
POLICY: ELECTRONIC SUBMITTAL/PLAN REVIEW

DISCIPLINE: All

PURPOSE: The Division of the State Architect (DSA) may accept projects submitted electronically for plan review and approval for a project of size and scope agreeable to the DSA regional office having jurisdiction.

1. POLICY

The criteria for electronic submittal of projects to DSA shall be as described in Section 2 below. Projects that are submitted electronically may be reviewed electronically by all required sections of DSA (Access Compliance, Fire and Life-Safety, and Structural Safety).

2. PROJECT CRITERIA

DSA may accept electronic submittal of projects. Design professionals must review the scope of the project with their local DSA regional office before first submittal in order to receive permission to submit electronically. This permission must be obtained in writing from the DSA regional office's project services supervisor.

3. ELECTRONIC PROJECT SUBMITTAL PROCESS

See DSA procedure [PR 14-06: Plan Review Submittals for Electronic Submission and Review](#) for the electronic submittal and review procedure.

REFERENCES:

California Code of Regulations (CCR) Title 24
Part 1, Building Standards Administrative Code, Sections 4-208 & 4-210

ADDITIONAL RESOURCES:

DSA documents referenced above are available on the [DSA website](#) on the [DSA Publications](#) page.

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

Contact information for DSA Headquarters and each regional office is available at the [DSA Contact](#) page.

A DSA Policy is a formally established set of governing statements based on law and code objectives, addressing any aspect of DSA's plan and construction review program that is not clearly addressed by code. A 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.