

## **PROCEDURE: PROJECT SUBMITTAL APPOINTMENT PROCESS**

**DISCIPLINES:** Structural (SS), Fire/Life Safety (FLS) and Access Compliance (AC).

**PURPOSE AND GOAL:** This procedure describes the Division of the State Architect's (DSA) Project Submittal Appointment Process and requirements. This procedure applies to all project submittals, except for over-the-counter reviews. The over-the-counter process remains unchanged.

The Project Submittal Appointment Process streamlines and improves the project approval process. The appointment process replaces the existing "bin time" system and provides a school district's project design team a scheduled appointment date for plan submission. DSA plan review commences within five working days after the project is submitted.

**BACKGROUND:** The Project Submittal Appointment Process provides a school district's project design team additional time to complete its submittal documents. This replaces the previous process where the design professional submitted the project for plan review and the project was placed in a queue until a plan reviewer could be assigned to the project. During this period, referred to as "bin time," no changes or amendments to the project scope could be incorporated into the original submission documents. A scheduled project submission date allows minor changes in scope and refinements to the construction documents to be made until the submission date.

### **PROCEDURE:**

**1. REGISTERING FOR PROJECT SUBMITTAL:** The applicant shall email the following forms to the appropriate DSA regional office, a minimum of six weeks and a maximum of eight weeks prior to the intended submittal date. No fee payments are required at this stage:

- [DSA 1: Application for Approval of Plans and Specifications](#)
- [DSA 1-REG: Registration for Project Submittal](#)
- [DSA 1-INC: Definition of Scope of Increments](#) (if applicable)

Upon receipt of these forms, DSA will assign an application number for the project and open a DSAbbox account in the event it is necessary to share additional documents or information.

DSA Regional Office Email Accounts:

- Oakland - [OakRPS@dgs.ca.gov](mailto:OakRPS@dgs.ca.gov)
- Sacramento - [SacRPS@dgs.ca.gov](mailto:SacRPS@dgs.ca.gov)
- Los Angeles - [LARPS@dgs.ca.gov](mailto:LARPS@dgs.ca.gov)
- San Diego - [SDRPS@dgs.ca.gov](mailto:SDRPS@dgs.ca.gov)

**1.1** Within one week after the initial registration and when DSA requests, the applicant shall upload schematic/progress drawings into DSAbbox. This is necessary so that DSA can understand the project and schedule staffing assignments to align with project needs and complexity.

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- 1.2 When a project submittal is registered, it must be submitted to DSA within one year of the registration. If the project is not submitted within one year, DSA will cancel the project submittal registration and the respective assigned project application number.
- 1.3 If a project is submitted to DSA in increments, the first submitted increment will be the first one registered. For each subsequent increment, a separate and revised form DSA 1-REG shall be submitted to DSA six to eight weeks prior to the intended submittal date for that increment.
- 1.4 If the applicant changes the requested project submittal date during the registration period, a revised form DSA 1-REG shall be submitted to DSA six to eight weeks prior to the revised intended submittal date.
- 1.5 If a substantial revision to the project’s scope occurs during the registration period, the applicant shall submit a revised form DSA 1-REG to DSA with a revised intended submittal date six to eight weeks prior to the revised intended submittal date. A revised submittal date is necessary since a significant change in project scope will alter the time required for DSA’s plan review and necessitate the rescheduling of DSA resources.
- 1.6 An applicant may request a face-to-face submittal meeting. If DSA staff is available on the requested day, a meeting can be prearranged. If DSA staff is unavailable on that particular day and the applicant still desires a submittal meeting, a revised intended submittal date is required on a mutually agreeable date. A revised form DSA 1-REG shall be submitted to DSA six to eight weeks prior to the revised intended submittal date.
- 1.7 Upon receipt of a revised form DSA 1-REG, DSA will enter the revised information, including the revised intended submittal date, into eTracker.
- 2. **PROJECT SUBMITTAL:** A complete project must be submitted on the registered intended submittal date (see form [DSA 3: Project Submittal Checklist](#)).

Complete project submittal package includes the following:

- DSA 1 application with the previously assigned DSA application number listed on the form.
  - Any other DSA 1-xx forms applicable to the project.
  - DSA filing fees.
  - Complete plans and specifications.
  - Form DSA 3.
  - All applicable documents identified in the form DSA 3.
- 2.1 **Early submittal:** DSA will not accept submittals prior to the registered submittal date. Significant scheduling efforts are required by DSA staff in managing the project submittal appointment process, and the intended submittal dates must be respected.

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**2.2 Late Submittal:** If the project is submitted to DSA more than one day after the registered submittal date, the project will be returned to the applicant with a letter stating the project was submitted past the registration date. A copy of the letter will be sent to the school district (owner). The applicant shall register for a new submittal date by submitting a revised form DSA 1-REG to DSA six to eight weeks prior to the next scheduled submittal date.

**2.3 When the project is submitted to DSA on the registered submittal date, DSA will commence plan review within five working days.**

**2.4 DSA plan review consists of two phases:**

- Phase 1 determines if the submittal is complete for plan review purposes.
- Phase 2 is the detailed plan review that commences once the submittal is determined to be complete.

If the project is determined to be incomplete, the project will be returned to the applicant with a letter stating the project is incomplete and indicating the specific items necessary for a complete submittal. A copy of the letter will be transmitted to the school district (owner).

The applicant must correct the plans to ensure the submittal is complete and shall register for a revised intended submittal date by submitting a revised form DSA 1-REG to DSA six to eight weeks prior to the next requested submittal date.

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A Division of the State Architect Procedure documents a process or series of steps that DSA staff and/or external stakeholders must complete in order to fulfill one or more administrative requirements of DSA's plan and construction review programs.