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## INCREMENTAL SUBMITTALS

# IR A-11

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References:

Title 24, Part 1, California Administrative Code - Sections 4-316, 4-318, 4-324

Discipline: All

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This Interpretation of Regulations (IR) is intended for use by the Division of the State Architect (DSA) staff, and as a resource for design professionals, to promote more uniform statewide criteria for plan review and construction inspection of projects within the jurisdiction of DSA which includes State of California public elementary and secondary schools (grades K-12), community colleges, and state-owned or state-leased essential services buildings. This IR indicates an acceptable method for achieving compliance with applicable codes and regulations, although other methods proposed by design professionals may be considered by DSA.

This IR is reviewed on a regular basis and is subject to revision at any time. Please check the DSA web site for currently effective IRs. Only IRs listed in the document at <http://www.dgs.ca.gov/dsa/Resources/IRManual.aspx> at the time of plan submittal to DSA are considered applicable.

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**Purpose:** This Interpretation of Regulations (IR) provides clarification on dividing projects into increments, procedures for submitting increments for plan review, and guidance in handling incremental projects throughout the plan review process.

**General:** With the concurrence of the Division of the State Architect (DSA), projects may be submitted in increments so that portions of the total project may be reviewed in advance of other portions to expedite start of construction.

### 1. DSA Policy on Incremental Submittals

This process is acceptable under the following conditions

- 1.1 An increment is a clearly defined building or similar distinct unit (examples: site work, relocatable buildings, grandstands, marquees, scoreboards, etc). Increments should be defined so that the scope of work included in the increment will be complete and code compliant even if other increments are not constructed. In general, portions of buildings such as "Automatic Fire Sprinkler Systems", "foundations", or "walls" may not be defined or submitted as separate increments.
- 1.2 The total number of increments and scope of each increment shall be defined using the form [DSA-1.INC](#) - Definition of Scope of Increments - at the time of the initial project submittal. This form is available from the DSA web site, forms page at <http://www.dgs.ca.gov/dsa/Forms.aspx> under "DSA's Frequently Used Forms", or from your DSA Regional Office.
- 1.3 Prior to submittal, a preliminary meeting shall be scheduled between the applicant and both the DSA Intake Team and Supervisor regarding the number and scope of increments. This preliminary meeting is required for all projects, including Over-the-Counter submittals, in order to obtain concurrence with DSA. The number of increments shall be reasonable for DSA to review and process.

**Exception:** A preliminary meeting is not required where the scope of the project is for the installation of new relocatable buildings only and the first increment is for in-plant construction of buildings and the second increment is for site work associated with the installation of the buildings.

- 1.4 The plan review fee for all increments shall accompany the initial submittal.
- 1.5 No more than six months may elapse between the approval of one increment and the submittal of a subsequent increment. Any remaining unapproved portion of the application will be void in accordance with Title 24, Part 1, Section 4-318 (c).

- 1.6 Additional increments cannot be added to an application once review is under way.
- 1.7 Increments cannot be combined once review is under way.
- 1.8 The Architect or Engineer in General Responsible Charge must be the same person for all increments. Separate assignments of Architect or Engineer in General Responsible Charge may not be made for parts of a project when the project is an incremental submittal.
- 1.9 All increments must be submitted to DSA within 12 months of the date of submittal of the initial application.

## 2. Submittal Procedures for Incremental Plan Review

### 2.1 Application and Subsequent Submittals:

- The initial increment shall be submitted with the original forms [DSA-1](#) (Application for Approval of Plans and Specifications), [DSA-1.INC](#) (Definition of Scope of Increments), and [DSA-3](#) (Project Submittal Checklist). Provide the entire proposed scope on form DSA-1 and the breakdown of increment scope and cost on form DSA-1.INC.
- For each subsequent increment submit a new form DSA-3 and copies of the original forms DSA-1 and DSA-1.INC.
- Indicate which increment is being submitted with each submittal.

### 2.2 Completeness:

- All materials for a complete submittal shall be included with each increment.
- Contact the DSA Intake Team or Supervisor with any questions prior to submittal.

### 2.3 Title Sheet:

- Identify which increment is being submitted.
- The Title Sheet of each increment shall include a description clearly identifying the scope of work in the increment being submitted as well as a description of the scope of work in each increment for the entire project.
- The final increment shall use a Title Sheet listing all sheets in the project; clearly identify sheets used in each increment.

**2.4 Sheet Numbering:** Drawing sheet numbers in all increments must be unique. Drawing numbers among the increments shall not be duplicated or repeated.

**2.5 "For Reference Only":** Sheets or details previously reviewed and approved in one increment and included in subsequent increments for reference, shall be identified 'For Reference Only' to avoid duplication of review. Identify increment number where review and approval occurred.

**2.6 Site Plan:** Each incremental submittal shall include a Site Plan. See the Project Submittal Checklist for minimum content required for review.

**Exception:** A site plan and a Form DSA-3 are not required when the entire scope of the increment is for in-plant construction of modular buildings only.

**2.7 Continuity of Review:** Identify plan reviewers of previous increments. When possible and appropriate, DSA will maintain continuity of plan reviewers.

## 3. Revisions, Addenda, and Deferred Approvals

### 3.1 Policies and Conditions:

**3.1.1** Previously submitted increments cannot be modified by subsequent increments. Minor modifications may be made by revision or addendum to the affected increment only.

**3.1.2** Extensive revisions require a new application and new fee.

**3.2 Procedures:**

**3.2.1** Revisions will be processed in the same way they are processed for non-increment projects. Additional fees may be required for review. The revision submittal will return to the bin and be placed in line for review based on the date of receipt.

**3.2.2** Revisions, addenda, and deferred approvals shall clearly indicate the associated increment.

**3.2.3** Each item in revisions and addenda shall clearly indicate the detail, sheet number, and increment being modified. To simplify review, it is recommended that modifications associated with one increment be grouped together when possible.

**3.2.4** Deferred approvals shall be identified on the Title Sheet of each increment.

**4. Implementation of New Editions of the California Building Code**

Mixed use of different editions of CBC on an incremental project is not permitted. If a subsequent increment is submitted after a new edition of CBC becomes effective, the applicable edition of CBC will be determined as follows:

**4.1** When no more than six months have elapsed between the approval of one increment and the submittal of a subsequent increment, the subsequent increment shall be designed to meet all the requirements of the edition of CBC that was in effect when the project application was first filed with DSA.

**4.2** When six months or more have elapsed, a new application and fees will be required for the remaining unapproved increment(s), which shall be designed to meet the requirements of the current edition of CBC.

**5. Start of Construction**

**5.1 Upon Approval by DSA:** Construction may start as soon as the first increment is approved by DSA. In no case shall construction work proceed on portions (increments) of the project that are still pending DSA approval.

**5.2 Within One Year:** Construction must start within one year of the date of DSA approval of the final increment; DSA approval of the entire application becomes void one year after the date of approval of the final increment.

**Exception:** Approval may be extended upon written request of the school board in accordance with Title 24, Part 1, Section 4-330.

**6. Construction and Certification**

Once all increments are approved construction and project certification are accomplished in accordance with standard DSA procedures.

**7. Examples of Increments**

See Appendix A.

For additional information on appropriate increments, design professionals should consult with the Intake Team at a DSA Regional Office.

## Appendix A - Examples of Incremental Projects

The following examples are provided to assist in defining the scope of increments and in completing form [DSA-1.INC](#). Two projects are defined below along with suggestions for alternative ways to divide the scope of work for each project into increments.

### Project 1:

The scope of work for Project 1 consists of the Construction of two classroom buildings (simple wood-frame buildings), Addition to and Alteration to a multi-purpose building (complex masonry buildings), and Construction of four relocatable classroom buildings.

Project 1 may be divided into increments as follows:

#### **Scenario A**

- Increment 1 – Construction of: sitework.
- Increment 2 – Construction of: four relocatable classroom buildings.
- Increment 3 – Construction of: two classroom buildings.
- Increment 4 – Addition to: multi-purpose building and  
Alteration to: multi-purpose building.

- OR -

#### **Scenario B**

- Increment 1 – Construction of: sitework and  
Construction of: four relocatable classroom buildings (in-plant only).
- Increment 2 – Relocation of: four relocatable classroom buildings (from the plant).
- Increment 3 – Construction of: two classroom buildings.
- Increment 4 – Addition to: multi-purpose building and  
Alteration to: multi-purpose building.

- OR -

#### **Scenario C**

- Increment 1 – Construction of: four relocatable classroom buildings (in-plant only).
- Increment 2 – Construction of: sitework and  
Relocation of: four relocatable classroom buildings (from the plant).
- Increment 3 – Construction of: two classroom buildings,  
Addition to: multi-purpose building, and  
Alteration to: multi-purpose building.

### Project 2:

The scope of work for Project 2 consists of Construction of, four relocatable classroom buildings.

Project 2 may be divided into increments as follows:

- Increment 1 – Construction of: four relocatable classroom buildings (in-plant only).
- Increment 2 – Construction of: sitework and  
Relocation of: four relocatable classroom buildings (from the plant).