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## INCREMENTAL SUBMITTALS

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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) sets forth provisions for dividing the total scope of work for an application into increments and procedures for handling post-approval documents for increments over the life of the project.

### **SCOPE**

This IR clarifies the provisions in the California Administrative Code (CAC) for dividing projects into increments, procedures for submitting increments for plan review, and guidance in handling incremental projects throughout the plan review process.

### **BACKGROUND**

It is frequently the case that a single application's total scope of work may include several different forms of work, such as construction of new buildings, additions or alterations to existing buildings, and relocation or placement of relocatable buildings. With the concurrence of DSA, projects may be submitted in increments so that buildings within the total project scope may be reviewed in advance of other buildings to expedite start of construction of that incremental portion.

### **1. POLICY ON INCREMENTAL SUBMITTALS**

Incremental submittals are acceptable under the following conditions:

**1.1** An increment is a clearly defined building(s), addition(s) or alteration(s) to existing buildings, relocation, or placement of relocatable building(s), and/or earthwork/grading. In general, portions of buildings may not be defined or submitted as separate increments.

Unless otherwise agreed to by DSA prior to project submittal, increments shall be defined so the scope of work included in the increment will be code-compliant and certifiable even if subsequent increments are not constructed.

**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.

**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 (OTC) 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 sitework associated with the installation of the buildings, or vice versa.

**1.4** The plan review fee for all increments shall be provided with the application at initial submittal of the project.

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- 1.5** All increments must be submitted to DSA within 12 months of the date of submittal of the initial application. See further requirements in Section 4 below.
- 1.6** No more than six months may elapse between the approval of one increment and the submittal of a subsequent increment. At the discretion of DSA, any remaining unapproved increments of the application may be voided in accordance with CAC Section 4-318(c).
- 1.7** Additional increments cannot be added to an application once review has commenced.
- 1.8** Increments cannot be combined once review has commenced.
- 1.9** 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 separate increments.
- 1.10** If any increment containing fire protection or life safety elements such as, but not limited to, fire alarm and detection systems, fire sprinkler systems, or fire hydrant(s) must be cancelled, the scope of work for that increment must be such that the remaining portions of those fire protection systems serving a building, or the campus remain in an operable, code-compliant condition.
- 1.11** For alteration projects where path of travel improvements are required, the complete scope of path of travel improvements shall be defined in the *initial* increment. Cancellation of any subsequent increment does not obviate the requirement for path of travel improvements, the extent of which will be determined by DSA and based on the revised scope of the project.

## 2. SUBMITTAL PROCEDURES FOR INCREMENTAL PLAN REVIEW

### 2.1 Application and Subsequent Submittals

**2.1.1** The initial increment shall be submitted with the original forms *DSA 1: Application for Approval of Plans and Specifications*; *DSA 1-MR: Application for New Manufactured Permanent Modular or Relocatable Buildings* when applicable; *DSA 1-INC*; 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.

**2.1.2** For each subsequent increment submit a new form DSA 3 and copies of the original forms DSA 1 and DSA 1-INC.

**2.1.3** Indicate which increment is being submitted with each submittal.

### 2.2 Completeness

**2.2.1** All materials for a complete submittal shall be included with each increment.

**2.2.2** Contact the DSA intake team or supervisor with any questions prior to submittal.

### 2.3 Title Sheet

**2.3.1** Identify which increment is being submitted.

**2.3.2** 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 all other increments for the entire project.

**2.3.3** The final increment shall use a title sheet listing all sheets in the project, clearly identifying the sheets used in each increment.

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### 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 Site Plan

Each incremental submittal shall include a site plan. See the form DSA 3 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 or relocatable buildings only.

### 2.6 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 SUBMITTALS

### 3.1 Policies and Conditions

**3.1.1** Previously submitted increments shall not 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 a 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 revised submittal will be placed in line for review based on the date of receipt.

**3.2.2** Revisions, addenda, and deferred submittals 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 submittals 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 the California Building Code (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 in accordance with Section 1.6 above, 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 more than six months have elapsed between the approval of one increment and the submittal of a subsequent increment in accordance with Section 1.6 above, or when not all increments are submitted within 12 months in accordance with Section 1.5 above, a new application and new fee will be required for the remaining unapproved increment(s), which shall be designed to meet the requirements of the current edition of CBC.

**Exception:** Incremental projects consisting of automatic fire alarm and detection systems and fire sprinkler systems must be compliant to the code edition under which the systems were approved.

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### 5. SCHEDULE

**5.1** 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** Construction must start within four years of the date of DSA approval of the final increment. DSA approval of the entire application becomes void four years after the date of approval of the final increment if construction has not commenced.

### 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 below. For additional information on appropriate increments, design professionals should consult with the intake team at a DSA regional office.

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#### REFERENCES:

California Code of Regulations (CCR) Title 24,  
Part 1, California Administrative Code (CAC), Section 4-318  
Part 2, California Building Code (CBC)

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This IR is intended for use by DSA staff and by design professionals to promote statewide consistency for review and approval of plans and specifications as well as construction oversight of projects within the jurisdiction of DSA, which includes State of California public schools (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 subject to revision at any time. Please check DSA's website for currently effective IRs. Only IRs listed on the webpage at [www.dgs.ca.gov/dsa/publications](http://www.dgs.ca.gov/dsa/publications) at the time of project application submittal to DSA are considered applicable.

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### APPENDIX A: EXAMPLES OF INCREMENTAL PROJECTS

The following examples are provided to assist in defining the scope of increments and 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:** earthwork.

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:** earthwork.

**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:** earthwork.

Increment 2—**Construction of:** four relocatable classroom buildings (in-plant only).

**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 (in-plant only).

Project 2 may be divided into increments as follows:

Increment 1—**Construction of:** grading and

Increment 2—**Construction of:** four relocatable classroom buildings (in-plant only).

**Relocation of:** four relocatable classroom buildings (from the plant).