

APPLICATION FOR SUBMITTAL OF POST-APPROVAL DOCUMENT

This application is for submittal of documents, after the initial approval of the project (post-approval documents), that require Division of the State Architect (DSA) review and approval. This form shall be completed by the Design Professional in General Responsible Charge of the project, in accordance with California Code of Regulations, Title 24, Part 1, Sections 4-317, 4-323 and 4-338 and in compliance with DSA IR A-6: Construction Change Document Submittal and Approval Process.

DSA documents referenced within this form are available on the [DSA Forms](#) or [DSA Publications](#) webpages.

1. SUBMITTAL TYPE: (Is this a resubmittal? Yes <input type="checkbox"/> No <input type="checkbox"/>)				
<input type="checkbox"/> Deferred Submittal	Addendum Number:	Revision Number:	CCD Number:	Category A <input type="checkbox"/> or B <input type="checkbox"/>
2. PROJECT INFORMATION:				
School District/Owner:			DSA File Number:	
Project Name/School:			DSA Application Number:	
3. APPLICANT INFORMATION:				
Date Submitted:		Attached Pages? No <input type="checkbox"/> Yes <input type="checkbox"/> Number of pages?		
Firm Name:		Contact Name:		
Work Email:		Work Phone:		
Firm Address:		City:	State:	Zip Code:
4. REASON FOR SUBMITTAL: (Check applicable boxes)				
<input type="checkbox"/> For revision or addendum prior to construction.			<input type="checkbox"/> For a project currently under construction.	
<input type="checkbox"/> For a project that has a form <i>DSA 301-N: Notification of Requirement for Certification</i> , <i>DSA 301-P: Posted Notification of Requirement for Certification</i> or a 90-Day Letter issued.				
<input type="checkbox"/> To obtain DSA approval of an existing uncertified building or buildings.				
<input type="checkbox"/> For Category B CCD this is: <input type="checkbox"/> a voluntary submittal, <input type="checkbox"/> a DSA required submittal (attach DSA notice requiring submission).				
5. DESIGN PROFESSIONAL IN GENERAL RESPONSIBLE CHARGE:				
Name of the Design Professional In General Responsible Charge:				
Professional License Number:			Discipline:	
Design Professional in General Responsible Charge Statement: The attached post-approval documents have been examined by me for design intent and appear to meet the appropriate requirements of Title 24, California Code of Regulations and the project specifications. They are acceptable for incorporation into the construction of the project.				
Signature: _____				
<i>DESIGN PROFESSIONAL IN GENERAL RESPONSIBLE CHARGE</i>				
6. CONFIRMATION, DESCRIPTION AND LISTING OF DOCUMENTS:				
For addenda, revisions, or CCDs: CHECK THIS BOX <input type="checkbox"/> to confirm that <i>all</i> post-approval documents have been stamped and signed by the Responsible Design Professional listed on form <i>DSA 1: Application for Approval of Plans and Specifications</i> for this project. (For <i>Deferred Submittals</i> , refer to <i>IR A-18: Use of Construction Documents Prepared by Other Professionals</i> , and <i>IR A-19: Design Professional's Signature and Seal (Stamp) on Construction Documents</i> , when applicable, for signature and seal requirements.)				
Provide a brief description of construction scope for this post-approval document (attach additional sheets if needed):				
List of DSA-approved drawings affected by this post-approval document:				

DSA USE ONLY		
	Returned	DSA STAMP
SSS _____ Date _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Required Comments: _____	Date:	
FLS _____ Date _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Required Comments: _____	By:	
ACS _____ Date _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Required Comments: _____		

INSTRUCTIONS: FORM DSA 140

APPLICATION FOR SUBMITTAL OF POST-APPROVAL DOCUMENT

PURPOSE: Form *DSA 140: Application for Submittal of Post-Approval Document* is an application for submittal of the following post-approval documents to DSA for review and approval:

- A. Deferred Submittals
- B. Addenda
- C. Revisions (*NOTE:* Revisions are significant changes to the DSA-approved construction documents or redesign of previously approved items.)
- D. Construction Change Documents (CCDs)

INSTRUCTIONS FOR EACH SECTION:

1. Identify the type of submitted document (including whether it is a resubmittal or not) and, when applicable, the number and category (e.g., for CCDs, reference *IR A-6: Construction Change Document Submittal and Approval Process*).
2. School District/Owner is the same as line two on form *DSA 1: Application For Approval of Plans and Specifications*. Project Name/School is the same as line one on form DSA 1. DSA file and application numbers are the same as indicated on the DSA identification stamp on the plans and the signature sheet of the specifications.
3. Enter the submittal date, whether additional pages are attached, and how many. Enter the “applicant” (the architect or engineer in general responsible charge identified on line 21 of form DSA 1) contact information including the name and address of the firm where they are employed.
4. Check the applicable boxes based on the nature of the post-approval submittal document and related project information. For projects with a *form DSA 301-N: Notification of Requirement for Certification*, *DSA 301-P: Posted Notification of Requirement for Certification*, or 90-day Letter, refer to *PR 13-02: Project Certification Process* for further information and requirements.
5. Enter the following information for the individual identified on line 21 of form DSA 1: name, California professional license number, discipline and signature.
6. For addenda, revisions, or CCDs, check the box to indicate compliance with the statement. Provide a brief description of construction scope for the post-approval document and listing of approved drawings affected by the submitted post-approval documents.

NOTE: For addenda and revisions, a summary letter of all changes and affected DSA-approved construction documents shall be provided in addition to the brief descriptions provided in this section.