



# INSTRUCTIONS: FORM 3

## PROJECT SUBMITTAL CHECKLIST

Print or type all information. Please use black ink as this form will be photocopied for DSA use. The form may also be completed on-line. It is available at the DSA web site [Forms page](#).

When completed on-line, print a hard copy for signatures or save the document using the "save" button at the top of the form and submit electronically (see DSA Procedure [PR 09-05](#)). For optimal performance in completing this form electronically, use the most current version of Adobe Acrobat Free Reader, available as free download from Adobe at <http://get.adobe.com/reader/>

The DSA-3, Project Submittal Checklist, is provided for the project professional to use as a guide in submitting a complete project to the Division of the State Architect (DSA). Additional information, documents or justifications may be required based on the individual project, including scope, site access, and district. For DSA to perform an efficient and comprehensive plan review and evaluate compliance with California statutes and regulations at the time of project submittal, plans must be complete, legible, sufficiently detailed, and cross-referenced.

The DSA assumes that the submitting professional has a working knowledge of the California Government Code, Education Code, Field Act, California Building Code (CBC), and all other applicable codes and referenced standards, and is in compliance with the Practice Act applicable to licensure. Submitted projects which are obviously incomplete or incorrect will be held before the plan review is initiated by the DSA. The Architect or Engineer in General Responsible Charge will be notified that plans will be returned in 4 weeks unless the missing information is provided. See [BU 10-02](#).

**Note:** For "Pre-Check (PC)" projects, in addition refer to DSA Procedure [PR 07-01](#).

**Form Header:** If a DSA File # and Application # have already been assigned, provide them at the top of Page 1. The information will automatically appear at the top of the rest of the pages.

### Section A: Identification

Provide the district name, applicant name (i.e., name and title of District Superintendent or Director of Facilities responsible for project), and project name.

**Access Only and Fire & Life Safety Only Projects:** Check the appropriate box for Access Only or Fire &

Life Safety Only project submittals. Any items not required will be marked with "N/A - ACS ONLY" or "N/A- Fire & Life Safety Only) in the last column.

**Section B: Facility: K-12/Community Colleges:** Check the appropriate box as either K-12 or Community College for the project being submitted. For K-12 projects, please specify whether the project was built before or after July 1, 2002.

**Other:** If project is neither a K-12 school nor a community college, check here if it is;

- UC – University of California
- CSU – California State University or
- ESB – Essential Services Building

K-12 projects built after 7/1/02 are subject to the requirements of Education Code, Sections 17074.50 and 17074.52 (SB 575, Chapter 725, Statutes of 2002, Green Oaks Family Academy Elementary School Fire Protection Act).

### Section C: Project Scope

Check the appropriate box(es) for the project being submitted. For descriptions of each project scope designation, refer to the DSA-1.INSTR, Lines 5–10, or Title 24, Part 1, Section 4-314 "Definitions."

**Note:** On January 1, 2011, the California Green Building Standards (CALGreen) Code (Title 24, Part 11) took effect for California public elementary and secondary schools and community colleges. The mandatory measures of the 2010 CALGreen Code apply to new campuses, or existing sites cleared of all existing structures, per Section 105 of the 2010 CALGreen Code.

A new campus is defined as a new or existing cleared site planned for the new construction of a complete school or community college. All new campus projects submitted to DSA for review, as a single project or in a series of Increments (See [IR A-11](#)), on or after January 1, 2011 must comply with the 2010 CALGreen Code, and will be reviewed by DSA for compliance with the Mandatory Measures.

### Section D: Flood Design

New flood design requirements have been in effect since the 2007 CBC. Check YES on first line if project is in an identified flood hazard area. If it is and project is scope 2, 4, 5 or 6, then "Yes" or "No" on the next line must be checked. See [PR 11-01](#) for more information.

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**Parts 1–7: After completing Sections B, C and D, select the red button marked “Click this button to open pages 2-8 when Sections B, C and D have been completed”. Do not select the button until B, C and D are complete.**

**By selecting this button, based on the facility and the scope of your project, the rest of the form will populate so that the scope columns adjacent to each item description are filled with:**

- “X” for REQUIRED project submittal items.
- “O” for OPTIONAL project submittal items.
- “+” for items that MAY be required. Check with your DSA Regional Office.
- BLANK for items that are not applicable to your project.

Pages 2-8 can now be viewed and printed.

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For required and optional items being provided by the applicant in the project submittal, place a checkmark (✓) in the appropriate boxes located in the far right-hand column of the DSA-3, Parts 1–7.

Provide the location of the required items in the last column, or N/A if it is determined that it is not applicable to your project.

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### **Part 8: Signature of Architect or Engineer in General Responsible Charge**

The signature of the Architect or Engineer in General Responsible Charge indicates his/her:

- Certification of the accuracy and completeness of all information on the form DSA-3, Project Submittal Checklist.
- Knowledge of the duties and responsibilities of the A/E in General Responsible Charge and the required regulations, as set forth in Title 24, Part 1, Section 4-342.