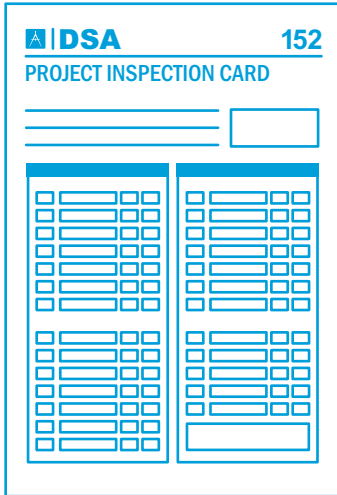


## CERTIFICATION STARTS *when* CONSTRUCTION BEGINS

*Through teamwork, open communication, and transparency, the Division of the State Architect (DSA) is committed to making the school construction certification process a success for all parties involved.*

*The following features of the certification process have been developed to ensure success.*



### PROJECT INSPECTION CARD

Rather than waiting until the end of construction to verify certain aspects of the project are complete, as work progresses the project inspector signs off the applicable blocks and sections of form [DSA 152: Project Inspection Card](#), in compliance with DSA procedure [PR 13-01: Construction oversight Process](#). A stop work order may be issued for failure to complete a section of form DSA 152.



### ELECTRONIC DOCUMENT SUBMITTAL

DSA launched a secure, cloud-based tool that allows stakeholders to submit and collaborate on documents in real time in [DSAbbox](#). Stakeholders can see when a document was submitted to DSA and can access that document at any time.

## POST-CONSTRUCTION

As outlined in DSA procedure [PR 13-02: Project Certification Process](#), once aware that a project is fully constructed, occupied, or otherwise in use, DSA works with the design/construction team collaboratively to finalize all certification requirements/documents.

On day 60 following the construction/occupation/use of the project, if the project is not certified, DSA will issue form [DSA 301-N: Notification of Requirement for Certification](#) to all parties associated with the project. Form DSA 301-N lists project deficiencies and the parties responsible for those deficiencies.

The parties have an additional 60 days to resolve deficiencies identified on form DSA 301-N in order to certify the project. At the end of the second 60-day period (day 120 following the construction/occupation/use of the project), if the project is not certified, DSA issues a form [DSA 301-P: Posted Notification of Requirements for Certification](#) to all parties associated with the project.

Like form DSA 301-N, form DSA 301-P is a list of deficiencies for the project and the parties responsible for those deficiencies.

Form DSA 301-P is posted in the publicly viewable Certification Box (see below). Any party responsible for a deficiency may submit the missing documentation to the Certification Box. School districts and design professionals may also submit form [DSA 302: Response to 301-P](#), a document used to identify how they've attempted to resolve deficiencies.



### CERTIFICATION BOX

Projects that are occupied without certification are placed in the [Certification Box](#). Unlike DSAbbox, which is a place for stakeholders to access project documents, the Certification Box is open to the public. Available documents include form DSA 301-P; form [DSA 102-IC: Construction Start Notice/Inspection Card Request](#), which identifies all parties associated with the project; and any submitted DSA 302 forms.

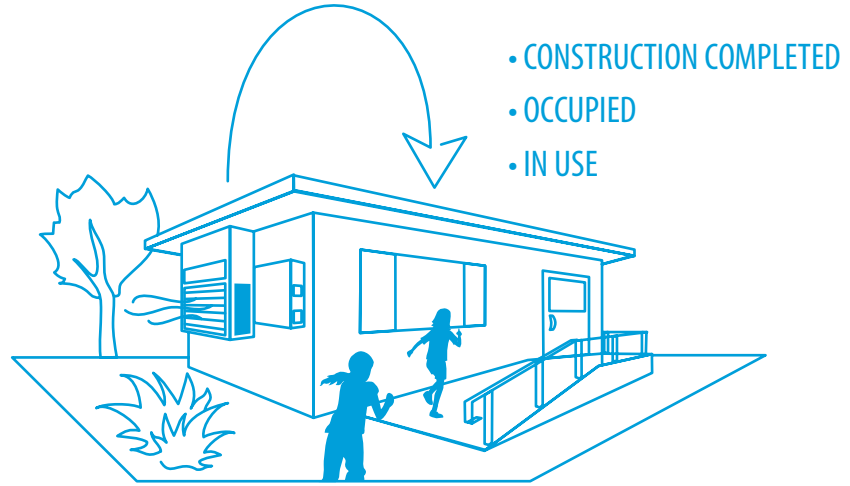
Even after being placed in the Certification Box, a project may be certified after all deficiencies have been resolved.

# SCHOOL DISTRICT READY TO START CONSTRUCTION

COMPLETE  
FORMS

- DSA 5 APPROVED
- DSA 102-IC RECEIVED
- DSA 152 ISSUED

CONSTRUCTION  
BEGINS



IDSA 152 PROJECT INSPECTION CARD	
[Grid of 152 sections]	

ALL 152  
SECTIONS  
SIGNED OFF

RELEVANT 152  
SECTIONS ARE  
INCOMPLETE

GET MISSING  
SECTIONS  
SIGNED OFF

<b>STOP WORK ORDER</b>
[Redacted]
[Redacted]

# CERTIFICATION!

#DSAcertified

SUBMIT ALL  
REQUIRED  
DOCUMENTS  
AND FEES

SUBMIT  
MISSING  
DOCUMENTS  
AND/OR FEES

SUBMIT  
MISSING  
DOCUMENTS  
AND/OR FEES

Goes  
public...



Day 60!

Day 120!

IDSA 301- N NOTIFICATION OF CERTIFICATION REQUIREMENTS
[Redacted]
[Redacted]

2nd 60  
DAYS

IDSA 301- P NOTIFICATION OF CERTIFICATION REQUIREMENTS
[Redacted]
[Redacted]

**CERTIFICATION STARTS** when **CONSTRUCTION BEGINS**

# FOR THE INSPECTOR

## ROLE OF INSPECTORS IN THE SCHOOL CONSTRUCTION CERTIFICATION PROCESS

### PRIOR TO CONSTRUCTION

- Submit form [DSA 5-PI: Project Inspector Qualification and Approval](#).

### DURING CONSTRUCTION

- Sign off on the blocks and sections of form DSA 152 when appropriate.
- Issue a deviation notice form [DSA 154: Notice of Deviations/Resolution of Deviations](#) as necessary (non-compliant construction, unapproved plans/not providing required documentation for Inspection Card).

### COMPLETION OF PROJECT

- Promptly file your final verified report. Do not wait for others to file their verified reports before you file yours.
- Once a project is complete, there are two 60-day periods to submit documents to DSA for the certification of a project before the project is moved to the public Certification Box.
- On day 60, if the project is not certified, form DSA 301-N will be posted to DSABox, outlining all the deficiencies for project certification and the party responsible for each deficiency. Promptly resolve any deficiencies for which you are responsible.
- On day 120, if the project is still not certified, form DSA 301-P will be posted to DSABox and the Certification Box, outlining all the deficiencies for project certification and the party responsible for each deficiency. This document will be made available to the public through the Certification Box. Promptly resolve any deficiencies for which you are responsible.
- Form DSA 301-P will clearly establish who is responsible for the project's lack of certification. Promptly resolve any deficiencies for which you are responsible.

## BENEFITS OF THE NEW SCHOOL CONSTRUCTION CERTIFICATION PROCESS TO INSPECTORS

- The new form DSA 152 allows you to sign off on specific elements of a project during construction, rather than waiting until the end of the project.
- During construction, DSABox allows you to upload, view, and share documents any time. *No more worrying about misfiled papers!*
- Once a project is complete, you have up to 120 days to submit documents and resolve deficiencies to certify the project before it is placed in the public Certification Box.
- If a project is not certified and is placed in the Certification Box, but you have completed your work, form DSA 301-P will identify who is responsible for the remaining deficiencies.
- The transparent process allows DSA, clients, and future clients the opportunity to review your work.

### RESOURCES

DSABox Information:

[www.dgs.ca.gov/dsa/Programs/progProject/dsabox.aspx](http://www.dgs.ca.gov/dsa/Programs/progProject/dsabox.aspx)

Certification Box:

[www.dgs.ca.gov/dsa/Programs/progProject/dsabox/certbox.aspx](http://www.dgs.ca.gov/dsa/Programs/progProject/dsabox/certbox.aspx)



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