

---

# TEXAS DEPARTMENT OF LICENSING AND REGULATION

---

## Elimination of Architectural Barriers Program



---

## Procedures for Registered Accessibility Specialists

I acknowledge that I have downloaded and reviewed the current 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 further 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 are effective on December 3, 2018 date and must be adhered to for any projects registered through the Texas Architectural Barriers online System (TABs).

Printed Name: \_\_\_\_\_ RAS #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ACKNOWLEDGEMENT OF RECEIPT

This signed and completed form **MUST** be delivered to the Department within 30 days of issuance OR within 30 days of receipt of initial RAS license:

Texas Department of Licensing and Regulation  
920 Colorado St  
Austin, Texas 78701  
[techinfo@tdlr.texas.gov](mailto:techinfo@tdlr.texas.gov) fax: (512) 539-5690

Registered Accessibility Specialist Procedures  
**Effective Date: 12/03/2018**

---

# Table of Contents

SECTION ONE: GENERAL INFORMATION .....	1
1.1    General Information .....	1
SECTION TWO: TERMS .....	2
2.1    Terms .....	2
SECTION THREE: PROFESSIONAL PRACTICE .....	3
3.1    Authentication .....	3
3.2    Forms .....	3
3.3    Shared Services .....	3
3.4    Buildings & Facilities: Estimated Construction Cost Less than \$50,000 or Not Subject to Act .....	4
3.5    State Leases.....	4
3.6    Changes to Project Information .....	4
3.7    Variances and Appeals .....	4
3.8    Corrective Modification Procedural Responsibilities .....	4
3.9    Transmittal Letters .....	5
3.10   Audits .....	5
SECTION FOUR: PLAN REVIEWS .....	6
4.1    Review of Construction Documents.....	6
4.2    Review/Revision Procedural Responsibilities .....	6
SECTION FIVE: INSPECTIONS .....	7
5.1    Inspections .....	7
5.2    Inspection Procedural Responsibilities .....	7
SECTION SIX: FILE SHARING/TRANSFER TO RAS.....	8
6.1    Sharing files .....	8
6.2    Transferring files.....	8
SECTION SEVEN: TRANSFERS TO TDLR .....	9
7.1    Transfers .....	9
ATTACHMENTS.....	10
ATTACHMENT "A" Plan Review/Revision – Completed.....	11
ATTACHMENT "B" Inspection Completed – Violations Pending .....	12
ATTACHMENT "C" Inspection Completed – No Violations .....	13
ATTACHMENT "D" Corrective Modifications – Violations Pending.....	14
ATTACHMENT "E" Corrective Modifications – No Violations.....	15

---

## 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.
- 1.1.3 The project file 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 file 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 of a project 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 30 days of receipt. Written documentation of Texas Architectural Barriers online System project number 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 information: [techinfo@tdlr.texas.gov](mailto:techinfo@tdlr.texas.gov)
- 1.1.7 The project file located in Texas Architectural Barriers online System and all supporting documents are property of the Texas Department of Licensing and Regulation.
- 1.1.8 All notes included in these procedures are intended to have full force in affect and are intended to be followed with any numbered procedures.

## 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.

**Note:** *Days noted in these procedures are maximum days allowed. TABS will automatically adhere to these timelines. Therefore, uploads and updates to projects must be completed within the stated timelines of these procedures.*

- c) **Department or TDLR** – The Texas Department of Licensing and Regulation.
- d) **License** – 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) **Project File** – Records retained/uploaded/submitted within TABS online entries.
- 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 Files** – A condition in which a RAS who is retained by the owner or designated agent, engages the services of another RAS to perform plan review or inspection services.
- i) **Upload** – To upload paperwork or information to the Department through the TABS. All information uploaded to TABS must be associated with the project.
- j) **TABS** – (Texas Architectural Barriers Online System) The Online project data base for the purposes of registration and maintenance of Elimination of Architectural Barriers project records.

**Note:** *The TABS Sharing System, Transfer System, and Closure System are areas within the TABS program that allow sharing, transfer, and closure of project files.*

- k) **Transfer Files** – A condition in which a RAS who is retained by the owner or designated agent relinquishes any further interaction with the project file.

**Note:** *If TDLR transfers a project file to a RAS, the Department does not relinquish further oversight and regulatory capabilities.*

## SECTION THREE: PROFESSIONAL PRACTICE

### 3.1 Authentication

- 3.1.1 A RAS shall not issue or authorize the issuance of a review or inspection report unless the document includes:
- Date
  - RAS name and license number
  - TABS project number issued by the Department
  - Project name and address
- 3.1.2 A RAS shall ensure that their RAS contact information is kept current with the Department.
- 3.1.3 A RAS shall ensure that their RAS contact information is kept current by updating and providing the information online at the License Contact Information Changing Site (<https://www.tdlr.texas.gov/ContactInfoUpdate/LicenseProgram.aspx>) or by notifying the Department of changes in personal contact information by mail or hand delivering a completed Registered Accessibility Specialist Contact Update Form within 30 days of the change.
- 3.1.4 If not registering the project themselves, a RAS must either accept or decline services after registration. A RAS must accept services within 30 days to access the project in TABS Tasks Dashboard.

### 3.2 Forms

- 3.2.1 Unless otherwise specified, all forms issued by the Department and referenced in these procedures shall be available on the Department website, [www.tdlr.texas.gov](http://www.tdlr.texas.gov), and/or by contacting the Department.
- 3.2.2 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.
- 3.2.3 If the construction documents are prepared by a licensed design professional, a copy of the proof of submission form must be uploaded in TABS or, mailed or hand delivered by a RAS to the Department within 30 days of receipt.

### 3.3 Shared Services

- 3.3.1 A RAS engaging in Shared Services must adhere to, comply with, and perform all services in accordance with the Act, Rules, procedures, and established timelines.
- 3.3.2 A RAS initiating Shared Services activities:
- must have a current and active license;
  - shall not alter the work product of another RAS;
  - will be allowed to view the project in TABS;
  - will be allowed to edit project file information
  - will be allowed to update closures listed in sections 7.1.4.

**Note:** A RAS shall not alter the work product of another RAS, including plan reviews, inspections, or corrective modifications.

- 3.3.3 A RAS receiving Shared Services for review or inspection is responsible for ensuring that:
- the project file is transferred in accordance with RAS procedures, including but not limited to sections 6.2.2, 7.1.1, 7.1.2, and 7.1.3;
  - the project file is transferred in accordance with RAS Procedures of section 7.1.4;
  - the plan review and/or inspection is performed within 30 days of accepting shared access;
  - plan reviews and/or inspection reports are issued to the owner or designated agent within 30 days of plan review or inspection being performed;
  - plan reviews and/or inspection results are uploaded to TABS within 30 days of report or letter; and
  - any subsequent documents associated with the project are uploaded to TABS according to procedures.

### **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 that is not subject to the Act without written authorization from the owner or designated agent 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 the renewal or extension of any existing lease occupied by an agency of the State of Texas.

### **3.6 Changes to Project Information**

3.6.1 All requests for changes to project information must be received in writing from the owner or their designated agent.

3.6.2 All changes to project information must be uploaded to TABS within 30 days of having received a request for a change. Written documentation of change(s) is required.

3.6.3 A project will be allowed a limited number of changes/updates before access is restricted. If a field does not allow for changes to be made once entered, only the Department can make changes/updates after the maximum limit is met.

### **3.7 Variances and Appeals**

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

3.7.2 A RAS may assist the designer, owner or designated agent by providing supporting documentation for an appeal. However, the appeal letter must be written and signed by the owner or designated agent. A 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 TAS compliance for any variance or appeal.

### **3.8 Corrective Modification Procedural Responsibilities**

3.8.1 The inspecting RAS shall verify corrective modifications by accepting a written response from the owner or designated agent indicating all deficiencies or violations have been corrected.

**Note:** *A RAS may retain the file if responses received do not denote corrections of all deficiencies for up to 270 days from the inspection report date.*

3.8.2 Within 30 days of receipt of written response of corrective modifications from the owner or designated agent either Attachments "D" (Corrective Modifications – Violations Pending) or "E" (Corrective Modifications – No Violations), whichever is applicable, must be issued to the owner or designated agent.

3.8.3 When receiving written documentation of corrective modifications, the inspecting RAS shall report the corrective modification results to the Department by uploading the information to TABS within 30 days of receipt.

**Note:** *TDLR will be notified of project closures for results of corrective modifications no violations.*

### **3.9 Transmittal Letters**

**3.9.1** Transmittal letters “A” (Plan Review/Revision – Completed) or “C” (Inspection Completed – No Violations) may be substituted for reports only when the plan review or inspection results in no deficiencies or violations. The transmittal letter must follow requirements as instructed by Attachments “A” or “C”.

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

- a) Date
- b) Owner Name and Address
- c) TABS 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)
- h) RAS name and license number

### **3.10 Audits**

**3.10.1** RAS are subject to audits at the discretion of the Department. The RAS shall upload to TABS all documentation pertaining to any project within 14 days of receipt of a transfer 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 for technical audits, the RAS shall correct all cited deficiencies and report the corrections to the Department and the owner or designated agent 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 review procedures contained herein.

### 4.2 Review/Revision Procedural Responsibilities

4.2.1 Prior to performing plan review or revision services the RAS must have:

- a) An AB Project Registration Form for the building/facility (when RAS registers project)
- 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) Construction documents to be used for the construction of the building/facility

4.2.2 A typewritten plan review findings report or revision report issued by the RAS must at a minimum include the following:

- a) Heading specifying "Plan Review Report" or "Plan Revision Report" (as applicable)
- b) RAS name and license number
- c) Date of the report
- d) TABS project number issued by the Department
- e) Facility name
- f) Project name and address
- g) Deficiencies, accurately cited in detail, including the TAS reference number, location and possible violations
- h) A completed Attachment "A" (Plan Review/Revision – Completed)

4.2.3 A typewritten plan review findings report or revision report prepared by a RAS must be submitted to the owner or designated agent within 30 days of the report completion.

**Note:** See Section 3.9 when there are no deficiencies found.

4.2.4 The RAS must submit the plan review findings and revision reports, if applicable, to the Department by uploading to TABS within 30 days of the date of the report.



## SECTION FIVE: INSPECTIONS

### 5.1 Inspections

5.1.1 The requirements for the inspection report 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 inspection procedures contained herein.

### 5.2 Inspection Procedural Responsibilities

5.2.1 Prior to performing inspection services the RAS must:

- a) Obtain access to the project file via file transfer request or TABS Sharing System;
- b) Obtain/confirm that a written inspection request from the owner or designated agent is in the project file.

**Note:** A Department issued "Notice of Inspection Overdue" is not considered a request for inspection.

- c) Obtain a copy of the designated agent form signed by the owner (if applicable)

**Note:** A RAS may not engage in the inspection of any building or facility without access to the project file in TABS. If a RAS is unable to obtain a project file from another RAS, they should contact the Department.

5.2.2 The inspecting RAS must obtain a signed proof of inspection form at the time of inspection.

5.2.3 A typewritten inspection findings report issued by the inspecting RAS must be submitted to the owner or designated agent and at a minimum include the following:

- a) Heading specifying "Inspection Report"
- b) RAS name and license number
- c) Date of the report
- d) Date of the actual inspection
- e) TABS 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, location and violations
- i) A completed Attachment "B" (Inspection Completed – Violations Pending) or "C" (Inspection Completed – No Violations) as applicable.

**Note:** Date on transmittal letter must match (c) the date of the report.

**Note:** Photographs and other documents are not permitted to take the place of a written description of violation(s) within the inspection report. The specific violation must be clearly described in the applicable section of the inspection report. Photographs may be included to support descriptions of violations.

5.2.4 The typewritten inspection results report by a RAS must be issued within 30 days of the date of inspection.

**Note:** See Section 3.9 when there are no violations found.

5.2.5 Inspection results and proof of inspection must be submitted to the Department by uploading to TABS within 30 days of the date of the report or letter.

**Note:** Upon project approval, TDLR will be notified and the appropriate closure sequence will be initiated in TABS.

5.2.6 The inspecting RAS may retain the project file up to 270 days after the inspection, or until verification of corrective modifications are received, whichever comes first.

## SECTION SIX: FILE SHARING/TRANSFER TO RAS

### 6.1 Sharing Files

**6.1.1** The RAS initiating file sharing must share the file to the review or inspecting RAS through the TABS Sharing System.

**Note:** *Transfer of a file to another RAS or the TABS Closure System by the reviewing RAS will void any sharing capabilities in TABS.*

**6.1.2** The RAS initiating file sharing may update project information when written verification is received. The RAS initiating the file sharing may upload additional correspondence or documents, but may not update project status.

**6.1.3** The RAS initiating file sharing with a reviewing RAS may also share with an inspecting RAS once a request for inspection is received, but only one active share per project at a time is allowed.

**6.1.4** The inspecting RAS must obtain or verify in TABS the written request for inspection from the owner or designated agent.

**6.1.5** The plan reviewing or inspecting RAS must accept a share request from the initiating RAS through TABS Sharing System within 14 days of notification of request.

**6.1.7** The plan reviewing or inspecting RAS must perform review or inspection services per RAS Procedures Section 4 and/or Section 5 within 30 days of having accepted the share in TABS.

### 6.2 Transferring Files

**6.2.1** File access must be requested by the inspecting RAS in the TABS Transfer System. The request must include written documentation of a request for inspection from the owner or designated agent and must be uploaded to TABS.

**6.2.2** The plan review RAS must accept request for transfer within 14 days of receipt by responding in TABS; or by submitting a comment explaining why they are declining the project file transfer request.

**Note:** *Transfers can only occur between a reviewer and inspector.*

## SECTION SEVEN: TRANSFERS TO TDLR

### 7.1 Transfers

7.1.1 A RAS must transfer a project file to TDLR in the following circumstances:

- a) Loss of License – When a loss of license occurs and a RAS has AB project files in their possession:
  - 1) All associated project files will be transferred to the Department
- b) Non-Renewal – When a RAS becomes inactive by non-renewal of license:
  - 1) Contact the Department, within 14 days of non-renewal to arrange transfer of project files to TDLR.

7.1.2 Requested – When a project file is requested by TDLR:

- 1) A RAS must respond in TABS to the Department within 14 days of receipt of a request from TDLR in TABS.

**Note:** *After 15 days if the project file is not voluntarily transferred all requested files will be automatically transferred to the Department.*

7.1.3 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:

- 1) A RAS must transfer the project file by uploading to TABS Transfer System within 30 days of the 270<sup>th</sup> day, or by the 300<sup>th</sup> day.

**Note:** *After 301 days from the inspection report associated files will be automatically transferred to the Department.*

7.1.4 Closed Projects

- a) Not Constructed – When the project is not constructed:
  - 1) Obtain written verification from the owner or designated agent stating that the project will not be constructed; and
  - 2) Upload a copy of the written documentation of cancelation into the TABS Closure System; and
  - 3) Transfer the project file by uploading to the TABS Closure System within 30 days of receiving written notification from owner or designated agent.
- b) Exempted by Rule or Act – When the project is exempted by Rule or Act:
  - 1) Obtain written verification from the owner or designated agent that they want the project closed based on which rule, act, or TAS reference; and
  - 2) Upload a copy of the exemption verification and explanation into the TABS Closure System; and
  - 3) Transfer the project file by uploading to TABS Closure System within 30 days of determination that a project is not subject to plan review or inspection.
- c) Under \$50,000 – When the project is under \$50,000:
  - 1) Obtain written verification from the owner or designated agent that they want the project closed; and
  - 2) Upload a copy of the written documentation stating that they do not want plan review or inspection into the TABS Closure System; and
  - 3) Transfer the project file by uploading to TABS Closure System within 30 days of determination that a project is not subject to review or inspection.
- d) Duplicate Project – When the project is determined to be a duplicate:
  - 1) Obtain written verification from the owner or designated agent which project they want closed; and
  - 2) Upload a copy of the written documentation of duplicate project number from owner or agent into the TABS Closure System; and
  - 3) Transfer the project file by uploading to TABS Closure System within 30 days of determination that the project is a duplicate.

## ATTACHMENTS

- A. Plan Review/Revision – Completed
- B. Inspection Completed – Violations Pending
- C. Inspection Completed – No Violations
- D. Corrective Modifications – Violations Pending
- E. Corrective Modifications – No Violations

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

Date

TABS#

Re: Project Name  
Facility Name  
Address  
City, State

**PLAN REVIEW/REVISION  
COMPLETED**

Heading A

Heading B

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  
C**

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  
D**

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  
E**

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 TABS number in all future correspondence pertaining to this project.

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

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

Date

TABS#

Re: Project Name  
Facility Name  
Address  
City, State

**INSPECTION COMPLETED – VIOLATIONS PENDING**

**Heading**

Dear :

The inspection is complete and the results are enclosed. A copy of the results of the inspection 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 270 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 TABS 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

TABS#

Re: Project Name  
Facility Name  
Address  
City, State

**INSPECTION COMPLETED – NO VIOLATIONS**

**Heading**

Dear :

We are pleased to inform you that the referenced facility has been inspected and found to be in substantial compliance with provisions of the Texas Government Code, Chapter 469.

**Paragraph  
A**

The inspection results will be forwarded to the Texas Department of Licensing and Regulation for issuance of the final approval letter. For newly constructed buildings and facilities, the Department will provide a Notice of Substantial Compliance (Certificate and Decal) to the owner up on receipt of a completed Notice of Substantial Compliance Request Form.

**Paragraph  
B**

Please note, this determination does not address the requirements of the Americans with Disabilities Act (ADA), (P.L/ 101-336), or any other state, local, or federal requirements. For information on the ADA, please contact the United States Department of Justice, Civil Rights Division at (202) 514-0301.

**Paragraph  
C**

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

Please reference the TABS 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

TABS#

Re: Project Name  
Facility Name  
Address  
City, State

**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**

Please note, this determination does not address the requirements of the Americans with Disabilities Act (ADA), (P.L/ 101-336), or any other state, local, or federal requirements. For information on the ADA, please contact the United States Department of Justice, Civil Rights Division at (202) 514-0301.

**Paragraph  
B**

**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

TABS#

Re: Project Name  
Facility Name  
Address  
City, State

**CORRECTIVE MODIFICATIONS – NO VIOLATIONS**

**Heading**

Dear :

Your submittal regarding the referenced violations pending report has been reviewed. We are pleased to inform you that all items cited in the inspection report appear to be in substantial compliance with requirements of the Texas Government Code, Chapter 469.

**Paragraph  
A**

These results will be forwarded to the Texas Department of Licensing and Regulation for issuance of the final approval letter. For newly constructed buildings and facilities, the Department will provide a Notice of Substantial Compliance (Certificate and Decal) to the owner upon receipt of a completed Notice of Substantial Compliance Request Form.

**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**

**IMPORTANT INFORMATION**

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