PRE-APPLICATION MEETING REQUEST

SACRAMENTO REGIONAL OFFICE

This form must be completed to request a pre-application meeting with Division of the State Architect (DSA) Sacramento. A pre-application meeting is not intended to be a preliminary review. The intent is for DSA staff to provide answers and clarification to specific questions from applicants regarding DSA procedures, code interpretations, unique site or geological conditions, new or untested structural systems or materials, unique structural applications, or other concerns that may require resolution before submittal of the project to DSA. Your answers to the questions on this form allow DSA to properly prepare staff for the meeting and answer questions as accurately as possible. Meetings are scheduled to last no longer than one hour. Meeting discussions will be limited to the scope of the questions attached to this form. Questions should be focused and as specific as possible.

Applicant is required to submit meeting minutes to all participants within one week.

Upon receipt of this meeting request form, DSA will email a list of available dates and times for the pre-application meeting.

EMAIL INSTRUCTIONS: Complete Fields 1 – 9 and List "Items for Discussion" on Page 2.	
1. Architectural Firm:	
2. Project Architect:	Contact #:
3. Email Address:	
4. School District:	
5. Project Name:	
6. Project Description:	
7. Estimated Cost of Construction: $	
8. Approximate Submittal Date:	
9. Provide an attached list of specific questions in the following four categories: A. DSA processing B. Structural C. Fire Life Safety D. Accessibility	

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ITEMS FOR DISCUSSION:

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ITEMS FOR DISCUSSION (Continued):

SUBMIT VIA EMAIL