



Building Department and Fire Prevention eServices Portal

UCDH – Building Permit Application

Version Number: 2.0

REVISION HISTORY

This section records the revision history of changes made to this living document:

Date	Version #	Description of Change	Author
02/24/2025	1.0	First Draft Version	S. Gadhok
03/14/2025	2.0	Updated document to address reviewers' comments	S. Gadhok

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Table of Contents:

Purpose.....	5
1 Page Flow Overview - Building Permit Application	6
1.1 Owner-Builder Workflow.....	6
1.2 Contractor Workflow	7
2 Create Building Permit Application – UCDH eServices Portal	8
2.1 Application Dashboard	8
2.2 STEP 1: Parent Project Status > Validate Parent Status.....	10
2.3 Save and Resume Later Button.....	11
2.4 STEP 2: Building Permit Details > Location	12
2.5 STEP 2: Building Permit Details > Insurance & Contract Amount.....	13
2.5.1 WC, Cost, & Owner Builder – Contractor Value	14
2.5.2 WC, Cost, & Owner Builder – Owner-Builder Value	15
2.6 STEP 3: Contacts >Applicant	16
2.7 STEP 3: Contacts > Contractor’s Representative	18
2.8 STEP 4: Professionals > Contractor	19
2.9 STEP 5: Documents > Attachments	21
2.9.1 File Upload	22
2.10 STEP 6: Review	25
2.11 STEP 7: Record Issuance	26

Purpose

Welcome to the UCDH – Building Permit Application eServices Portal User Guide.

- A. The purpose of this document is to provide guidance and step-by-step instructions for the proper submittal of the building permit application documentation.
- B. For specific project questions related to submittal documents, email your questions to the following email:
- HS-BuildingDeptPlanReview@ucdh.edu

1 Page Flow Overview - Building Permit Application

This guide details the predefined steps to create and submit the building permit application. The steps to apply for an “**Owner-Builder**” differ slightly from the “**Contractor.**” Below is an illustration of the page flow steps.

1.1 Owner-Builder Workflow

The Building Permit Workflow for Owner-Builder allows the applicant to enter the permit information without providing the contractor’s contact information. The data will be automatically routed internally for signatures.

No.	Step #	Building Permit Workflow	Description
1.	Step 1	Parent Project Status > Validate Parent Status	This step validates and auto-populates the information entered during the Parent project application.
2.	Step 2	Building Permit Details > Location	In this step, the application auto-populates the location of the building entered during the parent project application.
3.	Step 2	Building Permit Details > Insurance & Contract Amount	Applicants must enter the contract amount and their insurance details in this step.
4.	Step 3	Contacts> Applicant	During this step, the applicant enters their information in the building permit application form.
5.	Step 5	Documents > Attachments	Upload two mandatory documents: <ul style="list-style-type: none"> • Current Workers Compensation Certificate • Preliminary Construction Schedule Or any other document relevant to your project in PDF format only
6.	Step 6	Review	During this step, applicants can review their application and make any necessary changes before submitting.
7.	Step 7	Record Issuance	Building Permit Application is submitted, and the eServices Portal issues a “Record Number.”

1.2 Contractor Workflow

The Building Permit Workflow for Contractors is different from the Owner-Builder Workflow. The applicant must enter information for the Contractor and the Contractor’s Representative to ensure the permit application is routed appropriately.

No.	Step #	Building Permit Workflow	Description
1.	Step 1	Parent Project Status > Validate Parent Status	This step validates and auto-populates the information entered during the Parent project application.
2.	Step 2	Building Permit Details > Location	In this step, the application auto-populates the location of the building entered during the parent project application.
3.	Step 2	Building Permit Details > Insurance & Contract Amount	Applicants must enter the contract amount and their insurance details in this step.
4.	Step 3	Contracts> Applicant	During this step, the applicant enters their information in the building permit application form.
5.	Step 3	Contacts > Contractor’s Representative	The applicant enters the contractor’s representative information in the building permit application form.
6.	Step 4	Professionals > Contractor	Applicant is entering the contractor’s information in the building permit application form during this step.
7.	Step 5	Documents > Attachments	Upload two mandatory documents: <ul style="list-style-type: none"> • Current Workers Compensation Certificate • Preliminary Construction Schedule Or any other document relevant to your project in PDF format only
8.	Step 6	Review	During this step, applicants can review their application and make any necessary changes before submitting.
9.	Step 7	Record Issuance	Building Permit Application is submitted, and the eServices Portal issues a “Record Number.”

2 Create Building Permit Application – UCDH eServices Portal

The University of California (UCDH) is implementing a new electronic process for submitting a Building Permit (BP) application through its eServices Portal. The BP application must be submitted to amend a Parent Project. Before a BP application can be created in the eServices Portal, the parent project’s project workflow must have the project’s overall record status set to **“Approved—Pending Permit.”**

2.1 Application Dashboard

Search and select the Parent Project for which the Building Permit (BP) will be submitted. The status must be **“Approved – Pending Permit”** (as shown in the screenshot below).

Click the **“Amendment”** link button to start your BP application.

The screenshot shows the UCDH eServices Portal interface. At the top, there is a navigation bar with the UCDavis Health logo, the title 'Building Department and Fire Prevention', and 'eServices Portal'. Below the navigation bar, there are links for 'Link to Schedule an Inspection', a search bar, and a menu with 'Home', 'Projects', and 'Fire Prevention'. Under 'Projects', there are buttons for 'Create Application', 'Search Projects', and 'Schedule an Inspection'. The main content area is titled 'Records' and shows a table of records. The table has columns for 'Date', 'Record Number', 'Status', 'Record Type', 'Description', 'UCDH Project Number/Name', and 'Action'. One record is highlighted with a red box, showing a status of 'Approved - Pending Permit' and an 'Amendment' button.

Date	Record Number	Status	Record Type	Description	UCDH Project Number/Name	Action
03/24/2025	025-0022	BP Issued	Application for Building Permit		ucdh www	
06/07/2025	025-0018	In Progress	UCDH Building		95562500 California Tower - Shrut's Test Project	
06/07/2025	025-0019	Approved - Pending Permit	UCDH Building		9555550 Shrut's Testing Project - Aggie Square	Amendment
12/20/2024	024-0157	In Plan Review	UCDH Building		325456 Testing for Workflow UserGuide	
12/11/2024	025-0020	Approved - Pending Permit	UCDH Building		ucdh www	Amendment
10/06/2024	024-0149	In Progress	UCDH Building		A125478 Shrut's Testing - Inspections	
10/02/2024	024-0146	Construction In Progress	UCDH Building		23425 Testing - Inspections Shrut's October	
09/20/2024	24TRP-00267		UCDH Building			Revert Application

Select the **“Application for Building Permit”** radio button and click the **“Continue Application”** button to open the BP application workflow.

The screenshot shows the UCDavis Health eServices Portal interface. At the top, the logo for UCDavis Health is on the left, and the text 'Building Department and Fire Prevention' and 'eServices Portal' are on the right. Below the header, there are navigation links for 'Home', 'Projects', and 'Fire Prevention'. A search bar is located on the right side. The main content area is titled 'Select an Amendment Type' and includes a sub-header 'Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.' Underneath, there are two main categories: 'UCDH PAD' and 'UCDH Permit Application'. The 'UCDH Permit Application' category is expanded, showing two radio button options: 'Application for Building Permit' and 'Application for Building Permit'. A 'Continue Application >' button is located at the bottom of the selection area.

2.2 STEP 1: Parent Project Status > Validate Parent Status

When you click the **“Continue Application”** button, the application validates the parent project record number.

The screenshot shows the 'Parent Project Status' step of the application process. At the top, there is a search bar and navigation tabs for 'Home', 'Projects', and 'Fire Prevention'. Below this is a dark blue header with 'Create Application', 'Search Projects', and 'Schedule an Inspection'. A progress bar indicates the current step is '1 Parent Project Status', with other steps being '2 Building Permit Details', '3 Professionals', '4 Documents', '5 Review', and '6'. The main content area is titled 'Parent Status' and contains instructions: 'In order to submit an Application for Building Permit, the project construction documents must be "Accepted" or "Approved - Pending Permit"'. It lists required documents: 'Current Workers Compensation Certificate' and 'Preliminary Construction Schedule'. A 'Continue Application' button is highlighted with a red box and a red arrow pointing to it. A 'Save and resume later' button is also visible.

2.3 Save and Resume Later Button

If you click the “Save and resume later” button, the application process stops, and the user is redirected to the Project List page. The eServices Portal issues a temporary Project ID and displays the application in the user’s project list. Users can “Resume Application” at a later time. The temporary application will be saved in the UCDH eServices Portal for 60 days before getting purged, and the applicant will have to restart a new building permit application.

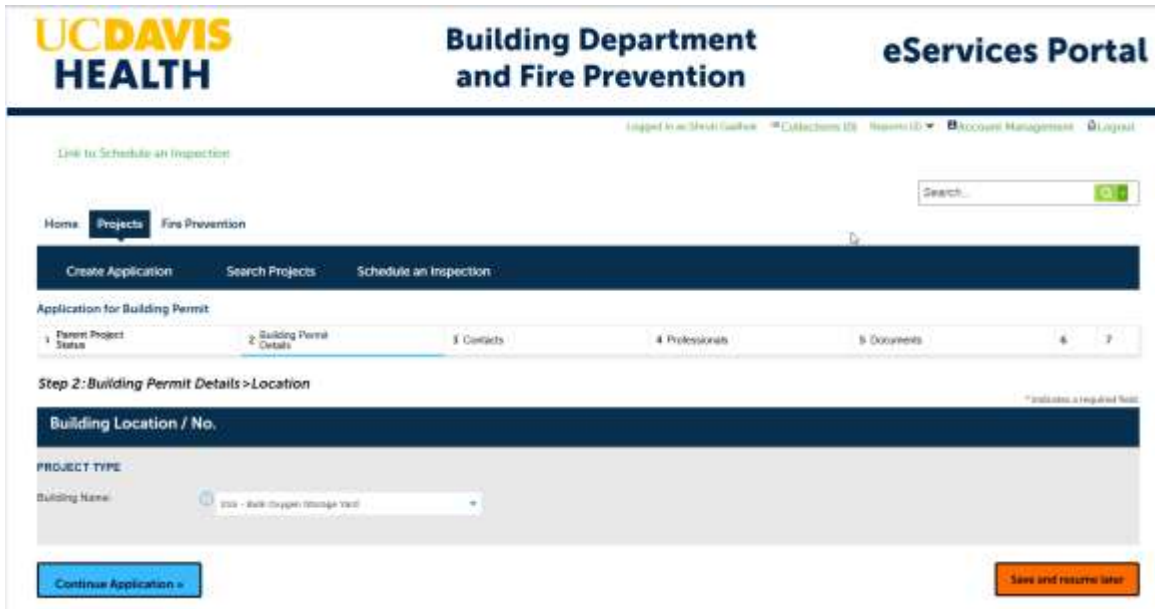
The screenshot shows the UCDH eServices Portal interface. At the top, there is a navigation bar with the UCDavis Health logo, the text 'Building Department and Fire Prevention', and 'eServices Portal'. Below this, there are utility links for 'Log out as Shrut Gathwa', 'Collections (0)', 'Reports (2)', 'Account Management', and 'Logout'. A search bar is located on the right side of the navigation bar.

The main content area features a breadcrumb trail: 'Home > Projects > Fire Prevention'. Below this is a dark blue bar with three buttons: 'Create Application', 'Search Projects', and 'Schedule an Inspection'. A green notification banner states: 'Your partial application (25TMP-000321) has been successfully saved. To resume the application(s), go to the Records section and click the Resume Application link.' Below the notification is a 'Records' section with a table of application records.

State	Record Number	Status	Record Type	Description	UCDH Project Number/Name	Action
02/04/2025	25TMP-000321		Application for Building Permit		149600 Testing - BPT For Shrut Feb.2025	Resume Application
02/04/2025	825-0263	Approved - Pending Permit	UCDH Building		149600 Testing - BPT For Shrut Feb.2025	Approved
02/04/2025	825-0356	Approved - Pending Permit	UCDH Building		1 BP App Test Parent 020425	Approved
02/03/2025	825-0251	In Plan Review	UCDH Building		987406 Joshi's Application for BPT Testing	
02/03/2025	825-0252	In Plan Review	UCDH Building		8910023 Sepal Sharma - BPT Testing	
02/03/2025	825-0253	Approved - Pending Permit	UCDH Building		563289 BPT Testing - Robert Colato	Approved
02/03/2025	825-0254	Approved - Pending Permit	UCDH Building		258063 BPT Testing - Mark Wong	Approved
01/31/2025	825-0247	In Progress	UCDH Building		9556250 40X - Testing Building App	
01/31/2025	825-0248	In Progress	UCDH Building		784542 Apple Square - BPT Testing	
01/29/2025	BPT-825-9039	In Progress	Application for Building Permit		9556550 Shrut's Testing Project - Apple Square	

2.4 STEP 2: Building Permit Details > Location

This step is auto-populated with the Building Name and Number from the original project application.



Click on the **“Continue Application”** to move to the next screen.

2.5 STEP 2: Building Permit Details > Insurance & Contract Amount

Enter the required fields marked with (*) asterisks.

The screenshot shows the 'Application for Building Permit' interface. At the top, there are navigation tabs for 'Home', 'Projects', and 'Fire Prevention'. Below these are buttons for 'Create Application', 'Search Projects', and 'Schedule an Inspection'. A progress bar indicates the current step is '2 Building Permit Details'. The main heading is 'Step 2: Building Permit Details > Insurance & Contract Amount'. A warning message states: 'WARNING: FAILURE TO SECURE WORKERS COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 1296 OF THE LABOR CODE, INTEREST AND ATTORNEY FEES.' Below this is the 'Application Details' section with the following fields: '* Owner-Builder / Contractor' (dropdown menu), '* Contract Amount' (text input), '* Workers Compensation Coverage' (dropdown menu), '* Workers Compensation Policy #' (text input), and '* Workers Compensation Policy Expiration' (date input). A dropdown menu is open for '* Owner-Builder / Contractor' showing options: 'Contractor', 'Owner-Builder', 'Insured through carrier', and 'Self-Insured'. Red arrows point from the asterisked labels to their respective dropdown menus. At the bottom, there is an 'Owner-Builder Declaration' section with a note: 'OWNER-BUILDER If Owner-Builder, please check and check only one option below.' Two buttons are at the bottom: 'Continue Application >' and 'Save and resume later'.

2.5.1 WC, Cost, & Owner Builder – Contractor Value

If you select the value “**Contractor**,” the following screen is displayed and requires you to enter the following mandatory fields:

- Workers Compensation Coverage
- Workers Compensation Policy Expiration
- Contract Amount and
- Workers Compensation Policy #

The default value of the field “*Workers Compensation Coverage*” is “**Insured through carrier.**”

Home Projects Fire Prevention

Create Application Search Projects Schedule an Inspection

Application for Building Permit

1 Parent Project Status 2 Building Permit Details 3 Contracts 4 Professionals 5 Documents 6 7

Step 2: Building Permit Details > Insurance & Contract Amount

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION DAMAGES AS PROVIDED FOR IN SECTION 3700 OF THE LABOR CODE, INTEREST AND ATTORNEY FEES.

* Indicates a required field.

Application Details

WC, Cost, & Owner-Builder

* Owner-Builder / Contractor: Contractor

* Contract Amount: [input field]

* Workers Compensation Coverage: Insured through carrier

* Workers Compensation Policy #: [input field]

* Workers Compensation Policy Expiration: MM/DD/YYYY [calendar icon]

Owner-Builder Declaration

OWNER-BUILDER

* Owner-Builder: please read and check only one option below.

Continue Application » Save and resume later

Click on “**Continue Application**” to move to the next section.

2.5.2 WC, Cost, & Owner Builder – Owner-Builder Value

If you select the value **Owner-Builder** in the “**Owner-Builder / Contractor**” field, you must also fill out the “**Owner-Builder Declaration**” section. The following fields in red asterisk (*) are required:

- Contract Amount
- Workers Compensation Policy #

Home **Projects** Fire Prevention

Create Application Search Projects Schedule an Inspection

Application for Building Permit

1 Parent Project Status 2 **Building Permit Details** 3 Contacts 4 Professionals 5 Documents 6 7

Step 2: Building Permit Details > Insurance & Contract Amount

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3704 OF THE LABOR CODE, INTEREST, AND ATTORNEY FEES.

* indicates a required field

Application Details

WC, Cost, & Owner-Builder

* Owner-Builder / Contractor: Owner-Builder

* Contract Amount: []

* Workers Compensation Coverage: Self-Issued

* Workers Compensation Policy #: 7558

Owner-Builder Declaration

OWNER-BUILDER
If Owner-Builder, please read and check only one option below.

I, as the owner of the property, or my employees with wages as their sole compensation will do the work, and the structure is not intended or offered for sale. (Section 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.)

I, as the owner of the property, am exclusively contracting with licensed contractors to construct the project. (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves it thereon, and contracts for such projects with a contractor's license pursuant to the Contractor's License Law.)

I am exempt under the following Section Building and Professions Code for the listed reason. (please explain below):

[Continue Application >](#) [Save and resume later](#)

You must select one checkbox, as the “**Owner-Builder Declaration**” is a required section. If the third declaration box is checked, please enter an explanation into the text box that appears:

Owner-Builder Declaration

OWNER-BUILDER
If Owner-Builder, please read and check only one option below.

I, as the owner of the property, or my employees with wages as their sole compensation will do the work, and the structure is not intended or offered for sale. (Section 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for the purpose of sale.)

I, as the owner of the property, am exclusively contracting with licensed contractors to construct the project. (Sec. 7044, Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves it thereon, and contracts for such projects with a contractor's license pursuant to the Contractor's License Law.)

I am exempt under the following Section Building and Professions Code for the listed reason. (please explain below):

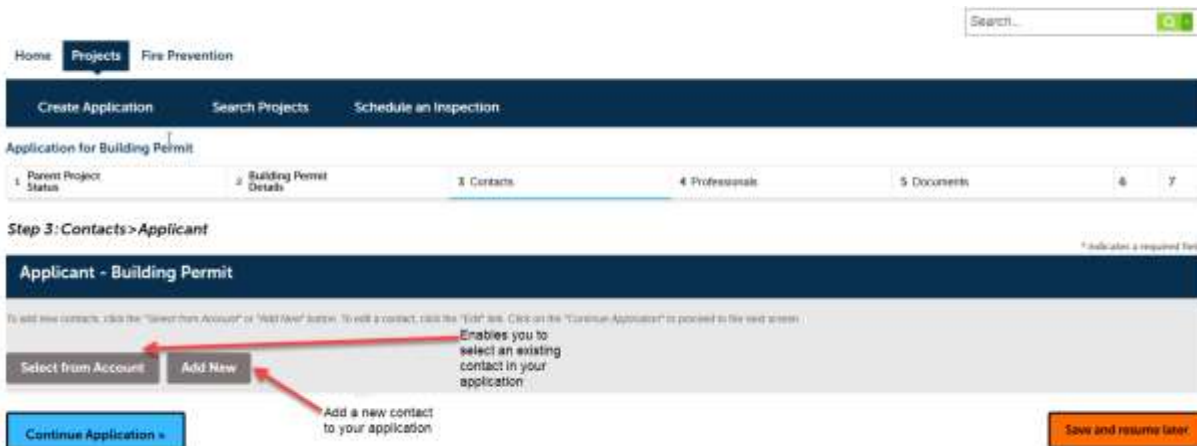
* >>>> If the 3rd declaration is checked, please explain:

[Continue Application >](#) [Save and resume later](#)

2.6 STEP 3: Contacts >Applicant

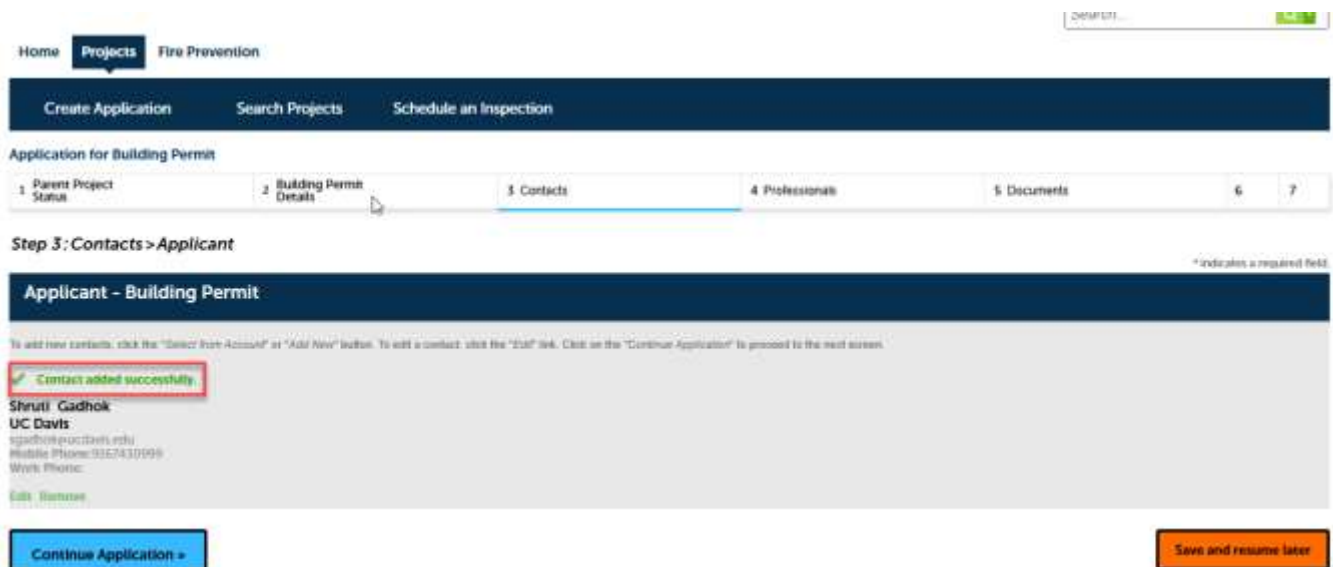
This section allows an applicant to select a contact from the account or add a new contact in the BP application.

Selecting **“Select from Account”** allows the applicant to attach their public user account to the application/record and manage attachments. However, selecting **“Add New”** only adds the contact's information and does not add their public user account. They will receive correspondence but cannot view/manage attachments unless their public user account is attached to the record.



2.6.1 Select from Account

Clicking on the **“Select from Account”** button will connect the applicant to the public user account and the application/record if they were the actual applicant for the building application.



2.6.2 Add New – Contact Information Screen

Clicking on the “Add New” button will bring you to this screen, where the applicant must enter the required new Contact information.

Contact Information

* First: Middle: * Last:

Legal Business Name:

Work Phone: * Mobile Phone:

* Contact E-mail: Fax:

Continue **Clear** [Discard Changes](#)

Click the “**Continue**” button to move to the main screen.

The following message and contact information is displayed once the **new contact** has been added to the BP application.

Home **Projects** Fire Prevention

Create Application Search Projects Schedule an Inspection

Application for Building Permit

1 Permit Project Status 2 Building Permit Details 3 **Contacts** 4 Professionals 5 Documents 6 7

Step 3: Contacts > Applicant * indicates a required field

Applicant - Building Permit

To add new contacts, click the "Add New" button or "Add New" button. To edit a contact, click the "Edit" link. Click on the "Continue Application" to proceed to the next screen.

✔ **Contact added successfully.**

Shruti Gadhole
UC Davis
9257904000@ucdavis.edu
Mobile Phone: 9257400996
Work Phone:

[Edit](#) [Remove](#)

Continue Application > **Save and resume later**

Click the “**Continue Application**” button to move to the next screen.

2.7 STEP 3: Contacts > Contractor’s Representative

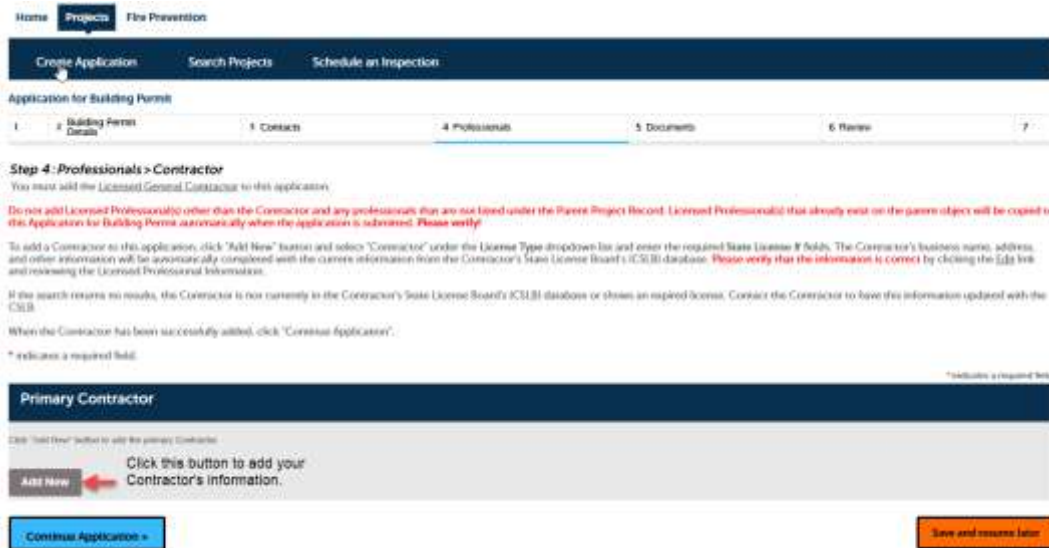
This section will appear if you select the “**Contractor**” option. This screen allows the applicant to enter the “Contractor’s Representative” contact information.

The screenshot shows the 'Contractor's Representative' form within a web application. At the top, there is a navigation bar with 'Home', 'Projects', and 'Fire Prevention'. Below this is a dark blue header with 'Create Application', 'Search Projects', and 'Schedule an Inspection'. A breadcrumb trail shows 'Parent Project Status', 'Building Permit Details', 'Contacts', 'Professionals', 'Documents', and '7'. The main heading is 'Step 3: Contacts > Contractor's Representative'. A red note states: 'Please enter the Name, Title, Mobile Phone, and Email for the Contractor's Representative that will be responsible for signing the Building Permit Application. (Verify that all of their contact information is accurate since this will be used to issue their signature through DocuSign.)' A red asterisk indicates a required field. The form has a title bar 'Contractor's Representative' with a red asterisk. Below the title bar, there is a grey box with instructions: 'To add new contacts, click the "Select from Account" or "Add New" button. To edit a contact, click the "Edit" link. Click on the "Continue Application" to proceed to the next screen.' There are two buttons: 'Select from Account' and 'Add New'. A red arrow points to 'Add New' with the text 'Add a new contact to your application'. Below the buttons is a blue button 'Continue Application >' and an orange button 'Save and Review Later'. The form fields include: '* First:', 'Middle:', '* Last:', 'Legal Business Name:', 'Work Phone:', '* Mobile Phone:', 'Address Line 1:', '* Contact E-mail:', 'Address Line 2:', 'City:', 'State:' (with a dropdown menu), and 'Zip:'. At the bottom of the form are buttons for 'Continue', 'Clear', and 'Discard Changes'. A second screenshot below shows the same form after data entry. The 'Continue Application >' button is highlighted with a red box. The contact information displayed is: 'Shirazi, Gauthik', 'gauthik@ucdavis.edu', 'Mobile Phone: (916) 259-1922', and 'Work Phone:'. The 'Save and Review Later' button is also visible.

Click on the “**Continue Application**” to move to the next section.

2.8 STEP 4: Professionals > Contractor

This section will be displayed if the applicant selects the **“Contractor”** option. This screen allows the applicant to enter the contractor's information. The contractor value in the **“License Type”** is a default value. The applicant is allowed to enter only the contractor information in this section. They must also enter the mandatory information highlighted in red asterisks (*).



Enter the mandatory fields highlighted in red (*) asterisk.

Licensed Professional Information

* License Type: Contractor
 * State License #:
 * Name of Business: * First: * Last:
 * Address:
 Address Line 2: * City: * State: --Select-- * Zip:
 * Mobile Phone: Work Phone:
 * Contact E-mail:
 Save and Close Clear Discard Changes

The following screen and message will be displayed once the contractor’s information has been successfully added to the BP application.

The screenshot shows the 'Projects' tab selected in the top navigation bar. Below it is a dark blue bar with three buttons: 'Create Application', 'Search Projects', and 'Schedule an Inspection'. A progress bar below that shows seven steps: 1. Building Permit Details, 2. Contacts, 3. Professionals, 4. Documents, 5. Review, and 6. (unlabeled). Step 3, 'Professionals', is highlighted in green.

Step 4: Professionals > Contractor

You must add the Licensed General Contractor to this application.

Do not add Licensed Professionals other than the Contractor and any professionals that are not listed under the Permit Project Record. Licensed Professionals that already exist on the permit object will be copied to this Application for Building Permit automatically when the application is submitted. Please verify!

To add a Contractor to this application, click "Add New" button and select "Contractor" under the License Type dropdown list and enter the required State License # fields. The Contractor's business name, address, and other information will be automatically completed with the current information from the Contractor's State License Board's (CSLB) database. **Please verify that the information is correct** by clicking the [Edit] link and reviewing the Licensed Professional Information.

If the search returns no results, the Contractor is not currently in the Contractor's State License Board's (CSLB) database or shows an expired license. Contact the Contractor to have this information updated with the CSLB.

When the Contractor has been successfully added, click "Continue Application".

* indicates a required field.

Primary Contractor

Click "Add New" button to add the primary Contractor.

✔ Licensed Professional added successfully.

defaults

License Type: Contractor
License Number: 204234001
Address: null
City: Berkeley

[Continue Application >](#) [Save and review later](#)

Click on **“Continue Application”** to move to the next section.

2.9 STEP 5: Documents > Attachments

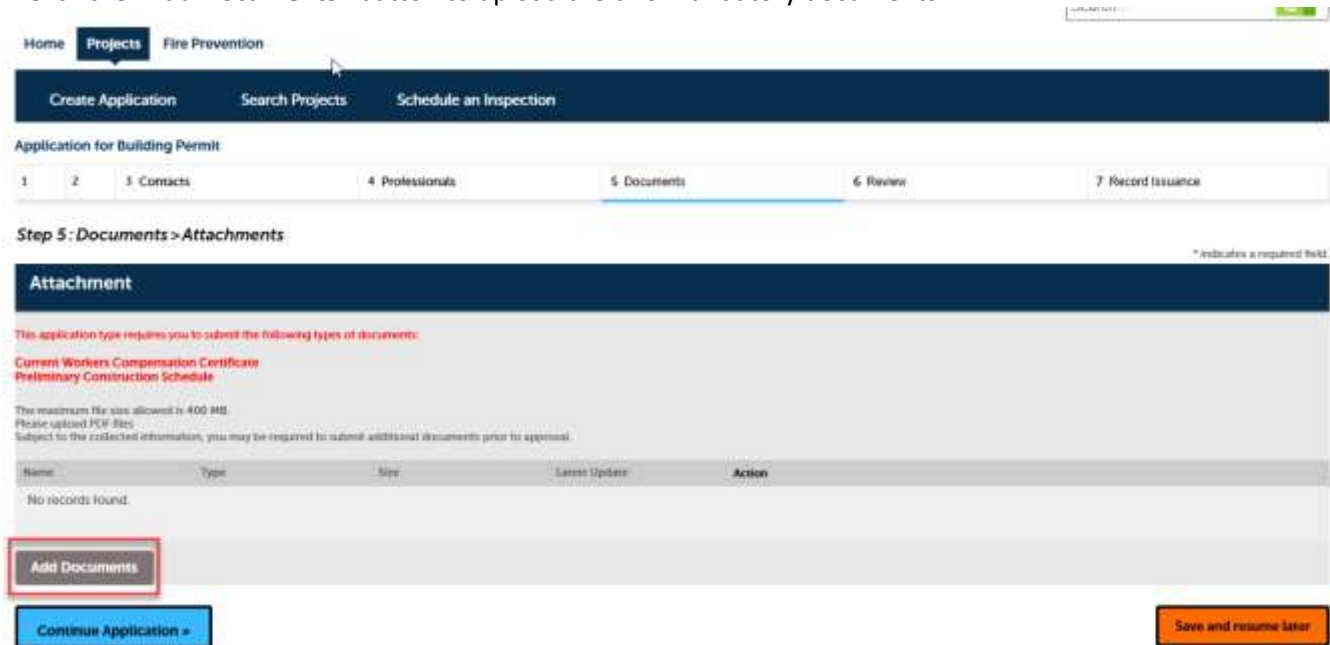
The “**Documents**” section allows the applicant to upload two required documents to submit a Building Permit Application:

1. Current Workers Compensation Certificate
2. Preliminary Construction Schedule

The file naming convention for the two required documents for the *Building Permit Application* is listed in the table below. Please ensure that you follow the required naming convention.

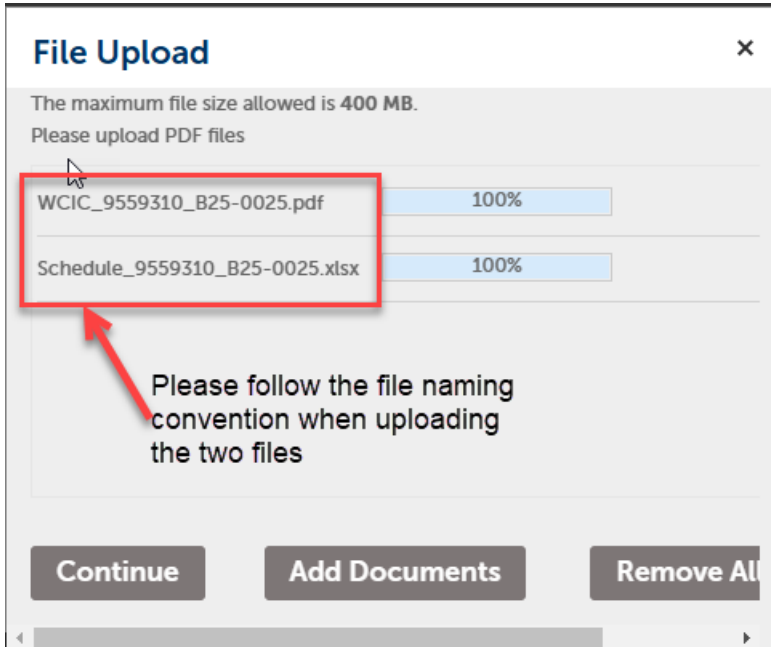
No.	Document Type	File Naming Convention	File Naming Convention (Example)	Description
1.	Current Workers Compensation Certificate	1. WCIC_<UCDHProject#>#>_<Accela Record ID>.pdf	WCIC_9559310_B25-0012.pdf	Contractor: Attach a copy of the project “ Certificate of Insurance. ” Owner Builder: Attach the “ Certificate of Consent ” to Self-Insure.
2.	Preliminary Construction Schedule	1. Schedule_<UCDHProject#>_<Accela Record ID>.pdf 2. Schedule_<UCDHProject#>_<Accela Record ID>.xls	Schedule_9559310_B25-0012.pdf Schedule_9559310_B25-0012.xls	This schedule is the Preliminary Construction Schedule for the project.

Click the “**Add Documents**” button to upload the two mandatory documents.



2.9.1 File Upload

This screen uploads and displays the two mandatory documents required for the Building Permit Application. Once the status bar shows 100%, click the “*Continue*” button.



Select the value for the document type from the “**Type**” list, which you have uploaded to the application, or the two mandatory documents will not be saved, and you’ll receive an error message.

Step 5: Documents > Attachments * indicates a required field

Attachment

This application type requires you to submit the following types of documents:
Current Workers Compensation Certificate
Preliminary Construction Schedule

The maximum file size allowed is 400 MB.
Please upload PDF files.
Subject to the collected information, you may be required to submit additional documents prior to approval.

Name	Type	File	Latest Update	Action
No records found				

Type:
Current Workers Compensation Cert*

File:
WCC_060316_025-002.pdf
300K

Description:
Current Workers Compensation Certificate Document

Type:
Preliminary Construction Schedule*

File:
Schedule_060316_025-002.pdf
300K

Description:
Preliminary Construction Schedule

Make sure you match the uploaded file name with the type of document you’ve uploaded.

Click the “**Save**” button to save the uploaded documents. Then, click the “**Continue Application**” button to move to the next screen.

Type:
Preliminary Construction Schedule*

File:
Schedule_060316_025-002.pdf
180K

Description:
Preliminary Construction Schedule


Save **Add Documents** **Remove All**

Continue Application > **Save and resume later**

This screen displays the message when the applicant has successfully uploaded the two documents.

Home **Projects** Fire Prevention

Create Application Search Projects Schedule an Inspection

 The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.

Application for Building Permit

1 2 3 Contacts 4 Professionals 5 Documents 6 Review 7 Record Issuance

Step 5: Documents > Attachments * Indicates a required field

Attachment

This application type requires you to submit the following types of documents:
Current Workers Compensation Certificate
Preliminary Construction Schedule

The maximum file size allowed is 400 MB.
Please upload PDF files.
Subject to the collected information, you may be required to submit additional documents prior to approval.

Name	Type	Size	Latest Update	Action
WCC - 10/15/18_BD-0025.pdf	Current Workers Compensation Certificate	1.64 MB	05/03/2025	Actions
Schedule - 10/15/18_BD-0025.pdf	Preliminary Construction Schedule	38.23 KB	05/03/2025	Actions

Add Documents

Continue Application > Save and resume later

2.10 STEP 6: Review

The Review page displays all data entered into the BP application; make any necessary edits by clicking the **Edit** buttons and changing the erroneous information. When the information is satisfactory, click **Continue Application** to submit your application.

Create Application Search Projects Schedule an Inspection

Application for Building Permit

1 2 3 Contacts 4 Professionals 5 Documents 6 Review 7 Record Issuance

Step 6: Review

Continue Application » Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Application for Building Permit

Parent Status

CURRENT PROJECT STATUS

Parent Project Record # Click "Continue Application"

Building Location / No.

PROJECT INFORMATION

Building Name: 130 - Canary Business Park, Gates 1700 to 1800

Application Details

WC, Cal. or Owner-Build

Contract Assesmt: 20000

Workers Compensation Coverage: Self-Insured

Workers Compensation Policy #: 7559

Check the checkbox and ensure you receive the date you submit your building permit application.

Primary Contractor

edit

added: 05/05/2025 05/05/2025 05/05/2025

Mobile Phone: 951-950-8108 Contractor: 53425423 ucdh@ucdavis.edu

Attachment

edit

The maximum file size allowed is 400 MB. Please upload PDF files. Subject to the collected information, you may be required to submit additional documents prior to approval.

Name	Type	Size	Last Update	Action
WCC_20250110_025_0003.pdf	Current Workers Compensation Certificate	1.64 MB	05/05/2025	Action »
Schedule_20250110_025_0003.pdf	Preliminary Construction Schedule	38.25 KB	05/05/2025	Action »

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

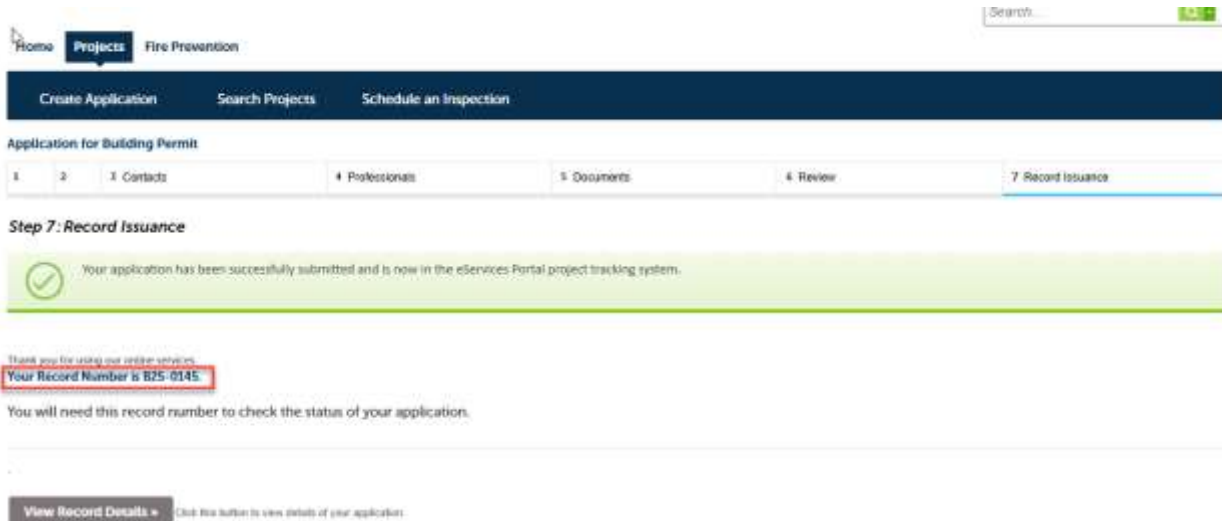
By checking this box, I agree to the above certification. Date: 05/03/2025

Continue Application » Save and resume later

Click on the **“Continue Application”** button.

2.11 STEP 7: Record Issuance

The eServices Portal displays the Building Permit Application submission confirmation page as the last step. The application details are also emailed to all contacts in your application.



Congratulations!!

You have successfully submitted an Application for Building Permit.

NOTE: When the application for the Building Permit is successfully submitted, the Building Department will receive an automatic email notification. If your Building Permit has not been issued within 10 business days, contact HS-BuildingDeptPlanReview@ucdavis.edu.