INSTRUCTIONS: FORM 1

APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS

General: Print or type all information. Please use black ink, as form will be photocopied for Division of the State Architect (DSA) use. You may also complete this form online at the DSA website ("Forms" page). When completed online, print a hard copy for signatures. Alternatively, you may save and submit electronically.

This form is used to apply for DSA review and approval by Structural Safety (SS), Fire and Life Safety (FLS) and Access Compliance (AC), for:

- Projects at school sites on K–12 and community college campuses.
- For Access Compliance review only at state universities and state-owned-and-operated properties where state funds are utilized in whole, or in part, for any building or facility.
- State-owned or state-leased essential services buildings.

Line 1: Name of Facility

Identify school, facility or project site. Do not include descriptions, such as "Phase 1," etc., on the DSA 1. An application shall not include construction on more than one site.

Line 2: School District (or State Agency)

Provide the name and mailing address of the school district or state agency owner of the project.

Line 3: District Superintendent

Provide name and contact information of the school district superintendent. For non-school projects, provide the department and division and/or office.

Line 4: Facilities Director/Contact

Provide the full name, title, telephone number and email address of the director of facilities or other appropriate contact person who should receive notification letters sent via email. For non-school projects, provide the building or facility owner/manager.

PROJECT SCOPE: For questions 5–10.

The following list of project scope designations shall adhere to Section 4-314 "Definitions," listed in the California Building Standards Administrative Code (Part 1, Title 24, C.C.R.). Note that for lines 6, 7, 8, and 10, you must indicate if any past projects on the site were occupied without certification.

Line 5: Construction of:

List by use, name and number/letter designation (if available) for the construction of new separate buildings or structures.

Note: Construction and placement of any new relocatable building is considered new construction, unless the project falls under the definition of "Relocation" as described in Line 7.

Example 1: The construction of a new building containing classrooms, restrooms, and a gymnasium may be described as "**Construction of:** New Multi-Purpose Building (Bldg. A)."

Example 2: Six new classroom buildings completely separated from each other and from other existing buildings on the campus may be described as **"Construction of:** 6 classroom buildings (Bldgs. 1–6)."

Example 3: Construction and placement of five new relocatable buildings may be described as "**Construction of:** 5 Relocatable classroom buildings (Bldgs. G–K)."

Line 6: Additions to:

Identify the names and uses of the buildings and structures where the addition will occur.

Example: An addition of two classrooms at the end of an existing classroom wing may be described as "**Additions to:** Classroom Building 'A'."

Note: "Addition of two classrooms" is not an acceptable description.

Line 7: Relocation of:

Identify names of the buildings to be relocated. At the direction of the regional office, include the application number under which the building was constructed.

Example 1: "**Relocation of:** 1 Relocatable Classroom from application # 35562."

Example 2: "**Relocation of:** 2 Relocatable Classrooms from stockpile, application # 02-108055."

Line 8: General Alterations to:

Identify the names of the existing buildings and structures to be altered.

Example 1: The addition of HVAC units to two class-room wings may be described as "**Alterations to**: two classroom buildings."

Example 2: When a project involves a majority of, or all, buildings on a campus that are non-structural in nature (e.g., installation of a new fire alarm system, re-roofing, HVAC replacement), the scope may be described as "**Alterations to:** *School Name* (Fire Alarm System), (Re-roofing) or (HVAC System)."

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Line 9: Rehabilitation of:

Identify name of the building or buildings to be rehabilitated.

Note: Rehabilitation projects are required to go through procedures outlined in the publication Rehabilitation Of Existing Non-Conforming Buildings for Public School and California Community College Use and must be initiated with a DSA Rehabilitation Pre-Application process. If you have received a "pre-application" number, enter it on this line.

Line 10: Reconstruction of:

Fill in the name of the building in which the damage is located.

Note: Only FIRE DAMAGE is allowed to be repaired as "Reconstruction," utilizing previous code requirements. Any other type of damage repair (e.g., earthquake, wind, etc.) would have to be upgraded to current code requirements. Access Compliance must comply with current code, and upgrades may be required.

Line 11: Review Requested: Check any boxes that apply

Access/Structural/Fire & Life Safety: Check any boxes that apply.

Landscape: Check for landscape irrigation self-certification review.

Incremental Review: When the project will be submitted in increments for plan review, check this box and follow the instructions in IR A-11, Incremental Submittals. Identify scope on the form DSA 1-INC and submit with DSA 1.

OTC: If over-the-counter review, check this box and provide form DSA 145 along with the DSA 1 form.

Note: The scope of the increments must be discussed with, and pre-approved by, DSA.

For Landscape Only Review: Projects consisting of landscape irrigation only—complete Lines 1, 2, 3, 4, 11, 12, 13, 19, 20, 21, 28 on the DSA 1 and submit with form DSA 1-L; see PR 15-03 for further instructions.

Line 12: Project Location

Identify the physical location with the street address. This will be used for mapping for seismic activity. For new construction, site coordinates are acceptable if the mailing address has not yet been assigned. Send amending letter when it has been assigned.

Line 14: Project Tracking Number (PTN)

A common project tracking number is required for projects located on K–12 sites. Projects that do not require a PTN are: community college projects, non-K–12 "access only" projects, and essential services buildings.

The PTN can be found, or a new one obtained, on the Office of Public School Construction (OPSC) website.

Line 15: Estimated Cost

Indicate the estimated construction cost for the project based on prevailing costs at the time the plans and specifications are submitted to DSA. The estimated costs shall include all increments. Use form DSA 1-INC to indicate the estimated cost of each increment.

Line 16: Will project be submitted to OPSC for funding?

For K–12 projects, check "yes" or "no."

Line 16a: If known, provide the OPSC application number.

Line 17: Approximate Total Floor Area (Sq. Ft.)

Indicate total floor area in scope of work.

Note: Line 17 is not required for ***access only*** projects.

Line 18: Design Snow Load

Note: Line 18 and 18a are not required for ***access only*** projects.

Indicate designated roof or ground design snow load for the site where project is located and indicate whether roof or ground snow.

Line 18a: Proposition Funding. Enter the amount of anticipated funding if Proposition 39 funds are, or have been, requested.

Line 19: State Agencies Only

This section only applies to state agencies and does not apply to school districts.

Customer Account No.: The Customer Account number is a specific DGS-issued, six-digit numeric and alphanumeric used for billing customers for goods and services provided.

ABMS Project No.: Provide Activity Based Management System project number.

Line 21: Name of Applicant

The applicant is the owner or person legally acting for the owner.

Line 22: Mailing Address

If the applicant is different from the school district (named in Line 2) or the architect or engineer in "general responsible charge" (named in Line 21), provide the mailing address, including the firm's name and email address, of the applicant named in Line 21.

Line 23: Architectural or Structural Engineering Firm

Provide firm where architect or structural engineer named below works and can receive progress notification letters.

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The following individual is in General Responsible Charge of the preparation of plans, specifications, and related documents, and the observation of construction.

Provide the name and CA registration number of the architect or structural engineer in "general responsible charge" of this project. Dual individuals from the same firm may be listed. The individual may delegate responsibility for preparation of plans and observation of construction on lines 24a, 24b, 24c, and 24d, and on form DSA 1-MR for new construction and placement of permanent modular and relocatable buildings.

Line 24: If portions of the preparation of the plans and specifications and observation of construction were delegated, show name of registered engineer, and related information below.

Note: Lines 24a, 24b, 24c, and 24d are not required for ***access only*** projects.

Dual individuals from each firm may be listed.

Individuals' delegated responsibility for new construction of permanent modular and relocatable buildings must be listed on form DSA 1-MR and the form must be signed, acknowledging acceptance of this delegation.

Line 25: The project involves delegation of responsibility other than reflected in lines 24a–24d above.

Check box if unusual delegations of responsibility are made. Attach a completed form DSA 1-DEL for each.

Any **change** in delegation after plans have been approved by DSA should be reported on the form DSA 108.

Line 26: OTHER FACTORS (Check appropriate boxes)

Line 26a: Flood Hazard (Check boxes that apply.) Refer to form DSA 3 section D and PR 14-01.

Line 26b: Geohazard (Check only one box.)

Checking first box verifies that the project does not require a Geohazard Report, as explained in DSA IR A-4, current edition. By the signature, the architect or engineer in "general responsible charge" is signing the "Geohazards Statement," as required in IR A-4, current edition, certifying that the project is not located within any identified "state mandated geologic hazard zone," an area identified as a geologic hazard in the safety element of the local general plan, or an area where a potential geologic hazard has been identified in a previous Geohazard Report.

Checking second box confirms a Geohazard Report is required; submit to California Geologic Survey as explained in IR A-4, current edition. See http://www.conservation.ca.gov/cgs/rghm/reviews/Pages/Default.aspx.

Note: Line 26b is not required for ***access only*** projects.

Line 26c: Waiver of Durability

Refer to IR 16-1, current edition.

Note: Line 26c is not required for ***access only*** projects.

Line 26e: Fire Hazard Severity Zone

Check whether or not the project is located in a Wildland Urban Interface fire area. If so, submittal should include DSA 810 information on the site plan, signed off by the local fire authority.

Line 27: Statement of Responsibility and Signature of Architect or Engineer in General Responsible Charge

Original signature is required for conventional paper submittal. An electronic signature is acceptable on electronic submittals.