



# DSA

DIVISION OF THE STATE ARCHITECT

DEPARTMENT OF GENERAL SERVICES

# DSA 101

CAREER TECHNICAL EDUCATION  
FACILITIES PROGRAM WORKSHOP

10/24/2017



# DSA 101 Overview

- ⦿ Projects Requiring DSA Approval
- ⦿ Plan Review/Approval Process
- ⦿ Construction Oversight
- ⦿ Certification
- ⦿ Resources

# Projects Requiring DSA Approval



# Projects Requiring DSA Approval

- ◎ New Construction
- ◎ Additions
- ◎ Alterations
  - › To existing school buildings and facilities
- ◎ Relocations of Modular Buildings
- ◎ Reconstruction
  - › Repair to existing certified school building
- ◎ Rehabilitation
  - › Retrofitting an existing non-conforming building

# Small Alteration Project Exemption from DSA Review

- Based on project construction cost
- Alteration to existing certified buildings only
- < \$100,000 – exempt from review but must fully comply with all code provisions
- < \$225,000 – exempt if no structural work, no accessibility related work or work that triggers accessibility upgrades, work meets all fire & life safety standards
- Refer to **DSA IR A-10**
- If uncertain, contact **DSA Regional Office**

# Plan Review/Approval Process

# Scope of DSA's Review

- ◎ Review of design for compliance with building regulations for:
  - > Structural Safety (SS)
  - > Fire & Life Safety (FLS)
  - > Accessibility (AC)
  - > Energy
  - > Model Water Efficiency Landscape Ordinance
- ◎ Construction documents must show **ALL** work (mechanical, electrical, and plumbing)

# STEP 1: Preliminary Review for Large or Complex Projects

- **Highly Recommended** – not required
- Should take place early in the design phase during design development
- Architect contacts the DSA Regional Office to schedule
- Highly encourage school district representative attend
- Identify design problems prior to completion of plans – *saves time!*



## STEP 2: Registering for project submittal – **New Appointment Process**

- Email forms DSA-1 Reg & DSA-1 (no drawings or fees) refer to **DSA PR 17-03**
- Request a submittal date 6-8 weeks away
- DSA opens a project box, issues project application number & notifies clients
- Within 1 week upload to box “scope definition drawings” to help define project
- Submit fees and complete submittal package on the date requested – late submittal will be rejected & returned

# STEP 3: Submit complete package on appointment date (Page 1 of 2)

- Complete plans & specifications (3 sets)
- Geologic Hazards Report & Soils Report
- Structural Calculations
- Site drawing signed by local fire authority approving fire access, gates, fire flow, and hydrants
- Site plan to show accessible “Path of Travel” for site and building accessibility

# STEP 3: Submit complete package on appointment date (Page 2 of 2)

- ⦿ Energy compliance documentation
- ⦿ DSA Application Form (DSA-1)
- ⦿ DSA 3 - Plan Submittal Checklist
- ⦿ Plan review fees - based on estimated construction cost

# STEP 4: DSA's Intake and Plan Review

(Page 1 of 2)

- Begins within 5 working days of receipt of complete submittal package
- DSA verifies that plans are complete for review & all required documents supplied
- District and Architect notified by email “Notice of Progress” indicating:
  1. Project's Application number (previously assigned)
  2. Date of plan review start
  3. Referral to TRACKER (on website) for monitoring project status

# STEP 4: DSA's Intake and Plan Review

(Page 2 of 2)

- ◎ 3 concurrent reviews are conducted:
  1. Structural - Structural Engineer
  2. Fire & Life Safety - FLS Officer
  3. Accessibility - Access Architect

# STEP 5: Reviewed Plans Returned to Architect

- Each of three “check-sets” (SS, FLS, AC) returned to Architect when completed
- “TRACKER” indicates status of each review (SS, FLS, AC) including when review is complete and returned to the Architect

The screenshot displays the California Department of General Services (DGS) website. At the top left is the CA.GOV logo, followed by the DGS logo and the text "CALIFORNIA DEPARTMENT OF GENERAL SERVICES". A navigation bar contains links for Home, Project Status eTracker, Inspectors, Accepted Labs, Plan Review Fee Calculator, Project Status Pre-Tracker, and Help. Below the navigation bar, there is a section for Governor JERRY BROWN with a photo and the link gov.ca.gov. To the right, the "Tracker" section is titled "Tracker" and "DSA's On-line Project Tracking System". It includes a link to "Project Status eTracker" with the text "(approx 11/1997 to present)" and a description: "This module allows you to review all information for school and public building construction projects in DSA."

# STEP 6: Design Professional Team Review of Check-set

- ⦿ Architect coordinates Design Professional Team review of DSA comments
- ⦿ Design Professional Team makes needed revisions to plans and supporting documents
- ⦿ Architect schedules a “backcheck” appointment at DSA Regional Office

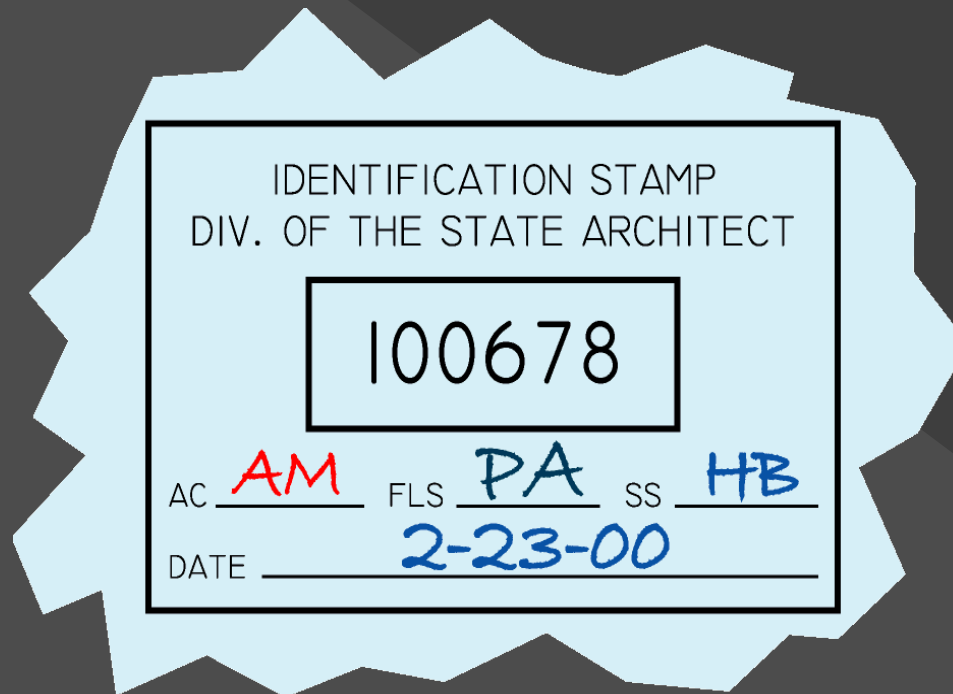
# STEP 7: “Backcheck” and Approval of Plans

- ⦿ Architect and consultants bring amended drawings and check-sets to backcheck
- ⦿ Architect and engineers must provide experienced staff at the backcheck
- ⦿ DSA staff reviews amended drawings and the 3 check-sets with the architect & engineers for verification of code compliance and final plan approval



# STEP 8: Stamping Plans & Specs

- When backcheck is done, SS, FLS, AC initial & date DSA Identification Stamp



# STEP 9: Approving Plans & Specs

- ⦿ Architect arranges for independent reproduction company to pick up approved drawings, scan and provide an electronic record set of plans and specifications to DSA
- ⦿ Original approved drawings released to Architect & DSA issues an Approval Letter
- ⦿ The date of the Approval Letter is the official DSA plan approval date

# Modular School Buildings: Over-the-Counter (OTC)

- ◎ Site conditions are reviewed
  - Access Compliance: path of travel, toilets, etc.
  - Fire & Life Safety: distances between buildings, alarms, etc.
  - Structural Safety: verify snow, wind, seismic loads match, etc.
  - Energy Issues: verify climate zone, building orientation, etc.
- ◎ Projects generally reviewed and stamped in one day

# Construction Oversight



# Construction Oversight

- ◎ DSA Certified Project Inspector
  - › Provides personal, continuous inspection of all construction work
  - › Hired by School District
  - › DSA approved for each project
- ◎ DSA approved testing laboratory
- ◎ DSA Field Engineers
- ◎ Architect/Engineer

# Certification



# DSA's Final Role: Project Certification

- ⦿ *Certification starts when construction begins!*
- ⦿ Basis for Certification: Verified Reports stating that the work has been performed in compliance with the DSA-approved construction documents:
  - Project Inspector
  - Architect/Engineers
  - Testing Laboratory
  - Contractor

# Certification Letter

- ⦿ “This project is in compliance with California State regulations as to the safety of design and construction of public schools, and for the accommodation of persons with disabilities.”



# Resources



# DSA Web Site:

[www.dgs.ca.gov/DSA](http://www.dgs.ca.gov/DSA)

- ⦿ Latest news and information on DSA's programs and efforts
- ⦿ Contact information for all DSA offices and staff
- ⦿ Access to all DSA forms and publications



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# Thank You!

Visit DSA's Web page at [www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

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