

**ELECTRONIC
SUBMITTAL/PLAN REVIEW****Policy 09-02**

References:
California Building Standards Administrative Code
(Title 24, Part 1) Sections 4-208 & 4-210

Discipline: All

Revised 03-03-10
Revised 02-01-10
Revised 11-01-09
Issued 07-22-09
Effective 08-01-09

A DSA Policy is a formally established set of governing statements based on law and code objectives, addressing any aspect of DSA's plan & construction review program that is not clearly addressed by code. Policy also may specify administrative or technical requirements that are not yet addressed within Title 24, but are deemed important and necessary to fulfill code objectives in advance of adoption into the code.

Purpose: The Division of the State Architect (DSA) issued this policy in support of the Governor's Green Building Initiative (to conserve resources and money and to protect the environment) by implementing a step in DSA's conversion to a "paperless", electronic project submittal and plan review process. Electronic plan review conserves time, money, and resources by reducing the cost of document shipping and storage, and reducing the time required for transfer of documents, and travel to meetings.

However, in view of economic conditions, the Department of General Services is implementing the Governor's business plan to promote jobs creation in California. As part of this plan, DSA will suspend mandated electronic plan review in an effort to reduce "bin" time and expedite plan approval.

1. POLICY: Effective immediately, the criteria for electronic submittal of projects to DSA shall be as described in Section 2 below. All projects that are submitted electronically will be reviewed electronically by all required sections of DSA (Access Compliance, Fire and Life-Safety, and Structural Safety). This policy is subject to reexamination after 6/30/2010.

2. PROJECT CRITERIA

2.1 PROJECTS MANDATED FOR ELECTRONIC PLAN REVIEW: No projects are mandated for electronic review.

2.2 PROJECTS ACCEPTED FOR ELECTRONIC PLAN REVIEW: Projects with an estimated construction cost not exceeding one million dollars (\$1,000,000) **may** be submitted electronically to DSA, at the Design Professional's discretion.

2.3 PROJECTS WITH ESTIMATED CONSTRUCTION COST EXCEEDING \$1,000,000: DSA **may** accept electronic submittal of projects with a project cost exceeding \$1,000,000. Design Professionals **must** review the scope of the project with their local DSA office before first submittal in order to receive permission to submit electronically. This permission must be obtained in writing from the Regional Office's Project Services Supervisor.

3. ELECTRONIC PROJECT SUBMITTAL PROCESS – See DSA Procedure 09-05 for the electronic submittal and review procedure.

Website References:

DSA documents referenced above are available on the [Division of the State Architect](http://www.dsa.dgs.ca.gov) web site (<http://www.dsa.dgs.ca.gov>) at the [DSA Publications](#) page.

Application for Approval of Plans and Specifications – Form DSA-1
and Project Submittal Checklist – Form DSA-3
are available on the [DSA Forms](#) page.

DSA contact information for Headquarters and each Regional Office is available at the [Contact DSA](#) page.