



Facilities Development Division  
 Department of Health Care Access and Information (HCAI)  
 2020 West El Camino Avenue, Suite 800 • Sacramento, CA 95833  
 (916) 440-8300  
 355 South Grand Avenue, 19<sup>th</sup> Floor • Los Angeles, CA 90071  
 (213) 897-0166

## POLICY INTENT NOTICE (PIN)

### SUBJECT

Use of HCAI Pre-Approved Details

**PIN:** 51

**Effective:** 8/16/2011

**Revised:** 4/26/2022



### PURPOSE

This Policy Intent Notice provides a guideline for the implementation and use of the HCAI Pre-Approved Details.

### BACKGROUND

Health & Safety Code §129875 states, in part, *“The office shall include provisions for ... the preapproval of projects that comply with the requirements for which the office has developed standard architectural or engineering detail, or both standard architectural and engineering detail.”*

---

### POLICY

The use of the HCAI Pre-Approved Details will be allowed with the following conditions and requirements:

1. The use of pre-approved details is at the discretion of the registered design professional(s) listed on the HCAI plan review application or the HCAI building permit application. The HCAI does not mandate the use of pre-approved details for any condition. Use of project-specific details in lieu of pre-approved details is always acceptable.
2. Pre-approved details give no consideration to suitability for use in a specific application, compatibility with other building systems, appropriate use of materials or design, appearances, etc. The registered design professional in conjunction with the registered design professional in responsible charge, listed on the plan review application or the building permit application, shall review all such qualities, features, and/or properties to ensure code compliance, appropriate integration with other building systems, and proper design for the project-specific conditions and installation.
3. The specification and use of pre-approved details does not preempt the owner from the plan approval and building permit process. Construction documents shall be submitted to the HCAI for review and approval and issuance of a building permit prior to the start of construction.

4. When pre-approved details are used, they shall be incorporated into the construction document plans. Incorporation by reference only is not permitted.
5. Pre-approved details submitted as part of the construction documents during the plan review process will not be subject to additional plan review provided they are incorporated without any modification. However, applicability of pre-approved details for specific project conditions shown on the construction documents shall be evaluated during the plan review process.
6. Pre-approved details submitted after the construction documents have been approved and a building permit has been issued shall be used and/or processed in accordance with [Code Application Notice 1-7-153](#) "Amended Construction Documents" (for projects submitted on or after January 1, 2014, California Administrative Code, Section 7-153 shall be applicable). Pre-approved details may be applied as alternates to the approved details shown on the permitted construction documents only on a one for one basis and with written consent of the registered design professional and the registered design professional in responsible charge and in concurrence with HCAI field staff. Pre-approved details will not be subject to additional plan review provided they are incorporated without any modification. Pre-approved details are subject to field confirmation during which the applicability of pre-approved details for specific project conditions shall be evaluated.
7. Pre-approved details to be incorporated into the work after start of construction shall be included in the construction documents, either through the amended construction document process, the Non-Material Alter (NMA) process, or other process agreed upon by the registered design professional and HCAI field staff. Incorporation of pre-approved details which would result in an addition or change to the scope of the work, use or function must be reviewed with HCAI field staff for a materially alter determination prior to construction.
8. The use of pre-approved details must strictly comply with all manufacturer's instructions, conditions, special requirements, etc. which are a part of the pre-approval.
9. Conditions not covered by a pre-approved detail shall be substantiated with calculations, drawings, specifications, etc., stamped and signed by the registered design professional and signed by the registered design professional in responsible charge listed on the plan review application or building permit application and must be submitted to the HCAI for review and approval prior to construction.

Original signed

Chris Tokas

4/26/2022

Date