

---

## **POLICY: RE-EXAMINATION OF FILES FOR PROJECT CERTIFICATION**

**DISCIPLINES:** Structural, Accessibility, Fire and Life Safety

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

**PURPOSE:** The primary purpose of this policy is to streamline the process for re-examination of files for project certification after a school district (owner) has received a “Not Certified” status notification.

All projects that started construction after June 1, 2013 are subject to full compliance with this policy.

**In-Depth Discussion of Project Certification:** See DSA Procedure *PR 13-02: Project Certification Process* for an in-depth discussion of project certification.

### **1. Not Certified Projects**

#### **1.1 Background**

DSA is required by regulation to determine if the constructed school building projects comply with the DSA approved construction documents and with the codes and regulations governing school construction. This determination results from the examination of specific project files for documents required to be submitted before, during and after construction and the evaluation of the resolution of outstanding issues. After the examination, the project is placed in either a “certified” or “not certified” category and DSA issues one of two documents accordingly:

- Certification Letter, or
- *DSA 301-N: Notification of Requirement for Certification* (sample)

#### **1.2 Notification**

- If after examining the files, DSA determines that the project is not certified, Form DSA 301-N is issued listing the reasons the project cannot be certified
- If the reasons listed on the Form DSA 301-N have not been fully resolved within 60 days after it is first issued, the form will be posted on the DSA website.

#### **1.3 Re-Examination**

- Once a DSA 301-N Notification of Requirement for Certification is issued, the School District (Owner) or the Design Professional in General Responsible Charge must complete a *DSA 302: Response to DSA 301-P Notification of Requirements for Certification* form to transmit any documents or respond to any items listed on the DSA 301-N form.
- Submittals of documents received without a completed DSA 302 form will be returned without action.
- Comprehensive complete submittals addressing every item listed on the DSA 301-N form are highly recommended, however DSA will accept and process partial submittals, (unless they are transmitted without a DSA 302 form). The re-examination fee schedule noted below will apply to submittals regardless of their completeness.

---

## RE-EXAMINATION OF FILES FOR PROJECT CERTIFICATION

- If the DSA 302 Request package is complete and received within 60 days from the date the DSA 301-N letter was issued, the project will be certified and the *DSA 301-P Notification of Requirement for Certification* will not be posted on the DSA website.
- If the DSA 302 request package is incomplete, DSA will issue an updated DSA 301-P and post it on the DSA website.
- Subsequent transmittal of documents and responses to unresolved items listed on the updated DSA 301-P Notification must repeat the same “Request for Re-examination” process.

### 1.4 Re-Examination Fees

- No fee is required for the first DSA 302 request if it is received within 12 months from the date of the DSA 301-N Notification (or 90-day letter).
- Any subsequent DSA 302 Requests, or any first DSA 302 requests received 12 months after the date of the DSA 301-N Notification (or 90-day letter), must include a re-examination fee based on the following construction cost schedule:
  - Projects less than \$5 million: *\$500 re-examination fee*
  - Projects between \$5 million and \$50 million: *\$750 re-examination fee*
  - Projects greater than \$50 million: *\$1000 re-examination fee*
- DSA 302 Requests for re-examination received without required re-examination fees will be returned to the Sender without action.

### 1.5 Rescinding DSA 301 Notification

DSA 301 Notifications may be rescinded at the discretion of DSA when the district makes a request and documents both of the following conditions:

- Construction is not complete and the contractor is still mobilized at the site, and
- No portions of the project are occupied by staff and/or students

## 2. New Projects Associated with Uncertified Projects

See *DSA IR A-20: New Projects Associated with Existing Uncertified Projects* for discussion of new projects that are associated with uncertified projects.

### DSA Website Reference:

1. IR A-20

---

A DSA Policy is a formally established set of governing statements based on law and code objectives, addressing any aspect of DSA’s review and approval of plans and specifications and construction oversight programs that is not clearly addressed by code. A Policy also may specify administrative or technical requirements that are not yet addressed within Title 24, but are deemed important and necessary to fulfill code objectives in advance of adoption into the code.