

# TSS Division of Building Authority Plan Review Submittal Cover Sheet

**( DO NOT SUBMIT A PROJECT TO ABA FOR REVIEW WITHOUT THIS COMPLETED COVER SHEET ATTACHED )**

1. DBA PLAN REVIEW FILE # \_\_\_\_\_ DATE: \_\_\_\_\_  
(ASSIGNED BY ABA )

2. AGENCY NUMBER AND NAME: \_\_\_\_\_

3. PROJECT TITLE: \_\_\_\_\_

4. PROJECT LOCATION: \_\_\_\_\_

5. COUNTY: \_\_\_\_\_

6. PROPERTY OWNERSHIP: ☐ STATE LAND ☐ LEASED PREMISIS ☐ OTHER \_\_\_\_\_

7. AGENCY PROJECT COORDINATOR: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

8. DESIGN PROFESSIONAL: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

9. AASIS Vendor ID Number: \_\_\_\_\_

10. Professional Services Contract #: \_\_\_\_\_

11. ADDITIONAL COPIES TO: NAME \_\_\_\_\_ (EMAIL) \_\_\_\_\_

\_\_\_\_\_ (EMAIL) \_\_\_\_\_

12. TYPE OF REVIEW SUBMITTED: (check one only)

☐ PUBLIC BID ☐ EMERGENCY BID ☐ LEASING ☐ PUBLIC SCHOOL (K-12) ☐ GIFT/DONATION  
☐ ALTERNATIVE DELIVERY ☐ IN HOUSE LABOR ☐ OTHER \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

13. TYPE OF PROJECT: (check one only)

☐ NEW CONSTRUCTION ☐ ADDITION ☐ RENOVATION ☐ RENOVATION & ADDITION ☐ OTHER \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

14. PRIMARY USE OF PROJECT: (check one only)

☐ OFFICE SPACE ☐ CLASSROOM ☐ OFFICE / CLASSROOM ☐ LABORATORY  
☐ STORAGE ☐ SITE UTILITIES ☐ PARKS / RECREATION ☐ ROOFING / WATERPROOFING  
☐ PRISONS ☐ DORMS / HOUSING ☐ PARKING FACILITY ☐ OTHER \_\_\_\_\_

15. ESTIMATED CONSTRUCTION COST: \$ \_\_\_\_\_ PROJECT AREA \_\_\_\_\_

16. UNIT OF MEASURE ( ie: SF, LF, ACRE, ETC.) \_\_\_\_\_ COST PER UNIT \_\_\_\_\_

17. Will this project pursue LEED and/or Green Globe certification or accreditation? ☐ YES ☐ NO  
If yes, indicate the rating level intended? ☐ CERTIFIED ☐ SILVER ☐ GOLD ☐ PLATINUM

18. Is this project funded partially or fully by the Federal Funds? ☐ YES ☐ NO

19. Is this project funded partially or fully by the ABA Revolving Loan Fund? ☐ YES ☐ NO

20. NOTES: \_\_\_\_\_  
\_\_\_\_\_

DBA PLAN REVIEW SUBMITTAL COVER  
SHEET INSTRUCTIONS  
(DO NOT RETURN WITH SUBMITTAL)

- Line 1 Enter the DBA assigned project number and the date of the submittal. On the initial submittal, leave the project number blank and DBA will assign the number.
- Line 2 Enter the Agency's 3-digit code (i.e. DHS is 0710 so insert 710) and the Agency Name. For Public Schools (K-12) use the Agency Number 500 and enter the District Name.
- Line 3 Enter the Owner's project title. This title will remain with the project through the construction phase of the project in the ABA tracking system.
- Line 4 Insert the city and street address, campus or park where the project is located. (i.e. Building 2300 Camp Robinson, North Little Rock.)
- Line 5 Enter the county in which the project is located.
- Line 6 Check the appropriate property ownership. For Public Schools (K-12) check "other" and write in "District Property" unless one of the other boxes apply.
- Line 7 Enter the Agency's point of contact name and contact information. Inclusion of the email address will help expedite the communication process. ABA will email review comments and approvals as soon as they are available.
- Line 8 Enter the name of Design Professional Firm and name of the point of contact along with his/her contact information.
- Line 9 Enter the Design Professional Firm's AASIS vendor number. This number can be found in the upper left hand corner of the professional services contract. ( For Public School K-12 projects you may skip this line.)
- Line 10 Enter the Design Professional Services contract number. For project executed under a purchase order agreement in lieu of a standard professional services contract, enter the PO number. (For Public School K-12 projects you may skip this line.)
- Line 11 Enter the names and email addresses of others that should receive copies of the plan review comments and approval letters. These individuals will receive email versions of the letters only and will not be hard copied or cc on the actual letters. If hard copies are required by these individuals, it will be the responsibility of the Agency Project Coordinator to copy and forward these hard copies.
- Line 12 Select the appropriate type of submittal.  
Public Bid = projects publicly advertised for bids.  
Emergency Bid = projects approved for emergency bidding by ABA Director.  
Leasing = projects submitted through the ABA Real Estate Services Section.  
Public Schools (K-12) = ADA only review for schoolhouse projects.  
Gift/Donations = projects 100% funded by gifts or donations (not state or federal funds).  
Alternative Delivery\* = projects approved for this delivery method only.  
In-House Labor = projects utilizing inmate or in-house labor where the construction phase will not be bid to outside contractors.  
Other = any type of review not otherwise listed. Write in description of review.  
\*Note: When selecting alternative delivery as a review type, please indicate the review package submittal in the notes field on line 20. For fast track projects, the customary submittal packages will generally include the following:
- Original submittal (schematic design)
  - Site Development Package
  - Structural/Foundation Package
  - Exterior Envelope Package
  - Interior Package
  - Mechanical/Plumbing/Electrical Packages
  - Landscape Package

- Line 13      Select the type of project that best describes your project submittal.  
New Construction = a new building, park, or facility not previously existing.  
Addition = an addition to an existing building or structure.  
Renovation = renovation and upgrades to existing facilities only.  
Renovation & Addition = renovations and add-on to an existing facility.  
Other = specify the type of project. Use the notes field on line 20 if needed.
- Line 14      Select the description that best describes the primary use of the building. This usage should account for more than 50% of the use of the building or facility.
- Line 15      Enter the estimated cost of the construction phase of the project. Exclude the design fees and any land acquisition cost. Also, enter the area of the project or portion thereof affected by the construction. For alternative delivery project submittals, enter the total projected cost for the project here.
- Line 16      Enter the appropriate unit of measure for the area entered on line 15. For exterior project such as park campgrounds or parking lots use acres, LF, or SF. For utility only projects LF may be appropriate. For new buildings gross SF of building only. For renovations, list SF of affected area only. For additions and renovations list the SF of the addition and SF of renovation.
- Line 17      If the Agency intends to pursue a LEED or Green Globe rating for the project, check “yes” and select the intended rating.
- Line 18      If the project is funded partially or fully by Federal funds, check yes. This includes but is not limited to projects funded under the American Recovery and Reinvestment Act of 2009.
- Line 19      Check the appropriate box indicating whether this project is funded fully or partially by an ABA Revolving Loan Fund.
- Line 20      Enter any special notations necessary to clarify the submittal. You may add an additional page if necessary.