# DSAcertified

## 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 COMPLETE AS WORK PROGRESSES, THE PROJECT INSPECTOR SIGNS OFF ON THE APPLICABLE BLOCKS AND SECTIONS OF FORM DSA 152: PROJECT INSPECTION CARD. IN COMPLIANCE WITH DSA PROCEDURE PR 13-01: CONSTRUCTION OVERTIME, A SOR work order may be issued for failure to complete a section of form DSA 152.

### Certification Box

The Certification Box is a place for stakeholders to submit and share documents any time. The new DSA 152 allows you to upload, view, and share documents tied to your project.

- The transparent process allows DSA, clients, and future clients the opportunity to review your work.
- Use of the Certification Box allows DSA, clients, and future clients to share documents any time.
- Use of the Certification Box allows DSA, clients, and future clients to collaborate on documents in real time.
- Use of the Certification Box allows DSA, clients, and future clients to provide the new DSA 152 feature: a link to the Certification Box.
- Use of the Certification Box allows DSA, clients, and future clients to post documents to DSA for certification of a project before the project is occupied.
- Use of the Certification Box allows DSA, clients, and future clients to submit interim, verified reports at specific points during construction.
- Use of the Certification Box allows DSA, clients, and future clients to post documents to DSA for certification of a project before the project is occupied.

### Resources

- DSAbox Information: www.dgs.ca.gov/dsa/Programs/projProject/dsabox.aspx
- Certification Box: www.dgs.ca.gov/dsa/Programs/projProject/dsabox/certbox.aspx

---

### Role of Design Professionals in the School Construction Certification Process

PRIOR TO CONSTRUCTION

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

DURING CONSTRUCTION

Submit form DSA 6-A/E: Architect/Engineer Verified Report, as necessary, so that the project inspector can sign off on the appropriate boxes of form DSA 152.

COMPLETION OF PROJECT

- Promptly file form DSA 6-A/E notifying DSA that the project is complete for the purposes of certification: Structural, Fire & Life Safety, and Accessibility systems are complete.
- Once a project is complete, there are two 60-day periods to submit documents to DSA for 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 outlining all the deficiencies for project certification and the party responsible for each deficiency. Promptly resolve any deficiencies for which you are responsible.
- Once a project is complete, 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 placed in the Certification Box, DSA works with the design/construction team collaboratively to finalize all certification requirements/documents.
- On day 60 following the completion/occupation/use of the project, if the project is not certified, DSA will issue form DSA 302-A, Notification of Requirement for Certification to all parties associated with the project.
- Form DSA 303-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 completion/occupation/use of the project), if the project is not certified, DSA issues a form DSA 302-B, Notification of Requirements for Certification to all parties associated with the project.

- Form DSA 301-N is a list of deficiencies for the project and the parties responsible for those deficiencies.
- Form DSA 302-A is a list of deficiencies for the project and the parties responsible for those deficiencies.
- Form DSA 302-B is a list of deficiencies for the project and the parties responsible for those deficiencies.

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

Projects that are occupied without certification are placed in the Certification Box. Unlike DSAbox, 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 302-A: Construction Start Notice/Inspection Card Request, which identifies all parties associated with the project; and any submitted DSA 302 forms.

**RESOURCES**

- DSAbox Information: www.dgs.ca.gov/dsa/Programs/projProject/dsabox.aspx
- Certification Box: www.dgs.ca.gov/dsa/Programs/projProject/dsabox/certbox.aspx

---

**FOR THE DESIGN PROFESSIONAL**

**Prior to Construction**

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

**During Construction**

Submit form DSA 6-A/E: Architect/Engineer Verified Report, as necessary, so that the project inspector can sign off on the appropriate boxes of form DSA 152.

**Completion of Project**

- Promptly file form DSA 6-A/E notifying DSA that the project is complete for the purposes of certification: Structural, Fire & Life Safety, and Accessibility systems are complete.
- Once a project is complete, there are two 60-day periods to submit documents to DSA for 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 outlining all the deficiencies for project certification and the party responsible for each deficiency. Promptly resolve any deficiencies for which you are responsible.
- Once a project is complete, 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 placed in the Certification Box, DSA works with the design/construction team collaboratively to finalize all certification requirements/documents.
- On day 60 following the completion/occupation/use of the project, if the project is not certified, DSA will issue form DSA 302-A, Notification of Requirement for Certification to all parties associated with the project.
- Form DSA 303-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 completion/occupation/use of the project), if the project is not certified, DSA issues a form DSA 302-B, Notification of Requirements for Certification to all parties associated with the project.

**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 completion/occupation/use of the project, if the project is not certified, DSA will issue form DSA 302-A, Notification of Requirement for Certification to all parties associated with the project.

Form DSA 303-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 completion/occupation/use of the project), if the project is not certified, DSA issues a form DSA 302-B, Notification of Requirements for Certification to all parties associated with the project.
SCHOOL DISTRICT READY TO START CONSTRUCTION

COMPLETE FORMS

CONSTRUCTION BEGINS

• CONSTRUCTION COMPLETED
• OCCUPIED
• IN USE

SUBMIT ALL REQUIRED DOCUMENTS AND FEES

SUBMIT MISSING DOCUMENTS AND/OR FEES

STOP WORK ORDER

GET MISSING SECTIONS SIGNED OFF

ALL 152 SECTIONS SIGNED OFF

RELEVANT 152 SECTIONS ARE INCOMPLETE

1st 60 DAYS

Day 60!

Day 120!

Goes public...

SUBMIT MISSING DOCUMENTS AND/OR FEES

CERTIFICATION BOX

DSA 5 APPROVED
DSA 102-K RECEIVED
DSA 152 ISSUED

PROJECT INSPECTION CARD

#DSAcertified