

PROJECT SUBMITTAL CHECKLIST

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

GENERAL REQUIREMENT

Projects submitted to DSA must include 100% complete Construction Documents, finalized, completely detailed, coordinated across all disciplines and ready for construction.

PURPOSE

The DSA 3 submittal checklist is a guide for submitting complete documents to provide for a thorough, comprehensive and efficient plan review process by DSA. It addresses Forms, Fees, Construction Documents and Supporting Documents required by plan reviewers. As outlined in procedure *PR 17-03: Project Submittal Appointment Process*, submittals that are found to be incomplete will be rejected and required to register for a new submittal date.

INSTRUCTIONS

The DSA 3 submittal checklist is to be completed by the design professional responsible for the quality control and coordination review of the Construction Documents. All fields should be filled with either an “X” indicating required items included in the submittal or “N/A” indicating items not applicable to the scope of work.

It is recommended that the DSA 3 checklist be reviewed by the design professional at the time the project is registered to allow adequate time to verify that all applicable items have been completed and coordinated prior to submittal. Any questions related to the applicability of a listed item to the specific project scope should be clarified with DSA intake staff at the time the project is registered and progress drawings are uploaded to DSA Box.

PART 1 – APPLICATION FORMS	ENTER X OR N/A
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1. A completed form *DSA 1: Application for Approval of Plans and Specifications*.
 Note: Design Professionals listed must match those listed on the Title Sheet of the plans.
2. A completed form *DSA 3: Project Submittal Checklist*.....
3. A completed form *DSA 1-INC: Definition of Scope Increments*. Applicable to projects requesting incremental plan review. See *IR A-11: Incremental Submittals*.
4. A completed form *DSA 1-DEL: Delegation of Responsibility*. Applicable to projects involving delegation of responsibilities of plans and specifications, and construction observation which are not easily described on the form *DSA 1*.
5. A completed form *DSA 1-MR: Application for New Manufactured Permanent Modular or Relocatable Buildings*. Applicable to projects manufacturing permanent modular or relocatable buildings. See bulletin *BU 16-01: Delegation of Authority for Modular and Relocatable Buildings – FAQs*.....
6. A completed form *DSA 1-RUH: Request for Finding of Unreasonable Hardship*. Applicable to alteration, addition or repair projects seeking relief from full compliance with path of travel requirements.
7. A completed form *DSA 1-AMM: Request for Alternate Design Materials and Methods of Construction*. Applicable to projects requesting approval of alternates to achieve code compliance. See procedure *PR 18-01*.

PROJECT SUBMITTAL CHECKLIST

PART 2 – APPLICATION FEES

ENTER X OR N/A

1. Project Submittals

Structural, Fire & Life Safety and Access Compliance plan review fees as required.

Required fees may be combined on a single check or warrant made out to “Division of the State Architect” (Note: Not all projects require review by all three disciplines. Indicate plan review services required on the *DSA 1* form). Fees are based on estimated value of construction. Use the *Plan/Field Review Fee Calculator* within Tracker to determine amount due at submittal.)

2. Pre-Check Submittals (PC)

a. Structural, Fire & Life Safety and Access Compliance plan review fees

Plan review fees are charged on an hourly basis. A \$6,000 deposit check or warrant made out to “Division of the State Architect” is due at submittal. Final fee to be calculated and invoiced based on actual plan review hours

b. CALGreen/Energy Code plan review fee

A separate deposit check is required for CALGreen/Energy Code plan review for PC submittals for permanent modular or relocatable buildings. See procedure *PR 07-01: Pre-Check Approval*).

- \$2,500 deposit for two or more climate zones
- \$1,500 deposit for one climate zone
- \$500 deposit for unconditioned building (e.g. restroom building)

PART 3 – CONSTRUCTION DOCUMENTS

ENTER X OR N/A

A. GENERAL REQUIREMENTS FOR DRAWINGS AND SPECIFICATIONS

1. 100% complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines.....

a. Bid alternates identified, when applicable.....

b. DSA approved Pre-Checked (PC) drawings to be included in drawing set for projects incorporating PC designs.

c. Electronic Plan Review submittal prepared in accordance with the drawing and specification format/file requirements in procedure *PR 18-04: Electronic Plan Review for Design Professionals of Record*.

d. Over-The-Counter (OTC) Plan Review submittal prepared in accordance with policy *PL 07-02: Over-the-Counter Review of Projects Using Pre-Check Approved Designs*. (1) set required for plan review mark-ups; (1) set for corrections and approval.

e. For the submittal of new, revised or renewed pre-check (PC) applications see procedures *PR 07-01: Pre-check Approval* and *PR 18-04: Electronic Plan Review for Design Professionals of Record*. Submittal is required to be in electronic format. All conditioned or unconditioned PC buildings require DSA CALGreen/Energy review.

2. A completed form *DSA 103: List of Material Testing and Special Inspection*.....

3. A completed form *DSA 810: Fire & Life Safety Site Conditions Submittal* when required per the DSA 810 instructions. (Incorporate on fire access site plan, with local fire authority sign off for proposed alternates for applicable projects.)

PROJECT SUBMITTAL CHECKLIST

B. TITLE SHEET

- 1. A complete Code Analysis. For each building indicate use, occupancy classification, allowable area, allowable building height, construction type, mixed ratio and area increase justifications. (Provide separate code analysis sheet, if necessary.)
- 2. Index of all sheets
- 3. Complete scope of work description
- 4. On incremental submittals, identify all increments and their respective scope of work. (A Title Sheet is required for each incremental submittal.)
- 5. Project directory including contact information for owner, architect and consultants.
- 6. List of required governing codes, adopted standards and inspector classifications.
- 7. List of deferred submittals. (See guideline *GL-3: Structural Plan Review* for list of items eligible for deferred submittal.)

C. SITE AND / OR CIVIL PLANS AND DETAILS

- 1. Comprehensive campus site plan and enlarged site plans for areas of work. (Identify if the site is located within a Wildland Urban Interface area. Label all incremental work if applicable.)
- 2. Identified each building and include name, use, occupancy, construction type and whether or not it's equipped with fire sprinkler system.
- 3. DSA application number(s) for each existing structure and facility within the scope of work identified. See *IR A-20: New Projects Associated with Existing Uncertified Projects*. Note that issues preventing the certification of existing structures and facilities will need to be resolved before plans altering those structures and facilities are approved.
- 4. Path of travel improvements which include an accessible route from the area of work to each of the following elements with improvements to current code: public transportation stops, public way, accessible parking, accessible passenger loading zones, administration building, and accessible restroom(s) serving area of work. See procedure *PR 15-01: Required Information for Path of Travel Upgrades on Construction Documents*.
- 5. Accessible parking spaces identified and detailed within scope.
- 6. Parking ratio calculations for each parking lot, within or impacted by the scope of work.
- 7. Location of proposed electric vehicle charging stations, if provided.
- 8. Sidewalk and roadway delineated, with widths and surface materials identified within scope.
- 9. Path of exit discharge to public way or to identified area(s) of safe dispersal.
- 10. All fencing and gates shown, indicating required exit gates, panic hardware and widths.

D. DEMOLITION PLANS

- 1. Area of demolition and location of adjacent structures indicated on site plan.
- 2. Detailed demolition plan for partial demolitions with note on plan stating that no demolition shall begin until plans including the demolition work have been approved by DSA

PROJECT SUBMITTAL CHECKLIST

E. FLOOR PLANS

- 1. Floor plans demonstrating access compliance, including restrooms, elevators, wheelchair lifts, stairs, ramps, door clearances, door swings, doors with panic hardware, casework, fixed furniture, equipment and all other required accessibility features.
- 2. Enlarged floor plans of restrooms, elevators, stairs, ramps, lifts and specialty areas such as science labs, kitchens, auditoriums, etc.
- 3. Distance of travel from elevator location to top and bottom nosing of all stairways demonstrated to be less than 200 feet.
- 4. Accessible egress systems identified and detailed.
- 5. Room and occupied area labels, indicating use and total occupants. Load factor used for occupant load calculations identified (net or gross).
- 6. Net or gross floor area totals for each room or occupant area indicated.
- 7. An exit analysis provided, indicating exit widths and cumulative loads at exits, including exit discharge paths and widths.
- 8. Fire-resistance-rated walls and smoke barriers identified and cross referenced to partition schedules and details. Wall types, wall function, assemblies and assembly design number references noted.
- 9. A detailed bleacher seating layout, identifying accessible seating and remaining floor area occupant load calculations (required in initial submittal even for projects where bleachers are identified as a deferred submittal).
- 10. Way-finding and signage plans with legends and/or schedules cross-referenced to details.
- 11. Dedicated egress provided within a new addition, unless the existing adjacent structure providing egress is of equal or greater live load and lateral load design criteria than the new addition (per *Part 1, Title 24, Section 4-306*).

F. ARCHITECTURAL DETAILS, ELEVATIONS, SECTIONS, ROOF PLANS AND REFLECTED CEILING PLANS

- 1. Detailed interior elevations, exterior elevations, and sections including dimensions. Show roofing types and connections to structure. Show ceiling types and support and bracing details.
- 2. Interior and exterior wall framing and details, including locations of drift joints in exterior wall framing as applicable.
- 3. Fire-resistance-rated horizontal assemblies, ceilings and floors identified and detailed.
- 4. Door openings and wall penetrations located and detailed.
- 5. Skylight locations and sizes shown and detailed.
- 6. Door, hardware, windows and finish schedules cross referenced to details. Note panic hardware, fire doors, doors with security hardware, and any fire-resistance-rated and tempered glazing/window assemblies.
- 7. Signage schedules, cross referenced to details of room identification and way-finding signage.
- 8. Casework and fixed furniture identified, including elevations, details, anchorage and required accessibility clearances and features.
- 9. Soffits and other architectural projections identified and detailed.

PROJECT SUBMITTAL CHECKLIST

- 10. All equipment identified and anchorage detailed.
- 11. Walk-in refrigerators and freezers identified and detailed.
- 12. Roof classes identified on all new and existing roofs within the project scope.

G. STRUCTURAL DRAWINGS

- 1. Description of design basis, indicating the materials and lateral system utilized. List design gravity and lateral loads, soil parameters, and wind and seismic coefficients. For voluntary seismic improvements, indicate the specific structural items to be upgraded and the load levels for which those items are designed.
- 2. Dimensioned foundation, floor and roof framing plans, including locations of all structural elements (e.g., foundations, walls, columns, beams).
- 3. Complete truss detailing, including open web manufactured trusses (unless deferred.)
- 4. Details for all elements of the lateral force resisting system
- 5. Details for all diaphragms, chords, and collectors
- 6. All windows, doors, skylights, ducts, pipes and other openings identified and detailed.
- 7. Mechanical and electrical equipment located on plans, sections and elevations with unit weights noted on floor and roof framing plans.
- 8. Project details, schedules and notes, as applicable to scope of work.
- 9. For relocatable buildings less than 2,160 square feet, identify and detail wood or concrete foundations.
- 10. For relocatable buildings over 2,160 square feet, identify and detail concrete foundations

H. MECHANICAL/PLUMBING DRAWINGS AND CALCULATIONS

- 1. Location of all rated wall and ceiling assemblies identified.
- 2. Mechanical unit locations shown, anchorage details referenced.
- 3. Mechanical equipment schedule, including equipment CFMs (cubic feet per minute rating), unit operating weights and cross-reference to anchorage details.
- 4. For MEP (Mechanical/Electrical/Plumbing) only projects, show partial structural framing plans at existing floors or roofs supporting mechanical equipment.
- 5. Anchorage details for ducts and piping.
- 6. Plumbing fixture schedules with flow rates and flush volume indicated in accordance with *CALGreen Code Section 5.303.3*.
- 7. Mechanical and piping penetrations at fire-resistance-rated walls, shear walls, headers, lintels, floors and roofs identified and cross referenced to details.
- 8. Plumbing layout coordinated with architectural plans and accessible fixtures identified.
- 9. Grade level gas shut-off valve location indicated at all buildings.
- 10. Locations of all fire/smoke dampers, supply/return registers and ducting indicated with details cross-referenced.
- 11. Fume hood system shown including weight and exhaust duct identified and detailed.

PROJECT SUBMITTAL CHECKLIST

- 12. Type I kitchen hood fire suppression system identified and detailed. (Show gravity support and lateral bracing for kitchen hoods.)
- 13. Any special systems indicated, including smoke removal, special venting, dust collection and all interfacing equipment identified and detailed with weights shown or scheduled for required anchorage design.
- 14. Domestic water and gas load calculations with pipe sizes identified.
- 15. Water heating system and location of equipment identified.
- 16. *Energy Code Certificate of Compliance* forms included with plans.

I. ELECTRICAL DRAWINGS

- 1. Location of all rated wall and ceiling assemblies identified.
- 2. Panel locations with fire-resistance-rated enclosure assemblies identified.
- 3. New and existing exit signs located.
- 4. Interior and exterior emergency lighting and dedicated circuits identified.
- 5. Power receptacles, ground-fault circuit interrupters (GFCI), and switches with accessible locations indicated and heights detailed.
- 6. Assistive Listening Systems identified and detailed.
- 7. Panel schedules and load calculations provided.
- 8. Equipment/fixture schedule with weights and reference to anchorage details provided.
- 9. *Energy Code Certificate of Compliance* forms included on plans.

J. FIRE ALARM SYSTEM DRAWINGS

- 1. Guideline *GL-2: Project Submittal Guideline: Fire Alarm and Detection Systems* has been reviewed and all applicable items incorporated into submittal
- 2. Automatic fire alarm system if applicable (An automatic fire alarm system is required for all new buildings at a new or existing campus and for modernizations if project cost exceeds \$200,000 with any state funding.)
- 3. Fire alarm site plan indicating building names or designations
- 4. Fire alarm floor plans, including room uses, ceiling heights with circuits and device numbers identified, including locations of fire-resistance-rated walls and ceilings.
- 5. Locations of the fire alarm control panel, power booster, terminal cabinets, annunciator panels, and all other required fire alarm equipment shown.
- 6. Conduit runs, including wire type, size and number of conductors indicated.
- 7. Fire alarm system identified: addressable or non-addressable, system and circuit class.
- 8. Voltage-drop and battery calculations shown.
- 9. Emergency Voice/Alarm Communication System. (See *IR F-1* for projects, where required).....

PROJECT SUBMITTAL CHECKLIST

K. AUTOMATIC FIRE SPRINKLER SYSTEMS (AFSS) DRAWINGS

- 1. Guideline *GL-1:Project Submittal Guideline: Automatic Fire Sprinkler Systems* and policy *PL 10-01: Plan Submittal Requirements: Automatic Fire Sprinkler Systems (AFSS)* have been reviewed and all applicable items incorporated into the submittal
- 2. Test Hydrant locations identified and water-flow test data signed by local fire authority or water purveyor.
- 3. Fire sprinkler plan and site plan layout with water-flow test hydrant nodes indicated. Show locations for all lateral bracing. Show locations of fire rated assemblies and full height walls.
- 4. Reflected ceiling plan with fire sprinklers located and coordinated with architectural, mechanical and lighting plans.
- 5. Cross sections of buildings.
- 6. Details of all assemblies, fittings, bracing, hangers, thrust blocks, signage, flexible piping and any other required AFSS equipment or supports.

PART 4 – SUPPORTING DOCUMENTATION

ENTER X OR N/A

A. GENERAL SUPPORTING DOCUMENTS

- 1. Pre-application meeting minutes
- 2. District letter for exempt items. (Applicable only to school project submittals containing items listed in *Appendix A of IR A-22: Construction Projects and Items Exempt from DSA Review* which the district wishes DSA not to plan review or certify.).....
- 3. Previously-approved DSA reference drawings (for alteration, reconstruction or additions to previously DSA-approved structures).
- 4. Previously-approved DSA comparison sets (for projects re-using previously DSA-approved designs)

B. STRUCTURAL REVIEW SUPPORTING DOCUMENTS

- 1. EXISTING BUILDING EVALUATION (For projects involving reconstruction, alterations, or additions.).....
 - a. Copy of DSA approved (REH) Rehabilitation Evaluation and Design Criteria Report (applicable to rehabilitation projects for upgrades of non-conforming building or mandatory triggered upgrades per *CAC 4-309 (c)*). See form *DSA 1-REH Pre-application for Approval of a Rehabilitation Project Evaluation & Design Criterial Report* and procedure *PR 08-03: School Facility Program/Seismic Mitigation Program*.
 - b. For projects involving reconstruction, alterations, or additions where no REH report has been submitted: Provide calculations demonstrating that the triggers of *CAC Section 4-309(c)* have not been exceeded.
 - c. For projects involving reconstruction, alterations, or additions where no REH report has been submitted: Provide justification that the cost of the building reconstruction, alteration, or addition, determined in accordance with *CAC 4-309(c)*, does not exceed 50 percent of the building replacement cost.

PROJECT SUBMITTAL CHECKLIST

2. FLOOD MAP

(Applicable to new construction, additions and relocations. See procedure *PR 14-01: Flood Design and Project Submittal Requirements*.)

3. PROJECT STRUCTURAL CALCULATIONS

- a. One set of stamped and signed structural calculations indicating codes used.
- b. Index of all calculations included.
- c. Description of scope of work covered by the submitted calculations with complete design criteria indicated. Provide a clear narrative for each calculation section with main assumptions and design approach to be used. Address the impact to existing structural lateral systems of any proposed partial demolition(s). Reference *CAC 4-309* for structural rehabilitation triggers.
- d. Seismic, wind and importance load factors indicated. Wind loading provisions including wind speed, exposure and any specialized items such as topographic effects need to be clearly defined.
- e. Snow load utilized in the design identified; provide snow drift calculations, if appropriate.
- f. Utilized soil bearing pressure indicated. If greater than 1,500 psf, or where the exceptions in *California Building Code (CBC) Section 1803A.2* are not met, provide substantiating geotechnical report.
- g. Utilized lateral soil passive pressure indicated. If greater than 100 psf, provide substantiating geotechnical report.
- h. Completed design checks of foundations including check of soil stresses and strength checks of footings.
- i. Allowable lateral soil pressure for the design of poles, signs or antennae.
- j. Calculations for miscellaneous site structures.
- k. Key plans for foundations, floors and roofs, coordinated and cross referenced to the submitted structural calculations.
- l. Lateral drift calculations, as required by code,
- m. Load calculations, including weight of mechanical and electrical units and fire sprinkler pipe,
- n. Calculations for mechanical equipment anchorage, including overturning,
- o. Complete gravity system calculations, including checks of connections,
- p. Complete truss calculations and details for open-web trusses (unless deferred),
- q. Complete chord and collector calculations,
- r. Lateral system calculations, including checks of connections,
- s. Calculations for lateral floor and roof diaphragms.
- t. Rigid diaphragms identified and calculations provided for accidental torsion consideration.....
- u. Dynamic analysis calculations required for buildings with structural irregularities, in accordance with American Society of Civil Engineers Standard ASCE 7, Table 12.6-1.

PROJECT SUBMITTAL CHECKLIST

v. For designs by computer analysis, printouts of key input and output with a copy of the input and output files must be included. Structural calculation should provide all model geometry, loading information, boundary conditions, material properties, framing sizes, and strength check modifiers. Calculations must also contain primary analysis results such as reactions, all strength checks, and any connection design output to justify the design with the model provided as backup.

4. GEOTECHNICAL INVESTIGATION / SOILS REPORT (See CBC 1803A for applicability)

a. New report applicable to the buildings in the scope of work with the appropriate professionals' stamps and signatures.

b. A previous report may be submitted if a reevaluation is made and found to be currently appropriate. A letter updating the original report(s) by the same geotechnical engineer or geotechnical engineering firm must be included.

5. GEO-HAZARDS REPORT (See procedure IR A-4.13 for applicability)

a. A Geo-Hazards Report applicable to the buildings in the scope of work, with the appropriate professionals' stamps and signatures.

b. A previous report may be submitted provided that a reevaluation if made and found to be currently appropriate and the additional criteria outlined in IR A-4.13 Geohazard Report Requirements are satisfied. Provide a letter updating original report(s) by the same geotechnical engineer or geotechnical engineering firm.

c. One copy of a completed California Geological Survey (CGS) application with CGS project number, per IR A-4.13: Geohazard Report Requirements.....

d. One copy of site data report submitted to CGS per CBC 1603A.2.

e. CGS Final Acceptance letter will be required prior to DSA's stamp-out.

C. ACCESS COMPLIANCE REVIEW SUPPORTING DOCUMENTATION

1. Manufacturers' product data sheets for door hardware, plumbing fixtures, restroom accessories.

D. FIRE AND LIFE SAFETY REVIEW SUPPORTING DOCUMENTATION

1. Current CAL FIRE Office of the State Fire Marshal listings and manufacturers' product data sheets for all AFSS materials and devices.

2. Hydraulic calculations for each building, system coordinated with the water-flow test hydrant

3. Structural calculations for support and bracing of sprinkler systems

4. Current CAL FIRE Office of the State Fire Marshal listings and manufacturers' product data sheets for all fire alarm devices

5. For projects exempt from the Green Oaks Family Academy Elementary School Fire Protection Act (SB 575, Chapter 725, Statutes of 2001), a letter signed by the school district superintendent stating the project is exempt

PROJECT SUBMITTAL CHECKLIST

E. ENERGY CODE COMPLIANCE DOCUMENTATION (Applicable to new construction, additions and alterations to an existing building envelope, HVAC or electrical system)

- 1. Energy Compliance Documentation Submittal Checklist with signatures (Form *DSA 403-A*, *DSA 403-B*, or *DSA 403-PC*, as applicable)
- 2. California Energy Code required *Certificate of Compliance* forms with appropriate signatures on drawings
- 3. Building Energy Analysis Report (8½-inch x 11-inch format).....

F. CALGREEN CODE COMPLIANCE DOCUMENTATION (Applicable to new construction and additions and landscape work.)

- 1. *DSA 1-L: Outdoor Water Use Self-Certification of Landscape Irrigation Design* form and documentation with Site Landscape Area Location Plan See procedure *PR 15-03: Compliance with CALGreen Outdoor Water Use Regulations*.
- 2. Completed *Application Matrix* (*Attachment 1* within the guideline *GL 4: CALGreen Code*.)
- 3. Identified underground and above-ground utilities and drainage systems; identified methods to manage surface water in compliance with *CALGreen Code Section 5.106.10*.
- 4. Location of bicycle parking in compliance with *CALGreen Code Section 5.106.4.2*.
- 5. Identified areas that serve the entire building for recycling of non-hazardous materials per *CALGreen Code Section 5.410.1*.....
- 6. Identified primary exterior entry protection in compliance with *CALGreen Code Section 5.407.2.2.1*.
- 7. Requirements for indoor moisture control identified in compliance with *CALGreen Code Section 5.505.1*.
- 8. Requirements for acoustical control identified in compliance with *CALGreen Code Section 5.507.4*.....
- 9. Requirements for ventilation identified in compliance with *Energy Code* and *CALGreen Code Section 5.506.1*.....