



TAS Project Timeline Checklist

Submittal of Projects to Johnson – Kelley Associates, Inc.

Project submission – JKA contacts are:

New Projects can be sent to our new project inbox project.submit@johnsonkelley.com

Accounting - Kelly Hartman khartman@johnsonkelley.com

- ❑ **Payment for Plan Review fee + Registration Fee** of \$250.00 (if JKA will be registering the project). Pre-pay the Inspection fee if you wish to receive our 10% discount.

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 \$375.00 instead of the \$200.00.

- ❑ **Construction Documents (one set)** – must be received within 20 working days of date issued for regulatory review (permit) per TDLR regulations. We accept download link to digital PDF files and Printed documents. We prefer PDF when available.
- ❑ **TDLR Registration Confirmation Page or completed Registration Blank**
- ❑ **Proof of Submission Form (POS)** – Completed by Design Professional and submitted as soon as possible.
- ❑ **Owner Agent Designation Form (OAD)** optional – Completed and signed by Owner. This form is used to designate a person who is outside the Owner's Company to receive and sign documents on behalf of the Owner.
- ❑ **Request for Inspection Form (RFI)** – Form can be signed by Owner or Owner's Agent if we receive an OAD form signed by the Owner. The RFI must be submitted prior to the inspection. This form can be submitted to us in advance and kept on file to expedite inspection scheduling when the project is completed.

Project Plan Review JKA Plan Review Contacts are: Jeff Kelley – RAS 55
Michael Kelley – RAS 1472
Grant Guthrie – RAS 1473

- ❑ Payment for Plan Review fee + Registration and Construction Documents must be received prior to being put in the queue for plan review. Our reviews typically take from a few days up to 2 weeks depending on workload.
- ❑ The RAS will submit his report to the Owner or Owner's Agent and the Project Submitter, plus any others that we have been directed to copy.
- ❑ Revisions are not a requirement of the TDLR, but if submitted, are reviewed at no cost with a written report issues with additional findings.
- ❑ Questions via email or phone are welcome and should be directed to the RAS who did the review when relating to a project that has been reviewed.



Project Construction – JKA Contact is Steffanie Smitson [Steffanie Smitson](mailto:steffanie@johnsonkelley.com)
steffanie@johnsonkelley.com

- ❑ Steffanie contacts the Architect, project submitter and or Owner or Owner's Agent when the date that was indicated for construction completion is near or past to confirm construction has completed. She also checks the file to make sure all forms and fees required to inspect the project are received. If the construction schedule changes, she can help get our records and the record at the TDLR corrected.
- ❑ Once she has determined we are a go for inspection she advances the project to: Project Inspection Scheduling,

Project Inspection Scheduling – JKA Contact is inspection.request@johnsonkelley.com

Project Inspection – JKA Inspection Contacts are: Jeff Kelley – RAS 55
Mike Tanguay – RAS 57
Michael Kelley – RAS 1472
Grant Guthrie – RAS 1473

- ❑ An inspection request can be sent to inspection.request@johnsonkelley.com, which is monitored by all inspectors. The project will be assigned to a RAS to perform the inspection at a specific day and time.
- ❑ Our inspectors set their routes and will contact for scheduling.
- ❑ The Inspector will meet the designated site contact and perform the inspection.
- ❑ The Inspection results will be emailed once the report is created.
- ❑ If all is found to be compliant, a letter of substantial conformance No Violations noted letter will be issued and uploaded to the TABS website.
- ❑ If Violations are found, a detailed report will be sent along with an Inspection Response (IRF) form that will be returned once remediation is completed. There is a 270-day window to return the IRF before we are locked out of the TABS system. After 270 days the TDLR takes over the process.

Please call if you have any questions. See additional submittal information and company personal contact information below.

If we are to register the project for you, we will need the Registration form completely filled out.

Once we get the project set up in our system, we can provide the need forms filled out for signature.

More information on our process:

Important Reminder: TDLR filing fee is \$175. We are happy to register the project for you for an additional \$75 fee. A blank TDLR Registration Form is available. Once the form is completed, you can email it back to Kelly Hartman khartman@johnsonkelley.com, who will invoice you for the fees.

To expedite the payment process, there will be a link on the invoice so that you can easily make a payment online. We will need payment of the fees prior to registering the project, but I will register the project the day we receive the completed registration blank and payment, and will email you a copy of the confirmation page with the TABS#.



If you choose to register the project yourself online at <https://www.tdlr.texas.gov/TABS> and pay the \$175 filing fee with a credit or debit card to receive your state (TABS) number, you will need to select the option of sending to a RAS, and Jeff Kelley's RAS number is 55.

We can offer all forms except the Registration Form that are required for signature, project specifically filled out, once the project is set up in our system.

We look forward to helping with your TAS compliance efforts.

As a company are structured to keep your project tracked and moving forward through all stages of the TAS review process.

We strive to meet all required deadlines and work closely with your company or its designated representatives to meet all expectations.

We have the following personnel that handle various aspects of our administrative process.

New Projects and updates or questions can be submitted to:

project.submit@johnsonkelley.com

Several people monitor this address.

Inspection Scheduling and inquiries can be submitted to:

inspection.request@johnsonkelley.com

Several people monitor this address.

Or call one of us directly.

Kelly Hartman is our Accountant

She is out on extended leave but we monitor her address for billing issues.

khartman@johnsonkelley.com

Steffanie Smitson is our Construction Coordinator

When the completion date hits our system, she verifies construction is complete and makes sure we have the Request for Inspection form.

steffanie@johnsonkelley.com

Direct: 972-346-1941

Grant, Michael, and Jeff are the RAS's who will be performing plan reviews and inspections.

Grant Guthrie

gguthrie@johnsonkelley.com

Direct: 972-346-1946

Michael Kelley

mkelley@johnsonkelley.com

Direct: 972-346-1867

Jeff Kelley

jkelly@johnsonkelley.com

Direct: 972-346-1869

We are all here to meet your expectations so feel free to reach out if there are processes that will help your organization keep the projects on schedule.