

Texas Access
www.TexasAccess.com
Texas Architectural Barriers
PLAN REVIEW SUBMITTAL CHECKLIST

This checklist is provided as a convenience aid to ensure that all items submitted to Texas Access are done so in accordance with the Rules and Procedures of the Texas Dept. of Licensing and Regulation (TDLR). Click on the **blue** links below to obtain the forms required by this checklist, or visit: http://www.texasaccess.com/tdlr_forms.htm. For a more comprehensive list of submittal instructions and forms, please visit: http://www.texasaccess.com/tdlr_plan_review.htm.

To avoid delays in processing, all forms must be fully completed, signed, and dated (when applicable). Forms may be mailed, couriered, faxed, or emailed in portable document format (pdf).

[TDLR Architectural Barriers Project Registration Form](#)

This is the paper version of the official state architectural barriers project registration form. If this form is submitted to us in lieu of the below Confirmation Page, we will register the project online for you and include a copy of the Confirmation Page (with the EABPRJ Number) to the end of the plan review report.

OR:

[TDLR Architectural Barriers Project Registration Confirmation Page](#)

Visit the state's website to register your project online and pay the \$175 Project Filing Fee. For projects registered online at the TDLR's website, the resulting Confirmation Page with the EABPRJ Number will be required in lieu of the above Registration Form. To register your project online, begin here: http://www.texasaccess.com/tdlr_project_registration.htm

The Building/Facility Owner's Email Address is: _____

We are required to address and issue our reports to the Owner (unless an Agent has been previously designated). If the project was registered online, refer to the Confirmation Page and write in the email address of the Contact Name for the Owner. NOTE: The person making the submittal will receive a copy of the plan review report.

[TDLR Proof of Submission Form \(POS\)](#)

The Proof of Submission form must be fully completed, signed and dated, by the design professional with overall responsibility for the design of the project. In the absence of such a design professional, the Owner is required to make the submittal. In that event, this form will not be required. NOTE: It is critical that the Date Construction Documents Issued/Submitted is accurate. The two dates should not be more than twenty (20) business days apart.

[One complete set of construction documents](#)

This includes all plans and specifications applicable to the project, including architectural, civils, MEP's, specifications, etc. Construction documents must be plotted to-scale and in a hard format.

[Plan Review Fee with *Project Filing Fee payable to 'Texas Access' in the amount of \\$ _____ .00](#)

To determine the fee, see our published [Fee Schedule](#).

*If you already registered the project online and paid the \$175.00 Project Filing Fee, do not include that amount.

The plan review fee MUST be included with the submittal per TDLR Rule [68.50\(c\)](#) and [68.80\(g\)](#).

Temporary checks are not acceptable and will be returned to the person making the submittal, thus delaying the project.

You may include the mandatory final inspection fee at time of submittal, however, by including the final inspection fee you understand and agree that if the final inspection is not requested by the Owner prior to the 1st anniversary of the recorded project completion date the fee will be forfeited by Rule and a new inspection fee must be paid. You also accept and agree that, subsequent to the receipt of the final inspection fee and a request for inspection form, Texas Access may perform the final inspection at our leisure and at any time prior to the 1st anniversary of the recorded project completion date. If you do not agree to these conditions then do not include the final inspection fee.

[TDLR Request for Inspection Form \(RFI\) \(OPTIONAL\)](#)

If your payment amount includes the final inspection fee, you may include this form at time of project submittal. This form must be signed and dated by the Owner holding title to the property. If any party other than the Owner signs this form as 'the Owner's Agent', then we must also be in receipt of a [TDLR Owner Agent Designation Form \(OAD\)](#).

SUBMIT THE ABOVE ITEMS TO:

Texas Access
3415 Misty Meadow Dr.
Dallas, TX 75287-6025
Need Help? Toll Free: 1 + (800) 880-6986

By _____ (PRINT NAME)

_____ Date