roof or ground Design Snow Load for the site where project is located.

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**Line 19: Applicant's statement of responsibility and applicant's signature**

Applicant must sign and date the DSA-1 here. Signature certifies, under penalty of perjury, that the applicant is acting for the School District or State Agency in the legal Capacity of Agent making application for approval of Plans and Specifications.

Signature further certifies that applicant knows information on both sides of the form is correct.

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**Line 20: Name of Applicant**

Indicate the full name and title of the Applicant. The applicant is the Owner or person legally acting for the Owner.

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**Line 21: Mailing Address**

If the applicant is different from the School District (named in Line #1) or the Architect or Engineer in General Responsible charge (named in Line #22) then provide the mailing address, including the firm's name and e-mail address, of the applicant named in line #20.

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**Line 22: Plans, specifications, and related work were prepared by and observation of construction will be performed by:**

Print or type the name and CA Reg. No., of Architect or Engineer in General Responsible Charge of this project. (List Alternates on Line 25a through 25d).

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**Line 23: Firm Name:**

Give firm where Architect or Engineer named above works and can receive Progress Notification Letters.

Provide complete mailing address, telephone number, extension, Fax number and Email address where the Architect or Engineer can be contacted.

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**Line 24: The following individual is authorized to act as Alternates to the Architect or Engineer named above:**

Identify the CA licensed individual who is authorized to make alterations to the drawings or be contacted in lieu of the Architect or Engineer in General Responsible Charge. Alternate must sign here.

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**Line 25: If portions of the preparation of the Plans and Specifications and observation of construction were delegated, show name of Registered Engineer, and related information below:**

**Line 25a:** Enter Name, CA Reg. No., Telephone and fax numbers, and E-mail address of Structural Engineer used if not in General Responsible Charge.

**Line 25b:** Enter Name, CA Reg. No., Telephone and fax numbers, and E-mail address of Mechanical Engineer used.

**Line 25c:** Enter Name, CA Reg. No., Telephone and fax numbers, and E-mail address of Electrical Engineer used.

**Line 25d:** Enter Name, CA Reg. No., Telephone and fax numbers, and E-mail address of Geotechnical Engineer used.

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**Line 26: This project involves delegation of responsibility other than reflected in line 25 above.**

Check box if unusual delegations of responsibility are made. Attach a completed Form [DSA-1.DEL](#) for each.

Any **change** in delegation after plans have been approved by DSA should be reported on the form [DSA-108](#).

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**Line 27: Other Factors – Check appropriate boxes**

**Line 27a: Flood Hazard Statement** (check boxes that apply)

Reporting of flood hazard is done by completing this portion of the DSA-1. Information on required

documentation can be obtained by completing the DSA-3 form (Project Submittal Checklist) for the project.

Checking YES or NO on first line indicates that the project is or is not located in a flood hazard area, as defined by the adopted local jurisdiction flood hazard maps for the site location. The 2007 California Building Code (CBC) requires reporting and proper documentation of flood hazards for construction projects under jurisdiction of DSA. For more information see DSA Bulletin [BU 08-02](#). For relocation projects on existing campuses the requirements are waived.

Checking YES or NO on second line, for projects located in flood hazard areas, indicates whether the value of the project is or is not more than 50% of the pre-improvement market value of the project. This applies only to projects designated on the form DSA-3 as scope 4, 5, or 6. For Alteration, Modernization, Rehabilitation or Reconstruction projects that are valued at less than 50%, the reporting requirements are waived.

**Line 27b: Geologic Hazard Statement** (check 1 box only)

Checking first box verifies that the project does not require a Geologic Hazard report, as explained in [IR A-4](#), section 3. By the signature the Architect or Engineer in General Responsible Charge is signing the "Geo-Hazards Statement," as required in IR A-4, certifying that the project is not located within any identified "state mandated geologic hazard zone," an area identified as a geologic hazard in the safety element of the local general plan, or an area where a potential geologic hazard has been identified in a previous geologic hazard report.

Checking second box confirms that a Geological hazard report is required. Submit the Geological Hazard Report to California Geologic Survey (CGS) as explained in DSA IR A-4, Section 5. See

<http://www.conservation.ca.gov/cgs/rghm/reviews/Pages/Default.aspx>

**Line 27: Other Factors (cont.) – Check appropriate boxes**

**Line 27c: Waiver Of Durability**

Checking this box indicates that the School District requests waiver of durability requirements for sub-standard foundations per [IR 16-1](#) and acknowledges that a conditional approval is acceptable.

**Line 27d: Wind Loading Statement**

For Over-The-Counter projects, checking this box verifies that the site conforms to the PC design criteria. Most PC's are not designed for special wind load conditions (e.g. topographic wind speed-up effects due to hills, ridges, escarpments, etc.).

**Line 28: Statement of Responsibility and signature of Architect or Engineer in General Responsible Charge**

Signature of the Architect or Engineer in General Responsible Charge and date

- Certifies compliance with Geologic Hazards reporting requirements as described above.
- Verifies that the Waiver of Durability is being requested by the District, if the box is checked.

The signature of the Architect or Engineer in General Responsible Charge here indicates his/her

- Certification of the accuracy of all information submitted on the form DSA-1
- Knowledge of the duties and responsibilities of the A/E in General Responsible Charge and the required regulations, as set forth in Title 24, Part 1, Section 4-342.

Original "wet" signature is required for conventional paper submittal. Alternatively a digital signature is acceptable, provided it uses Public Key Cryptography. Refer to DSA Procedure 08-01 for details.