



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157  
*techinfo@tdlr.texas.gov • www.tdlr.texas.gov*

## PROOF OF SUBMISSION INSTRUCTIONS

UNLESS OTHERWISE INDICATED, ALL SECTIONS ARE REQUIRED AND MUST BE INCLUDED FOR THE PROOF OF SUBMISSION FORM TO BE PROCESSED. Failure to include all information will result in a delay of processing and the form will be returned to the project owner. Form must be complete in print or type.

A building owner, per Texas Government Code Sec. 469.058, is responsible for any violation of the Elimination of Architectural Barriers program laws or rules and may be subject to administrative penalties for any violation.

1. **DESIGN PROFESSIONAL INFORMATION** – Provide information about the licensed design professional with overall responsibility of the construction project.
  - **DESIGNER NAME** - Enter the first, middle, and last name of the design professional.
  - **LICENSE TYPE** – Check the box that applies the type of license design professional holds.
  - **LICENSE #** - Enter the license number of the design professional.
  - **ADDRESS** – Provide the Designer's mailing address. The mailing address provided is where we will send project related mail. A Post Office Box can be used.
  - **PHONE** – Provide the Designer's phone number.
  - **EMAIL** – Provide the Designer's email address. This email address cannot be duplicated as any other contact for this project.
2. **PROJECT INFORMATION** – Provide information about the project for which you are registering.
  - **PROJECT NAME** – Provide the name of the project as registered in TABS (example: CLASSROOM ADDITION).
  - **TDLR PROJECT #** – Provide the complete TDLR Project number assigned to the project. This form may not be submitted prior to registration of your project.
  - **PHYSICAL ADDRESS** – Provide the physical address of the project as registered in TABS, including the suite number (if applicable). If no physical address is available at the time of submission, provide the physical description of the project location as registered in TABS. Post office boxes will not be accepted.
3. **RAS INFORMATION** – Provide information about the Registered Accessibility Specialist (RAS) to perform services.
  - **RAS NAME AND NUMBER** - Enter the name and license number of the RAS for the project.
4. **DESIGNER'S ACKNOWLEDGMENT** – After reading the acknowledgment, print your name, provide your title, and date the form. By signing this form, you acknowledge that you have read and understand the statement and are aware of your responsibilities as a building or facility owner.
  - **ISSUE DATE** – Provide the date the construction documents were issued. This is the date that the drawings were sealed, last date revised for construction, or in the case of public right-of-way projects the date drawings issued for public bid.
  - **SUBMITTED DATE** – Provide the date the construction documents were submitted to the RAS.

### **SEND YOUR COMPLETED DOCUMENTS TO:**

Project associated Registered Accessibility Specialist (RAS)

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at:

<https://www.tdlr.texas.gov/ab/ab.htm>

For assistance with this form you may contact [techinfo@tdlr.texas.gov](mailto:techinfo@tdlr.texas.gov). For other issues you can request assistance via [TDLR webform](#). You may contact Customer Service Representatives at (800) 803- 9202 (in state only) or (512) 463-6599; Relay Texas-TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday from 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

### **TDLR Public Information Act Policy:**

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the TDLR Public Information Act Policy at:

<https://www.tdlr.texas.gov/disclaimer.html#PublicInfoPolicy>.



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## PROOF OF SUBMISSION FORM

Texas Government Code §469.101 states: "All plans and specifications for the construction of or for the substantial renovation or modification of a building or facility must be submitted to the department for review if: (1) the building or facility is subject to this chapter; and (2) the estimated construction cost is at least \$50,000." 16 Texas Administrative Code §68.50(a) states: "An architect, registered interior designer, landscape architect, or engineer with overall responsibility for the design of a building or facility subject to §469.101 of the Act, shall mail, ship, provide electronically, or hand-deliver the construction documents along with a Proof of Submission form to a registered accessibility specialist, or a contract provider not later than the twentieth day after the plans and specifications are issued. In computing time under this subsection, a Saturday, Sunday or legal holiday is not included."

The date that plans and specifications are issued shall be as defined by 16 Texas Administrative Code §68.10(16) which states: "**Issue** - To mail, deliver, transmit, or otherwise release plans or specifications to an owner, lessee, contractor, subcontractor, or any other person acting for an owner or lessee for the purpose of construction, applying for a building permit, or obtaining regulatory approval after such plans have been sealed by an architect, registered interior designer, landscape architect, or engineer. In the case of a state-funded or other public works project, it is the date when plans or specifications are publicly posted for bids, after such plans or specifications have been sealed by an architect, registered interior designer, landscape architect, or engineer."

### 1. DESIGNER INFORMATION

Name:

First, Middle, Last Name

License Type: Architect Landscape Architect License #:  
Registered Interior Designer Engineer

Address:

Street Name, Number, Suite Number, City, State, Zip Code

Phone Number:

Email:

### 2. PROJECT INFORMATION

Project Name: TDLR Project #

Physical Address:

Street Name, Number, Suite Number, City, State, Zip Code

### 3. RAS INFORMATION

Name: RAS #:

### 4. DESIGNER'S ACKNOWLEDGMENT

Date Construction Documents Issued:

Date Construction Documents Submitted:

I hereby notify the Texas Department of Licensing and Regulation of the described project and of my intent to perform, or cause to be performed, all services necessary to design said project in accordance with the provisions of Texas Government Code, Chapter 469. I certify that I am the registered design professional with overall responsibility for the design of the project and whose seal is affixed to the construction documents. I am mailing, delivering, transmitting, or otherwise releasing these construction documents to an owner, lessee, contractor, subcontractor or other person for the purpose of construction, applying for a building permit, or obtaining regulatory approval. In the case of a state-funded or other public works project, the date of issue is the time at which construction documents are publicly posted for bids.

\_\_\_\_\_  
Designer Signature

\_\_\_\_\_  
Date