

REGISTRATION FOR PROJECT SUBMITTAL

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

This form must be submitted six to eight weeks prior to the submittal of the project. See DSA procedure *PR 17-03: Project Submittal Appointment Process*. Form *DSA 1: Application for Approval of Plans and Specifications* must be submitted with this form. If the project is divided into increments, then *DSA1-INC: Definition of Scope of Increments* must be submitted with this form. If information included on this form has changed, a revised form DSA 1-REG must be submitted. DSA fees are not required as part of this registration process. Fees are due when the project is submitted.

REGISTRATION INFORMATION	
Project Name/School:	
Name of Person Submitting Registration:	Date Submitted:
Work Email:	Work Phone:

SCHOOL DISTRICT/OWNER INFORMATION	
School District/Owner:	
Contact Name:	
Work Email:	Work Phone:

INTENT OF FILING THIS FORM <i>(Check applicable box below and provide the required information.)</i>	
<input type="checkbox"/>	This is the <i>initial</i> registration for this Project Submittal.*
<input type="checkbox"/>	This is a <i>revised</i> registration for this Project Submittal. **
	DSA App. #:

* DSA will assign an application number (DSA App. #) to the project if this is the first time it is being registered.
 ** If this is revised registration, then provide the DSA assigned application number (DSA App. #). A revised registration form is mandatory for incremental submittals after the initial increment is registered, a project that is not submitted by the date of intent to submit, or to re-submit a project DSA determined to be incomplete.

INTENT TO SUBMIT DATES		
Original intended date to submit complete project to DSA. <i>(Leave blank if this is a REVISED registration.)</i>	* Date:	** Incr. #:
Revised intended date to submit complete project to DSA. <i>(Leave blank if this is the INITIAL registration.)</i>	* Date:	** Incr. #:

* Intent to submit dates must be six to eight weeks from the date the initial (or revised) registration is submitted to DSA.
 ** Leave increment # blank if the project has only one increment.

BRIEF DESCRIPTION OF PROJECT
<i>(For projects with structural scope, include description of structural framing systems and materials.)</i>

SPECIAL REQUEST <i>(If any):</i>

Submit completed form via email to the DSA Regional Office with project approval authority for the project.			
<input type="checkbox"/> DSA OAKLAND oakrps@dgs.ca.gov	<input type="checkbox"/> DSA SACRAMENTO sacrps@dgs.ca.gov	<input type="checkbox"/> DSA LOS ANGELES larps@dgs.ca.gov	<input type="checkbox"/> DSA SAN DIEGO sdrps@dgs.ca.gov