



EDUCATION WEBINAR

NAVIGATING DSA WITHOUT THE GUESSWORK: A PRACTICAL GUIDE FOR SCHOOL CM's

CONTINUING EDUCATION CREDIT

A credit value is assigned to CMAA courses and seminars in units of Professional Development Hours (PDH), Learning Units (LU), and CCM Recertification Points. CMAA guarantees that course material meets the minimum requirements for a PDH, which is 60 minutes of instruction, or increments thereof.



All courses approved by CMAA count toward CCM recertification points. For more information on recertification points, please click [here](#).



CMAA is registered with the American Institute of Architects (AIA) as an approved CES provider of LUs. One educational contact hour equals one (1) LU. To receive LUs through CMAA, you must provide your AIA member number on all registration materials and attendance forms. www.aia.org



CMAA has met the standards and requirements of the Registered Continuing Education Program. Credit earned on completion of this program will be reported to RCEP. A certificate of completion will be issued to each participant. As such, it does not include content that may be deemed or construed to be an approval or endorsement by RCEP. www.rcep.net

LEARNING OBJECTIVES

1

How the DSA process flows from pre-application through certification

2

Which forms and documents are required at each major phase

3

How to better coordinate with design teams, inspectors, testing labs, and owners

4

What causes common delays during plan review, construction start, and closeout

5

How real-world lessons learned can help teams reduce risk and improve project outcomes

Division of the State Architect (DSA) Process Training

BRAILSFORD & DUNLAVEY + ABA STUDIOS

PRESENTERS: CODY CARPINO & JASON HULL

JULY 16, 2026



Introductions



Cody Carpino, AIA
Director
Brailsford & Dunlavey

- › 25 years working on educational projects
- › 20 years in private architecture practice and 5 years on the owner's side



Jason Hull, AIA, LEED AP
Associate Principal
ABA Studios

- › 25 years working in education and community focused projects
- › Love working with DSA - there's a level of predictability and well documented process that is refreshing

Disclaimers

DSA PROCESS TRAINING

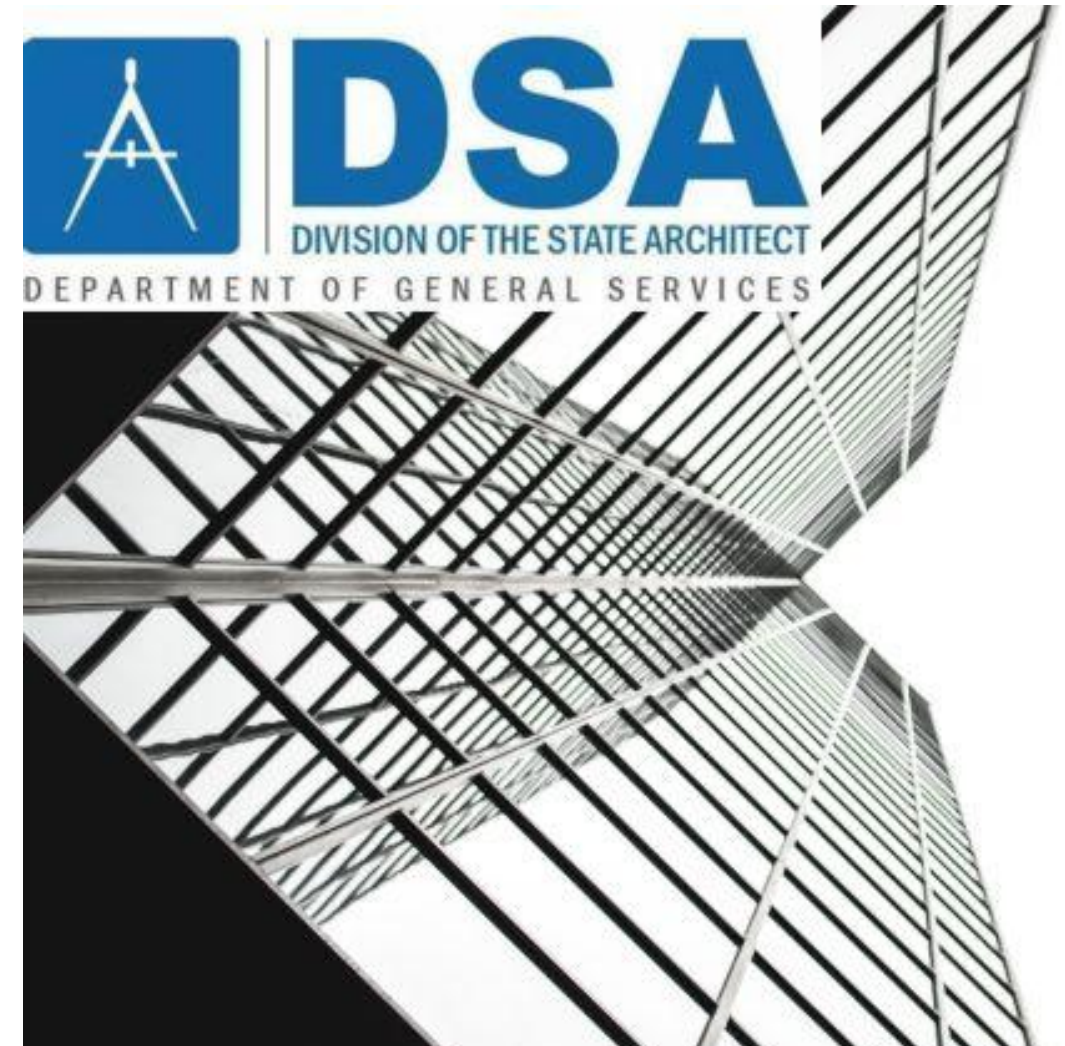
- › We are not experts on DSA
- › Contact your regional office with specific questions about processes, projects, or interpretations
- › This workshop is on best practices mixed with some lessons learned
- › Check DSA website for most current forms



Agenda and Goals

DSA PROCESS TRAINING

- › Who and What is DSA?
- › Field Act
- › Authority and Jurisdiction
- › Understand the entire DSA process
- › Review key forms and/or required items at each stage of the project
- › Be informed to notify design teams
- › Beyond this presentation, there are numerous other forms, processes, and situations that may require a unique review – contact your local DSA office for feedback



Who is DSA?

DIVISION OF THE STATE ARCHITECT



- › Provides design and construction oversight for K-12 schools, community colleges, and various other state-owned or state-leased facilities
- › Focus on structural, accessibility, and fire & life safety codes
- › Offers classes through its DSA Academy to promote consistent knowledge and application of the CBC as well as information for successful plan reviews and construction
- › Develops accessibility, structural safety, and historical building codes and standards utilized in various public and private buildings throughout State of California
- › Administers certification programs for project inspectors, materials testing labs, and certified access specialists
- › HQ is in Sacramento with regional offices in Oakland, Sacramento, LA, and San Diego

Who is DSA?

FIELD ACT



- › Established in 1933, it imposes requirements on California K-12 public schools and community colleges that are not present in other types of construction approval processes
- › Licensed design professionals must prepare drawings and specs for proposed construction work
- › Drawings and specs have to be verified by DSA for compliance with applicable building codes
- › Building codes for schools contain structural provisions superior to other types of facilities
- › District must hire a DSA-certified inspector to oversee construction. Approval by owner, architect, and DSA
- › Changes to approved drawings and specs for DSA-regulated items shall be approved by DSA before commencement of work
- › At conclusion of construction, the design professional, inspector, and GC shall file final verified reports indicating compliance with approved contract documents

Who is DSA?

AUTHORITY AND JURISDICTION OF DSA

Education Code

- [Section 17280 - 17316 \(Field Act; K-12\)](#)
- [Section 81130 - 81147 \(Field Act; Community Colleges\)](#)

Government Code

- [Section 4450 \(Accessibility\)](#)
- [Section 4465 - 4470 \(Disability Access and Education\)](#)
- [Section 14963 \(Fire and Life Safety\)](#)
- [Section 12955.1 \(c\) \(Public Housing\)](#)

Health and Safety Code

- [Section 16000 - 16023 \(Essential Services Buildings\)](#)
- [Section 18950 - 18961 \(State Historical Building Code\)](#)

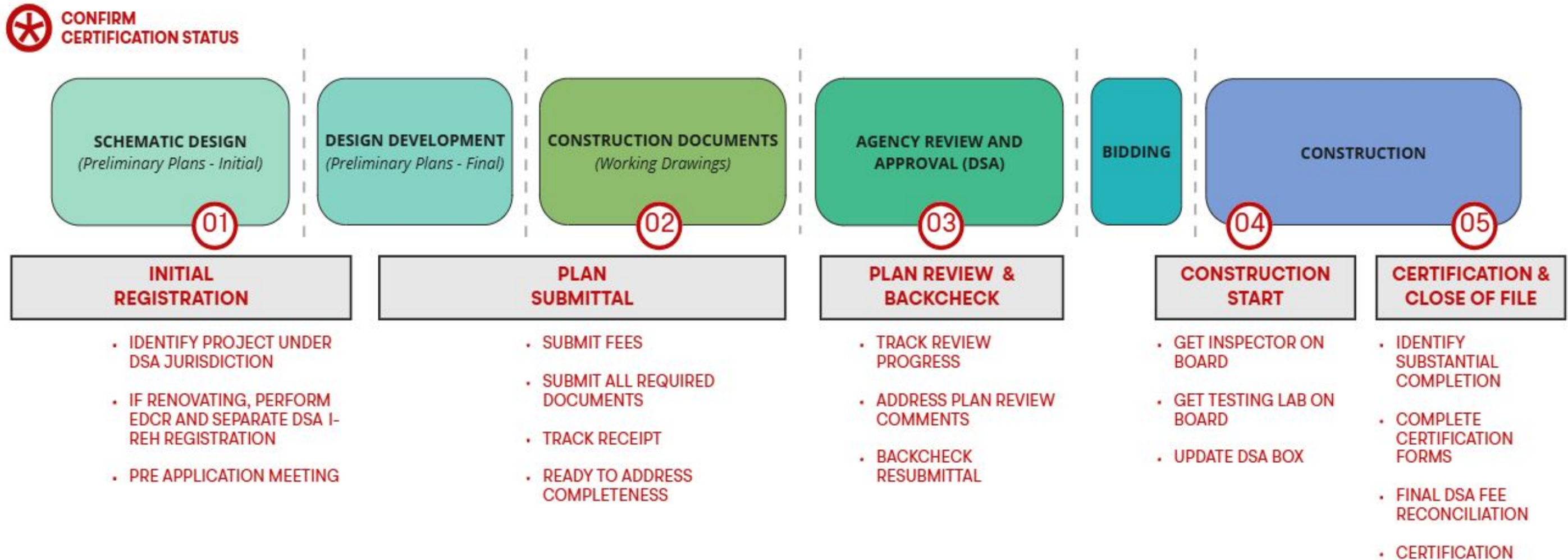
Regulations - Title 24, Parts 1 - 12

- [Part 1 - Administrative Code](#)
- [Part 2 - Building Code](#)
- [Parts 3, 4, 5, 6](#) - Electrical, Mechanical, Plumbing & Energy Codes
- [Part 9 - Fire Code](#)
- [Part 11 - CALGreen Code](#)

- › **K-12 Public Schools and Community Colleges:** Field Act established stringent structural safety standards for public schools to withstand earthquakes and other hazards
- › **State Essential Services Buildings:** Provide services to the public after a major disaster, so must have a high level of structural integrity
- › **Other State Funded Construction:** Reviews construction plan compliance with accessibility requirements for all state-funded facilities in California including courts, UC, CSU, and state owned buildings

DSA in the Design and Construction Process

PROCESS AND MILESTONES



01

Initial Registration



Initial Registration

PRE-APPLICATION

DSA 90 Form: Pre-Application Meeting Request

- › New web based process as of June 1, 2026
- › To be filled out by lead design professional
- › Highly recommend that projects have a preliminary meeting
- › Should be attended by design professionals, district rep. (& CM if part of design management, but at least invite main POC)
- › Great time to discuss unique conditions with project, initial code analysis, schedule, etc.
- › Agenda must be provided ahead of time by design professional

DSA 90 - Pre-application Request Form

PRE-APPLICATION MEETING REQUEST INSTRUCTIONS

This web form must be completed to request a pre-application meeting with Division of the State Architect (DSA) regional offices. Pre-application meetings are presumed to be virtual using Microsoft Teams, but may be in-person, or a combination thereof.

The District/Owner representative is required to attend **all** pre-application meetings. The Structural Engineer is required to attend any meeting with structural questions. Meeting invites will be issued by DSA to the District/Owner representative and Architect/Structural Engineer and may be forwarded as appropriate. Forwarding the meeting invite to an Artificial Intelligence (AI) email address or otherwise including AI in the meeting is strictly prohibited. DSA may terminate and reschedule meetings if required individuals are not in attendance or if AI is included in the meeting.

It is preferred to provide DSA with approximately two (2) weeks advance notice when selecting preferred meeting dates. If necessary to re-schedule or cancel a meeting, please provide as much advance notice to the DSA Project Services supervisor as possible. Meetings are typically scheduled for one (1) hour unless the size and complexity of the project requires additional time, up to two (2) hours maximum as determined by DSA. Meeting discussions will be limited to the scope of questions listed on this form and information provided at the time of the meeting. Questions should be focused and specific as possible.

Applicant is required to submit a draft of meeting notes within one (1) week for DSA review and final concurrence. Include within the notes all relevant plans discussed at the meeting. Final meeting notes are to be included with the plan review submittal. The use AI to record or otherwise transcribe or generate meeting minutes is strictly prohibited.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

WEB FORM INSTRUCTIONS

1. Complete the web form. Fill in all required fields. It is not necessary to indicate N/A in fields not identified as required.
2. Select "Submit". Your request will be submitted to the selected regional office responsible for the project.
3. An email will be sent to the submitter with instructions to finalize the scheduling of the meeting.

Note: You must reply to the email and attach all required documents before a meeting will be scheduled.

1

Please review and acknowledge the following before proceeding:

- District representative presence is required for the meeting.
- Certain project information must be submitted before a meeting will be scheduled.

*

Initial Registration

STORY: PRE APP MEETING NOTES

- › Capture conversations accurately
- › Get key questions answered and actions identified
- › Include pre-application meeting minutes with final submission

ACS Discussion Items

- Review POT to and from public way
- Monterey Peninsula Community College District (MPCCD) and the Program Management team of Brailsford & Dunlavey (B&D) are reviewing with DSA (Kris Wen) a campus wide ADA accessible path-of-travel from public right-of-way. MPCCD is looking for an alternate means to meet this requirement.
- Motorized and manual roller shades
- Gender Nuetral Restrooms

DSA Response

- KW noted that the need to schedule a separate meeting to discuss accessible POT issues specific to this new building in context of the larger alternate means and methods being proposed.
- All "public areas" like the conference rooms and common areas will require motorized window shades. "Private spaces" like the office rooms can have manual window shades.
- KW noted to refer to CBC code section 1207 for means of egress for outdoor electrical equipment and separation from vegetation.
- Gender Nuetral restrooms are acceptable. Each stall should be designed as its own room to include light, exhaust fan, fire sprinkler, fire alarm strobe, etc. KW noted that if urinals are provided, at least one urinal should be compliant with all current accessibility requirements.
- At Lactation room, KW noted that the 5' turning circle to be clear of furniture. The clear space in front of the sink cannot overlap the door swing.
- The clear floor space at drinking fountains to be provided at unit with bottler filler.
- Wash areas adjacent to Meditation rooms to be wheelchair accessible including all reach distances to controls, etc.

Initial Registration

DSA 1-REG Form: Registration for Project Submittal

- › To be filled out by lead design professional
- › First document filed for a new project
- › Must be sent with DSA-1 form
- › Form must be submitted 6-8 weeks prior to the formal submittal of project drawings and specifications
- › Include DSA1-INC form if needed



1-REG

REGISTRATION FOR PROJECT SUBMITTAL

Division of the State Architect (DSA) documents referenced within this form are available on the [DSA Forms](#) or [DSA Publications](#) webpages.

This form must be submitted six to eight weeks prior to the submittal of the project. See DSA procedure *PR 17-03: Project Submittal Appointment Process*. Form *DSA 1: Application for Approval of Plans and Specifications* must be submitted with this form. If the project is divided into increments, then *DSA1-INC: Definition of Scope of Increments* must be submitted with this form. If information included on this form has changed, a revised form DSA 1-REG must be submitted. DSA fees are not required as part of this registration process. Fees are due when the project is submitted.

REGISTRATION INFORMATION	
Project Name/School:	
Name of Person Submitting Registration:	Date Submitted:
Work Email:	Work Phone:

SCHOOL DISTRICT/OWNER INFORMATION	
School District/Owner:	
Contact Name:	
Work Email:	Work Phone:

INTENT OF FILING THIS FORM (Check applicable box below and provide the required information.)	
☐	This is the <i>initial</i> registration for this Project Submittal.*
☐	This is a <i>revised</i> registration for this Project Submittal. ** DSA App. #:

* DSA will assign an application number (DSA App. #) to the project if this is the first time it is being registered.
** If this is revised registration, then provide the DSA assigned application number (DSA App. #). A revised registration form is mandatory for incremental submittals after the initial increment is registered, a project that is not submitted by the date of intent to submit, or to re-submit a project DSA determined to be incomplete.

INTENT TO SUBMIT DATES		
Original intended date to submit complete project to DSA. (Leave blank if this is a REVISED registration.)	* Date:	** Incr. #:
Revised intended date to submit complete project to DSA. (Leave blank if this is the INITIAL registration.)	* Date:	** Incr. #:

* Intent to submit dates must be six to eight weeks from the date the initial (or revised) registration is submitted to DSA.
** Leave increment # blank if the project has only one increment.

BRIEF DESCRIPTION OF PROJECT
(For projects with structural scope, include description of structural framing systems and materials.)

Initial Registration

DSA 1 Form: Application for Approval of Plans and Specifications and Instructions

- > To be filled out by lead design professional
- > Project Tracking Number (PTN) from OPSC website via a district official (K-12 only)
- > Provides an application number and opens up BOX for plan submittals
- > If Geohazard report is needed, it MUST be submitted to California Geological Survey (CGS) for review before submitting to DSA
- > Geohazard reports MUST be approved by CGS before DSA will approve plans



1

APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS

Please print or type all information or you may complete online and print for signatures. All fields must be filled in per instructions (see page 5).

1. Name of Facility: _____

2. School District (or State Agency): _____
District/Agency Mailing Address: _____

3. Dist. Superintendent: _____
Work Email: _____ Work Phone: _____

4. Facilities Director: _____ Title: _____
Work Email: _____ Work Phone: _____

APPLICATION PURPOSE: (Check applicable box and provide application number where required.)

A.1 ☐ Initial Registration for Project Submittal (DSA will create new application number).

A.2 ☐ Revised Registration for Project Submittal. DSA Application #: _____

A.3 ☐ Project Submittal. Is the project registered? ☐ Yes ☐ No, If yes, then DSA Application # is _____

PROJECT SCOPE: (For questions 5-10, please provide specific building names per instructions.)

5. Construction of: _____

5a. Design of Pre-Check (PC) Structure for: _____

6. Addition to: _____

7. Relocation of: _____

8. Alteration to: _____

9. Rehabilitation of: _____
DSA EDCR Application Number (required): _____

10. Reconstruction of: _____

Initial Registration

PROJECTS WITH INCREMENTS

- DSA 1-INC Form:** Definition of Scope of Increments
- › To be filled out by lead design professional (only when necessary)
 - › Form only used when increments proposed
 - › Increments often used for fast-track projects
 - › All increments must be submitted within 12 months of DSA application initiation
 - › Example of increments might be a) site work only, b) admin and MPR buildings, and c) classroom buildings on a K-5 campus



1-INC

DEFINITION OF SCOPE OF INCREMENTS

All increments must be submitted within 12 months of the initiation of the DSA application.

Project Name: _____

SCOPE OF WORK:				
Incr #	Check boxes that apply and enter description of associated work in space provided to the right.	Anticipated Submittal Date	Est. Cost of Construction	%*
1	☐ Construction of:			
	☐ Addition to:			
	☐ Relocation of:			
	☐ Alterations to:			
	☐ Rehabilitation of:			
	☐ Reconstruction of:			
	☐ In-Plant Construction of:			
2	☐ Construction of:			
	☐ Addition to:			
	☐ Relocation of:			
	☐ Alterations to:			
	☐ Rehabilitation of:			
	☐ Reconstruction of:			
	☐ In-Plant Construction of:			
	☐ Construction of:			

Initial Registration

PROJECT RENOVATIONS

EDCR: Evaluation & Design Criteria Report

- › Required for renovations of existing structures
- › During Schematic design, prepare report in alignment to CAC 4-314. Prior to and separate from the renovation project itself.
- › Identify the building(s) structural and nonstructural systems, potential deficiencies and the proposed method for retrofit.
- › Identify geological and site-related hazards.
- › Propose the methodology for eval. and retrofit.
- › Propose the program for data collection
- › Include existing building plans, and associated documents of the existing construction.



IR EB-3

EVALUATION AND DESIGN CRITERIA REPORT: 2025 CAC

Disciplines: Structural

History: Revised 06/18/25 under 2025 CAC

Original Issue 05/03/21 under 2019 CAC

Division of the State Architect (DSA) documents referenced within this publication are available on the [DSA Forms](#) or [DSA Publications](#) webpages.

PURPOSE

This Interpretation of Regulations (IR) clarifies requirements for the content, purpose, and technical aspects of the Evaluation and Design Criteria Report (EDCR) applicable to rehabilitation projects under DSA jurisdiction. The EDCR defines the structural safety design criteria by which design professionals will prepare plans and specifications and DSA will review and approve the rehabilitation. The EDCR serves the project and its stakeholders by aligning the proposed design approach with DSA concurrence early in the design process and thus minimizing redesign that can result from the increased complexity of existing building regulations.

SCOPE

This IR is applicable to rehabilitation projects as defined by the California Administrative Code (CAC) Section 4-314. EDCR are required for all rehabilitation projects including the following:

- Rehabilitation of an existing nonconforming building for use as a school building in accordance with CAC Section 4-307.
- Rehabilitation of an existing certified school building required by a reconstruction, alteration, or addition project in accordance with CAC Sections 4-306 and 4-309(c).
- Rehabilitation of an existing certified school building undertaken at the discretion of the school district when not mandated by the regulations.

The EDCR requirement can only be exempted with the concurrence of the local DSA regional office with jurisdiction over the rehabilitation project. When a rehabilitation is neither required nor elected by the school district, but an alteration project includes voluntary seismic strengthening per CAC Section 4-309(d), an EDCR is not required. Refer to *IR EB-6: Voluntary Seismic Upgrade* for additional information.

Initial Registration

PROJECT RENOVATIONS

DSA 1-REH: Pre-Application for Approval of Rehabilitation Project Evaluation & Design Criteria Report (EDCR)

- > For renovation projects only, if the construction cost is more than 50% of the replacement value of the building, then it requires a full seismic upgrade
- > This form is only required IF that threshold is exceeded
- > At a minimum, a letter must be provided with plan submittal documents showing the calculations of the estimate versus replacement value



1-REH

PRE-APPLICATION FOR APPROVAL OF A REHABILITATION PROJECT EVALUATION & DESIGN CRITERIA REPORT

This form is required when submitting an Evaluation and Design Criteria Report for the following. See DSA Procedure PR 08-03 for reference.

- Projects seeking to rehabilitate an existing public school building.
- Projects seeking to rehabilitate an existing nonconforming building for use as a public school building.
- Projects seeking to rehabilitate a building which is eligible for funding under the Seismic Mitigation Program (SMP).

PROJECT INFORMATION:			
Project Name:			
Project Address:			
City:	County:	State:	Zip Code:
PROJECT DESCRIPTION: Describe the building(s) in the space provided below.			
Approx. Total Floor Area (Sq. Ft.):		Design Snow Load:	# of Stories:
SCOPE OF REHABILITATION: Describe the scope of this project in the space provided below.			
APPLICANT INFORMATION: Individual acting for owner in legal capacity of agent submitting app. for approval.			
Applicant Work Address:			
City:	County:	State:	Zip Code:
Applicant's Work Email:			
Signature:			Date:
SCHOOL DISTRICT/OWNER INFORMATION:			
Name of District/Owner:			

02

Plan Submittal



Plan Submittal

Plan Review Fees

- › Use calculator on DSA website to determine fees needed based on construction cost used on DSA-1 form
- › <https://www.apps2.dgs.ca.gov/dsa/tracker/FeeCalculator.aspx>
- › Have design professional request a check early enough that your client can cut it well before actual submittal date
- › Option to pay via credit card with 3% fee
- › Fees are due no earlier than 2 days before submittal date or 1 day after
- › Suggest sending check to design professional so they coordinate timing and fee submittal

Plan/Field Review Fee Calculator

Project submitted to DSA

- ☒ on or after 5/1/2021
- ☐ between 3/1/2019 and 4/30/2021
- ☐ between 10/1/2017 and 2/28/2019
- ☐ between 2/1/2016 and 9/30/2017
- ☐ between 12/1/2014 and 1/31/2016
- ☐ between 6/1/2013 and 11/30/2014
- ☐ between 2/16/2010 and 5/31/2013
- ☐ before 2/1/2010

Project Type:

Select project type

Estimated Amt:

Contracted Amt:

Construction

Change Document
Amt:

Check review(s) for project

- ☐ Access Compliance
- ☐ Fire & Life Safety
- ☐ Structural Safety

Calculate

Plan Submittal

Other important documents (all provided by lead design professional):

- › DSA 3 – Project Submittal Checklist
- › DSA 103-19 – List of Required Structural Tests and Special Inspections, 2019 CBC
- › DSA 810 – Fire & Life Safety Site Conditions
- › DSA 403 (A, B, or C) – Energy Code Compliance Checklist
- › DSA 1L – Outdoor Water Use Certification of Landscape Irrigation Design and Doc. (Cal Green)
- › CGS Approval Letter (when required)
- › Structural Calcs, Cut Sheets, T-24, etc.



PROJECT SUBMITTAL CHECKLIST

GENERAL REQUIREMENT

Projects submitted to DSA must include one-hundred percent complete Construction Documents, finalized, completely detailed, coordinated across all disciplines and ready for construction.

PURPOSE

The DSA 3 submittal checklist is a guide for submitting complete documents to provide for a thorough, comprehensive and efficient plan review process by DSA. It addresses Forms, Fees, Construction Documents and Supporting Documents required by plan reviewers. As outlined in DSA Procedure (PR) 17-03: *Project Submittal Appointment Process*, submittals that are found to be incomplete will be rejected and required to register for a new submittal date.

INSTRUCTIONS

The DSA 3 submittal checklist is to be completed by the design professional responsible for the quality control and coordination review of the Construction Documents. All fields should be filled with either an "X" indicating required items included in the submittal or "N/A" indicating items not applicable to the scope of work.

It is recommended that the DSA 3 checklist be reviewed by the design professional at the time the project is registered to allow adequate time to verify that all applicable items have been completed and coordinated prior to submittal. Any questions related to the applicability of a listed item to the specific project scope should be clarified with DSA intake staff at the time the project is registered, and the progress drawings are uploaded to DSA Box.

DSA Application #: _____ Date of Form Completion: _____

PART 1 – APPLICATION FORMS

ENTER X OR N/A

- | | |
|---|--------------------------|
| 1. A completed form <i>DSA 1: Application for Approval of Plans and Specifications</i> .
Note: Design Professionals listed must match those listed on the Title Sheet of the plans. | ☐ |
| 2. A completed form <i>DSA 3: Project Submittal Checklist</i> . | ☐ |
| 3. A completed form <i>DSA 1-INC: Definition of Scope Increments</i> . Applicable to projects requesting incremental plan review. See <i>IR A-11: Incremental Submittals</i> . | ☐ |
| 4. A completed form <i>DSA 1-DEL: Delegation of Responsibility</i> . Applicable to projects involving delegation of responsibilities of plans and specifications, and construction observation which are not easily described on the form <i>DSA 1</i> . | ☐ |
| 5. A completed form <i>DSA 1-MR: Application for New Manufactured Permanent Modular or Relocatable Buildings</i> . Applicable to projects utilizing manufactured permanent modular or relocatable buildings. See bulletin <i>BU 16-01: Delegation of Authority for Modular and Relocatable Buildings – FAQs</i> . | ☐ |
| 6. A completed form <i>DSA 1-RUH: Request for Finding of Unreasonable Hardship</i> . Applicable to alteration, | ☐ |

Plan Submittal

AUDIT PROCESS

DSA reviews initial submittal package and all accompanying documents for completeness:

- › DSA EPR Administrator may email with a list of items missing from package – if so, design professional only has a few working days to rectify the set
- › In most cases, DSA EPR Administrator will eventually send an email notification that the submittal set is complete and will begin plan review



February 25 , 2026

Notice of Progress

Geyserville Unified School District
1300 Moody Lane
Geyserville, CA 95441

Project: Geyserville Elementary School
Application #: 01-122882
File Id #: 49-37
Scope: Construction of 1-Playground & Site Improvements, 2-Shade Structures (per PC# 04-123439), 1-Ball Wall (per PC# 03-123599)

Dear Mark Beebe:

This letter is to notify you of the progress of the plan review of your project, referenced above.

Your project has been determined to be a complete submittal for the purpose of the plan review.

- Project received **2/18/2026** and Application Number **01-122882** assigned
- Plan review has been scheduled to commence **5** working days after the above noted project Received date

NOTE: No additional information will be sent to you regarding this project.

You may track the status of your project on DSA's website at

<https://www.apps2.dgs.ca.gov/dsa/tracker/Appno.aspx>

Once you enter your application number, the following information (as it becomes available) will be displayed by selecting from the menu on the left of the Tracker screen:

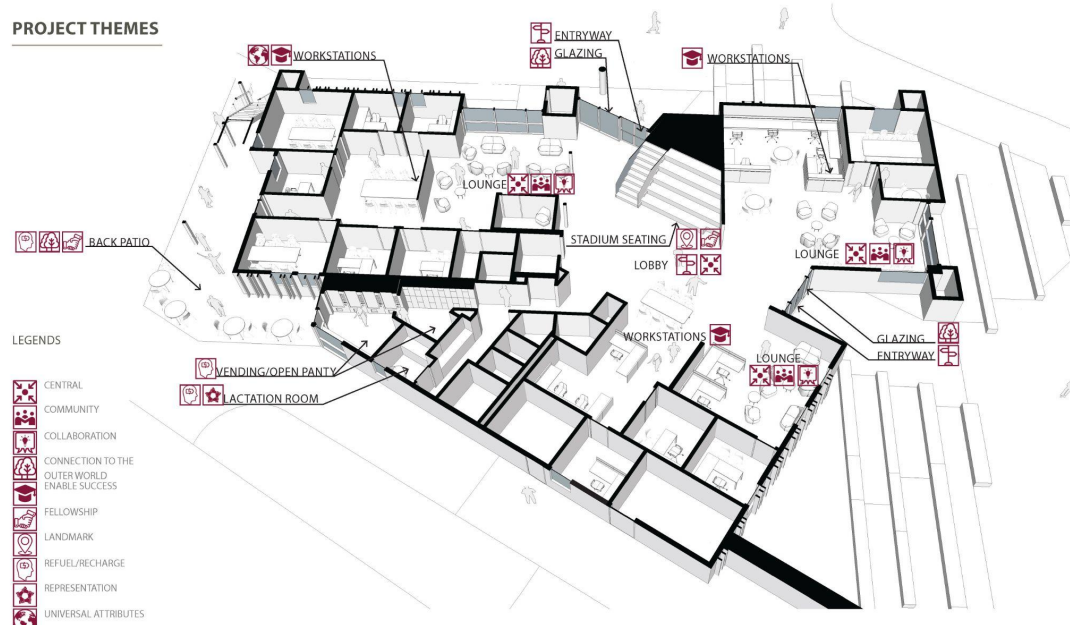
- | | |
|-----------------------|---|
| • Application Summary | Project Scope, required reviews, estimated fees |
| • Project Fee | Breakdown of estimated fees and adjustments |
| • Project Schedule | When various reviews are scheduled to begin |

Plan Submittal

STORY: BE READY FOR THE AUDIT

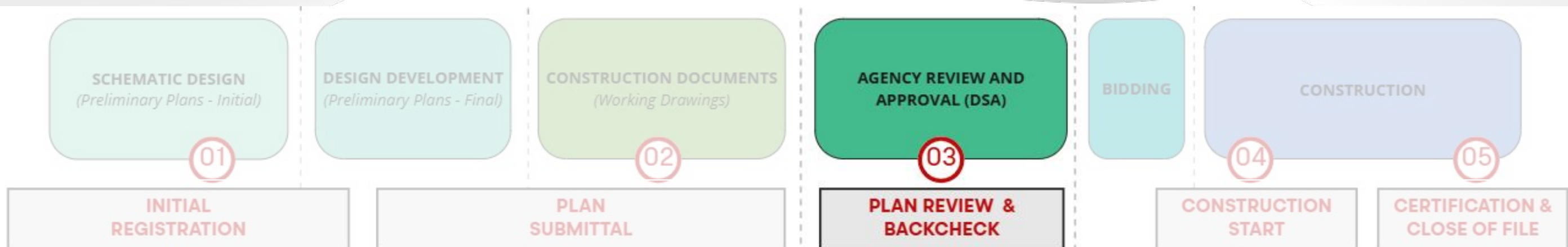
- › Use internal checklist to confirm completeness
- › Be prepared for possible rejection
- › Have team on standby for immediate follow up

Item	Abbreviation	Responsible	Rcvd.	Checked	In Folder / Ready
Drawings	DWG_V1		X	X	X
00_General		ABA	X	X	X
01_Civil		ABA	X	X	X
02_Landscape		WHITSON	X	X	X
03_Architectural		BFS	X	X	X
04_Structural		ABA	X	X	X
05_Mechanical		HL	X	X	X
06_Plumbing		CYPRESS	X	X	X
07_Fire Protection		CYPRESS	X	X	X
08_Electrical		CYPRESS	X	X	X
09_Fire Alarm		AURUM	X	X	X
10_Technology		AURUM	X	X	X
11_Signage		P2S	X	X	X
		GNU			
Specifications	SPC_V1	Design Team			
403-B - Energy Code Certificates of Compliance	403-B_V1	Commissioning			
Commissioning	NRCC-CXR	Commissioning			
Lighting	NRCC- LTO				



03

Plan Review Comments & Back-Check



Plan Review & Back-Check

PROJECT TRACKING VIA E-TRACKER

Link here and used for the following items:

<https://www.apps2.dgs.ca.gov/dsa/tracker/>

- › Information on a project application number (i.e., plan review status, construction data, and certification status)
- › School construction certified inspectors
- › Materials testing laboratories
- › Plan review fee calculator
- › Status of projects pre-tracker (before November 1997)

Service Review Status

Office ID:01

Application #:121715

File #:27-C1

Reviewing Office:OAKLAND

Stamped Date:11/20/2024

Services	Plan Reviewer	Actual Start Date	Anticipated Finish	Finish Date	Status %	Returned Date	Back Check Reviewer	Start Date	Finish Date	Status %
Access	Wen, Kris	6/3/2024	6/18/2024		85	8/26/2024				15
Compliance	Chavez, John	6/7/2024	6/18/2024	6/19/2024	85	8/26/2024				15
Fire & Life Safety	Pae, Susan	6/3/2024	7/30/2024		85	8/26/2024				15
	Lin, Yawen	6/20/2024	7/30/2024	7/31/2024	85	8/26/2024				15
Structural Safety	Morton, Chris	6/3/2024	8/9/2024		1	8/26/2024				0
	Lam, Lukki	6/10/2024	8/9/2024	8/9/2024	85	8/26/2024	Lam, Lukki	11/20/2024	11/20/2024	15



Plan Review & Back-Check

PLAN REVIEW COMMENTS

Reviews are now done electronically (no more paper reviews)

- › Bluebeam Studio Session is the format
- › Once all plan reviewers are complete with each discipline (SSS, FLS, and ACS), their supervisors do a once over for final comment
- › Studio Session is accessible to the design team during this time
- › Wait for notice of completion from DSA before commencing response to comments



Plan Review & Back-Check

BACK-CHECK RE-SUBMITTAL

Incorporate DSA comments

- › Should be complete before re-submittal
- › Provide complete status response to every comment
- › Re-submittal process goes through one electronic iteration, then switches to in-person to achieve final approval
- › Strongly recommend design professional setup a virtual pre-back-check meeting to discuss comments in more detail and/or provide further clarifications
- › DSA will provide a final stamped set electronically as well as an approval of plans letter



State of California • Gavin Newsom, Governor
California Government Operations Agency
DEPARTMENT OF GENERAL SERVICES
Division of the State Architect - Oakland Office

4/25/2022 - APPROVAL OF PLAN(S)

David Martin
MONTEREY PENINSULA COMMUNITY COLLEGE DISTRICT
980 FREMONT STREET
MONTEREY, CA 93940-4799

Project: Monterey Peninsula College
Total Scope of Project: Alterations to 1-Classroom Building #1

Increment #:	0
Application #:	01-120020
File #:	27-C1

Drawings and specifications for the subject project have been examined and stamped by the Division of the State Architect (DSA) for identification on 4/25/2022. This letter constitutes the "written approval of the plans as to the safety of design and construction" required before letting any contract for construction, and applies to the work shown on these drawings and specifications. The date of this letter is the DSA approval date.

Approval is limited to the particular location shown on the drawings and is conditioned on construction starting within one year from the stamped date. The inspector must be approved and the contract information, including the construction start date, must be given to DSA prior to start of construction.

DSA does not review drawings and specifications for compliance with Parts 3 (California Electrical Code), 4 (California Mechanical Code), and 5 (California Plumbing Code) of Title 24. It is the responsibility of the professional consultants named on the application to verify this compliance.

Please refer only to the boxes checked below which indicate applicable conditions specific to this project.

☒	Buildings constructed in accordance with approved drawings and specifications will meet minimum required standard given in Title 24, California Code of Regulations, for structural safety.
☒	Buildings or site improvements constructed in accordance with approved drawings and specifications will meet minimum required standard given in Title 24, California Code of Regulations, for fire and life safety.

Plan Review & Back-Check

STORY: BENEFITS OF IN-PERSON PLAN REVIEW

- › May seem like a pain, but in-person pays off



04

Start of Construction



Start of Construction

DSA 5-PI : Project Inspector Qualification & Approval

- › Formal process for hiring an inspector
- › Must be approved by the lead design professional (either Architect of Record or Structural Engineer) via an interview or previous working relationship
- › School district to also sign and approve
- › DSA Field Engineer also needs to approve to ensure they are not overloaded
- › Important to get the PI on board at least a month before construction starts
- › Inspector not needed for ACS only projects



5-PI

PROJECT INSPECTOR QUALIFICATION AND APPROVAL

This form must be completed by the Design Professional in General Responsible Charge and the Project Inspector. Form must be signed and dated by the Project Inspector, School District/Owner, Design Professional in General Responsible Charge, and Structural Engineer (when applicable). The completed, signed form must be submitted to the Division of the State Architect (DSA) by the Design Professional in General Responsible Charge to ensure DSA approval of the Project Inspector prior to the commencement of construction work (for Original Request) or before continuation of construction work (for Replacement Inspector).

1. PROJECT INFORMATION (Completed by the Design Professional.)			
School District/Owner:		DSA File #: -	
Project/School Name:		DSA App. #: -	
Project Class:	Estimated Construction Start Date of the work requiring inspection:		
Will Assistant Inspector(s) be required on this project? ☐ Yes ☐ No			
Type of DSA approval requested:		DSA 5-PI Submittal Date:	
☐ Project Inspector		☐ Initial Request	
☐ Request for Approval of Replacement Project Inspector		☐ Revised Request	
2. PROJECT INSPECTOR'S INFORMATION (Completed by the Project Inspector.)			
Name:			
Work Address:			
City:		State:	ZIP:
Work Phone:		Work Email:	
DSA Certification Class:		DSA Certification #:	Expiration Date:
3. PROJECT INSPECTOR'S EXPERIENCE RECORD (Completed by the Project Inspector.)			
List at least three previous projects that best qualify you to perform inspection services for the project described above. Identify projects by name and (where available) identification/project number(s).			
A. Project Name:			
DSA Application #: (If applicable.)		Job Duties (Role):	
Construction Cost: \$		☐ Project Inspector ☐ Assistant Inspector	
Type: ☐ New Construction ☐ Alteration ☐ Relocatable Bldgs.		☐ Field Superintendent	
New Construction Sq. Ft.:		☐ Other:	
Structural systems of new construction or structural alterations:		Dates Employed:	
☐ Wood Shear Wall ☐ Concrete/Masonry Shear Wall ☐ Steel Frame		From: To:	
Employer:		Contact Name:	

Start of Construction

DSA 102-IC : Construction Start Notice/Inspection Card Request

- › To be completed by lead design professional
- › This is the form that officially starts construction
- › Opens up BOX for the entire design and construction team listed
- › Site safety plan required from GC
- › BOX link is portal for all form uploads during the course of construction (i.e. inspection reports, testing, interim verified reports, and ultimately close-out documents)

CONSTRUCTION START NOTICE/INSPECTION CARD REQUEST

This form has been completed by the ☐Architect/Engineer responsible for the project, or by the ☐School District, in accordance with California Code of Regulations, Title 24, Part 1, Section 4-331, and submitted to DSA.

DSA Use Only: Date Cards Issued by DSA:	Number of Cards Issued:	Issued By:
---	-------------------------	------------

1. GENERAL INFORMATION	
School District/State Agency:	DSA File #: -
School Name:	DSA App. #: -
Project Name:	CDS #:
Date of DSA 102-IC Submittal:	Construction Start Date:
Submitted By:	Phone #:
Email:	Number of attached pages: (If none, enter "0")
1. Total construction contract amount (exclude allowances/contingencies)	
2. Total construction management amount	
3. Project cost (Sum of lines 1 and 2)	
For initial submittal, complete Sections 1 through 6, or ☐ Check this box if amending the original or previously submitted DSA 102-IC and enter only the amending information in applicable sections. Note: Additional inspection cards must be requested or a new DSA 102-IC submitted, with the new date.	

2. SCOPE OF WORK FOR THIS CONSTRUCTION PROJECT — AGGREGATE SCOPE OF ALL CONTRACTS	
☐	a. Check this box if the scope of work includes any site work, including non-building site structures.
☐	b. Check this box if the scope of work includes any buildings, and list each building's unique identifiers (numbers, letters or names), as identified on the DSA 153: (Do not list non-building site structures here. See DSA procedure PR 13-01 for definition.)
☐	c. Check this box if there is a scope of work shown on the DSA-approved plans or on the DSA project application that is not included in items a. or b. above:(List building numbers, letters or names; for site work/non-building site structures, provide a brief description below.)
Project Phasing: Will items indicated above be in future phase(s)? ☐ Yes ☐ No Number of anticipated phases?	

3. FIRE LIFE SAFETY	
The California Fire Code (CFC) requires the owner or owner's agent to develop a written site safety plan that includes the information outlined in Section 3303.1.1. DSA requires the completed site safety plan to be submitted prior to the start of construction.	
☐	a. Checking this box indicates that the required site safety plan has been submitted to DSA.

4. LISTING OF PROJECT PARTICIPANTS			
List primary collaborators of designated tracks in DSAbox.			
District/Owner:		Contact Name:	
Title:	Email:	Phone #:	
Design Professional in General Responsible Charge: (Firm Name)			
Name:	Email:	License #:	
		Phone #:	
Name:	Email:	License #:	

Start of Construction

Other items needed:

- › District to hire a testing and inspections laboratory based on the needs of form DSA 103
- › Ensure the testing lab has a current LEA number and registered with DSA at link below:
- › <https://www.apps2.dgs.ca.gov/dsa/tracker/ApprovedLabs.aspx>

LEA #	Lab Name	Address	City	State	Zip Code	Engineering Manager (EM)	Expiration Date
330	Ace Quality Control	1050 Melody Lane	Roseville	CA	95678	Curtis Hendrick	11/01/2027
314	Achievement Engineering Corp	2455 Autumnvale Dr., Unit E	San Jose	CA	95131	Sina Hooshdar	10/18/2028
241	American Engineering Laboratories, Inc.	205 W. La Habra Blvd.	La Habra	CA	90631	Baylor Gibson	10/20/2028
111	Applied Materials and Engineering, Inc.	980 41st Street	Oakland	CA	94608	Mohammed Faiyaz	03/22/2028
224	Associated Soils Engineering, Inc.	2860 Walnut Avenue	Signal Hill	CA	90755	Lawrence Chang	06/11/2027
311	Atlas Technical Consultants LLC	534 23rd Avenue	Oakland	CA	94606	Jim Powers	01/29/2027
47	Atlas Technical Consultants LLC	9085 Aero Drive, Suite B	San Diego	CA	92123	Chad Davis	04/25/2029
53	Atlas Technical Consultants, LLC	14457 Meridian Parkway	March Air Reserve Base	CA	92518	Reza Saeedzadeh	09/10/2029
238	BAGG Engineers	138 Charcot Avenue	San Jose	CA	95131	Mike Matusich	09/23/2028
221	Blackburn Consulting	3100 Beacon Blvd	West Sacramento	CA	95691	Daniel Contreras	03/25/2030
97	Brunsing Associates, Inc.	5468 Skylane Boulevard, Suite 201	Santa Rosa	CA	95403	Keith Colorado	07/27/2028
23	BSK Associates	691 N. Laverne Ave., Suite 101	Fresno	CA	93727	Santiago Espinoza	10/24/2027
32	BSK Associates	399 Lindbergh Ave	Livermore	CA	94551	James Auser	10/28/2028
36	BSK Associates	4820 Rosedale Lane	Bakersfield	CA	93301	Santiago Espinoza	04/25/2029
	Butano Geotechnical Engineering						

Start of Construction

STORY: VERIFY LEA IS CURRENT

- › Hired testing and inspections lab without verifying their LEA license renewal date
- › Realized LEA had expired 75% of the way through construction
- › Had to perform destructive testing with a replacement testing lab to ensure compliance with code



05

Certification & Close of File



Certification & Closeout

All projects regulated by DSA are required to be certified and closed with #1 status:

- › Certification provides a method to report the safety of school construction
- › School board members may be personally liable for projects until certified
- › DSA will not approve new proposed projects associated with uncertified construction
- › Once a project is substantially complete or otherwise is occupied, DSA initiates the project certification process
- › If close-out has not been initiated in a timely manner, DSA may issue a 90-day letter informing the Applicant that close-out is required by a given date



Certification & Closeout

Documents required to be uploaded to BOX:

- › DSA 6-AE – Architect / Engineer Verified Report
- › DSA 6-C – Contractor Verified Report
- › DSA 6-PI – Project Inspector Verified Report
- › DSA 294 – Laboratory of Record Verified Report



6-AE

ARCHITECT/ENGINEER VERIFIED REPORT

Division of the State Architect (DSA) documents referenced within this form are available on the [DSA Forms](#) or [DSA Publications](#) webpages.

This form shall be completed by the Architect or Structural Engineer in General Responsible Charge and those architects or engineers with delegated responsibility for observations of construction, as reported on the *DSA 1: Application for Approval of Plans and Specifications* form, in accordance with California Code of Regulations, Title 24, Part 1, Sections 4-336 or 4-240 and *DSA Procedure PR 13-01: Construction Oversight Process*. The completed form shall be submitted to DSA, the project inspector and the school board.

School District/Owner:		DSA File #:	-
Project Name/School:		DSA App. #:	-
Date of Report:	Number of Attached Pages: (If none, enter zero.)	DSA 152 Card #(s):	
Note that DSA-approved construction documents, referred to below, are those portions of the construction documents, duly approved by DSA, that contain information related to and affecting the Structural Safety, Fire/Life Safety, and Accessibility portions of the project.		List all inspection card numbers for which this verified report applies.	
COMPLETE SECTIONS 1 & 2 AND PROVIDE ALL REQUIRED DOCUMENTATION			
1. REASON FOR FILING THIS VERIFIED REPORT (Check applicable box.)			
☐	Interim Verified Report: (List affected form DSA 152 Inspection Card Section Numbers): Refer to <i>DSA Procedure 13-01</i> for additional information and instructions.		
☐	Final Verified Report: Construction of all work, shown in the <i>DSA-approved</i> construction documents, is complete. The Design Professional in Responsible Charge shall complete the following: Deferred Submittals: One of the following must be checked in order to file a Final Verified Report ☐ This project does not require deferred submittals. ☐ All deferred submittals are approved by DSA.		
☐	Termination of services prior to completion of all work shown in the <i>DSA-approved</i> construction documents. The A/E in General Responsible Charge, and the professional whose services are terminated, as indicated below, shall sign the report. ☐ Arch/Eng. in General Responsible Charge ☐ Structural Engineer ☐ Mechanical Engineer ☐ Electrical Engineer		
☐	Construction work suspended for more than one month. Provide date of last construction activity:		
☐	DSA Request dated:		
2. CONSTRUCTION CHANGES AS OF THE DATE OF THIS REPORT (Check applicable box)			
☐	There are no changes to the <i>DSA-approved</i> construction documents.		
☐	All changes to the <i>DSA-approved</i> construction documents have been approved by DSA.		
☐	There are changes to the <i>DSA-approved</i> construction documents that have not been approved by DSA. (Briefly describe the changes. Attach additional pages using form DSA 211 if necessary.)		

I attest that, based on my own personal knowledge (as defined in California Code of Regulations, Title 24, Part 1, Sections 4-336 and 4-214) that, except as marked in Section 2, as of the date of this report, the work has been performed and materials have been used

Certification & Closeout

Documents required below to be uploaded to BOX:

- › DSA 168 – Statement of Final Actual Project Cost
- › The project cost for DSA fee reconciliation is the sum of total original construction contract amount + total construction change order amount + construction management fees. Note total decreases to the contract amount (deductive change orders) do not apply to the reconciliation total



168

STATEMENT OF FINAL ACTUAL PROJECT COST

To be filed by the owner upon completion of construction, as required by the California Code of Regulation (CCR), Title 24, Part 1, Section 4-339, or CCR Sections 5-105 and 5-107 for access compliance projects.

Owner/School District:	DSA File #:	-
Project Name/School:	DSA App. #:	-
Scope of Work:		
Was any scope or any element from the original approved construction documents not constructed? ☐ Yes ☐ No		
Did the construction documents include any alternate designs that were not constructed? ☐ Yes ☐ No		

FOR LINES 1, 2, 3, 4 AND 6ENTER COST AMOUNTS AS A POSITIVE NUMBER OR ZERO.		
FOR LINE 5ENTER COST AMOUNT AS A NEGATIVE NUMBER OR ZERO.		
If spaces below are left blank, this form will be considered incomplete.		
1.	Total original construction contract amount (exclude allowances/contingencies)	\$
2.	Total increases to contract amount (change orders & used allowances/contingencies)	\$
3.	Total construction management amount	\$
4.	Project cost for DSA fee reconciliation (Sum of lines 1, 2, and 3)	\$ 0.00
5.	Total decreases to contract amount (deductive change orders)	- \$
6.	Final actual project cost (Sum of lines 4 and 5)	\$ 0.00

DISTRICT/OWNER CERTIFICATION:
<i>The person signing this form must be one of the following or hold a district / owner equivalent position: School District Superintendent; College Chancellor; Chief Business Officer or Chief Financial Officer.</i>
I certify, under penalty of perjury, under the laws of the State of California, that the information reported on this form is true and correct.
I certify that the documentation supporting the information reported on this form is available at the district's/owner's office for review upon request by the Division of the State Architect (DSA).

Certification & Closeout



May 18, 2026

Certification of Compliance

Dr. Bradley Davis
West Valley-Mission Community College District
14000 Fruitvale Ave
Saratoga, CA 95070

Project: West Valley College
Application #: 01-119360
File Id #: 43-C3
Scope: Additions to 1-Learning Resource Center; Alterations to 1-Learning Resource Center; Construction of 1-Entry Canopy

Dear Dr. Bradley Davis:

The Department of General Services' records indicate that the construction of the referenced project has been completed in accordance with design documents approved by the Department, and that all the Verified Reports covering the construction have been received. Therefore, the Department of General Services Certifies as follows:

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.

As stated in our letter approving the plans and specifications for this project, the Department does not review design documents or construction for compliance with the electrical, mechanical, or plumbing regulations. It is the responsibility of the professional consultants named on the application to verify compliance with appropriate parts of the California Building Code, and to submit Verified Reports documenting compliance.

Sincerely,

Derick Chan
Digitally signed by Derick Chan
DN: C=US, E=derick.chan@dgs.ca.gov,
O=Division of the State Architect,
CN=Derick Chan
Reason: I am approving this document
Date: 2026.05.18 10:43:47-07'00'

For Chris Morton
Regional Manager
Division of the State Architect
CM: sm

cc: School Board
Architect/Engineer - Lee Salin
File

Continue the Conversation

Questions and Discussion



Cody Carpino, AIA
Director | Brailsford & Dunlavey
D: 510-858-6317
E: ccarpino@Bdconnect.com

www.bdconnect.com



Jason Hull, AIA, LEED AP
Associate Principal | ABA Studios
D: 408.535.2921
E: jason@aba-arch.com

www.aba-arch.com

