

To: DSA Stakeholders

From: The Division of the State Architect

Date: July 7, 2025

Subject: Document Updates and Announcements for the Second Quarter of 2025.

To keep industry partners informed of new and revised forms and publications available online, as well as recent announcements, the Division of the State Architect (DSA) posts this list to the “[News](#)” section of the DSA website each quarter. If you have questions regarding any of the forms, publications, or announcements in this summary, please email dsacommunication@dgs.ca.gov.

NEW AND REVISED FORMS AND PUBLICATIONS

APRIL

- [DSA 103: List of Required Structural Tests and Special Inspections User Guide](#) This guide was revised to provide a step-by-step process on how to access the DSA 103 Web Forms and set up your account for registration. (Revised 04/07/25)
- [DSA 609: Disability Access Inspection Certificate Order Form](#) This form had minor verbiage updates. (Revised 04/14/25)
- [BU 24-05: Fire Safety During Construction and Demolition](#) This BU was revised to clarify Section 1.3 that the requirement for submitting a site safety plan is prepared in accordance with California Fire Code Chapter 33. (Revised 04/22/25)
- [IR A-22: Construction Projects and Items Exempt From DSA Review](#) This IR was updated to clarify the scope of construction work that is eligible to be exempt from plan review. This new edition of the IR improves its organization and usability. (Revised 04/23/25)
- [DSA 108: Change in Delegation of Responsibility and Instructions](#) Please view the announcement section for more details. (Revised 04/30/25)

MAY

- [IR A-4: Geohazard Report Requirements: 2022 CBC](#) This IR was updated to clarify the report requirements concerning when a report is required to be prepared, when the report must be reviewed and accepted by the California Geological Survey (CGS), what information must be included in the report, how geological hazard zones are defined and how soil improvement work is approved. (Revised 05/02/25)
- [DSA 175: Project Inspector Examination Application](#) This form was revised to improve organization and usability. (Revised 05/14/25)
- [PL 07-02: Over-the-Counter Review of Projects](#) This PL was revised to provide comprehensive updates throughout the document, including a revised title to better reflect its current scope and objectives. Appendix A now features an entirely new Over-the-Counter (OTC) Package Checklist that consolidates the previous OTC checklist and DSA 3 (Revised 05/19/25)

- [IR 19-8: Shotcrete Construction: 2022 CBC](#) This new IR clarifies requirements to qualify concrete construction placed by the shotcrete method on projects under DSA jurisdiction. This includes requirements of the construction documents, preconstruction demonstration, and quality assurance during construction. (Issued 05/22/25)

JUNE

- [IR 17-1: Special Inspection Program \(SIP\)](#) This IR was revised Section 3.6.5 to clarify requirements for a competency evaluation procedure in a laboratory's Quality Management System (QMS). (Revised 06/26/25)

ANNOUNCEMENTS

DSA 108: Change in Delegation of Responsibility and Instructions Update

The form [DSA 108: Change in Delegation of Responsibility and Instructions](#) was revised with changes as follows:

- Added a reminder to submit an amended form *DSA 102-IC: Construction Start Notice/Inspection Card Request* if project construction has been commenced.
- Extended form DSA 108 applicability to forms *DSA 1-DEL: Delegation of Responsibility*, *DSA 1-MR: Application for New Manufactured Permanent Modular or Relocatable Buildings*, and prior submitted DSA 108 in Section 2.
- Revised the Authorized Agent listed on Section 8 to General Responsible Charge.
- Updated the Instructions on Page 2.

DSA Web Forms Update

The following DSA web forms transitioned to a new platform, with updated versions now available on the Forms webpage. An outdated version was removed as part of this update.

- [DSA 608: Voluntary Listing of CASp Inspected Businesses \(HTML\)](#) (Revised 04/07/25)
- [DSA 610: Notice of Access Inspection and 120-Day Grace Period \(HTML\)](#) (Revised 04/07/25)
- [DSA 787: Disability Access & Education Fund Annual Report \(HTML\)](#) (Revised 04/07/25)
- [DSA 786: Disability Access & Education Fee Quarterly Report \(HTML\)](#) (Revised 04/07/25)

IR EB Series Update

The following IR have been updated in coordination with the 2025 California Administrative Code, the 2025 California Building Code, and their adopted standards. Editorial and organizational changes have been made to improve the readability and clarity of the documents. Other revisions have been implemented to improve understanding and communication as guided by feedback received from users of the documents. These changes are identified with margin markings in accordance with DSA standards.

- [IR EB-1: Existing Building Regulations Overview: 2025 CAC](#) (Revised 06/20/25)
- [IR EB-2: Conversion of Nonconforming Building: 2025 CAC](#) (Revised 06/20/25)
- [IR EB-3: Evaluation and Design Criteria Report: 2025 CAC](#) (Revised 06/18/25)
- [IR EB-5: Rehabilitation Required by Scope: 2025 CAC](#) (Revised 07/02/25)
- [IR EB-6: Voluntary Seismic Upgrade: 2025 CAC](#) (Revised 06/20/25)

DSA 103-19 and DSA 103-22 Update

The following changes to the forms [DSA 103-19: List of Required Structural Tests and Special Inspections – 2019 CBC](#) and [DSA 103-22: List of Required Structural Tests and Special Inspections – 2022 CBC](#)

(Revised 06/20/25) will include:

- Adding “Concrete Batch Plant Inspection : Form 291” to the list of required verified reports when “Periodic” Batch Plant Inspection is selected at C1e and M1f.
- Adding a check box to the masonry veneer section (M2) to identify a “Project with adhered veneer only” resulting in M2.c and M2.d becoming unselected.

For the 2022 version, C3.a modified the PCI MNL-117 and NPCA versions in the “Code References and Notes.”

DSA 3 and 403 Update

The Division of the State Architect (DSA) has updated forms [DSA 3: Project Submittal Checklist](#) and [DSA 403: Energy Code Compliance Checklist](#), which may be found on the DSA [Forms](#) webpage. As of the date of this posting, all projects are required to submit the revised DSA 3 with project documentation.

This update added space to input DSA Application Number and the date of form DSA 3 completion; revised Over-The-Counter drawings sets requirement; added California climate zone, locations of fire apparatus access roadways, and form *DSA 1-AMM-PV: Request for Alternate Design, Materials and Methods of Construction* to the checklist; and various clarification items throughout the checklist.