

To: DSA Stakeholders
From: The Division of the State Architect
Date: July 11, 2016
Subject: New & Revised Documents

In order to keep stakeholders abreast of new and revised forms and documents available online, the Division of the State Architect (DSA) posts a list of these forms and documents to the “News and Events” section of the DSA website each quarter.

If you have questions regarding any of the forms or publications listed below, please email DSACommunication@dgs.ca.gov.

Here are the new and revised forms and documents for the Second Quarter of 2016:

April

- BU 07-04: DSA Stop Work Order for Automatic Fire Sprinkler System (AFSS) **DELETED** 04/26/16
- BU 16-01: [Delegation of Authority for Modular and Relocatable Buildings – Frequently Asked Questions](#). New bulletin issued to inform clients of DSA’s revised application process to include delegated authority for modular and relocatable buildings (04/16/16)
- DSA 1-MR: [Application for New Manufactured Permanent Modular or Relocatable Buildings](#). New form issued for the delegation of responsibility for preparation of plans and observation of construction for projects involving new modular or relocatable buildings manufactured offsite. (04/15/16)
- Various forms and documents updated to reflect delegation of authority for modular and relocatable buildings to the manufacturer’s design professionals:
 - DSA 1: [Application for Approval of Plans and Specifications](#). (04/15/16)
 - DSA 6-AE: [Architect/Engineer Verified Report](#). Form updated (04/15/16)
 - DSA 102-IC: [Construction Start Notice/Inspection Card Request](#). (04/15/16)
 - DSA 152: [Project Inspection Card](#). (04/15/16)
 - DSA 152-IPI: [In-plant Inspector Inspection Card/Verified Report](#). (04/15/16)
 - DSA 291: [Laboratory of Record Verified Report](#). (04/15/16)
 - DSA 292: [Special Inspectors Employed Directly by the District Verified Report](#). (04/15/16)
 - IR A-18: [Use of Construction Documents Prepared by Other Professionals](#). (04/15/16)
- IR A-32: [Partial Demolition](#). New IR issued to document compliance with codes and regulations related to partial demolition on school sites (04/19/16)
- IR 16-10: [Cargo Container Conversion to Modular School Buildings](#). New IR issued to

define requirements for conversion of cargo containers to modular school buildings (04/15/16)

- PR 13-01: [Construction Oversight Process](#). Procedure updated (04/15/16)
- PR 14-01: [Flood Design and Project Submittal Requirements: 2016 & 2013 CBC](#). Procedure updated to include requirements for projects that are not included in a flood hazard zone (04/11/16)

May

- BU 13-03: Review and Approval of Construction of School-Based Health Centers on Public School Campuses **DELETED** 05/11/16; superseded by BU 16-02
- BU 16-02: [Review and Approval of Construction of School-Based Health Centers on Public School Campuses: 2016 California Administrative Code](#). New bulletin issued to provide an overview of DSA approval requirements for construction and alteration of buildings on school campuses for use as school-based health centers (05/11/16)
- [DSA 154: Notice of Deviations / Resolution of Deviations](#). Form updated to include a time limit for the project inspector to notify DSA if uncorrected deviations will be covered up (05/01/16)
- IR A-1.16: [Temporary Approval for School Use of DSA Approved Relocatable Buildings: 2016 CBC](#). New IR issued to provide a means for obtaining temporary approval for the installation of DSA-approved relocatable buildings on public school campuses (05/12/16)
- IR A-8: [Project Inspector and Assistant Inspector Duties and Performance: 2016, 2013, 2010, and 2007 CAC](#). IR updated to modify the description of project and assistant inspectors' duties and performance (05/23/16)
- IR 17-11: [Identification, Sampling & Testing of Threaded Steel Rod Anchor Bolts and Anchor Rods](#). New IR issued to describe requirements for identification, sampling and testing of anchor bolts and anchor rods (05/27/16)

June

- DSA 95: [Intake Project Review Box Request \(goformz form\)](#). Form updated (06/01/16)
- DSA 103: [Listing of Structural Tests and Special Inspections: 2013 CBC](#). Formatting changes (06/28/16) || [DSA 103 Instructions](#). Document updated (05/03/16)
- IR A-10: [Alteration and Reconstruction Projects - DSA Approval Exemption](#). IR updated to reflect higher project cost thresholds for DSA review exemption (06/30/16)
- IR 17-11: [Identification, Sampling & Testing of Threaded Steel Rod Anchor Bolts and Anchor Rods](#) IR updated (06/27/16)
- IR 22-3.13: [Open Web Steel Joists and Joist Girders: 2016 & 2013 CBC](#). New IR issued to clarify use and inspection of open web steel joists (06/23/16)
- PR 14-06: [Plan Review Submittals for Electronic Submission and Review](#). Procedure

- updated with the new DSA 95 goformz form link (06/01/16)
- PR 16-01: [Electronic Back Check for Plan Review Projects](#). Procedure updated with the new DSA 95 goformz form link (06/01/16)