



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Licensing Division · P. O. Box 12157 · Austin, Texas 78711
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For Department Use Only

IMPORTANT INSTRUCTIONS - PLEASE READ BEFORE BEGINNING

This is only the REGISTRATION of a construction project. The building/facility owner is responsible for ensuring that the plan review and inspection required by Chapter 469.101 and 469.105 are completed by a Registered Accessibility Specialist (RAS). Please print or type.

ARCHITECTURAL BARRIERS PROJECT REGISTRATION FORM

Form with sections: PERSON REGISTERING PROJECT, PROJECT, TENANT (if other than owner), BUILDING OR FACILITY OWNER (person or entity that holds title to property), DESIGN FIRM, PROJECT DESCRIPTION. Includes fields for Name, Address, Phone, Email, City, State, Zip, County, License type, Start/Completion dates, and Work type.

**INSTRUCTIONS FOR COMPLETING A PROJECT REGISTRATION FORM – AB 005**

1. **Person Registering Project Name** – Enter the name of the person completing the form and RAS # (if applicable).
2. **Address** – Enter the mailing address and suite number (if applicable) of the person named in #1.
3. **Phone and Email** – Enter the phone number and email address (optional) of the person named in #1.
4. **Project Name** - Enter the name of the project (example: CLASSROOM ADDITION).
5. **Building or Facility Name** - If this project is located in a building or facility with a name, enter the name of the building (example: WASHINGTON HIGH SCHOOL).
6. **Address (Project)** - Enter the physical address (if available) and the suite number (if applicable) of the project. Post Office Box numbers are not acceptable.
7. **Tenant Contact Name and Phone** - Enter the name and phone number for the contact person or persons, company, corporation, authority, commission, board, governmental entity, institution or any other unit that will occupy the project space.
8. **Building or Facility Owner** - Enter the name and phone number of the person or entity (company, corporation, authority, commission, board, governmental entity, institution or any other unit) that holds title to the property.
9. **Owner Address** - Enter the mailing address and the suite number (if applicable) of the facility owner named in #9.
10. **Owner Contact Name** - If there is a contact person other than the facility owner (as listed in #9), enter the name and phone number of the person representing the owner.
11. **Contact Address** - Enter the mailing address and the suite number (if applicable) of the person named in #10 if other than the owner.
12. **Contact Phone** – Enter the phone number and email address (optional) of the person named in #10 if other than the owner.
13. **Design Firm** - Enter the name and phone number of the design firm or company responsible for the design of the project.
14. **Firm Address** - Enter the mailing address and the suite number (if applicable) of the firm named in #13.
15. **Design Professional Name and Email** - Enter the name and email address (optional) of the architect, engineer, interior designer, or landscape architect with overall responsibility for the design and whose seal is affixed to the drawings and enter their e-mail address.
16. **Type of License** - Check the box for the applicable license type of the designer and enter the license number (if applicable). If no design professional, check the box for “other”.
17. **Start Date** - Enter the date construction is scheduled to begin (month and year).
18. **Completion Date** - Enter the date construction is scheduled to be completed (month and year).
19. **Estimated Cost** - Enter the estimated cost of construction. Cost should not include site acquisition, architectural, engineering, or consulting fees, furnishings, or equipment that is not part of the building mechanical systems.
20. **Type of Work** – Check the box for the applicable type of work.
21. **Type of Funds** - Check the boxes for the applicable method of funding.
22. **State Lease No.** (if applicable) - Enter the state lease number if the construction project is for purposes of a state agency lease contract and/or occupancy by a state agency.
23. **Does this building(s) have more than one level?** – Check yes or no
24. **Are there any elevators, escalators, or platform lifts in this building?** – Check yes or no
25. **Are there any boilers in this building?** – Check yes or no
26. **Scope of Work** – Enter a detailed description of the construction activities.

TDLR FEE SCHEDULE		WHAT TO SUBMIT TO TDLR
Project Filing Fee	\$175	<b>1.</b> The completed Architectural Barriers Project Registration Form and a check or money order for the Project Filing Fee payable to the “Texas Department of Licensing and Regulation” P. O. Box 12157, Austin TX 78711. <b>2.</b> If the project is registered <b>after</b> completion of construction, the Late Project Filing fee shall apply. <b>3.</b> An Architectural Barriers Project Registration form must be completed for each address of a subject building or facility.  <b>IMPORTANT:</b> The construction documents and any fees applicable to plan review or inspection services performed by a Registered Accessibility Specialist (RAS) must be submitted to the RAS. RAS set and collect their own fees. Construction documents received by TDLR will not be forwarded.
Late Project Filing Fee	\$300	
State Lease Inspection (no construction)	\$225 per lease	
Variance Application Fee	\$175	
Variance Appeal Fee	\$200	