

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/](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**

All construction drawings applicable to the project must be submitted for state architectural barriers plan review in 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.

**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](mailto:Submittals@TexasAccess.com).

**Plan Review 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 Fee Schedule on our website at: [https://www.texasaccess.com/our\\_services/fee-schedule/](https://www.texasaccess.com/our_services/fee-schedule/).
- To pay by credit card, go here: <https://www.texasaccess.com/ccpayment/>
- The submittal will not be considered complete until the construction drawings, the Proof of Submission Form (if applicable), and payment is received.

If you have questions or need help, call us at: (800) 880-6986  
Or email us at: [Submittals@TexasAccess.com](mailto:Submittals@TexasAccess.com)

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