DSA PL 07-02

POLICY: OVER-THE-COUNTER REVIEW OF PROJECTS

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

PURPOSE

This policy clarifies the eligibility, limitations, and requirements under which the DSA will accept projects for "over-the-counter" (OTC) review utilizing approved pre-check (PC) designs. This policy also clarifies requirements for OTC review of projects involving the relocation of relocatable buildings. Finally, this policy describes the process for requesting appointments, preparation of submittal documents, and completion of OTC review.

OTC reviews are limited to projects that can be completed in a limited time, face-to-face meeting including project submittal, plan review, and project approval.

BACKGROUND

DSA offers OTC project review for eligible projects to expedite the review and approval process. DSA's OTC process is primarily intended for single-story relocatable buildings, and other simple projects, utilizing designs that have been "pre-approved" in accordance with Procedure (*PR) 07-01: Pre-Check Approval.*

1. ELIGIBLE PROJECTS

To be eligible for OTC review, a project must meet the eligibility requirements of this section, the applicable scope limitations described in Section 2 below, and the applicable suitability requirements of Section 3 below. Incremental projects shall not be permitted for OTC review unless agreed upon at a pre-application meeting per Interpretation of Regulations *(IR) A-11: Incremental Submittals*.

1.1 All drawings must be presented in electronic format in accordance with *PR 18-09: Electronic Plan Review for Over-the-Counter (OTC) Projects*. Book-type specifications are discouraged as they may increase plan review time; DSA prefers that specifications and energy calculations as applicable be included on the drawings for OTC projects. Energy Compliance forms are required to be on the drawings and submitted separately on 8½ x 11" letter format.

1.2 New construction projects (defined as "Construction of:" on the form *DSA 1: Application for Approval of Plans and Specifications*) are limited to projects involving only structures for which a currently valid DSA PC approval exists. Projects involving configurations of buildings or structures that lead to complexities in structural load path or additional fire life safety requirements beyond what is covered in the PC may not be considered simple. Examples of eligible PC structures include single-story relocatable buildings, lunch and shade structures, carports, solar structures, flag poles, and freestanding signs. For structures without PC approval, contact the applicable DSA Regional Office prior to making OTC appointments to determine if they will be eligible for OTC review.

1.3 Relocation projects (defined as "Relocation of:" on DSA 1) are only permitted for the relocation of buildings for which the original building construction is compliant with project certification requirements of the Field Act.

1.3.1 Evidence of relocatable building compliance can be either DSA's "Certification of Compliance" letter for the original project wherein the building was constructed, or a final verified report from the in-plant inspector for the original construction of the buildings. See Policy (*PL) 09-04: 90-Day Letter and Reopening of Files for Project Certification* and *DSA Project Certification Guide* for further information on obtaining certification for existing uncertified buildings. See Appendix A, Section D (OTC Package Checklist) below for additional requirements for relocation projects.

1.3.2 See *IR 16-1: Design and Construction Requirements for Relocatable Buildings and Modular Elevator Towers*, Section 5 for further discussion of the requirements for relocating buildings.

2. OTC PROJECT SCOPE LIMITATIONS

In addition to the eligibility requirements of Section 1 above and suitability requirements of Section 3 below, each appointment for OTC review will be limited to a single application meeting the requirements of Sections 2.1 through 2.5 below. Requested exceptions may be granted at the discretion of DSA; the client shall call the respective DSA plan review supervisor to discuss the scope of the project and obtain authorization prior to scheduling OTC appointments.

2.1 An application shall include construction on only one site.

2.2 One construction type, as described in California Building Code (CBC) Section 602, for each PC of a single-story building, for which PC design has been approved by DSA. Two-story buildings are not permitted for OTC review. Accessories to buildings, such as ramps and landings, photovoltaic solar panels, and battery storage systems, are permitted only if they were fully designed and detailed in the approved original PC.

2.3 If automatic fire sprinkler systems (AFSS) are included in a building, the scope of the project shall be limited as described above and as follows:

2.3.1 A maximum of a single relocatable structure, on a single site. Projects with up to three relocatable structures on a single site can be reviewed during sequential appointments (one appointment per building) as long as the structures are designed with separate risers without being interconnected.

2.3.2 PC building AFSSs designed for occupancies other than “light hazard” as defined in the National Fire Protection Association (NFPA) 13, are not acceptable for OTC review.

2.3.3 Building use shall be limited to administration, assembly, or classroom without special hazards or processes. Any variation of use which may affect AFSS hydraulic design shall be prohibited. (Prohibited uses include, but are not limited to, stages, science labs, vocational shops, library book-stack areas, and campus kitchens.)

2.3.4 AFSS Drawings

2.3.4.1 AFSS drawings shall be signed and stamped in accordance with *PR 07-01: Pre-Check (PC) Approval*, Section 3.2.6.

2.3.4.2 Signed and stamped AFSS drawings must be submitted to DSA and approved prior to proceeding with construction.

2.3.4.3 These requirements also apply if the building is subsequently moved to a new location.

2.3.5 Water supply shall be designed for 110 percent of the PC AFSS design requirements unless justification is submitted to DSA from the local water purveyor or Local Fire Authority (LFA) that fire flow data has been tested at system peak usage. The design professional is responsible for verifying water supply capability (fire flow) at the site and shall provide written documentation of the water supply capability from the local fire authority or the water purveyor. The written documentation shall be placed on the construction drawings.

2.3.6 DSA reserves the right to refuse to review the project OTC if all information required in Guideline (*GL) 1: Project Submittal Guideline: Automatic Fire Sprinkler Systems* is not provided.

2.3.7 PC must be approved for the additional weight of the fire sprinkler system and have approved details.

2.4 When AFSSs are not included, a maximum of six structures based on a single PC within the same vicinity of the campus per OTC appointment are permitted.

2.5 Site work is limited to work directly related to the installation or relocation of the structures and to site improvements exempt from DSA review. Site improvements eligible for exemption from Structural Safety (SS), Fire Life Safety (FLS) and Access Compliance (ACS) review are

listed in the Appendix of *IR A-22: Construction Projects and Items Exempt from DSA Review*.

3. SITE-SPECIFIC PC BUILDING/STRUCTURE SUITABILITY

Verify that the site-specific use of PC drawings falls within the design parameters for which the PC was approved. Such parameters include:

3.1 Structural

Exception to the Following: When buildings constructed and certified to previous building codes are relocated, the design parameters for the new site listed in Sections 3.1.1 through 3.1.5 below shall be within the limits indicated on the original design and based upon the previous CBC under which the building was constructed and certified. If the design parameter limits are exceeded, then the building shall be analyzed and rehabilitated as necessary in accordance with current Code for the increased loading per California Administrative Code (CAC) Section 4-309(c) and *IR EB-5: Rehabilitation Required by Scope* and is not eligible for OTC review. See IR 16-1 for further information.

3.1.1 Floor and Roof Design

Floor and roof design loads. Roof loads shall include snow loads when applicable. Snow drift load shall be considered when placing structure adjacent to an existing building as required per American Society of Civil Engineers Standard 7: Minimum Design Loads and Associated Criteria for Buildings and Other Structures (ASCE 7) Section 7.12).

3.1.2 Wind Design

Basic Wind Speed (three-second gust, ultimate design wind speed for applicable Risk Category), Wind Exposure Factor, Topographic Factor ($\mathbf{K_{zt}}$), etc.

3.1.3 Seismic Design

Seismic Design Category, Seismic Importance Factor, Site Class, S_S, S_{DS}, etc.

3.1.4 Soils and Geotechnical

A geotechnical investigation must be conducted in accordance with CBC Section 1803A.2 and reported as required in CBC Section 1803A.7 (see exception in Appendix A, Item A8 below). The design architect or structural engineer in general responsible charge must verify that the geotechnical report indicates that all soils-related parameters match or exceed the minimum design requirements identified on the PC documents including but not limited to allowable soil pressures, surcharge, down-drag, and effects due to high water table, etc., as applicable.

3.1.5 Geohazard Report

A geologic hazards investigation must be conducted and reported in accordance with CBC Section 1803A.6 and *IR A-4: Geohazard Report Requirements*, including listed exceptions. The design architect or structural engineer in general responsible charge must verify that the geohazard report identifies no site-related geologic hazards which would preclude the use of the proposed PC design at the site, including but not limited to liquefaction potential, landslide, flooding, earthquake faulting, etc. When California Geological Survey (CGS) review and acceptance of the geohazard report is required, a final acceptance letter from CGS shall be included in the submittal per IR A-4.

3.2 Fire Life Safety

3.2.1 Fire hazard severity zone (FHSZ) compliance with CBC Chapter 7A. Projects in designated fire hazard severity zones are not permitted in an OTC application unless the approved PC is qualified for placement in a FHSZ.

3.2.2 When buildings come with manufacturer designed and installed AFSSs, the water pressure and flow rate required at the base of riser must be identified on the plan, and be available at the site.

3.2.3 Plans to reflect required frontage dimension(s) to justify building area increases, and minimum setbacks.

3.3 Access Compliance

See Appendix A, Item C4.f below. Additionally, see *IR 11B-10 Scoping and Path of Travel Upgrade Requirements for Facility Alteration, Addition and Structural Repair Projects* and *PR 15-01 Required Information for Path of Travel Upgrades on Construction Documents*. In addition, projects submitting a form *DSA 1-RUH: Request for Finding of Unreasonable Hardship and Instructions*, *DSA 1-AMM: Request for Alternate Design, Materials and Methods of Construction* or *DSA 1-RTI: Request for Finding of Technical Infeasibility* are not eligible for OTC review without authorization from DSA prior to scheduling OTC appointment.

3.4 Energy/Climate Zone

See *PR 18-02: Pre-Check (PC) Building Designs CALGreen/Energy Code Compliance Review.* PC buildings must be sited within the climate zone(s) as indicated on PC cover sheet per PR 18-02, Section 4.1. Note that where PC buildings are approved for climate zones 14, 15, and 16, the PC may be sited in any California climate zone.

4. SITE-SPECIFIC REQUIREMENTS

Construction documents shall include site-specific plans and details as well as the relevant PC drawings. PC may include additional site-specific instructions for submitting as an OTC.

4.1 Options per PR 07-01 are often described in the PC documents. The specific options chosen for the project must be clearly defined.

4.2 PC sheet index shall be modified to show only those sheets that are part of the submittal.

4.3 Projects incorporating drawings from more than one PC shall have duplicate sheet numbers modified to avoid duplication.

4.4 Cross out all prior site-specific project approval stamps. DSA PC approval stamps shall not be crossed out unless the PC sheets have been altered as permitted in Section 5 below.

4.5 Site plan showing locations of all buildings and structures.

4.6 Obtain site plan approval from the LFA using form *DSA 810: Fire & Life Safety Site Conditions Submittal* if seeking an alternate means of compliance for fire department access or water supply requirements.

4.7 See IR A-4 for geohazard report requirements.

4.7.1 For projects where existing relocatable buildings are being relocated, the following note shall be added to the drawings:

"**Deterioration or Existing Non-Compliant Construction:** If any condition is discovered which, if left uncorrected, would make the building non-compliant with the requirements of the edition of CBC in force at the time of **original** construction, the condition must be corrected in accordance with **current** code requirements. A construction change document or a separate set of plans and specifications detailing and specifying the required repair work shall be submitted to and approved by DSA before proceeding with the repair work."

4.8 For temporary relocatable buildings, a letter signed by the school district superintendent or the facilities manager shall be provided indicating that the buildings within this application are temporary and shall be removed from the school site within the appropriate number of years described below:

4.8.1 For temporary relocatable buildings utilized for emergency placement following a disaster, the maximum use shall be limited to three years in accordance with CAC Section 4-302(b) and *IR A-1: Approval for Temporary School Use of DSA Approved Relocatable Buildings*.

4.8.2 For temporary relocatable buildings utilized for modernization or other purposes acceptable to DSA, the maximum use shall be limited to three years in accordance with CBC Chapter 9 and IR A-1.

4.8.3 Temporary relocatable buildings must meet all the SS, FLS, and ACS requirements for OTC. Flood design, if applicable, shall be per Section 4.9 below.

4.9 Provide documentation defining the design flood elevation from the flood hazard map adopted by the local governing authority having jurisdiction where the project is located. See *PR 14-01: Flood Design and Project Submittal Requirements* for flood hazard requirements. If a flood hazard exists, the building pad shall be raised above the design flood elevation, or the foundation must be designed for forces due to flood water in accordance with American Society of Civil Engineers Standard 24: Flood Resistant Design and Construction (ASCE 24). Where the foundation design approach is selected, the project is not eligible for OTC review. Finished floor elevation shall be established in accordance with ASCE 24.

5. CHANGES TO PC DOCUMENTS

Changes to code-regulated aspects of PC documents are not permitted and shall be submitted and reviewed through the regular plan review process, except minor changes may be made to the extent that they can be reviewed within the two-hour OTC time frame. Alterations or changes to the building envelope (including fenestrations) or the interior layout may trigger the requirements for energy compliance. Such changes in energy compliance documents such as lighting layout and compliance forms and/or mechanical systems configuration or compliance forms shall be clouded on PC drawings and signed and stamped in accordance with *IR A-18: Use of Construction Documents Prepared by Other Professionals*. It is the project design professional in responsible charge's responsibility to ensure that their drawings and the manufacturer's drawings are correctly coordinated and complete prior to submittal to DSA. Non-coordinated drawings may be cause for termination of the OTC appointment. The original DSA PC identification stamp on the affected sheet(s) shall be crossed out.

6. OTC APPOINTMENTS

DSA schedules OTC reviews by telephone only. To schedule an appointment for OTC review, please call the receptionist at the appropriate DSA Regional Office, as listed below:

Regional Office	Phone #
Oakland	(510) 622-3101
Sacramento	(916) 445-8730

Regional Office	Phone #
Los Angeles	(213) 897-3995
San Diego	(858) 674-5400

6.1 If a scheduled appointment cannot be kept, DSA must be notified at least one week in advance.

6.2 If the project architect, structural engineer, or their authorized representative is late, the scheduled OTC appointment is subject to cancellation by DSA.

6.3 Any applicant who repeatedly violates Section 6.1 or 6.2 above may lose their privilege to use DSA's OTC process.

6.4 If any required document (see Section 7 below) is incomplete or missing from the OTC submittal package, the corresponding OTC appointment is subject to cancellation by DSA.

6.4.1 DSA must receive the form DSA 1 and form *DSA 1-REG: Registration for Project Submittal* a minimum of two weeks prior to the OTC appointment date.

6.4.2 All required documents, including the OTC Package Checklist (See Appendix A below) and fees, shall be submitted to DSA five business days prior to the OTC appointment date. If not received, DSA will issue an incomplete notice to the applicant, and the OTC appointment will be canceled.

6.4.3 The date for the "Intent to Submit Dates" section in the DSA 1-REG shall be entered as five business days prior to the OTC appointment date. The requirement for the DSA 1-REG to be submitted six to eight weeks prior to project submittal shall be waived for OTC project

applications. The applicant shall put the OTC appointment date in the “Special Request” section of the DSA 1-REG.

6.5 Clients are not permitted to substitute one project for another once OTC plan review is initiated.

6.6 Transferring or trading OTC plan review appointments between clients, architects, or engineers is not permitted.

6.7 A large single application is not permitted to be broken up into multiple appointments. This type of project will be reviewed as a regular project.

7. REQUIRED MATERIALS/INTAKE REVIEW

The architect or structural engineer in general responsible charge shall prepare OTC submittal packages that incorporate all the required documents listed on the OTC Package Checklist in Appendix A below. The OTC Package Checklist shall be included with the project submittal per Section 6.4.2 above.

7.1 Prior to the start of OTC review, an intake review of the submittal will be performed to verify that all required material is provided, to determine that OTC review is appropriate for the project, and to confirm the review can be performed within the recommended two-hour time limit.

7.2 Prior to the intake review of the OTC, all fees must have been paid.

7.3 If DSA determines that the project cannot be reviewed within two hours (e.g., required materials are missing, site drawings are very complicated, changes from PC approval are proposed), the scheduled OTC appointment will be canceled.

7.4 When DSA determines that there is sufficient information to commence the plan review process and estimates that the review time required will exceed two hours, the OTC appointment will be canceled, and the project may be resubmitted as a regular plan review project in accordance with *PR 17-03: Project Submittal Appointment Process*.

8. OTC FEE SCHEDULE

DSA fees are calculated based on estimated cost, actual cost of contract, and construction changes. Fees for OTC projects are identical to those for any other project submitted to DSA.

Use the DSA online Plan Review Fee Calculator to calculate the required fees. For “Project Type” field, click on the drop-down button and select “School (K-12)”. For projects that only require access reviews, select “Access Compliance.” Then key in the cost information. Estimated cost must include total construction cost and all site work.

OVER-THE-COUNTER REVIEW OF PROJECTS

APPENDIX A – OTC Package Checklist

A.	Required	N/A	SECTION A – FORMS AND GENERAL REQUIREMENTS
A1.	☐		A completed DSA 1. a. Select Review Types under the Project Scope. b. Select Over the Counter (OTC) in Section 11. c. Design Professionals must match those listed on the Title Sheet of the Plans. d. Check appropriate boxes in Section 26 (supporting documentation may be requested to verify site conditions).
A2.	☐	☐	A completed form *DSA 1-INC: Definition of Scope Increments*. Applicable to projects requesting incremental plan review when permitted in Section 1 above. See IR A-11.
A3.	☐	☐	A completed form *DSA 1-DEL: Delegation of Responsibility*. Applicable to projects involving delegation of responsibilities of plans and specifications, and construction observation which are not easily described on DSA 1.
A4.	☐	☐	A completed form *DSA 1-L: Outdoor Water Use Self-Certification of Landscape Irrigation Design Documentation Compliance*. All applications require a DSA 1-L. See *PR 15-03: Compliance with CALGreen Outdoor Water Use Regulations*.
A5.	☐		A completed form *DSA 103: List of Required Tests and Special Inspections*. a. The signed form should match the appropriate example form included on the PC drawings for the options utilized. Example forms on the PC drawings must be crossed out or removed from the construction documents prior to approval.
A6.	☐	☐	A completed DSA 810. a. Verify DSA 810 is completed. b. Place the completed DSA 810 on the construction drawings. c. Reflect the supporting fire flow data on the construction drawings.
A7.	☐ ☐	☐ ☐	Flood Hazard Map a. Provide flood hazard map and/or supporting data adopted by the local jurisdiction (CBC 1612A & PR 14-01) for all sites, regardless of being in a flood hazard area or not, with proposed structures that are enclosed, whether inhabited or not (see PR 14-01 for exceptions for open-sided structures). b. For sites located in a flood zone other than Zone X: • Verify PC is approved for the flood zone. • Verify a validation letter from a geotechnical engineer is provided (see IR PC-6). • Building pad shall be raised above the design flood elevation; any other method does not qualify for OTC per Section 4.9 above.

A8.	☐	☐	Geotechnical (Soils) Report if required by Section 3.1.4 above. a. **Exception**: A soils report is not required when all of the following conditions are met: • The project includes only one-story, wood-frame or light-steel-frame buildings of Type II or Type V construction and is 4000 square feet or less in floor area. • Site is not located within an Earthquake Fault Zone or Seismic Hazard Zone as shown in the most recently published maps from CGS or in a seismic hazard zone as defined in the Safety Element of the local General Plan. • Foundations are designed based on a soil-bearing pressure of 1,000 psf or less for wood foundations per IR 16-1, or 1,500 psf or less for concrete foundations per CBC 1806A.2, and a lateral passive pressure of 100 pcf or less per CBC 1806A.2.
A9.	☐	☐	Geohazard Report if required by Section 3.1.5 above. a. Include CGS final acceptance letter per IR A-4.
A10.	☐	☐	For K through 12 schools, the Project Tracking Number (PTN) for coordination with the Office of Public School Construction (OPSC). To obtain a PTN number, visit Online Application Tools for School Construction Projects.
B.	**Required**	**N/A**	**SECTION B – APPLICATION FEE**
B1.	☐		Verify payment of Fee. a. Estimated cost must include building/structure and all site work. The cost of the building/structure need not be included if the building/structure is being relocated within the same school district. See Section 8 above for fee schedule. b. See *PR 20-02: Online Payments for Plan Review Filing Fees, Plan/Field Review Fee Invoices and Project Certification Re-Examination Fees* for more details.
C.	**Required**	**N/A**	**SECTION C – CONSTRUCTION DOCUMENTS**
C1.	☐		One hundred percent completed Construction Drawings and Specifications, cross-referenced, and coordinated among all disciplines (form *DSA 3: Project Submittal Checklist*, Part 3, Item A.1). a. Electronic Plan Review submittal prepared in accordance with the drawing and specification format/file requirements in PR 18-09. b. The architect or structural engineer in responsible charge shall stamp and sign all drawings and specifications per CAC 4-317(h) or provide statement of general conformance per IR A-18.

C2.	☐ ☐ ☐	☐ ☐ ☐	DSA-approved PC drawings to be included in drawing set for projects incorporating PC designs (DSA 3, Part 3, Item A.1.b). a. For PC drawings with multiple options, the selected site-specific options shall be clearly indicated. b. Verify that the approved PC documents identify a climate zone that the structure has been approved for.
C3.	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	Title Sheet (DSA 3, Part 3, Item B) a. Complete scope of work description. b. Indicate if building is permanent, or temporary (≤ 3 years). c. A complete Code Analysis. For each building indicate use, occupancy classification, allowable area, allowable building height, construction type, mixed-use ratio, and area increase justifications. d. Sheet Index. e. Project directory, including contact information for owner, architect, and consultants. f. List of required governing codes and adopted standards. g. On incremental submittals when permitted in Section 1 above, identify all increments and their respective scope of work. A Title Sheet is required for each incremental submittal. h. Specify the minimum required Inspector Class per *IR A-7: Inspector Certification and Approval*.
C4.	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	Site Plan (DSA 3, Part 3, Item C) a. Provide a comprehensive campus site plan and enlarged site plans for areas of work, including utility hookups. b. Identify if site is located within a Wildland Urban Interface (WUI) area/fire hazard severity zone. i. Verify DSA 1 checkbox 26e is selected. ii. Verify DSA 810 item 3 is selected. iii. Verify PC is approved to be located within a WUI area/fire hazard severity zone. c. Identify each building and include name, use, occupancy, and construction type. d. Identify whether the building is equipped with a fire sprinkler system. Fire sprinklers are required if the project is state-funded and the school is considered a *new* campus (constructed after July 1, 2002), or as directed in CBC Section 903 for non-state funded projects based on the occupancy classification. i. When fire sprinklers are required, verify: 1. The approved PC includes fire sprinkler design and hydraulic calculations. 2. The fire protection site plan identifies hydraulic nodes from Base of Riser (BOR) to location of flow test. 3. Provide fire flow information on the drawings per *PL 09-01: Fire Flow for Buildings*.

	☐ ☐	☐	e. Specify DSA application number(s) for each existing structure and facility within the scope of work. Verify DSA application number(s) for each existing structure and facility within the scope of work identified are certified. f. Indicate accessible routes from the area(s) of work to each of the following elements: on-site public transportation stops, drop-off and loading zones, accessible parking for all user groups, the accessible route to the public right-of-way, the administration building or other controlled entry point(s) to the facility, and the locations of accessible restroom(s) serving each user group, drinking fountains, telephone(s). See CBC Section 11B-202.4. i. Provide information demonstrating compliance with the current or immediately preceding edition of the CBC, or indicate corrective work necessary to bring each required element into compliance. Compliance may include previous DSA application numbers, but Design Professional in Responsible Charge must provide verification statement and additional information as needed to demonstrate compliance.
C5.	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	Additional Discipline Specific Checks: a. ACS: i. Provide legible floor plans indicating accessible elements and features provided as part of the scope of the project. ii. Provide enlarged plans, interior elevations, sections, and details as necessary to demonstrate compliance. 1. Include information as applicable for specialty areas such as science labs, kitchens or kitchenettes, sports facilities or play equipment. 2. Include information on assistive listening devices, signs, and required communication features. b. SS: i. Provide calculations for all work not included on PC drawings. ii. When changes have been made to PC drawings, one set of PC structural calculations for reference are provided (See Section 5 above). iii. Check if PC-approved for snow load. iv. Verify proximity of any non-DSA structures to the accessible route and/or the new structure. The non-DSA structures shall be fenced off per IR A-22.

	☐ ☐	☐ ☐	v. Verify the Design Professional's solar panel acceptance letter matches the solar panel model number specified on plan. c. Electrical: If the project has more than four buildings on one site an electrical engineer must be identified on the DSA 1 and shall be responsible for the site electrical design. The electrical engineer shall sign all electrical site drawings.
D.	**Required**	**N/A**	**SECTION D – RELOCATION PROJECTS (Also see IR 16-1)**
D1.	☐	☐	A completed form *DSA 1-MR: Application for New Manufactured Permanent Modular or Relocatable Buildings*. Applicable to projects utilizing manufactured permanent modular or relocatable buildings. a. See bulletin (*BU) 16-01: Delegation of Authority for Modular and Relocatable Buildings – Frequently Asked Questions.*
D2.	☐	☐	Relocatable buildings approved prior to the 2007 CBC do not have the required WUI detailing. A letter to state the relocatable complies is not sufficient, and required notes and details must be shown on the plans. (See IR 16-1 Section 5.2.5).
D3.	☐	☐	Verify application number from the last project where the building/structure was constructed and/or placed.
D4.	☐	☐	The design professional in responsible charge shall verify by appropriate means, subject to DSA approval, and submit a letter certifying that the building generally conforms to the original DSA approved plans and specifications and has not suffered structural deterioration or been structurally altered (see IR 16-1 Section 5.2.2).
D5.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	Site Plan: a. Provide finish floor elevation. b. Provide building pad elevation at each corner. c. Locate building on site by reference dimension to known point. d. Provide module number(s) or serial number(s) from the relocatable building(s).
D6.	☐	☐	Temporary Relocatable Structures a. Provide letter from District per IR A-1.
D7.	☐	☐	Stockpile a. Provide final verified report or certification of stockpile application. Serial and module numbers must be shown on construction drawings.
D8.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	Additional Checks: a. Check if relocatable is within the minimum and maximum clearances from adjacent buildings per the PC. b. Check underfloor drainage. c. Show vent size and locations. d. Verify if relocatable placement at the new site is compatible with the original approved PC. Some previous PCs are NOT approved for floor elevation flushed with exterior grade condition.

	☐ ☐ ☐	☐ ☐ ☐	e. Verify if there is any change of Floor Live load due to change of use. For example, from classroom to office. f. Verify anchorage of non-PC approved items to be attached to the relocatable. Examples include kitchen hood, lab fume hood, fire suppression system, etc., to be hung from purlins. Non-PC items shall be kept to a bare minimum such that changes are minor per Section 5 above. g. Verify ceiling placement design complies with PC. For example, some PCs are NOT approved for sloped or vaulted ceilings.
E.			**SECTION E – Reserved for Future**
F.	**Required**	**N/A**	**SECTION F – SITE-SPECIFIC APPLICATION GUIDES FOR PC PROJECTS**
F1.	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	Refer to site-specific application guides found in Appendix A of Pre-Check (PC) Design Criteria documents for a list of design and submittal requirements for site application of PC projects: • IR PC-1: PC Design Criteria for Freestanding Signs, Scoreboards, and Ball Walls • IR PC-2: PC Design Criteria for Modular Buildings • IR PC-3: PC Design Criteria for Modular Elevator Towers • IR PC-4: PC Design Criteria for Open Fabric Shade Structures • IR PC-5: PC Design Criteria for Precast Concrete Buildings • IR PC-6: PC Design Criteria for Relocatable Buildings • IR PC-7: PC Design Criteria for Steel Cantilevered Canopy Structures