

TDLR

Texas Accessibility Standards

Project Submittal Guidelines

Accessibility Unlimited
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General tips

Plans, forms, and fees are required before review. Please ensure all materials are submitted in a timely manner. Whenever possible, please submit all materials together at the same time to prevent confusion and delays. When plans are submitted without the necessary fees, we will hold onto them for 90 days. After that they are recycled, and will need to be re-submitted to our office.

Once we have everything, a letter of acknowledgement will be sent to our main point of contact. That confirms the project is in queue and includes a receipt.

The inspection deadline is one year from the listed completion date. If you need to extend the deadline, please email office@accessibilityunlimited.com, and reference the TABS number. The request must come from the owner of the property.

We can register the project for you, as part of the review process. All necessary materials should be submitted for review. (We do not register projects a la carte.)

Timelines

Projects are put in queue for review upon receipt of all required items, including fees. Reviews will be completed in order of receipt and sent out within 30 days. In case of rush projects, please contact us regarding our rush fee.

Please give us advanced notice when the project is ready for inspection. If we have the necessary forms and fees, we will put it in the inspection queue. Peter or Jessica will be in contact within 30 days to schedule. It may take longer for out of town projects.

After inspection, reports are created in order. Those will be sent out within 30 days.

Plans

A full set of *bound* construction documents is required. Please send half size or full size, whichever is legible. Plans should be to scale. We only need one set.

Hard copies are required, as Peter and Jessica lay out the plans and mark them up in pen. The marked up sheets then become part of our project file. Small projects (up to 15 pages) may be emailed.

If you're trying to reduce printing costs on a large project, we definitely need the architectural and civil pages printed. Other disciplines can be emailed. Sending a complete printed set is preferred.

Forms

If we will be registering the project for you, we'll need a **registration page**. Tenant and designer info is optional, but all other fields are required. The square footage is required under Scope of Work.

If you will be registering the project, we'll need a copy of the **confirmation page**. This can be found here:

<https://www.tdlr.texas.gov/TABS/Search>

<https://www.tdlr.texas.gov/TABS/Search/Print/TABS0123456789>

If you are submitting the project as a designer, we'll need a signed and dated **Proof of Submission** form. This form is to ensure that the project is submitted to us within the 20 day deadline.

If a third party will be acting on behalf of the owner (designer, property management company, etc.), then we'll need an **Owner Agent Designation** form signed by the owner. All fields are required. The definition of CAD Account Number is found on the first page. This field is required.

ALL projects require the **CAD document**, for the Real or Commercial property listing. Bexar County's can be found here, under Property Search: <https://bcad.org/> The owner for the project is *required* to match what is listed in the local CAD. If ownership changes we will need a deed of sale to update TABS.

When the owner of the property is an LP, LLP, or LLC, we will need the **Limited Liability Ownership** form, *as well as* the **Articles of Formation (AOF)** or copy of the **Texas Secretary of State (SOS)** document.

The **Request for Inspection** form will be due prior to inspection. This should be signed by the owner. We cannot inspect the project without this form. The owner info should match exactly what is listed on the confirmation page. If the owner has moved we should be notified in writing.

Representatives and Agents are different. A Representative is the contact person at the company. An Agent is a third party, in which case the **Owner Agent Designation** form is required.

Please do not cut corners on the paperwork. Fill out all fields, and make sure fields are correct.

Please put the TABS number on all forms.

Owner info found in the CAD document must match owner info found in TABS, which must match owner info on forms.

Typed names are not accepted as valid signatures. Certified e-signatures and wet signatures are preferred.

Forms can be found at

https://accessibilityunlimited.com/?page_id=49

<https://www.tdlr.texas.gov/ab/abforms.htm>

Fees

All fees are due in advance of services being rendered, similar to if you were applying for a passport.

Invoices available upon request.

Fees are based on the estimated project cost. If we are doing the plan review, please use the left column. If we are also registering the project for you please use the right column.

<u>Plan Review Fees:</u>	<u>Plan Review only / Plus filing with TDLR</u>	
\$50,000 - \$99,999	\$375	\$575
\$100,000 - \$249,999	\$450	\$650
\$250,000 - \$499,999	\$500	\$700
\$500,000 - \$999,999	\$550	\$750
\$1,000,000 - \$2,499,999	\$625	\$825
\$2,500,000 - \$4,999,999	\$800	\$1,000
\$5,000,000 - \$9,999,999	\$1,050	\$1,250
\$10,000,000 - \$14,999,999	\$1,350	\$1,550
\$15,000,000 - \$24,999,999	\$1,900	\$2,100
\$25,000,000 - \$34,999,999	\$2,500	\$2,700
\$35,000,000 - \$49,999,999	\$3,000	\$3,200
≥\$50,000,000	Please contact us for quote.	

Inspection Fees: (For projects located in Bexar County)**

\$50,000 - \$99,999	\$500 *
\$100,000 - \$249,999	\$575 *
\$250,000 - \$499,999	\$625 *
\$500,000 - \$999,999	\$675 *
\$1,000,000 - \$2,499,999	\$725 *
\$2,500,000 - \$4,999,999	\$800 *
\$5,000,000 - \$9,999,999	\$1,050 *
\$10,000,000 - \$14,999,999	\$1,350 *
\$15,000,000 - \$24,999,999	\$1,900 *
\$25,000,000 - \$34,999,999	\$2,500 *
\$35,000,000 - \$49,999,999	\$3,000 *
≥\$50,000,000	Please contact us for quote.

The Inspection fee will be reduced by \$25.00 if paid at same time as Plan Review fee.

Inspections on projects located outside of Bexar County will incur an additional travel fee.

Payment methods include checks made out to Accessibility Unlimited, the Paypal link on our website, or a credit card payment link when requested.

Fees are based on active fee schedule at time of payment. Revised: 8/1/25

Reviews and Inspections

Upon receipt of all required materials, the project will be put in queue for review. A Letter of Acknowledgement which includes a receipt will be sent to our contact in a few days. This letter confirms we have received all required materials for the review. If you do not receive a Letter of Acknowledgement, please contact us as the submission may be incomplete.

All projects are reviewed in order they are received, usually within 30 days.

The completed plan review report will be emailed to our main point of contact (usually designer) and cc'ed to the owner, usually within 30 days.

Responses to the review are not required.

Revised reviews may be completed at an additional charge.

Upon completion of the project, please contact us to arrange for an inspection. The **Request for Inspection** form and inspection fee must be submitted prior to inspection. Once received, the project will be put in the inspection queue. Please give us as much notice as possible, especially for out of town projects.

If we need to schedule the inspection with a third party, please provide their contact information *including phone number*.

Disapproved inspection reports are written in order of inspection. The inspection report will be emailed to the owner and cc'ed to our main point of contact (designer), usually within 30 days.

Once the corrections have been made, the owner should complete the **Inspection Response Form** with Box A checked and email that to office@accessibilityunlimited.com. An approval letter will then be sent and the project closed. This form should be sent within 270 days of the date on the inspection report. After that projects are transferred to TDLR for further action.

Re-Inspections are not necessary.