

DSA 103 User Guide

Minimum System Requirements

This section lists the minimum system requirements recommended to run Adobe AEM for end users.

End User Client (Web)

<u>Item</u>	<u>Minimum Requirements</u>
Processor	32-bit or 64-bit single core CPU
Memory	1GB RAM
Operating System	Any that support the web browsers listed below
Web Browser	<ul style="list-style-type: none">- Internet Explorer- Edge- Chrome- Firefox- Safari

Mobile User

<u>Item</u>	<u>Minimum Requirements</u>
Windows	<ul style="list-style-type: none">- Windows 10- Intel / AMD 32-bit or 64-bit CPU- Microsoft.NET Framework 4.6 or later
Android	<ul style="list-style-type: none">- Version 5.0 and above- Tablets and Phone
IOS	<ul style="list-style-type: none">- Version 10 and above- Tablets and Phones

Overview: Navigating and Using AEM

How to Navigate Around DSA 103

On the left-hand side of the DSA 103 web page, you will see the Navigation Pane. You can use this pane to navigate to the different web pages of the DSA 103. When you select a page from the Navigation Pane, it will display information onto the Forms Page.

Division of the State Architect | State of California

List of Required Structural Tests and Special Inspections - 2016 CBC

DSA 103 | Published 7/16/2020

FORMS PAGE

PROJECT INFORMATION

Application Number *

10-000000

Name of Design Professional *

Email Address *

School Name *

District *

Increment Number

DSA File Number

IMPORTANT: This form is only a summary list of structural tests and some of the special inspections required for the project. Generally, the structural tests and special inspections noted on this form are those that will be performed by the Geotechnical Engineer of Record, Laboratory of Record, or Special Inspector. The actual complete test and inspection program must be performed as detailed on the DSA approved documents. The appendix at the bottom of this form identifies work NOT subject to DSA requirements for special inspection or structural testing. The project inspector is responsible for providing inspection of all facets of construction, including but not limited to, special inspections not listed on this form such as structural wood framing, high-load wood diaphragms, cold-formed steel framing, anchorage of non-structural components, etc., per Title 24, Part 2, Chapter 17A.

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Filling in Required Form Fields

Required Form Fields are identified with a red asterisk and must be completed before you can proceed to the next page as shown below.

Name of Design Professional *

Failure to enter information into the required fields will give an error similar to the image shown below, preventing the user from progressing to the next screen until the required information is provided.

Name of Design Professional *

This is a required field

Help Text

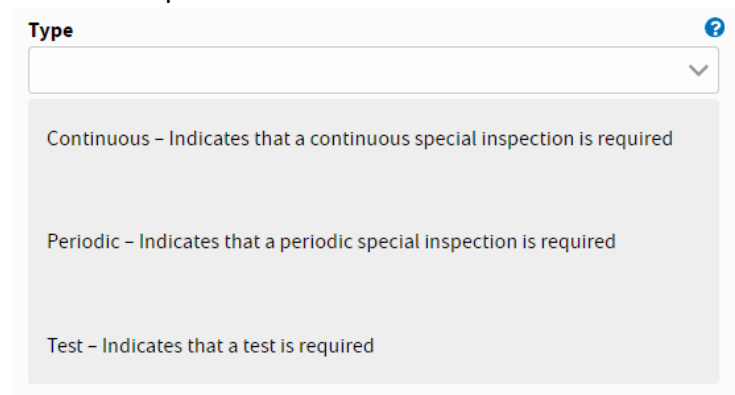
Some form fields or text will include a question mark icon, as shown in the image below. Clicking on the question mark icon will display details relating to information requested.

Type

?

Overview: Continued

When selected, text will appear similar to the image shown below. Be sure to click on these icons when provided to view additional information.



Type ?

Continuous – Indicates that a continuous special inspection is required

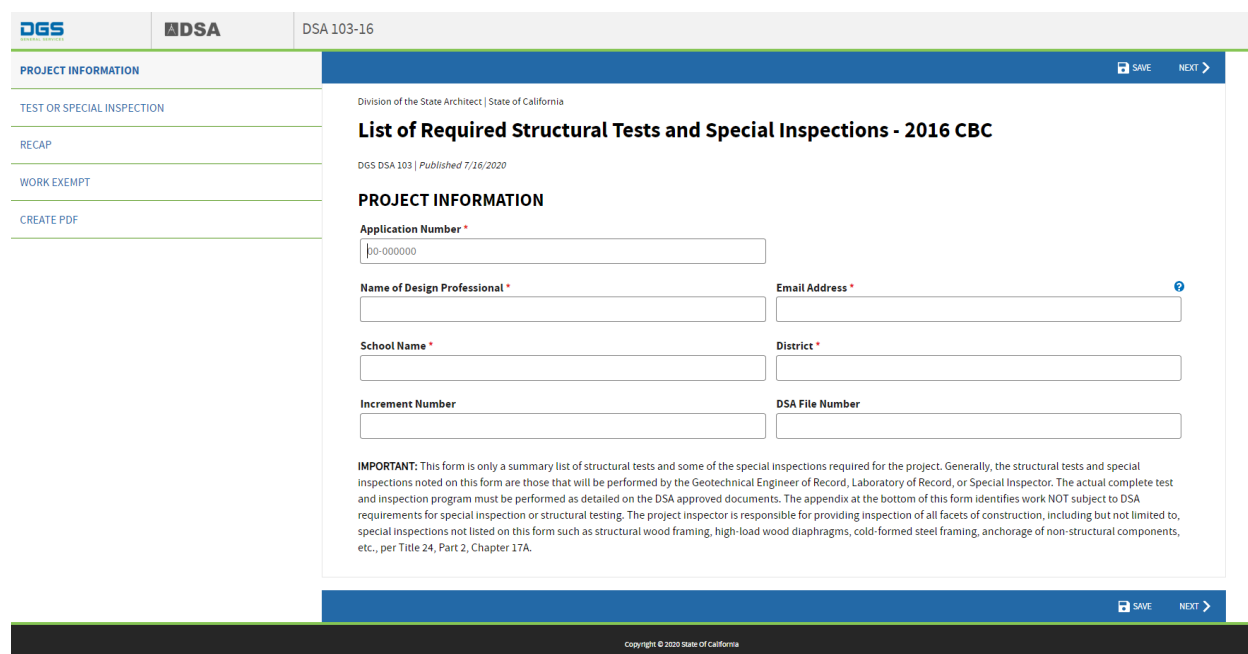
Periodic – Indicates that a periodic special inspection is required

Test – Indicates that a test is required

Step 1: How to access the DSA 103 Online Form

You can access the web version of the [DSA 103-16](#) or [DSA 103-19](#) from this user guide or the [DSA Forms website](#)

Once you have clicked on the link, your screen should look like the image below.



DGS **DSA** DSA 103-16

PROJECT INFORMATION

TEST OR SPECIAL INSPECTION

RECAP

WORK EXEMPT

CREATE PDF

Division of the State Architect | State of California

List of Required Structural Tests and Special Inspections - 2016 CBC

DGS DSA 103 | Published 7/16/2020

PROJECT INFORMATION

Application Number *

00-000000

Name of Design Professional *

Email Address *

School Name *

District *

Increment Number

DSA File Number

IMPORTANT: This form is only a summary list of structural tests and some of the special inspections required for the project. Generally, the structural tests and special inspections noted on this form are those that will be performed by the Geotechnical Engineer of Record, Laboratory of Record, or Special Inspector. The actual complete test and inspection program must be performed as detailed on the DSA approved documents. The appendix at the bottom of this form identifies work NOT subject to DSA requirements for special inspection or structural testing. The project inspector is responsible for providing inspection of all facets of construction, including but not limited to, special inspections not listed on this form such as structural wood framing, high-load wood diaphragms, cold-formed steel framing, anchorage of non-structural components, etc., per Title 24, Part 2, Chapter 17A.

SAVE NEXT >

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Step 2: How to Fill in the Project Information Page

The first page that you will see when you enter the new form is the Project Information Page.

On this page, simply fill in all required form fields to proceed to the next page. Although it is not required, if you have information to put into the Increment Number or DSA File Number, please enter that information.

Step 2: Continued

NOTE*: The email address that you enter here will be the email address that the completed form will be sent to.

Email Address * ?

JohnDoe@gmail.com

Once you complete all the required fields, click on the NEXT button located on the top right or bottom right corner of the page.

PROJECT INFORMATION

Application Number *

Name of Design Professional *

Email Address *

School Name *

District *

Increment Number

DSA File Number

IMPORTANT: This form is only a summary list of structural tests and some of the special inspections required for the project. Generally, the structural tests and special inspections noted on this form are those that will be performed by the Geotechnical Engineer of Record, Laboratory of Record, or Special Inspector. The actual complete test and inspection program must be performed as detailed on the DSA approved documents. The appendix at the bottom of this form identifies work NOT subject to DSA requirements for special inspection or structural testing. The project inspector is responsible for providing inspection of all facets of construction, including but not limited to, special inspections not listed on this form such as structural wood framing, high-load wood diaphragms, cold-formed steel framing, anchorage of non-structural components, etc., per Title 24, Part 2, Chapter 17A.

Step 3: Test or Special Inspection Page

The next page is the Test or Special Inspection Page. To complete this page, simply select the appropriate categories (e.g., SOILS, CONCRETE, etc.) which apply to your project.

TEST OR SPECIAL INSPECTION

Select Your Category

☐ SOILS

☐ CONCRETE

☐ MASONRY

☐ STEEL/ALUMINUM

☐ WOOD

☐ OTHER

Once a category has been selected, a check mark will appear in the box adjacent to the selection on the screen and an extra line item will be added into the Navigation Pane on the left side of the page. For this example, Soils and Masonry will be selected and their line items are added in the Navigation Pane as shown in the image below.

Step 3: Continued

The screenshot shows a web application interface for 'DSA 103-16'. On the left is a navigation pane with links: PROJECT INFORMATION, TEST OR SPECIAL INSPECTION (highlighted), SOILS, MASONRY, RECAP, WORK EXEMPT, and CREATE PDF. The main content area is titled 'TEST OR SPECIAL INSPECTION' and contains a 'Select Your Category' section. This section lists several categories with checkboxes: SOILS (checked), CONCRETE, MASONRY (checked), STEEL/ALUMINUM, WOOD, and OTHER. Red arrows and boxes provide instructions: '1. Select Category' points to the SOILS checkbox, and '2. Click Next' points to the NEXT button in the top right. The top right also features BACK, SAVE, and NEXT buttons.

After all the applicable categories are selected, simply click either of the NEXT buttons located on the right side of the screen to proceed to the Category Pages. For example, because Soils is the first category selected from the Category Details list, the NEXT button will send you to the Soils page.

NOTE: You may also go to any specific page displayed in the Navigation Pane at any time by hovering your cursor over the name of that page and selecting (clicking on) it.

Step 4: How to Fill in a Category Page

This step will cover the Soils Page as an example. However, other Category Pages will follow similar steps. the Soils Page will be displayed as shown in the image below.

The screenshot shows the 'SOILS' category page. The navigation pane on the left is the same as in Step 3, but 'SOILS' is now highlighted. The main content area is titled 'SOILS' and contains a section for 'Geotechnical Reports'. This section has two radio buttons: 'Project has a geotechnical report, or CDs indicate soils special inspection is required by GE.' and 'Project does NOT have and does NOT require a geotechnical report.' The top right of the page has BACK, SAVE, and NEXT buttons.

Simply select the options that apply to your project. When a checkbox or radio button is selected, more text or options may appear as shown in the image below.

Step 4: Continued

PROJECT INFORMATION	<h3>SOILS</h3> <p>Geotechnical Reports</p> <p><input type="radio"/> Project has a geotechnical report, or CDs indicate soils special inspection is required by GE.</p> <p><input checked="" type="radio"/> Project does NOT have and does NOT require a geotechnical report.</p> <p>Select Soils Details</p> <p><input type="checkbox"/> General</p> <p><input type="checkbox"/> Soil Compaction and Fill</p> <p><input type="checkbox"/> Driven Deep Foundation (Piles)</p> <p><input type="checkbox"/> Cast-In-Place Deep Foundations (Piers)</p> <p><input type="checkbox"/> Retaining Walls</p> <p><input type="checkbox"/> Other Soils</p>
TEST OR SPECIAL INSPECTION	
SOILS	
MASONRY	
RECAP	
WORK EXEMPT	
CREATE PDF	

Once all the applicable sub-topic options are selected, additional specific items associated with those selections will appear. For this example, “General,” “Cast-In-Place Deep Foundation (Piers),” and “Other Soils” details are selected, causing the page to display as follows.

BACKSAVENEXT

SOILS

Geotechnical Reports

☐ Project has a geotechnical report, or CDs indicate soils special inspection is required by GE. ☒ Project does NOT have and does NOT require a geotechnical report.

Select Soils Details

☒ General

☐ Soil Compaction and Fill

☐ Driven Deep Foundation (Piles)

☒ Cast-In-Place Deep Foundations (Piers)

☐ Retaining Walls

☒ Other Soils

1. GENERAL

Table 1705A.6

☒ **Test or Special Inspection**

a. Verify that:

- Site has been prepared properly prior to placement of controlled fill and/or excavations for foundations.
- Foundation excavations are extended to proper depth and have reached proper material.
- Materials below footings are adequate to achieve the design bearing capacity.

Type
See Notes

Code References and Notes
Refer to specific items identified in the Appendix listing exemptions for limitations. Placement of controlled fill exceeding 12" depth under foundations is not permitted without a geotechnical report.

Performed By
PI

Select all of the item checkboxes applicable to your project and click the NEXT button to proceed to the next structural Category Page when done. However, if there are “Other Soils” items you wish to identify, those must be identified **prior** to clicking the NEXT button (refer to the next step for indicating “Other Soils” items).

Step 5: Fillable Row Fields.

This Soils page also contains additional optional fillable fields inside of rows located in the “Other Soils” Category at the bottom of the page as shown in the image below. These allow the user to specify other applicable Soils-related tests or special inspections which are not pre-loaded into the online form.

☐ Check this box if you would like to enter additional data into the repeating fields

☐ Test or Special Inspection

c.

Type ?

Performed By ?

Code References and Notes

+ ADD ROW

REMOVE CHECKED ROW

Be aware that all structural Category Pages include “Other” Category Sections specific to each type of structural Category selected, containing similar form fields, which may be selected and completed as required. To fill out these items, simply select the checkbox with the text “Check this box if you would like to enter additional data into the repeating fields”.

☒ Check this box if you would like to enter additional data into the repeating fields

☐ Test or Special Inspection

c.

Type ?

Performed By ?

Code References and Notes

+ ADD ROW

REMOVE CHECKED ROW

To add more rows, simply select the Add Row button as shown below.

☒ Check this box if you would like to enter additional data into the repeating fields

☐ Test or Special Inspection

c.

Type ?

Performed By ?

Code References and Notes

+ ADD ROW

REMOVE CHECKED ROW

To remove rows, simply check the checkbox next to the row(s) requiring deletion and select the “Remove Row” button.

☒ Check this box if you would like to enter additional data into the repeating fields

☐ Test or Special Inspection
 c.
 Type Performed By
 Code References and Notes

☒ Test or Special Inspection
 d.
 Type Performed By
 Code References and Notes

Step 6: Recap Page

Once all the applicable structural Category Pages are filled and finished, the next page to go over is the Recap Page. This page will display a list of all the required certification documents.

DGS GENERAL SERVICES	ADSA	DSA 103-16
PROJECT INFORMATION		
TEST OR SPECIAL INSPECTION		
SOILS		
MASONRY		
RECAP	RECAP • Soils Testing and Inspection: Geotechnical Verified Report Form DSA 293	
WORK EXEMPT		
CREATE PDF		

The more categories that are completed, the larger this list will be. However, in this example screen shot, Soils was the only category that was completed; therefore, only one certification document (e.g., verified report) appears as shown in the image above.

NOTE: Modifications to change the testing and inspection items should NOT be made in a PDF editing software (such as Bluebeam as part of the Electronic Plan Review process) since listing of required verified reports triggered by the HTML version of the form would not occur.

Step 7: Work Exempt Page

Once all the selected Category Pages are filled and finished, select the Work Exempt Page on the navigation pane. Fill out any items here if necessary.

DGS GENERAL SERVICES	MSDA	DSA 103-16
PROJECT INFORMATION	WORK EXEMPT	
TEST OR SPECIAL INSPECTION	Appendix: Work Exempt from DSA Requirements for Structural Tests / Special Inspections	
SOILS	Exempt items given in IR A-22 or the 2016 CBC (including DSA amendments) and those items identified below with a check mark by the design professional are NOT subject to DSA requirements for the structural tests / special inspections noted. Items marked as exempt shall be identified on the approved construction documents. The project inspector shall verify all construction complies with the approved construction documents.	
MASONRY	SOILS	
RECAP	<input type="checkbox"/> 1. Deep foundations acting as a cantilever footing designed based on minimum allowable pressures per CBC Table 1806A.2 and having no geotechnical report for the following cases: A) free standing sign or scoreboard, B) cell or antenna towers and poles less than 35'-0" tall (e.g., lighting poles, flag poles, poles supporting open mesh fences, etc.), C) single-story structure with dead load less than 5 psf (e.g., open fabric shade structure), or D) covered walkway structure with an apex height less than 10'-0" above adjacent grade.	
WORK EXEMPT	<input type="checkbox"/> 2. Shallow foundations, etc. are exempt from special inspections and testing by a Geotechnical Engineer for the following cases: A) buildings without a geotechnical report and meeting the exception item #1 criteria in CBC Section 1803A.2 supported by native soil (any excavation depth) or fill soil (not exceeding 12" depth per CBC Section 1804A.6), B) soil scarification/recompaction not exceeding 12" depth, C) native or fill soil supporting exterior non-structural flatwork (e.g., sidewalks, site concrete ramps, site stairs, parking lots, driveways, etc.), D) unpaved landscaping and playground areas, or E) utility trench backfill.	
CREATE PDF	CONCRETE/MASONRY	
	<input type="checkbox"/> 1. Post-installed anchors for the following: A) exempt non-structural components (e.g., mechanical, electrical, plumbing equipment - see item 7 for "Welding") given in CBC Section 1616A.1.18 (which replaces ASCE 7-10, Section 13.1.4) or B) interior nonstructural wall partitions meeting criteria listed in exempt item 3 for "Welding".	
	<input type="checkbox"/> 2. Concrete batch plant inspection is not required for items given in CBC Section 1705A.3.3.2 subject to the requirements and limitations in that section.	

Step 8: Create PDF Page


After reviewing every section and confirming everything looks correct, simply head over to the Create PDF section and select the button Create PDF.

DGS GENERAL SERVICES	MSDA	DSA 103-16
PROJECT INFORMATION		
TEST OR SPECIAL INSPECTION	Please click on the "Create PDF" button to receive link to PDF version.	
SOILS	<input type="button" value="Create PDF"/>	
MASONRY		
RECAP		
WORK EXEMPT		
CREATE PDF		

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Step 9: Downloading a Printable PDF Version

Once the Create PDF Button is selected, the following page will appear. From this page, simply select the file name to download a PDF version of the DSA 103.

DGS	DSA	DSA 103-16
103-16-Test-12-345678-.pdf 		
Please click the link above to download your file.		
An email with a link has been sent to the address provided on the Project Information portion of this form. The link on the email can be used to access the input version of this form, as needed.		
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Step 10: Re-editing DSA 103

A message to revise or re-edit your DSA 103, as shown below, will be sent to the Email address entered in the Project Information Page.

Hello Test,
You can resume your DSA 103 by selecting the following link - [DSA 103-16-Test-12-345678-](#)



To re-edit, simply visit the link provided in the email. This will open a web page back into the form DSA 103 previously completed.

Once opened, all the information entered from the previous session will be saved and editable through following previously described steps. (**NOTE:** After finishing editing the form, a revised link is emailed.)

DGS	DSA	DSA 103-16
PROJECT INFORMATION		
TEST OR SPECIAL INSPECTION		
SOILS		
MASONRY		
RECAP		
WORK EXEMPT		
CREATE PDF		
Division of the State Architect State of California		
List of Required Structural Tests and Special Inspections - 2016 CBC		
DGS DSA 103 Published 7/16/2020		
PROJECT INFORMATION		
Application Number *		
12-345678		
Name of Design Professional *		
Test		
Email Address *		
JohnDoe@gmail.com		
School Name *		
Test		
District *		
Test		
Increment Number		
DSA File Number		
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NOTE: DSA may periodically revise the DSA 103 and note the date of revision. In the event a revised DSA 103 is required for use after a prior version was completed, the user must access the revised version from DSA's webpage. If the user were to instead use the previously emailed link to re-edit the previously completed form, it would be for a prior version lacking DSA revisions. The revision date indicated on the DSA 103 serves as a method to determine what version of the form is being used.