



Project Submission Checklist

Submittal of Projects to Johnson – Kelley Associates, Inc.

- Payment for Plan Review fee + Registration Fee** of \$200.00 (if JKA will be registering the project). Pre-pay the Inspection fee if you wish to receive our discount.
- Construction Documents (one full printed set)**
- TDLR Registration Confirmation Page or completed Registration Blank**
- Proof of Submission Form (POS) – Completed by Design Professional (sections 1-11) and received with construction documents. must be received within 20 days of date issued for regulatory review (permit)**
- Owner Agent Designation Form (OAD) – Completed and signed by owner (this form is only required if owner is designating an Agent)**
- Request for Inspection Form (RFI) – Signed by Owner/OAD prior to performing inspection. If inspection fees are prepaid, the signed RFI form can be completed and submitted anytime prior to project completion.**

As a courtesy we want to make sure you are aware of the T.D.L. R. administrative rules regarding project submissions in order to avoid any problems in the future.

From the Texas Department of Licensing and Regulation (T.D.L.R.) online registration page:

“A project submittal is not complete unless an AB Confirmation Page, a complete set of construction documents and all applicable fees are submitted to the Texas Department of Licensing and Regulation (TDLR), a Registered Accessibility Specialist (RAS), or Contract Provider (CP).”

From the Administrative Rules of the Texas Department of Licensing and Regulation 16 Texas Administrative Code, Chapter 68

68.80. Fees. **(g) All fees are non refundable and must be paid prior to service being performed.**

68.90. Administrative Sanctions or Penalties. *(New rule section effective November 5, 2001, 26 TexReg 8807; amended effective February 1, 2005, 30 TexReg 382; amended effective March 1, 2007, 32 TexReg 884)*

(a) If a person violates any provision of the Act, the rules, TAS, or an order of the Executive Director or Commission, proceedings may be instituted to impose administrative sanctions, administrative penalties, or both administrative penalties and sanctions in accordance with the provisions of the Act; Texas Occupations Code, Chapter 51; and Title 16, Texas Administrative Code, Chapter 60 (relating to the Texas Commission of Licensing and Regulation).”

Additionally, if construction of the project has been **completed** prior to a plan review being performed T.D.L.R. requires a late registration fee of \$300.00 instead of the \$175.00.

Please call if you have any questions.