

PRE-APPLICATION MEETING REQUEST SACRAMENTO REGIONAL OFFICE

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

This form must be completed to request a pre-application meeting with Division of the State Architect (DSA) Sacramento regional office.

- Pre-application meetings may be in-person, or virtual using Microsoft Teams or a combination thereof. Meeting invites will be issued by DSA to the District/Owner representative and Architect/Structural Engineer and may be forwarded as appropriate.
- The District/Owner representative is required to attend. The Structural Engineer is required to attend any meeting with structural questions. Meetings may be terminated and rescheduled if these individuals are not in attendance.
- Meetings are typically scheduled for one hour unless the size and complexity of the project requires additional time, up to two hours maximum. Meeting discussions will be limited to the scope of questions listed on this form and information provided at the time of the meeting. Questions should be focused and specific as possible.
- If necessary to re-schedule or cancel a meeting, please provide as much advance notice to the DSA Project Services supervisor as possible.
- Applicant is required to submit a draft of meeting notes within one week for DSA review and final concurrence. Include within the notes all relevant plans discussed at the meeting. Final meeting notes are to be included with the plan review submittal.

INSTRUCTIONS

1. Download this form in Adobe Acrobat.
2. Complete Fields 1–13.
3. Attach pdfs of site plan, floor plan and/or other relevant supporting documents for DSA staff preview and in preparation for the meeting using Adobe Acrobat attachment tools. Meetings may not be scheduled prior to receipt of supporting documents.
4. Submit the request by clicking on the “Submit Via Email” text button on the last page of this form. Form will automatically open an email addressed to the Project Services Supervisor. Follow-up directly with the supervisor if you have not received an acknowledgement or response within two business days.

CONTACT INFORMATION	
1. Project Name:	
2. District/Owner:	
a. District Contact:	
b. District Work Phone:	
c. District Email:	
3. Architectural Firm:	
a. Architect Contact:	
b. Architect Work Phone:	
c. Architect Work Email:	
4. Structural Engineering Firm:	
a. Engineer Contact:	
b. Engineer Work Phone:	
c. Engineer Work Email:	

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MEETING INFORMATION

5. Number of Attendees Expected:

6. Meeting Dates and Times *(List three alternate dates and times available in the space provided.)*

a. Date:

Hours Available:

b. Date:

Hours Available:

c. Date:

Hours Available:

7. ☐ Check this box if you prefer a face-to-face meeting in DSA regional office instead of a virtual meeting.

PROJECT INFORMATION

8. School Name:

9. Street Address:

10. Estimated Construction Cost:

11. Approximate Submittal Date:

12. Project Description:

NOTE: A Pre-application meeting is **not** intended for preliminary plan review.

The intent is for DSA staff to provide answers and clarifications to specific questions regarding the project, DSA procedures, processes and/or code interpretations.

ITEMS FOR DISCUSSION

13. List specific questions for the following four categories in the space provided below. *(Supplemental form DSA 211: Attachment for Additional Comments/Information may be attached if additional space is required.)*

a. Structural

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b. Fire and Life Safety
c. Accessibility
d. CALGreen and Energy
e. DSA Processing

SUBMIT VIA EMAIL