



Project Management & Construction Services

Standard Operating Procedures

I. Title: Administrative Process for Project Registration, Compliance, & Inspection with TDLR

II. Purpose: Ensure timely registration, compliance, and inspection of projects subject to Texas Accessibility Standards (TAS).

III. Actions:

1. Project Manager (PM) determines if the project is subject to Texas Accessibility Standards (TAS).

Project Subject to Registration: Projects over \$50,000 in construction cost, excluding moveable furnishings, not solely cosmetic or maintenance in nature. Typical exceptions to this general rule are roofing and waterproofing projects; exterior renovations; maintenance projects (HVAC Renovation, Plumbing, etc.).

2. Applicable TAS requirements and accessible features, and are incorporated into design documents.

3. PM provides the Regulatory Analyst (RA) two sets of plans and one set of specs.

4. PS registers the project with TDLR and transmits registration package Registered Accessibility Specialist (RAS). This must occur within twenty (20) business days of the *issue date*.

Issue Date:

For Construction Contract projects the issue date is the date published in the *Notice to Proposers* when plans and specifications are publicly available from Project Management and Construction Services.

For Job Order Contract projects the issue date is the date of the *Request for Proposal*.

5. RA is notified that the project is ready for TAS inspection.

6. PM accompanies the RAS during the inspection.

7. If violations are cited on inspection report then PM ensures corrections are made.

8. When the corrections are complete, PM notifies PS that the corrections are completed.

Documentation and Record Keeping

Regulatory Analyst archives and electronically files copies of all forms and reports in the project folder under “**Regulatory.**”

IV. References and Resources

Texas Accessibility Standards: Architectural Barriers Act; Article 9102, Texas Civil Statutes

Elimination of Architectural Barriers: Government Code, Chapter 469

Administrative Process flowchart

V. Definitions and Abbreviations



Project Management & Construction Services

Standard Operating Procedures

Regulatory Analyst (RA): UT Regulatory Analyst responsible for maintaining the TDLR compliance database and paperwork

RAS: Registered Accessibility Specialist

TAS: Texas Accessibility Standards

TAS Service Provider: Company hired by PMCS to register/review/inspect UT Austin projects subject to TAS

TDLR: Texas Department of Licensing and Registration