TEXAS DEPARTMENT OF LICENSING & REGULATION

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Checklist of Application Requirements – Design Review Agency (DRA) General

1. DRA Name:	2. Reg #HDRA-
3. Reviewed by:	4. Date Reviewed:

☐ Application indicates agency's address and telephone number (must be provided for each office in which design review services are performed).

Address: _____

Phone #: Fax #:

☐ An organization chart is provided with the names of managerial and technical personnel responsible for design review services for Texas.

☐ Complete documentation, including examples, is included to substantiate the agency's ability to evaluate building systems and compliance control manuals for compliance with the rules, codes, and standards. Evidence is provided in the areas of:

- ☐ **Structural**
- ☐ **Mechanical**
- ☐ **Electrical**
- ☐ **Plumbing**
- ☐ **Building Planning**
- ☐ **Fire Safety**

☐ A properly signed and notarized statement of certification is provided by the agency manager or chief executive officer that:

- ☐ its board of directors, as a body, and its managerial and technical personnel, as individuals, are free to exercise independence of judgment in the performance of their duties within the agency.
- ☐ its activities pursuant to the discharge of responsibility as a design review agency will not result in financial benefit to the agency via stock ownership, or other financial interest in any producer, supplier, or vendor of products;
- ☐ the agency will consistently and uniformly implement the policies and determinations of the Council with regard to interpretations of the standards and rules;
- ☐ the agency will not provide design services or prepare compliance control manuals for manufacturers for whom it acts as a design review agency;
- ☐ all information contained in the application for approval as a design review agency is true, timely, and correct; and
- ☐ all future changes will be immediately communicated to the Department.

☐ A list of states in which the agency is currently approved to provide similar services has been provided.

NOTES:

Reference Department rule 70.22 for the complete criteria that must be met by a design review agency prior to approval by the Industrialized Building Code Council. The Council has authorized the Department to grant interim approval to anyone that meets the criteria as outlined in the rules. Anyone wishing an exception to the criteria must present their case to the Council. Also see form TDLR 003ihb for criteria that must be met by managerial and technical staff.