
**LIST OF REQUIRED STRUCTURAL TESTS AND SPECIAL
INSPECTIONS: USER GUIDE**

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Access DSA 103 Web Forms

DSA 103-22 Web Form URL: [DSA 103-22](#)

DSA 103-19 Web Form URL: [DSA 103-19](#)

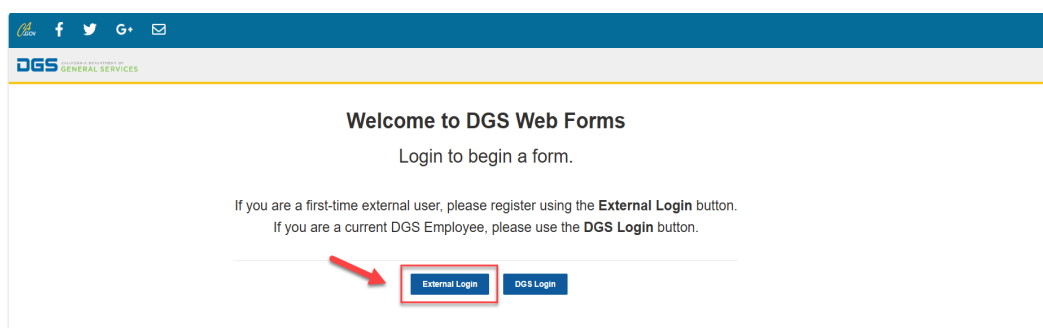
Access via DGS Web Forms: [DGS Web Forms](#)

DSA 103 User Guide URL: [DSA Forms](#)

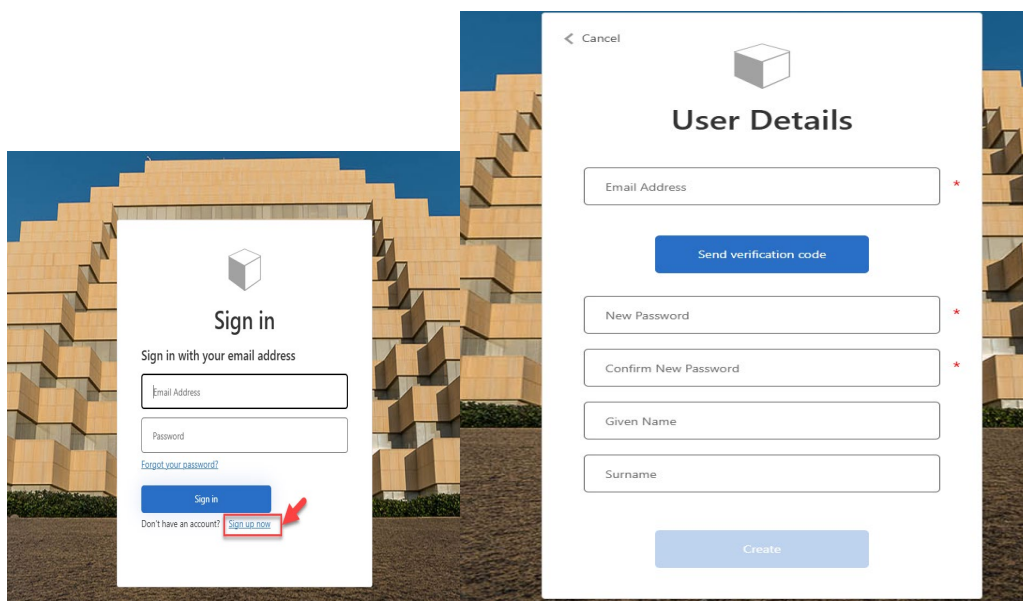
Account Registration

External users need to follow the steps below to register an account. (For DGS internal staff, please select “DGS Login” to access with your account through Single Sign-On [SSO]. **Note:** If the DGS email address was registered as an external login, those email addresses might not be able to login through the “DGS Login.” If that occurs, please contact ETS to resolve the issue.)

Step 1: Go to the [Forms Portal Sign in](#) to register the “External Login” account.



Step 2: Click *Sign up now* and then fill in the Email Address to send a verification code.
For first-time use, please use the same email address that was utilized in the past 12 months to access the history of submitted DSA 103 forms from that timeframe.



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Step 3: Verify your email address with the code sent from Microsoft on behalf of DGS.

Step 4: Fill in the *Password*, *Given Name* and *Surname* to create an external login.

Step 5: Return to the [Forms Portal Sign in](#) and click “External Login” to sign in with the external login you have just created.

Profile Update

Access Account Profile

After logging into your account, you can access your profile by selecting the down arrow next to your account name to open the menu, then clicking on "Profile."

Update Account Profile

On the Profile page, you can update your first name and last name. Once the changes are submitted, you will be redirected to the DGS Web Forms portal to access the specific web form.

Please provide some information about yourself.

Upon submitting the change, you will be directed to the DGS Web Forms portal.

How to complete DSA 103

Navigation Overview

The Navigation Pane is located at the top of the forms page, beginning with the Project Information page. Once all required fields, marked with a red asterisk, are completed, click "Next" to proceed to the subsequent page. Certain fields include sample formats and validation rules to minimize user errors. If the input format does not align with the validation rules, error messages with guidance will be displayed.

The screenshot displays the DSA 103-22 form interface. At the top, the header includes the DGS and DSA logos, the text "DSA 103-22", and a "Test" dropdown menu. Below the header, the text "Division of the State Architect | State of California" is visible. The main title is "List of Structural Tests and Special Inspections - 2022 CBC". Below this, the text "DGS DSA 103-22 | (Rev. 4/7/2025)" is shown. A "Quick access links" section is located on the right side, containing links to "DGS Web Forms", "DSA 103-22 History", "DSA Form Submissions", "Profile", and "Sign out". The "Navigation Pane" is located at the top of the form, with tabs for "Project Information", "Test or Special Inspection", "Work Exempt", "Recap", "Delegates", and "Email PDF". The "Project Information" tab is selected. The form page contains several input fields: "Application Number" (with a red asterisk and a sample value "00-000000"), "Name of Design Professional" (with a red asterisk), "Email Address" (with a red asterisk), "School Name" (with a red asterisk), "District" (with a red asterisk), "Increment Number", and "DSA File Number" (with a red asterisk). A "Form page" label is placed to the right of the form. Below the form, there is an "IMPORTANT" note and a "NOTE" section. At the bottom, there is a "Move to next page" link and a "Next" button.

In the upper right corner, click the down arrow next to the account username to pull out quick access links:

- DGS Web Forms: link to all the Web forms built on the DGS Forms Portal.
- DSA 103 history: history records of DSA 103-22 or DSA 103-19 submitted or saved after 4/3/2024.
- DSA Forms Submissions: history records submitted by or shared with your registered account on the DGS Forms Portal.
- Profile: profile page to update account information.
- Sign out: Sign out the registered account.

Project Information

Complete all the required fields, then select "Next" near the bottom of the page to save your input and proceed to the Test or Special Inspection page.

LIST OF REQUIRED STRUCTURAL TESTS AND SPECIAL INSPECTIONS: USER GUIDE

DGS DSA 103-22

Division of the State Architect | State of California

List of Structural Tests and Special Inspections - 2022 CBC

DGS DSA 103-22 | (Rev. 4/7/2025)

Project Information | Test or Special Inspection | Work Exempt | Recap | Delegate | Email PDF

Project Information

Application Number *
00-000000

Name of Design Professional *
[Text Field]

School Name *
[Text Field]

Increment Number
[Text Field]

Email Address *
[Email Address] @gmail.com

District *
[Text Field]

DSA File Number *
[Text Field]

IMPORTANT: This form is only a summary list of structural tests and some of the special inspections required for the project. Any items indicated on the approved construction documents with a note stating that the items are not part of the DSA approval are not considered in this form. 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.

****NOTE:** Undefined section and table references found in this document are from the CBC, or California Building Code. Referenced standards are as specified or modified by CBC Chapter 35, unless explicitly identified in the DSA-approved construction documents.

Next

- Application Number: sample value of 00-000000 to indicate the format of xx-xxxxxx.
- Name of Design Professional: text field up to 100 characters.
- School name: text field up to 55 characters.
- District: text field up to 55 characters.
- Email address: default to the registered account email address up to 100 characters.
- Increment Number: number between 1 and 99.
- DSA File Number: text or number up to 10 characters.

Select Your Category

On the Test or Special Inspection page, select the categories relevant to your project (e.g., SOILS, CONCRETE, etc.). Once a category is selected, it will be displayed in the Navigation Pane. For instance, if Soils, Concrete, Masonry, Steel/Aluminum, Wood, and Other are chosen, their corresponding line items will appear in the Navigation Pane, as shown in the red box in the image below.

Project Information | **Test or Special Inspection** | Soils | Concrete | Masonry | Steel/Aluminum | Wood | Other | Work Exempt | Recap | Delegate | Email PDF

Select Your Category

☒ Soils

☒ Concrete

☒ Masonry

☒ Steel/Aluminum

☒ Wood

☒ Other

Previous Next

LIST OF REQUIRED STRUCTURAL TESTS AND SPECIAL INSPECTIONS: USER GUIDE

At the bottom of the page, select "Previous" to return to the Project Information page or click "Next" to save your selection and proceed to the following page.

Note: Navigation Pane categories cannot be accessed individually at any time. Each category must be completed sequentially before progressing to the next. Similarly, to go to a previous one, selecting "Previous" for each previous category is required.

How to Fill in a Category Page

The process for completing a category page follows a similar approach across all pages. This guide uses the Soils Page as an example. The Soils Page will be displayed if "Soils" is selected under Test or Special Inspection. Select the options relevant to your project. When a checkbox or radio button is chosen, additional text or options may appear, as illustrated in the image below.

Project Information ✓ Test or Special Inspection ✓ **Soils** Concrete Masonry Steel/Aluminum Wood Other

Table 1705A.6, Table 1705A.7, Table 1705A.8

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

Previous Next

After selecting all applicable sub-topic options, additional specific items related to those selections will be displayed. For instance, choosing "General" and "Retaining Walls" will update the page with further information accordingly.

Check all item boxes relevant to your project and click the "Next" button to proceed to the following structural Category Page. If there are "Other Soils" items you need to include, ensure they are identified before clicking the "Next" button.

Fillable Fields

Certain categories include additional optional fillable fields. On the Soils page, these fields can be found in the "Other Soils" category at the bottom of the page, accompanied by the "Insert New Entry" button. These fields enable users to specify additional Soils-related tests or special inspections that are not pre-loaded into the online form.

LIST OF REQUIRED STRUCTURAL TESTS AND SPECIAL INSPECTIONS: USER GUIDE

S6. Other Soils

Test or Special Inspection	Type	Performed By	Code Reference and Notes
<input checked="" type="checkbox"/> a. Soil Improvements.	Test	GE*	Submit a comprehensive report documenting final soil improvements constructed, construction observation and the results of the confirmation testing and analysis to CGS (California Geological Survey) for final acceptance. * By geotechnical engineer or his or her qualified representative.
<input checked="" type="checkbox"/> b. Inspection of Soil Improvements.	Continuous	GE*	* By geotechnical engineer or his or her qualified representative.

[Insert New Entry](#)

Select "Insert New Entry" to open the pop-up screen shown in the image below. Provide or Choose values for the required fields, then click "Submit."

Create
×

Test or Special Inspection *

Type *

Select

Performed By *

Select

Code References and Notes *

Submit

- Test or Special Inspection: text field up to 25 characters.
- Type: select a value from the drop-down list.
- Performed By: select a value from the drop-down list.
- Code References and Notes: text field up to 300 characters.

After submitting the data, a new record row will be added. You can edit or remove an entry by selecting the down arrow. A maximum of eight records can be added for Other Soils, Other Concrete, Other Masonry, Other Steel, Other Wood, and Other Categories.

Note: Only up to three records can be added for S/A6 Nondestructive Testing.

LIST OF REQUIRED STRUCTURAL TESTS AND SPECIAL INSPECTIONS: USER GUIDE

S6. Other Soils

Test or Special Inspection	Type	Performed By	Code Reference and Notes
<input checked="" type="checkbox"/> a. Soil Improvements.	Test	GE*	Submit a comprehensive report documenting final soil improvements constructed, construction observation and the results of the confirmation testing and analysis to CGS (California Geological Survey) for final acceptance. * By geotechnical engineer or his or her qualified representative.
<input checked="" type="checkbox"/> b. Inspection of Soil Improvements.	Continuous	GE*	* By geotechnical engineer or his or her qualified representative.

[Insert New Entry](#)

Test	Periodic	GE	Test
------	----------	----	------

[Edit Entry](#)
[Remove Entry](#)

In the 'Other' category, if X1a is selected, utilize the provided text field to specify the item(s) requiring load testing. This text field is limited to a maximum of 300 characters.

Project Information ✓ Test or Special Inspection ✓ Other Work Exempt Recap Delegate Email PDF

X1. OTHER

Test or Special Inspection	Type	Performed By	Code Reference and Notes
<input checked="" type="checkbox"/> a. Load Test for Identified Product(s):	Test	LOR	1709A.2, 1709A.3. Testing is not required for: 1) a product with a valid evaluation service report per DSA IR A.5, or 2) a product that can be justified by structural calculation.
<input type="checkbox"/> b. Installation torque for non-HS bolts.	Continuous	SI*	Applicable to communication towers identified as Essential Service Facility Projects (ESFP). Calibrated wrench use required, verified by SI during installation, during installation. DSA Policy PL 18-01: Communication Towers, Poles and Buildings Utilized by State Agencies for Essential Services Communications. *EXCEPTION: Non-ESFP may use PI without need for notification to DSA.

[Create](#)

Test or Special Inspection	Type	Performed By	Code References and Notes
----------------------------	------	--------------	---------------------------

There are no records to display.

[Previous](#) [Next](#)

Conditional Required Fields

Certain fields have conditional requirements for data input. For example, when M1 Structural Masonry is selected, the f'm PSI value becomes mandatory, as illustrated in the accompanying image. Additionally, the Type field is required when Batch Plant Inspection is selected under M1 Structural Masonry and C1 Cast-In-Place Concrete.

LIST OF REQUIRED STRUCTURAL TESTS AND SPECIAL INSPECTIONS: USER GUIDE

Select Masonry Details

- ☒ Structural Masonry
- ☐ Veneer Or Glass Block Partitions
- ☐ Post Installed Anchors In Masonry
- ☐ Other Masonry

f'm PSI *

M1. STRUCTURAL MASONRY

Test or Special Inspection	Type	Performed By	Code Reference and Notes
<input checked="" type="checkbox"/> a. Mill certificate indicates compliance with requirements for reinforcement, anchors, ties, fasteners and metal accessories. See Item C1(b) for identification, sampling and testing of reinforcing steel.	Periodic	SI*	2103A.4; TMS 602 Articles 1.5B.2 & 2.4. *To be performed by qualified LOR representative. Applicable testing by LOR. See DSA IR 17-10 for unidentified reinforcing steel.
<input checked="" type="checkbox"/> b. Producer's certificate of compliance for masonry units, mortar and grout materials.	Test	LOR	1705A.4, 2103A.2, 2103A.3, 2103A.5; TMS 602 Articles 1.5B.2, 2.1, 2.2, 2.6A and 2.6B, and Table 6 footnote 3.
<input checked="" type="checkbox"/> c. Test masonry (f'm).	Test	LOR	1705A.4. For Unit Strength: 2105A.3; TMS 602 Articles 1.4B.2, 1.5B.1 & 1.5B.2. For Prism (required when f'm > 2000 psi): 2105A.2; TMS 602 Articles 1.4B.3, 1.4B.4, 1.5B.1 & 1.5B.2.
<input checked="" type="checkbox"/> d. Verify proportions or properties of site-prepared, premixed or preblended mortar.	Periodic	SI	TMS 602, Table 3 (row 5), Table 4 item 1a. DSA PR 20-01. (See Appendix (end of this form) for exemptions.)
<input checked="" type="checkbox"/> e. Verify proportions or properties of site-prepared, premixed or preblended grout.	Periodic	SI	TMS 602, Table 3 (row 5), Table 4 item 2d (See Appendix (end of this form) for exemptions.)
<input checked="" type="checkbox"/> f. Batch plant inspection	See Notes	SI	Default of "Continuous" per 1705A.3.3. If approved by DSA, batch plant inspection may be reduced to "Periodic" subject to requirements in Section 1705A.3.3.1, or not required per 1705A.3.3.2. See IR 17-13. Refer to TMS 602 Table 3 and Table 4, item #3a. (See Appendix (end of this form) for exemptions.)

Please Select Type *

Select ▼

C1. CAST-IN-PLACE CONCRETE:

Test or Special Inspection	Type	Performed By	Code Reference and Notes
<input checked="" type="checkbox"/> a. Verify use of required design mix.	Continuous	SI	Table 1705A.3 Item 5, 1903A.5, 1903A.7, 1904A.1, 1904A.2, 1910A.1; ACI 318 Ch. 19, 26.4, 26.13.3.2.
<input checked="" type="checkbox"/> b. Identify, sample, and test reinforcing steel.	Test	LOR	Table 1705A.3 Item 1, 1705A.3.9, 1908A.1, 1910A.2; ACI 318 Ch. 20 and Sections 25.2, 25.3, 25.5.1, 26.6.1; DSA IR 17-10 and BU 24-02. (See Appendix (end of this form) for exemptions.)
<input checked="" type="checkbox"/> c. During concrete placement, fabricate specimens for strength tests, perform slump and air content tests, and determine the temperature of the concrete.	Test	LOR	Table 1705A.3 Item 6, 1705A.3.9, 1905A.1.17; ASTM C31, ASTM C172; ACI 318 Sections 26.4, 26.5 & 26.12.
<input checked="" type="checkbox"/> d. Test concrete (fc)	Test	LOR	1905A.1.17; ACI 318 Section 26.12.
<input checked="" type="checkbox"/> e. Batch plant inspection	See Notes	SI	Default of "Continuous" per 1705A.3.3. If approved by DSA, batch plant inspection may be reduced to "Periodic" subject to requirements in Section 1705A.3.3.1, or not required per 1705A.3.3.2. See IR 17-13. (See Appendix (end of this form) for exemptions.)

Select Type *

Select ▼

Work Exempt

Once all the selected Category Pages are completed, proceed to the Work Exempt Page. Complete any applicable items on this page, if necessary.

Note: Some items are default selected but may be unselected by the user.

LIST OF REQUIRED STRUCTURAL TESTS AND SPECIAL INSPECTIONS: USER GUIDE

Project Information ✓	Test or Special Inspection ✓	Soils ✓	Concrete ✓	Masonry ✓	Steel/Aluminum ✓	Wood ✓	Other ✓	Work Exempt	Recap	Delegates	Email PDF
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Work Exempt from DSA Requirements for Structural Tests / Special Inspections

Only those items:

- indicated on the DSA-approved construction documents with a note stating that the items are not part of the DSA approval, or
- identified below with a check mark by the design professional,

are exempt from DSA requirements for the structural tests / special inspections noted. The project inspector shall verify all construction complies with the approved construction documents.

SOILS

- ☒ 1. Shallow foundations, 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 with depth not exceeding 12". These exempt structures shall be identified on the approved construction documents.
- ☒ 2. Deep foundations acting as a cantilever footing with a design based on minimum allowable pressures per CBC Table 1806A.2 and without a geotechnical report are exempt from special inspection and testing by a Geotechnical Engineer 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.). These exempt structures shall be identified on the approved construction documents.
- ☒ 3. Deep foundations acting as a cantilever footing with a design based on minimum allowable pressures per CBC Table 1806A.2 and without a geotechnical report are exempt from special inspection and testing by a Geotechnical Engineer for the following cases: A) single-story structure open fabric shade structure, or B) covered walkway structure with an apex height less than 10'-0" above adjacent grade. These exempt structures shall be identified on the approved construction documents.

CONCRETE/MASONRY

- ☐ 1. Post-installed anchors for the following: A) exempt non-structural components (e.g., mechanical, electrical, plumbing equipment - see item 7 for "Welding" in the Appendix below) given in CBC Section 1617A.1.18 or B) interior nonstructural wall partitions meeting criteria listed in exempt item 3 for "Welding" in the Appendix below
- ☐ 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.
- ☐ 3. Epoxy shear dowels in site flatwork and/or other nonstructural concrete.
- ☒ 4. Testing of reinforcing bars is not required for items given in CBC Section 1910A.2 subject to the requirements and limitations in that section. These exempt structures shall be identified on the approved construction documents.
- ☐ 5. Freestanding and site retaining masonry walls may be exempt from certain DSA masonry testing and special inspection items as allowed per DSA IR 21-1.

Recap

After completing all the relevant structural Category Pages, proceed to the Recap Page. This page provides a comprehensive list of the relevant required verified report documents. The list expands as more categories are added and completed.

Project Information ✓	Test or Special Inspection ✓	Soils ✓	Concrete ✓	Wood ✓	Other ✓	Work Exempt ✓	Recap	Delegates	Email PDF
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Recap

Soils Testing and Inspection: Geotechnical Verified Report Form DSA 293

Structural Testing and Inspection: Laboratory Verified Report Form DSA 291

Concrete Batch Plant Inspection: Laboratory Verified Report Form DSA 291

Prestressed / Post-Tensioned Concrete Inspection: Laboratory Verified Report Form DSA 291 , or, for independently contracting SI, Special Inspection Verified Report Form DSA 292

Precast Concrete Inspection: Laboratory Verified Report Form DSA 291 , or, for independently contracting SI, Special Inspection Verified Report Form DSA 292

Shotcrete Inspection: Laboratory Verified Report Form DSA 291 , or, for independently contracting SI, Special Inspection Verified Report Form DSA 292

Post-installed Anchors: Laboratory Verified Report Form DSA 291 , or, for independently contracting SI, Special Inspection Verified Report Form DSA 292

Non-High-Strength Bolt Installation Inspection for Essential Service Facility Projects: Laboratory Verified Report Form DSA 291, or, for independently contracting SI, Special Inspection Verified Report Form DSA 292.

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Delegates

You can assign a delegate to a specific Application Number for form DSA 103. Delegates will be able to edit the form after logging in with their registered account.

Click “Add User” to open the Assign Delegate pop-up screen as shown below. On first access, the delegate list will display only the email addresses associated with registered accounts.

Create New Delegate

Select "Create New Delegate" to navigate to a new page for adding delegate contacts. Provide the required information, including *Email Address*, *First Name*, and *Last Name*, then click "Submit." The newly added delegate will appear in the contact delegates list after refresh the page, where you can sort entries by the "Created On" date or remove delegates using the down arrow.

Create Delegate Contacts

Enter the following Contact Information

Email Address:

First Name:

Last Name:

Contact Delegates

Full Name	Email	Created On ↓	Remove Delegate
Test Test			<input type="button" value="Remove Delegate"/>

If the delegate already has a registered account in the system associated with the same email address, but a different first or last name, the full name will automatically default to the name on the registered account.

If the delegate you created does not have a registered account, an invitation email will be sent to the provided email address, as illustrated in the image below. The delegate can access the [Forms Portal Sign in](#) page to register an "External Login" account by following the instructions outlined in the Account Registration section.

From: "DoNotReply Forms Portal@DGS"
 <DoNotReplyFormsPortal@dgs.ca.gov>
Date: March 26, 2025 at 21:26:59 GMT-7
To: [\[Redacted\]](#)
Subject: California Forms Directory - [Redacted] Invitation to register

PLEASE DO NOT REPLY. THIS MAILBOX IS NOT MONITORED.


 Please visit the link below and use the External Login to sign up your new account.

[https://\[Redacted\]/signin](https://[Redacted]/signin)

Assign Delegate




After adding a new delegate, you can refresh the delegate list by selecting the search icon. To enable the "Assign Delegate" button, check the box next to the delegate's name. To deselect a delegate, uncheck the box or click the "X" next to the delegate's name in the selected records list. Click "Assign Delegate(s)" to grant the delegate access to your form or click "Cancel" to exit this screen.

Delegate list ✕

Search 

✓	Full Name ↑	Email
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]
<input checked="" type="checkbox"/>	Test Test	[Redacted]

Selected records

Test Test   




Create New Delegate Assign delegate(s) Cancel

Upon assigning delegates, the delegate list will be updated accordingly. Delegates can log in to the DSA 103 web form history page to access the shared forms. Additional information is available in the history page section. To disassociate a delegate from a form, select the down arrow. Click "Next" to save changes and proceed to the Email PDF section or click "Previous" to review the prior section.

Project Information ✓ Test or Special Inspection ✓ Concrete ✓ Work Exempt ✓ Recap ✓ Delegates Email PDF

Designate another user as a "Delegate" to make edits to the form.

Delegates + Add User

Full Name	Email	Created On ↓	
[Redacted]	[Redacted]	[Redacted]	
Test Test	[Redacted]	[Redacted]	
Hassan Raza	[Redacted]	[Redacted]	 Disassociate

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Once you have reviewed all sections, proceed to the Email PDF section.

[Project Information](#) ✓ [Test or Special Inspection](#) ✓ [Work Exempt](#) ✓ [Recap](#) ✓ [Delegate](#) ✓ **Email PDF**

DSA 103-19

Click the button below to email the Form. This form will be emailed to this address: [redacted]@gmail.com. Please allow a few minutes for the Form to be emailed.

[Email Completed Form](#) [Go to History Page](#)

[Previous](#)

The completed form will be sent to the email address associated with the registered account. To receive the PDF version, click "Email Completed Form." **Please allow up to 10 minutes for the PDF to arrive.**

From: **DoNotReply Forms Portal@DGS** <DoNotReplyFormsPortal@dgs.ca.gov>
Date: Wed, Mar 26, 2025 at 20:30
Subject: Form DSA 103-22 for A#11-111111
To: [redacted]

PLEASE DO NOT REPLY. THIS MAILBOX IS NOT MONITORED.

Please find attached the completed form DSA 103-22. Submit the completed and signed form to DSA in accordance with PR 18-04.

To view all records submitted through your account or shared with you by a delegate, navigate to the History page.

History Page

You can access the DSA 103 History page by selecting the account drop-down arrow to open the quick access menu described in the Navigation Overview section above, where the DSA 103 History page is listed.

DGS **DSA** DSA 103-22 History Test

Division of the State Architect | State of California

List of Structural Tests and Special Inspections - 2022 CBC

OGS DSA 103-22 | (Rev. 4/7/2025)

Application Number	Name	Created On	Modified On	
103-2025-001	John Doe	03/25/2025 11:37 AM	03/26/2025 8:40 PM	View
103-2025-002	John Doe	03/26/2025 8:47 AM	03/26/2025 9:58 AM	View
103-2025-003	John Doe	03/26/2025 8:47 AM	03/26/2025 9:59 AM	View

Search

[DGS Web Forms](#)
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[DSA Form Submissions](#)
[Profile](#)
[Sign out](#)

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Select the down arrow next to "Modified On" to edit, archive, or delegate the form to another user. A delegate can access forms shared by other registered users through the History page.

Application Number	Name	Created On	Modified On	
103-19	103-19	03/25/2025 11:37 AM	03/26/2025 8:40 PM	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Archive <input type="checkbox"/> Delegate
103-22	103-22	03/26/2025 8:47 AM	03/26/2025 9:58 AM	
610	610	03/26/2025 8:47 AM	03/26/2025 9:59 AM	

DSA Form Submissions

The DSA Form Submissions page can be accessed via the quick access menu described in the Navigation Overview section above. This page offers an overview of all DSA web forms that have been submitted by or shared with your registered account on the DGS Forms Portal. From the displayed list, you can select a form. To take further action, click the down arrow next to "Modified On" to edit, archive, or delegate the form to another user.

Test Test

Back to DGS Web Forms

Test's Submissions

DSA 103-19

DSA 103-19

DSA 103-22

DSA 610

DSA 786

DSA 787

Search

+ Create New Form

DSA 103-19

Application Number	Name	Created On	Modified On	
103-19	103-19	03/26/2025 8:20 PM	03/26/2025 8:22 PM	

DSA 103-22

Application Number	Name	Created On	Modified On	
103-22	103-22	03/25/2025 11:37 AM	03/26/2025 8:40 PM	
103-22	103-22	03/26/2025 8:47 AM	03/26/2025 9:58 AM	
103-22	103-22	03/26/2025 8:47 AM	03/26/2025 9:59 AM	

DSA 610

Business Name	Cert Number	Created On
There are no records to display.		