



Online Record Set Submittals for DSA Approved Projects (Electronic Image Files)

In order to perform the record set online submittal you need to follow the 2 steps process:

1/ Registration: connect to DSA web side, fill in and submit the registration to DSA. Login name, password and DSA FTP side link will be provided.

2/ Repair the submittal package:

Before uploading to DSA FTP side, please create the folder which has folder's name is the project application number. Bundle all files inside the folder follow the file format requirement. Upload the folder to the FTP side which is provided to you in the registration process.

Record documents of DSA approved drawings and Specifications shall be sent to DSA within fourteen days after the date shown on the stamp of identification. 2001 California Building Standards Administrative Code (Part 1, Title 24, C.C.R., section 4-318[c]). see page 2.

Please provide scanned images of all DSA approved drawings (for all sheets with a DSA dated approval block in a .TIF Format), with selected specification section in PDF or WORD Format) in accord with the following requirements:

Electronic Image File Submittal Requirements:

DRAWINGS: .TIFF (compression CCITT Group 4)

Resolution: **300 DPI, Gray Scale (16 bit). NO COLOR (drawings).**

If possible include the index file in a excel file format. (Drawing numbers, Title and Discipline Category – T,C,L,A,P,M,FS,S,E ect.)

SPECIFICATIONS: PDF FORMAT

File Format: PDF (version 5 or newer version, in compressed form)

Please Combine multiple files into **one Adobe PDF file.**

Provide scanned cover sheet with DSA approval block and copies of approved Sections for CSI Divisions 2;5;6;8;9;10;11;12;13;14;15;16 if applicable.

Please call Thai Nguyen at 916-445-6944 if you have any questions regarding electronic formats, your DSA account or FTP submittal process.

2001 California Building Standards Administrative Code (Part 1, Title 24, C.C.R., section 4-318(c)).

(c) Voidance of Application. Any change, erasure, alteration or modification of any plans or specification bearing the stamp of DSA may result in voidance of the approval of the application. However, the “written approval of plans” may be extended by DSA to include revised plans and specifications after documents are submitted for review and approved. (See Section 4-323 for revised plans and Section 4-338 for addenda and change orders.)

The procedures leading to written approval of plans shall be carried to conclusion without suspension or unnecessary delay. At the discretion of DSA, the entire application may be voided where either (1) prints from corrected plans or corrected original plans are not filed for backcheck within 6 months after the date of return of checked plans to the architect or engineer, or (2) prints of the stamped plans and one set of stamped specifications are not submitted to DSA within 14 days after the date shown on the stamp of identification, or (3) at the discretion of DSA, any remaining unapproved portion of the application may be voided when more than six months have elapsed since the last approval of an increment has been issued, and subsequent incremental plans and specifications have not been received by DSA for checking.