

## PLAN REVIEW SUBMITTAL REQUIREMENTS

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The following items constitute a complete plan review submittal:

- One complete set of plans and specifications
- Project Registration Confirmation Page (or EABPRJ#)
- Proof of Submission form signed by design professional
- Plan Review Fee – payable to P3 CONSULTING (see FEES)

All necessary forms may be found on the TDLR website: [www.license.state.tx.us/ab/abforms.htm](http://www.license.state.tx.us/ab/abforms.htm)

The Project Registration Confirmation Page is obtained by registering a project online at the TDLR website: <https://www.tdlr.texas.gov/ABProjectRegistrationOnline/>.

## INSPECTION SUBMITTAL REQUIREMENTS

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The following items must be submitted to schedule an inspection:

- Completed Request for Inspection form signed by owner
- Inspection Fee – payable to P3 CONSULTING (see FEES)

## FEES

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Please note that service fees include answering any questions via phone or email. A preliminary inspection for Austin-area projects can often be arranged without cost. Any projects more than 100 miles from Austin may be subject to an additional travel fee, which will be set prior to the inspection. We can register your project with TDLR for a fee of \$250, which includes the TDLR registration fee.

Please contact [james@p3consulting.us](mailto:james@p3consulting.us) for a current fee schedule.

## HOW TO REGISTER A PROJECT WITH TDLR

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Step 1: Go to <https://www.tdlr.texas.gov/ABProjectRegistrationOnline/>

Step 2: Follow the prompts to begin the registration process for a new project. When prompted, choose the second option which says, "A RAS will be performing the required plan review" and enter James Rickard's RAS# 1182.

Step 3: Enter the project information and click "Submit Form". Confirm the project information and click "Ready to Pay".

Step 4: Pay the \$175 TDLR filing fee to complete the registration process and receive an EABPRJ# for your project.

Step 5: Include a copy of the Project Registration Confirmation Page with your submittal for review.

Effective January 1, 2016

## **HOW TO REQUEST P3 CONSULTING TO REGISTER A PROJECT WITH TDLR**

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Step 1: Complete the [Project Registration Form](#).

Step 2: Prepare a complete plan review submittal (see **PLAN REVIEW SUBMITTAL REQUIREMENTS**), excluding the Project Registration Confirmation Page. Include an additional \$250 for the project registration fee.

Step 3: Submit to P3 your completed Project Registration Form and the modified plan review submittal outlined in Step 2.

## **SUMMARY OF TDLR PROCEDURES FOR ACCESSIBILITY PLAN REVIEW AND INSPECTION**

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Step 1: Register project and submit plans to a Registered Accessibility Specialist.

Step 2: Plan review is performed and comments are mailed to the building owner and design professional. Plan revisions will be accepted and reviewed at no charge, but are not required.

Step 3: Within one year of construction completion, the building owner must submit a request for inspection form and any remaining fees to a Registered Accessibility Specialist for a final inspection.

Step 4: Inspection is performed and comments are mailed to the building owner. If there are no violations, the project file is sent to TDLR for final approval and closure.

Step 5: If there are violations pending, the building owner must correct the deficiencies within 270 days. Notify the RAS who performed the inspection using an inspection response form when the deficiencies have been corrected. No re-inspection is necessary.

Please note that these procedures are a brief summary of the rules and procedures as written by the Texas Department of Licensing and Regulation. There are additional procedures that may be required in certain circumstances. Please ask questions if you have any concerns regarding the Texas Accessibility Standards.