
TEXAS DEPARTMENT OF LICENSING AND REGULATION

Compliance Division/Architectural Barriers



Procedures for Registered Accessibility Specialists

I acknowledge that I have downloaded and reviewed the [TBD] Registered Accessibility Specialist Procedures available on the Texas Department of Licensing and Regulation website at <http://www.tdlr.texas.gov>.

I understand that it is my responsibility to familiarize myself with these procedures in their entirety and to abide by all requirements set forth within. This responsibility is in addition to my obligation to comply with Title 16, Texas Administrative Code, Architectural Administrative Rules, and Texas Government Code, Chapter 469, Elimination of Architectural Barriers Act.

I also acknowledge that the Texas Department of Licensing and Regulation may alter or otherwise amend these procedures at any time; however, a written notice to the Registered Accessibility Specialist must precede the effective date of these changes.

Furthermore, I understand that these procedures replace all previous Registered Accessibility Specialist Procedures.

Printed Name: _____ RAS #: _____

Signature: _____ Date: _____

ACKNOWLEDGEMENT OF RECEIPT

A signed and completed form MUST be mailed or hand-delivered to:

Texas Department of Licensing and Regulation

920 Colorado

Austin, Texas 78711

Facsimiles will not be accepted.

Effective Date: TBD

Registered Accessibility Specialists Procedures

Texas Department of Licensing and Regulation

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SECTION ONE: GENERAL INFORMATION

1.1 General Information

- 1.1.1** These procedures are established by the Texas Department of Licensing and Regulation in accordance with Title 16, Texas Administrative Code, Chapter 68 for the purpose of identifying additional requirements and timelines related to the performance of plan reviews, inspections, and related services performed by a Registered Accessibility Specialist.
- 1.1.2** These procedures do not eliminate or limit, the obligation of a Registered Accessibility Specialist to comply and abide by Texas Government Code, Chapter 469, Elimination of Architectural Barriers Act; Title 16, Texas Administrative Code, Chapter 68; the Texas Accessibility Standards adopted by the Texas Commission of Licensing and Regulation; or Technical Memoranda and Registered Accessibility Specialist Bulletins issued by the Texas Department of Licensing and Regulation.
- 1.1.3** The project folder and all contents are public record and subject to the requirements of the Texas Public Information Act, Texas Government Code, Chapter 552, unless specifically exempted by law. Requests for access to all information or documentation contained in a project folder must be made through the Texas Department of Licensing and Regulation in accordance with the Texas Public Information Act. A Registered Accessibility Specialist shall direct all persons requesting such information to the Texas Department of Licensing and Regulation.
- 1.1.4** The owner is responsible for payment of applicable fees to the Texas Department of Licensing and Regulation. However, should any fees be misdirected to a Registered Accessibility Specialist, the Registered Accessibility Specialist shall transfer the fees to the Texas Department of Licensing and Regulation within 14 days of receipt. A completed Project Status Update form must accompany the fee transfer.
- 1.1.5** A Registered Accessibility Specialist shall hold harmless and indemnify the Texas Department of Licensing and Regulation for any liability.
- 1.1.6** Texas Department of Licensing and Regulation contact: techinfo.AB@tdlr.texas.gov

SECTION TWO: TERMS

2.1 Terms

2.1.1 The terms used in these procedures are consistent with Title 16, Texas Administrative Code, Chapter 68, Section 68.10, adopted by the Texas Department of Licensing and Regulation under the authority of Texas Government Code, Chapter 469, Elimination of Architectural Barriers and the Texas Occupations Code, Chapter 51.

2.1.2 The following terms, when used in these procedures, have the following meanings, unless the context clearly indicates otherwise.

- a) **Act** -- Texas Government Code, Chapter 469, Elimination of Architectural Barriers.
- b) **Day** -- A calendar day.
- c) **Department or TDLR** -- The Texas Department of Licensing and Regulation.
- d) **Registration** -- Certificate given by the Texas Department of Licensing and Regulation to an individual who has satisfied the minimum requirements to be a Registered Accessibility Specialist.
- e) **PSU** -- The Project Status Update form, developed and submitted to the Texas Department of Licensing and Regulation by the RAS to report various processes or changes to information related to the status of a registered project.
- f) **RAS** -- Registered Accessibility Specialist.
- g) **Rules** -- Title 16, Texas Administrative Code, Chapter 68 adopted under the authority of the Texas Government Code, Chapter 469, Elimination of Architectural Barriers and the Texas Occupations Code, Chapter 51.
- h) **Shared Services** -- Where a RAS, retained by the owner or agent, engages the services of another RAS to perform plan review or inspection functions.
- i) **Submit** -- To mail, ship, or hand deliver.

SECTION THREE: PROFESSIONAL PRACTICE

3.1 Authentication

- 3.1.1 A RAS shall not issue or authorize the issuance of a document regulated by these procedures unless, the document is labeled with the:
- Date
 - RAS Name and Registration Number
 - EABPRJ project number issued by the Department
 - Project Name and Address
- 3.1.2 Ensure that your RAS contact information is current by updating and providing the information online at the License Contact Information Change Site (<https://www.tdlr.texas.gov/ContactInfoUpdate/LicenseProgram.aspx>) or notify the Department of changes in personal contact information by submitting a completed Registered Accessibility Specialist Contact Update form within 30 days of the change.

3.2 Forms

- 3.2.1 All forms issued by the Department are regulated by these procedures. An individual who completes and files a form with the Department is entitled to:
- be informed about the information that the Department collects about the individual, upon the request of the individual and subject to a few exceptions;
 - receive and review the information, under Sections 552.021 and 552.023 of the Texas Government Code; **AND**
 - have the Department correct information about the individual that is incorrect, under Section 559.004 of the Texas Government Code.
- 3.2.2 All forms issued by the Department and referenced in these procedures, unless otherwise specified, shall be available on the Department website, www.tdlr.texas.gov, in Adobe Acrobat PDF format, and/or by contacting the Department.
- 3.2.3 A RAS shall not modify or alter the design format of any form issued by the Department bearing the state seal without written consent from the Department.
- 3.2.4 If the construction documents are prepared by a licensed design professional, a copy of the Proof of Submission form must be forwarded to the Department within fourteen 14 days of receipt.

3.3 Shared Services

- 3.3.1 A RAS involved in shared services activities:
- must have a current and active registration;
 - will each be responsible for the project folder and required contents;
 - will each be held responsible for their own work product and services performed under their registration; and
 - shall not alter the work product of another RAS.
- 3.3.2 A RAS engaging in shared services must adhere to, comply with, and perform all services in accordance with the Act, rules, and procedures and established timelines.
- 3.3.3 RASs engaged in shared services are responsible for ensuring that:
- A project folder is created or obtained from the Department or another RAS, and properly maintained;
 - The project folder is transferred in a timely manner;
 - The plan review and/or inspection is performed within 30 days of receiving the plans and applicable fees;
 - Plan reviews and/or inspection reports are issued to the owner;
 - Plan reviews and/or inspection results are reported to the Department by submitting a PSU form within 14 days;

- f) The project folder and all documentation is returned in a timely manner; and
- g) Any subsequent documents associated with the project are transferred accordingly, if necessary.

3.4 Buildings & Facilities: Estimated Construction Cost Less than \$50,000 or Not Subject to Act

3.4.1 A RAS shall not perform a plan review, inspection, or related activity for a building or facility with an estimated construction cost of less than \$50,000 or not subject to the Act without written authorization from the owner prior to the execution of services.

3.5 State Leases

3.5.1 A RAS shall not knowingly perform a plan review, inspection, or related activity for a building or facility that is or will be leased or occupied, for the first time, by an agency of the State of Texas without prior written authorization from the Department.

3.5.2 A RAS shall not perform inspection services on renewal or extension of any existing lease occupied by an agency of the State of Texas.

3.6 Technical Assistance

3.6.1 During the performance of a plan review and/or inspection service, a RAS may offer technical assistance to the designer or owner for possible solutions to cited violations. **The RAS is under no obligation to offer or perform this service.**

3.6.2 When a RAS offers technical assistance to a designer or owner it must be clearly denoted in writing on the plan review or inspection report below the cited violation. (Ex: typed in bold text or surrounded by a box)

3.6.3 **A RAS shall not provide any documentation, sketches, plans or specifications that would violate the professional practice act of any other professional licensed in the State of Texas unless the RAS also holds such license.**

3.7 Variances and Appeals

3.7.1 A RAS may assist the designer or owner by completing a variance application and providing supporting documentation. The RAS shall not submit the variance application without the signature of the owner. **The RAS is under no obligation to offer or perform this service.**

3.7.2 A RAS may assist the designer or owner by providing supporting documentation for an appeal. However, the appeal letter must be written and signed by the owner. **The RAS is under no obligation to offer or perform this service.**

3.7.3 A RAS shall not state or imply that the Department will approve, disapprove, or postpone compliance of any variance or appeal. To do so would be a violation the Rules, specifically Section 68.76(e)(3).

3.8 Corrective Modification Procedural Responsibilities

3.8.1 The RAS shall verify corrective modifications by accepting any one of the following from the owner:

- a) follow-up inspection if requested in writing by the owner; **OR**
- b) written response indicating all violations have been corrected; **OR**
- c) completed Inspection Response Form indicating that all violations have been corrected

***Note:** Follow-up inspections are not required and a RAS can request a fee for this service.*

3.8.2 The RAS shall report the corrective modification results to the Department by submitting a completed PSU form within 14 days of the date of the report.

3.9 Transmittal Letters

3.9.1 Transmittal letters may be substituted for reports only where the plan review or inspection results in no violations.

3.9.2 Transmittal letters are required to provide the following minimum information:

- a) Date
- b) Owner Name and Address
- c) EABPRJ project number issued by the Department
- d) Project name
- e) Facility name and address
- f) Results paragraph (as applicable)
- g) Owner action paragraph (as applicable)

3.10 Audits

3.10.1 A RAS is subject to audits at the discretion of the Department. The RAS shall submit to the Department all documentation pertaining to any project within 14 days of receipt of a Project File Request.

3.10.2 On completion of the audit, the Department will notify the RAS in writing of the audit findings.

3.10.3 Where unsatisfactory findings are cited, the RAS shall correct all cited deficiencies and report to the Department and owner within 30 days.

3.10.4 Failure to address unsatisfactory audit findings may result in enforcement action including administrative penalties, sanctions, or both.

SECTION FOUR: PLAN REVIEWS

4.1 Review of Construction Documents

4.1.1 The requirements for the review of construction documents by a RAS for a building or facility that is constructed, renovated or altered and subject to Section 469.101 of the Act shall be consistent with the Rules adopted by the Department.

4.2 Review Procedural Responsibilities

4.2.1 A RAS shall obtain a complete submittal consisting of the following:

- a) AB Online Confirmation Page or AB Project Registration Form signed by the owner or designated agent of the building/facility
- b) A copy of the Designated Agent Form signed by the owner (if applicable)
- c) A copy of the Proof of Submission Form signed by the design professional (if applicable)
- d) Documents to be used for the construction of the building
- e) Applicable review fee

Note: A submittal is not complete until all fees are received. If a RAS has not received a complete submittal within 60 days following the date the project was registered, contact the Department. A RAS that registered a project online on behalf of the owner must obtain a Project Registration Form prior to registration. Both the Project Registration Form and Online Confirmation Page must be maintained in the project file.

4.2.2 A type written plan review findings report or resubmittal response issued by a RAS must be submitted to the owner and at a minimum include the following:

- a) Heading specifying "Plan Review Report" or "Plan Revision Report" (as applicable)
- b) RAS Name and Registration Number
- c) Date of the Report
- d) EABPRJ project number issued by the Department
- e) Facility name
- f) Project name and address
- g) Deficiencies, accurately cited in detail, followed by the TAS reference number
- h) Written explanation of any technical assistance provided (if applicable)

4.2.3 A type written plan review findings report by a RAS must be submitted to the owner within 45 days of the receipt of a complete submittal.

4.2.4 A type written resubmittal response received by a RAS must be submitted to the owner within 45 days of the receipt of the revised construction documents, change orders, addenda, or correspondence if received prior to the estimated date of the completion of construction.

4.2.5 The plan review findings report and resubmittal responses must be accompanied by a transmittal letter.

4.2.6 The RAS must report the plan review findings report and resubmittal response to the Department by submitting a completed PSU form within 14 days of the date of the report.

4.2.7 The RAS must notify the Department of changes to the project registration information or closure of a project by submitting a PSU form. The notification must be accompanied by written documentation from the owner or designated agent to execute the change, within 14 days of receiving the written documentation.

4.2.8 The RAS shall retain the project folder for one year following the estimated completion date, or until the project file is requested or cancelled.

SECTION FIVE: INSPECTIONS

5.1 Inspections

5.1.1 The requirements for the inspection of a building or facility by a RAS that is constructed, renovated, or altered and subject to §469.101 of the Act must be consistent with the Rules.

5.2 Inspection Procedural Responsibilities

5.2.1 Prior to performing inspection services A RAS must:

- a) Obtain a completed Request for Inspection form from the owner or designated agent.
- b) Obtain the project folder containing documents used for the construction of the building/facility.
- c) Notify the owner of the building/facility when a project is not subject to inspection.

5.2.2 Buildings and facilities subject to the Act must be inspected within one year of the completion of construction.

5.2.3 A type written inspection findings report issued by a RAS must be submitted to the owner and at a minimum include the following:

- a) Heading specifying "Inspection Report"
- b) RAS Name and Registration Number
- c) Date of the Report
- d) Date of the actual inspection
- e) EABPRJ project number issued by the Department
- f) Facility name
- g) Project name and address
- h) Deficiencies, accurately cited in detail, followed by the TAS reference number
- i) Written explanation of any technical assistance provided (if applicable)

NOTE: *Photographs and other documents are not permitted to take the place of the violation within the inspection report, but they may be used and referenced. The specific violation must be clearly noted in the applicable section of the inspection report.*

5.2.4 The type written inspection results report by a RAS must be issued within 45 days of the date of inspection.

5.2.5 The inspection report must be accompanied by a transmittal letter.

5.2.6 Inspection results are to be submitted to the Department by completing a PSU form within 14 days of the date of the report.

5.2.7 The RAS must notify the Department of changes to the project registration information or closure of a project by submitting a PSU Form, accompanied by written documentation from the owner to execute the change, within 14 days of receiving the written documentation.

5.2.8 The RAS must retain the project folder for 270 days or until verification of corrective modifications have been received, whichever comes first.

5.2.9 All project folder on projects with no open inspection violations must be submitted to the Department.

SECTION SIX: ADMINISTRATION

6.1 Project Folders

- 6.1.1** A RAS must establish and maintain a project folder for each project where the RAS has been contracted to perform plan review services or where specifically directed by the Department.
- 6.1.2** A RAS must not engage in the inspection of any building or facility without the project folder. If a RAS is unable to obtain a project folder from another RAS, contact the Department.
- 6.1.3** The project folder must consist of the following:
- a) Letter size Manila folder (1/3 cut) with the EABPRJ project number issued by the Department clearly labeled on the front side of the tab (preferably type written)
 - b) A chronological written record of transactions listing all occurrences pertaining to the project
 - c) The following minimum drawings submitted as part of the construction documents folded to fit within the project folder:
 - 1) Architectural site plan
 - 2) Grading plan
 - 3) Demolition plan (if available)
 - 4) Architectural floor plan(s)
 - 5) Any other sheets providing accessibility issues as deemed necessary by the RAS
 - d) A completed AB Online Confirmation Page or a signed AB Project Registration Form
 - e) A signed Proof of Submission form (if applicable)
 - f) A copy of the following documents:
 - 1) Plan review transmittal letter
 - 2) Plan review report
 - 3) Plan review PSU form
 - 4) Plan revision transmittal letter (if applicable)
 - 5) Plan revision report (if applicable)
 - 6) Plan revision PSU form (if applicable)
 - 7) Inspection transmittal letter
 - 8) Inspection report
 - 9) Inspection PSU form
 - g) All PSU forms not previously listed
 - h) Any variance/appeal documentation received from the Department
 - i) A signed Request for Inspection form
 - j) A signed Proof of Inspection form
 - k) A signed Inspection Response Form or other documentation
 - l) All Project Request Forms
 - m) Any correspondence related to the project (letters, facsimiles, Emails, etc.)
- 6.1.4** A RAS will assume liability for lost, stolen, destroyed, or misplaced project files within their possession. The RAS will be responsible for replacing lost, stolen, destroyed, or misplaced project files.

Note: *Although not required, it is highly suggested that a RAS retain a copy of all documentation associated with the services they performed on all projects for a minimum of 5 years following the date of the services.*

SECTION SEVEN: TRANSFERS

7.1 Transfers

7.1.1 A RAS must transfer a project folder in the following circumstances:

- a) **Loss of Registration** - When a loss of registration occurs and a RAS has AB project folders in their possession:
 - Contact the AB Program Manager, or designee, within 14 days of the loss of registration to arrange transfer of project folders.
- b) **Non-Renewal** – When a RAS becomes inactive by not renewing their registration:
 - Transfer all project folders in their possession to another RAS; **AND**
 - Submit a completed PSU form to the Department within 14 days, retaining a copy in each project folder; **OR**
 - Contact the AB Program Manager, or designee, within 14 days of non-renewal to arrange transfer of project folders.
- c) **Requested** - When a project folder is requested by TDLR or another RAS:
 - Transfer the project folder by submitting the project folder to TDLR within 14 days of receipt of a request from TDLR; **OR**
 - Transfer the project folder by submitting the project folder to the RAS within 14 days of receipt of a completed Project File Request form; **AND**
 - Submit a completed PSU form to the Department, retaining a copy in the project folder.
- d) **Inspection is Overdue** - If the owner has not obtained an inspection within one year following the estimated completion date:
 - Transfer the project folder by submitting the project folder to TDLR within 14 days of the expiration of the estimated completion date; **AND**
 - Submit a completed PSU form to the Department, retaining a copy in the project folder.
- e) **Inspection Indicates No Violations** - When the inspection/corrective modifications status indicates NO VIOLATIONS:
 - Transfer the project folder by submitting the project folder to TDLR within 14 days of the determination of inspection status; **AND**
 - Submit a completed PSU form to the Department, retaining a copy in the project folder.
- f) **Verification of Corrective Modifications is Not Received** - When verification of corrective modifications reflecting full compliance is not received within the 270 day period from the date of the Inspection Report:
 - Transfer the project folder by submitting the project folder to TDLR within 14 days of the expiration of the 270 day period from the date of the Inspection Report; **AND**
 - Submit a completed PSU form to the Department, retaining a copy in the project folder.
- g) **Closed Projects/Not Constructed** -When the project is not constructed:
 - Receive written verification from the owner stating that the project will not be constructed; **AND**
 - Transfer the project folder by submitting the project folder to TDLR within 14 days of receiving written verification from owner; **AND**
 - Submit a completed PSU form to the Department, retaining a copy in the project folder.
- h) **Closed Projects/Exempted by Rule** - When the project is exempted by rule:
 - Transfer the project folder by submitting the project folder to TDLR within 14 days of determination that a project is not subject to plan review or inspection; **AND**
 - Submit a completed PSU form to the Department, retaining a copy in the project folder.
- i) **Closed Projects/Under \$50,000** - When the project is not constructed:
 - Transfer the project folder by submitting the project folder to TDLR within 14 days of determination that a project is not subject to review or inspection; **AND**
 - Submit a completed PSU form to the Department, retaining a copy in the project folder.
- j) **Closed Projects/Duplicate Project** -When the project is determined to be a duplicate:
 - Transfer the project folder by submitting the project folder to TDLR within 14 days of determination that the project is a duplicate; **AND**
 - Submit a completed PSU form to the Department, retaining a copy in the project folder.

(End of Procedures)

ATTACHMENTS

- A. **Plan Review/Revision Complete**
- B. **Inspection Complete with Violations**
- C. **Corrections Follow-up**
- D. **Corrective Modifications with Violations**

Building Owner/Designated Agent
Company
Address
City, State, Zip

Date

Re: Project Name
Facility Name
Address
City, State

EABPRJ#

PLAN REVIEW/REVISION – COMPLETED

Heading

Dear :

The plan/revision review is complete and the results are enclosed. A copy will be forwarded to the Texas Department of Licensing and Regulation. Should any deficiencies be noted, the referenced project may be eligible for inspection approval if constructed in accordance with the Texas Accessibility Standards. Items which are the responsibility of the owner should be referred to the appropriate person for action.

**Paragraph
A**

The building or facility owner must request an inspection no later than thirty (30) days after the completion of construction. If the completion date provided on the Project Registration Form is no longer correct, notify this office (in writing) of the revised completion date as soon as possible.

**Paragraph
B**

This determination is applicable only to ensuring compliance with Texas Government Code, Chapter 469 and does not address the requirements of the Americans with Disabilities Act (ADA), (P.L. 101-336), or any other federal, state, or local requirement. For information on the ADA, call the ADA Hotline, (800) 949-4232 or the United States Department of Justice at (202) 514-0301.

**Paragraph
C**

If you have any questions or need further assistance, or if you are not the owner of record for this facility, contact **{RAS Name}** at **{Phone Number}**.

Please reference the EABPRJ number in all future correspondence pertaining to this project.

IMPORTANT INFORMATION
The Heading and Paragraphs A, B and C are required text and may not be altered or modified.

Building Owner/Designated Agent
Company
Address
City, State, Zip

Date

Re: Project Name
Facility Name
Address
City, State

EABPRJ#

INSPECTION COMPLETED – VIOLATIONS PENDING

Heading

Dear :

The inspection is complete and the results are enclosed. A copy will be forwarded to the Texas Department of Licensing and Regulation. The non-complying items noted on the enclosed inspection report must be corrected and written verification of completed corrections must be furnished to this office within 90 calendar days from the date of this letter. If compliance cannot be accomplished within the specified time, please contact this office as soon as possible.

**Paragraph
A**

This determination is applicable only to ensuring compliance with Texas Government Code, Chapter 469 and does not address the requirements of the Americans with Disabilities Act (ADA), (P.L. 101-336), or any other federal, state, or local requirement. For information on the ADA, call the ADA Hotline, (800) 949-4232 or the United States Department of Justice at (202) 514-0301.

**Paragraph
B**

If you have any questions or need further assistance, or if you are not the owner of record for this facility, contact **{RAS Name}** at **{Phone Number}**.

Please reference the EABPRJ number in all future correspondence pertaining to this project.

IMPORTANT INFORMATION
The Heading and Paragraphs A and B are required text and may not be altered or modified.

Building Owner/Designated Agent
Company
Address
City, State, Zip

Date

Re: Project Name
Facility Name
Address
City, State

EABPRJ#

CORRECTIONS FOLLOW-UP

Heading

Dear :

In our letter dated **{Date}**, we advised you that the non-complying items noted on the enclosed inspection report were required to be corrected within 90 calendar days. As of this date we have not received a written response to our letter. Please contact this office as soon as possible. If we do not receive written confirmation that all non-complying items have been modified to comply no later than 270 calendar days from the date of the inspection report, we will be required to refer this matter to the Texas Department of Licensing and Regulation for Enforcement action.

**Paragraph
A**

This determination is applicable only to ensuring compliance with Texas Government Code, Chapter 469 and does not address the requirements of the Americans with Disabilities Act (ADA), (P.L. 101-336), or any other federal, state, or local requirement. For information on the ADA, call the ADA Hotline, (800) 949-4232 or the United States Department of Justice at (202) 514-0301.

**Paragraph
B**

If you have any questions or need further assistance, or if you are not the owner of record for this facility, contact **{RAS Name}** at **{Phone Number}**.

Please reference the EABPRJ number in all future correspondence pertaining to this project.

IMPORTANT INFORMATION
The Heading and Paragraphs A and B are required text and may not be altered or modified.

Building Owner/Designated Agent
Company
Address
City, State, Zip

Date

Re: Project Name
Facility Name
Address
City, State

EABPRJ#

CORRECTIVE MODIFICATIONS – VIOLATIONS PENDING

Heading

Dear :

We have reviewed your written submittal regarding the non-complying items noted on the inspection report. Some items are still not in compliance and must be corrected. Written verification of completed corrections must be furnished to this office. All non-complying items must be corrected within the initial 270 calendar days from the date of the original inspection report. If compliance cannot be accomplished within the specified time, please contact this office as soon as possible.

**Paragraph
A**

This determination is applicable only to ensuring compliance with Texas Government Code, Chapter 469 and does not address the requirements of the Americans with Disabilities Act (ADA), (P.L. 101-336), or any other federal, state, or local requirement. For information on the ADA, call the ADA Hotline, (800) 949-4232 or the United States Department of Justice at (202) 514-0301.

**Paragraph
B**

If you have any questions or need further assistance, or if you are not the owner of record for this facility, contact **{RAS Name}** at **{Phone Number}**.

Please reference the EABPRJ number in all future correspondence pertaining to this project.

IMPORTANT INFORMATION

The Heading and Paragraphs A and B are required text and may not be altered or modified.