

You may use your mouse cursor to check the boxes and fill in the fields below.

Texas Access
<https://www.texasaccess.com/>
Texas Architectural Barriers (ADA)
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 or information required by this checklist. Incomplete forms will cause delays. All information required on the forms must be fully completed.

TDLR Architectural Barriers Online Project Registration (TABS)

Visit the Texas Architectural Barriers online System (TABS) website to register your project online and pay the \$175 state Project Filing Fee. To register your project online, begin here:
https://www.texasaccess.com/our_services/tdlr_project_registration/

If you are unsure if the project has already been registered with the TDLR, please visit the TABS projects database and search for the project: <https://www.tdlr.texas.gov/TABS/Search>

One set of construction documents in PDF format

We do not need to receive plans that do not contain information applicable to accessibility. For example, storm sewer, erosion control, structural, wall sections, construction specifications and MEPs are examples of drawings typically not needed.

Note: Office supply centers such as FedEx Office (formerly Kinko's) have the ability to scan non-electronic drawings to PDF format.

TDLR Proof of Submission Form (POS) in PDF format

The Proof of Submission form must be fully completed, signed and dated, by the Texas licensed design professional with overall responsibility for the design of the project. Please ensure that there is a signature and date in the bottom of BOX 11 on the form and that the construction start and completion dates are entered. In the absence of a Texas design professional, the Property 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 or there could be consequences for the design professional.

VERY IMPORTANT: If you encounter any problems uploading the construction drawings and the Proof of Submission Form to the TABS system, please email (*preferred*) the construction drawings and POS Form in PDF format to: Submittals@TexasAccess.com. Alternately, they may be hard-mailed or couriered to us in paper format to the address at the bottom of this checklist. Please contact us before doing so.

Plan Review Fee (and Inspection Fee) Payable to 'Texas Access' in the Amount of \$

- In addition to the \$175 state project filing fee paid at time of project registration, a plan review fee must also be paid. To determine the fees, see the [TDLR Plan Review Submittal & Fee Schedule](#) page on our website.
- You should also pay the final inspection fee at the time the plan review fee is paid.
- The submittal will not be considered complete until the construction drawings, the Proof of Submission Form and payment is received. You may pay by check or money order to the address below, payable to 'Texas Access'.

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

The \$175 project registration fee is NOT the plan review fee! You must pay a separate plan review fee.

By (Print Name)

Email Address (if not previously provided to us)

Date