



BULLETIN: SUBMITTALS: FORMS DSA 1 AND DSA 3

Purpose: The purpose of this DSA Bulletin is to remind interested parties about DSA submittal requirements related to forms DSA 1 and DSA 3.

Background: Form DSA-1 is the *Application for Approval of Plans and Specifications* that must be provided to DSA at project submittal. Form DSA-3 is the *Project Submittal Checklist* that provides a comprehensive list of documents required when submitting a project to DSA. Both forms DSA-1 and DSA-3 must be completed and included with a project submittal, unless otherwise indicated.

It is very important that the scope of construction be accurately stated for new construction, additions, relocations, alterations, rehabilitation, and the reconstruction of buildings or other improvements. The scope of construction is to be indicated on form DSA-1, Items 5 through 10, as applicable. Additionally, form DSA-1, items 22 and 23 require specific information about the architect or engineer in general responsible charge of the preparing the plans, specifications and related work, including observation of construction.

DSA has seen an increase in project submittals that are either missing these documents, or the required information provided in these documents is missing or inaccurate. As a result, such submittals decrease the ability of DSA to provide efficient plan review services, which has the overall effect of slowing project delivery.

Resolution: In order to maintain effective operations, projects submitted to DSA on or after March 1, 2010 will be considered incomplete if either the form DSA 1 or DSA 3 is missing, or the information required in these documents is incomplete or inaccurate. Incomplete projects are no longer returned to the architect/engineer (A/E); instead, the A/E of Record and the school district will be notified by letter that the plans will be held at DSA for a period of four weeks, to allow the A/E to submit the missing materials/information. If the A/E does not provide the missing form and complete the documents as required within four weeks, the plans will be returned. Plan review will be scheduled after DSA verifies that a complete submittal has been received.

DSA *Initial Project Submittal* requirements are located on the internet at:
<http://www.dgs.ca.gov/dsa/Programs/progProject/overview/projsubmitintro.aspx>