

BULLETIN: PROJECT DEFINITION LIMITED TO CONSTRUCTION ON A SINGLE SITE

A Bulletin is a DSA notification to its stakeholders regarding any issue intended to be directed to a broad group of external stakeholders as well as DSA staff. Bulletins are generally used to provide notification of a specific concern arising from an event or previously unknown condition, and pertaining to building code requirements.

Purpose: To summarize changes to Division of the State Architect (DSA) policies and procedures for construction project applications submitted to DSA for review.

Effective July 1, 2013, an application for DSA review of construction documents (i.e. plans and specifications) must only include construction within a single site (campus) and shall not include construction on multiple sites.

1. Application Submittal:

Effective July 1, 2013, projects submitted to DSA for review shall be limited in scope to construction on a single site only. Applications for "various" sites will no longer be accepted by the DSA; such applications will be returned to the project owner by the DSA intake team.

2. Determination of Project Cost:

Form DSA-1, Line 15, requires the project owner to indicate the estimated project construction cost in order to determine the DSA application filing fee. When listing the estimated construction cost, the owner must include the estimated cost of construction commensurate with the scope of the project application, which, as of July 1, 2013, shall only include construction on a single site, even when project procurement may include work on multiple sites. Therefore, if project construction will be completed as part of a contract for constructions on multiple sites, the applicant will need to indicate estimated construction costs per site, per application. This will require filing of multiple applications (forms [DSA-1](#)), one for each site.

At the conclusion of project construction, the project owner is required to report the final cost of the project for determination of additional fees, if any, that might be due to the DSA. Similar to the requirements for reporting the estimated cost, this process will require the project owner to report the cost applicable to construction on a single site, even if the project construction contract included work on multiple sites.

For school construction projects (public Kindergarten through 14th grade), the single site requirement applies as follows:

For project applications filed with DSA prior to July 1, 2013:

- DSA-1 may contain work on multiple sites and report the estimated cost of work for all sites in the application.
- Statement of Final Actual Project Cost, form DSA 168, shall indicate final actual project cost for construction on multiple sites when multiple sites were included on the DSA 1.

For project applications filed with DSA on or after July 1, 2013:

- DSA-1 must only contain work on a single site and indicate the estimated cost of work on that site only.
- DSA 168 shall indicate final actual project cost for work on a single site. If construction contract(s) included work on multiple sites, the contract amounts must be itemized per site, to enable reporting of construction costs for each site.

PROJECT DEFINITION LIMITED TO CONSTRUCTION ON A SINGLE SITE

3. Over-the-Counter Plan Reviews:

DSA Regional Offices offer the “over-the-counter” (OTC) review for projects utilizing approved pre-check designs. Although, a construction project using pre-check designs may include structures on multiple sites, the site-based application process does not allow for combining such projects into one application. However, the DSA Regional Offices will offer back-to-back OTC appointments to review more than one application on a single day.

When requesting an OTC review, project owners or their design professionals should indicate whether there are multiple applications being submitted so that the DSA Regional Office can determine the necessary number of appointments to schedule in order to accommodate project needs.

For detailed information regarding OTC reviews, refer to DSA [Policy 07-02](#), *Over-the-Counter Review of Pre-Check Approved Designs*.