

UC DAVIS HEALTH

Building Department and Fire Prevention eServices Portal

Applications for New Projects

Version Number: 3.0

REVISION HISTORY

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

Date	Version #	Description of Change	Author
2/20/2023	1.0	First final version	S. Gadhok
8/17/2023	2.0	Added steps for Location, new mandatory field, and added Appendix E with Building Address.	S. Gadhok
1/30/2024	3.0	Updated the document after Phase 2 implementation.	S. Gadhok

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Purpose

Welcome to the UCDH eServices Portal User Guide:

- A. The purpose of this document is to provide guidance and step-by-step instructions for proper submittal documentation to facilitate Plan reviews.
- B. The list is not comprehensive, as relevant documentation will vary by project scope.
- C. For specific project questions related to submittal documents, email your questions to the following email:
 - HS-BuildingDeptPlanReview@ucdh.edu
- D. This document covers:
 - i. [Step-by-step instructions on how to submit your HCAI application](#)
 - ii. [Step-by-step instructions on how to submit your UCDH application](#)
 - iii. [Appendix A: Field Description](#)
 - iv. [Appendix B: Attachment by Record Type](#)

1 Page Flow - Overview

The predefined steps to create and submit project applications are detailed in this guide. The steps involved in applying for a “*New Project*,” are slightly different from those in submitting for PADs. Below is an illustration of the page flow steps.

Table 1: eServices Portal Page flow

No.	Step	Page Title	Description
Application for New Project			
1		Record Type	Select record type for New Project: <ul style="list-style-type: none"> • UCDH Building • HCAI Project
2	STEP 1	Project Type and Info	Record the Project Name, Number, Scope, Project Occupancy, and other required project details specific to the project
3	STEP 2	Contact Information	Add new Contact(s) specific to the application: <ul style="list-style-type: none"> • Applicant (PM or CM) • UCDH Project Manager • Consulting Construction Manager
4	STEP 3	Design Professionals	Add a New Licensed Professional(s) and their Contact(s) information specific to the application
5	STEP 4	Submittal Documentation	Upload Plans, Specifications, and Calculations or any other document relevant to your project in PDF format only
6	STEP 5	Review	Final opportunity to review the information entered in the application for accuracy. During this step, “Edits” can be made if necessary
7	STEP 6	Record Issuance	Project applications (UCDH and HCAI) are submitted and the eServices Portal issues a “Record Number”

1.1 Page Flow – Application

Listed below are some basic rules to apply using the eServices Portal:

- ✓ When creating an application for a new project, follow the page flow to avoid errors or missed data.
- ✓ You can save your application at any time during the process by clicking the **“Save and resume later”** button and then clicking on the **“Resume Application”** link in your *“My Records” / “Dashboard”*.
- ✓ When resuming an existing in-progress application, you will be given the option to start from the beginning or continue where the application was left off.
- ✓ You can navigate back and forth within the completed pages.
- ✓ You must click on the **Continue Application** or **Save and resume later** button to save the data entered on the page.
- ✓ If a page contains a section that allows for multiple records to be added, for example, multiple licensed professionals or multiple contacts, the eServices Portal will automatically Save the selection. If any edits are needed, click the *“Edit”* link for the individual. To add the next record, click **Add New** as applicable.
- ✓ It is recommended that you click the **“Save and resume later”** button as needed to prevent data loss due to data entry errors.
- ✓ If any required data is missing from the page when the **Continue Application** button is clicked, an error message is displayed on the top of the page. You must correct any errors before continuing to the next page flow screen.

1.2 HCAI Application – Step-by-Step Instructions

Listed below are step-by-step instructions on how to create and submit a new HCAI application.

STEP	STEP DESCRIPTION	EXPECTED RESULTS
1.	Go to the Accela Citizen's Portal website. https://aca-prod.accela.com/UCDMC/Default.aspx	Accela Citizen's Portal Website is displayed.
2.	Login into your account by using your user ID/password and click on the "Sign In" button	The user is logged into their account.
3.	Click on the "Projects" tab and then click on "Create an Application"	The online Application screen should be displayed.
4.	Click on the radio button "HCAI Project" under "Building Permits" and click on the "Continue Application" button	Step 1: Project Type and Info>Project Type screen is displayed.
5.	Select a value for the drop-down field "Project Type"	Select any value listed below for the field Project Type: 1. Alteration/Renewal 2. Demolition and/or Abatement 3. New Construction 4. Site Work
6.	Click on the "Continue Application" button	Step 1: Project Type and Info>Project Information screen is displayed.

7.	<p>Enter the value for the following fields displayed on the screen:</p> <ol style="list-style-type: none"> 1. UCDH Project Number: (*Mandatory field) 2. UCDH Project Name: (*Mandatory field) 3. Emergency Project: (*Mandatory field) 4. HCAI Building Name: (*Mandatory field) 5. HCAI Building Number(s): (*Mandatory field) 6. Type of Construction: (*Mandatory field) 7. Square Footage: (*Mandatory field) 8. Is this project adding square footage to the building: (*Mandatory field) 9. Added Square Footage: (Displayed only when selected YES on the previous field) 10. Fire Sprinklers: (*Mandatory field) 11. Fire Alarm Required: (*Mandatory field) 12. Project Scope Narrative: (*Mandatory field) 13. Construction Cost (Estimated): (*Mandatory field) 14. Fixed Equipment Cost (Estimated): (*Mandatory field) 15. Imaging Equipment Cost (Estimated): (*Mandatory field) 16. Please list deferred approvals if applicable: 	
8.	<p>Pick a value for "Type of Construction:"</p> <ol style="list-style-type: none"> 1. Type IA - Non-Combustible (Protected Structural Elements) 3HR 2. Type IB - Non-Combustible (Rated Structural Elements) 2HR 3. Type IIA - Non-Combustible (Rated Structural Elements) 1HR 4. Type IIB - Non-Combustible (Non-Rated Structural Elements) 5. Type IIIA - Non-Combustibles (Exterior Walls Only) 6. Type IIIB - Non-Combustible (Bearing Walls Rated) 7. Type VA - Combustible (Structural Element Rated) IHR 8. Type VB - Combustible (All Elements Not Rated) 	
9.	Click on the " Continue Application " button	Step 1: Project Type and Info>Project Occupancy screen is displayed.

10.	<p>Pick a value for "Project Occupancy":</p> <ul style="list-style-type: none"> A-1 A-2 A-3 B H-1 H-2 H-3 H-4 H-5 I-2 I-4 L M R-1 R-2 R-2.1 R-3.1 R-4 S-1 S-2 U Not Applicable 	<p>Pick the value that is relevant to your project. If none pertains to your project, then select "Not Applicable".</p>
11.	<p>Click on the "Continue Application" button</p>	<p>Step 1: Project Type and Info>Project Delivery Plan screen is displayed.</p>
12.	<p>Enter the value for the following fields on the "PROJECT DELIVERY PLAN" screen:</p> <ol style="list-style-type: none"> 1. Construction Delivery Method: (*Mandatory field) 2. Construction Sequencing: 3. Submittal Milestone: (*Mandatory field) 	

13.	<p>Pick any value listed below for the "Construction Delivery Method"</p> <ol style="list-style-type: none"> 1. Design-Bid-Build 2. Design/Build 3. Developer Led (P3) 4. Progressive D/B 5. Self-Performed 	
14.	<p>Enter the value in the "Construction Sequencing" field</p>	<p>Enter the value from the drop-down field "Construction Sequencing":</p> <ol style="list-style-type: none"> 1. Incremental package 2. Single package
15.	<p>Enter the value in the "Submittal Milestone" field</p>	<p>Pick a value from the drop-down list "Submittal Milestone" related to your project:</p> <ol style="list-style-type: none"> 1. 01-Milestone (SD 50%) 2. 02-Milestone (SD 100%) 3. 03-Milestone (DD 50%) 4. 04- Milestone (DD 100%) 5. 05- Milestone (CD 50%) 6. 06- Milestone (DD 95%) 7. 10- Milestone (CD 100%)
16.	<p>Click on the "Continue Application" button</p>	<p>Step 2: Contact Information>Applicant screen is displayed.</p>
17.	<p>The "Look Up" search function is currently not available for Contacts, so they must be added by clicking the Select from Account button to use information contained in your Public User account OR clicking the Add New button and completing each applicable field.</p> <p>Note: <i>Multiple Contacts may be added to the project, but the system only sends the email communications to only one applicant and one Project Manager.</i></p>	
18.	<p>Additional contacts can be added to the application by clicking on the "Add New" button, however they will not receive any communications.</p>	

19.	Enter your information for the following fields: 1. First: (*Mandatory field) 2. Middle: 3. Last: (*Mandatory field) 4. Legal Business Name: 5. Work Phone: 6. Mobile Phone: (*Mandatory field) 7. Contact E-mail: (*Mandatory field)	
20.	Click on the "Continue" button	Step 2: Contact Information>Applicant screen is displayed with the contact information for the contact entered and the following message is displayed, "Contact added successfully."
21.	Click on the "Continue Application" button	Step 2: Contact Information>UCDH Project Manager screen is displayed.
22.	Click on the "Add New" button to add an additional contact to your application or "Select from Account" to pick the existing contact or "Look Up" to look up the contact information from the existing accounts.	
23.	Click on the "Add New" Button to add a new UCDH Project Manager	The "Contact Information" screen is displayed.
24.	Enter the UCDH Project Manager's information: 1. First: (*Mandatory field) 2. Middle: 3. Last: (*Mandatory field) 4. Legal Business Name: 5. Work Phone: 6. Mobile Phone: (*Mandatory field) 7. Contact E-mail: (*Mandatory field) 8. Fax:	
25.	Click on the "Continue" button	Step 2: Contact Information>UCDH Project Manager screen is displayed, with the following message, "Contact added successfully."
26.	Click on the "Continue Application" button	Step 2: Contact Information>CC Manager screen is displayed.
27.	NOTE: Adding a Consulting Construction Manager is not required to complete your application. However, if you would like to add one to your application, follow the same steps used for adding UCDH Project Manager	

28.	Click on the " Continue Application " button	Step 3: Design Professionals > Licensed Professionals screen is displayed.
29.	Click on the " Add New " button to add a new Licensed Professional	The " Licensed Professional Information " screen is displayed.
30.	Enter the information for the Licensed Professional contact: 1. License Type: (*Mandatory field) 2. State License Number (*Mandatory field) 3. First: (*Mandatory field) 4. Last: (*Mandatory field) 5. Name of Business: (*Mandatory field) 6. Mobile Phone: (*Mandatory field) 7. Work Phone: 8. Address: (*Mandatory field) 9. Contact E-mail: (*Mandatory field) 10. Address Line 2: 11. City: (*Mandatory field) 12. State: (*Mandatory field) 13. Zip: (*Mandatory field)	
31.	The License Type field has the following values: 1. Architect 2. Civil 3. Contractor 4. Electrical 5. Geotechnical 6. Mechanical 7. Other 8. Structural	
32.	Click on the " Save and Close " button	The added information is saved and displayed under the " Licensed Professional List " screen. NOTE: You can add as many Licensed Professionals on this screen by clicking on the " Add New " button.
33.	Click on the " Continue Application " button	Step 4: Submittal Documentation >Digital Projects screen is displayed.

34.	Upload the Plans in the Digital Projects Submission screen under the “ Drag files here to upload or click to select files ” box.	
35.	Once the file has been uploaded, the following fields with the sub-screen are displayed: <ol style="list-style-type: none"> 1. File Name 2. Virtual Folder (*Mandatory Field) 3. Description 4. Doc Type (*Mandatory Field) 5. Uploaded By 6. Uploaded Date 7. Status 8. Thumbnail 9. Actions 	
36.	Pick only the values highlighted in “ Blue ” in the drop-down “ <i>Virtual Folder</i> ” field: <ol style="list-style-type: none"> 1. 01-Milestone (SD 50%) 2. 02-Milestone (SD 100%) 3. 03-Milestone (DD 50%) 4. 04-Milestone (DD 100%) 5. 05-Milestone (CD 50%) 6. 06-Milestone (CD 95%) 7. 10-Initial CD 100% 8. 11-Backcheck-01 (CD 100%) 9. 12-Backcheck-02 (CD 100%) 10. 13-Backcheck-03 (CD 100%) 11. 14-Backcheck-04 (CD 100%) 12. 15-Backcheck-05 (CD 100%) 13. 40-Approved Documents 14. 80-Project Documents 15. 90-Field Operations Documents (In Construction) 16. 99-Project Closure Documents 	Select a value relating to your project from the drop-down field “ Virtual Folders ”.
37.	Doc Type field has the following values: <ol style="list-style-type: none"> 1. Calculations 2. Correction Report 3. Functional Program 	

	<ul style="list-style-type: none"> 4. Geotech Report 5. Inspection Request Form 6. Other 7. Pharmacy Summary Checklist 8. Photos 9. Plan 10. Plan – Reference Only 11. Product Data 12. Project Cancellation Notice 13. Response to Comments 14. Specifications 15. TIO 	
38.	Enter a text in the " Description " box if you want the reviewers to know anything.	
39.	Once the two mandatory fields have been entered and the plans uploaded, the " Status " field will have a " Ready to Submit " status	
40.	Uploaded Date field will display the date and timestamp when the file was uploaded.	Your application and documents uploaded are saved.
41.	Click on the " Continue Application " button	Step 5: Review screen is displayed.
42.	This screen lets you review the information that you've entered on your HCAI Project application	
43.	Click on the " Edit " button on any screen	The screen that you've picked is opened and you can change/edit the information for your application.
44.	Click on the " Continue Application " button	Step 5: Review screen is displayed.
45.	Scroll down and check the checkbox: " <i>By checking this box, I agree to the above certification.</i> "	The " Date: " field is auto-filled with today's date.
46.	Click on the " Continue Application " button	<p>Step 6: The Record Issuance screen is displayed.</p> <p>The message "<i>Your application has been successfully submitted and is now in the eServices Portal project tracking system</i>" is displayed in the green box.</p> <p>Thank you for using our online services. 24Your Record Number is "H24-00050" Application Format: <HYY>-<5-digit sequential number></p>

47.	NOTE: Save the Record Number displayed on your application for future reference.	
48.	You have successfully submitted your application for the HCAI Project	You (an applicant) will receive an email with details for your HCAI application.

1.3 UCDH Application – Step-by-Step Instructions

Listed below are step-by-step instructions on how to create and submit a new UCDH project application.

STEP	STEP DESCRIPTION	EXPECTED RESULTS
1.	Go to the Accela Citizen's Portal website. https://aca-prod.accela.com/UCDMC/Default.aspx	Accela Citizen's Portal Website is displayed.
2.	Login by using your user ID/password and click on <i>the "Sign In"</i> button	The user is logged into their account.
3.	Click on the "Projects" tab and then click on "Create an Application"	The online Application screen should be displayed.
4.	Click on the radio button "UCDH Building" under "Building Permits" and click on the "Continue Application" button	Step 1: Project Type and Info > Project Type screen is displayed.
5.	Select a value for the drop-down field "Project Type"	Select any value listed below for the field <i>Project Type</i> : 1. Alteration/Renewal 2. Demolition and/or Abatement 3. New Construction 4. Site Work
6.	Click on <i>the "Continue Application"</i> button	Step 1: Project Type and Info > Project Information screen is displayed.

7.	<p>Validate the fields under Project Information:</p> <ol style="list-style-type: none"> 1. UCDC Project Number: (*Mandatory field) 2. UCDH Project Name: (*Mandatory field) 3. Emergency Project: (*Mandatory field) 4. Building Name: (*Mandatory field) 5. Type of Construction: (*Mandatory field) 6. Project Square Footage: (*Mandatory field) 7. Is this project adding square footage to the building: (*Mandatory field) 8. Added Square Footage: (*Mandatory field) <p>Note: This field will be displayed if the previous radio button is selected as "YES"</p> <ol style="list-style-type: none"> 9. Fire Alarm Required: (*Mandatory field) 10. Project Scope Narrative: (*Mandatory field) 11. Construction Cost Estimate: (*Mandatory field) 12. Number of Stories: (*Mandatory field) 13. Fire Sprinklers: (*Mandatory field) 14. Are fire sprinklers a code requirement for this project? (*Mandatory field) 15. California Building and Fire Code Edition (Year): (*Mandatory field) 16. OTC Requested: 	<p>NOTE: If OTC review is requested, you must contact the UCDH Building Department to schedule review of all documents.</p>
8.	<p>Click on the "Continue Application" button</p>	<p>Step 1: Project Type and Info > Project Occupancy screen is displayed.</p>

9.	<p>Pick a value for "Project Occupancy" relating to your project.</p> <ul style="list-style-type: none"> A-1 A-2 A-3 B H-1 H-2 H-3 H-4 H-5 I-2 I-4 L M R-1 R-2 R-2.1 R-3.1 R-4 S-1 S-2 U Not Applicable 	<p>Pick the value that is relevant to your project. If none then select "Not Applicable".</p>
10.	<p>Click on the "Continue Application" button</p>	<p>Step 1: Project Type and Info > Project Delivery Plan screen is displayed.</p>
11.	<p>Enter the value for the following fields on the "Project Delivery Plan" screen:</p> <ol style="list-style-type: none"> 1. Construction Delivery Method: (*Mandatory field) 2. Construction Sequencing: 3. Submittal Milestone: (*Mandatory field) 	<p>Pick any value listed below for the "Construction Delivery Method."</p> <ol style="list-style-type: none"> 1. Design-Bid-Build 2. Design/Build 3. Developer Led (P3) 4. Progressive D/B 5. Self-Performed
12.	<p>Enter the value in the "Construction Sequencing" field</p>	<p>Enter the value from the drop-down field "Construction Sequencing."</p> <ol style="list-style-type: none"> 1. Incremental package 2. Single package

13.	Enter the value in the " Submittal Milestone " field	Enter the value from the drop-down field " Submittal Milestone. " <ol style="list-style-type: none"> 1. 01-Milestone (SD 50%) 2. 02-Milestone (SD 100%) 3. 03-Milestone (DD 50%) 4. 04-Milestone (DD 100%) 5. 05-Milestone (CD 50%) 6. 06-Milestone (95% CD) 7. 10-Milestone (CD 100%)
14.	Click on the " Continue Application " button	Step 2: Contact Information > Applicant screen is displayed.
15.	The " Look Up " search function is currently not available for Contacts, so they must be added by clicking the Select from Account button to use information contained in your Public User account OR clicking the Add New button and completing each applicable field. <i>Note: Multiple Contacts may be added to the project, but the system only sends the email communications to only one applicant and one Project Manager.</i>	
16.	Additional contacts can be added to the application by clicking on the " Add New " button, however, they will not receive any communications.	The " Contact Information " screen is displayed.
17.	Enter your contact information for the following fields: <ol style="list-style-type: none"> 1. First: (*Mandatory field) 2. Middle: 3. Last: (*Mandatory field) 4. Legal Business Name: 5. Work Phone: 6. Mobile Phone: (*Mandatory field) 7. Contact E-mail: (*Mandatory field) 8. Country: 	
18.	Click on the " Save and Close " button	The " Contact Information " screen is displayed.
19.	Click on the " Continue " button	Step 2: Contact Information > Applicant screen is displayed with the contact information, with the following message displayed, " <i>Contact added successfully</i> ".
20.	Click on the " Continue Application " button	Step 2: Contact Information > UCDH Project Manager screen is displayed.

21.	Click on the " Add New " button to add an additional contact to your application or " Select from Account " to pick the existing contact or " Look Up " to look up the contact information from the existing accounts	The " Contact Information " screen is displayed.
22.	Enter the UCDH Project Manager's information: 1. First: (*Mandatory field) 2. Middle: 3. Last: (*Mandatory field) 4. Legal Business Name: 5. Work Phone: 6. Mobile Phone: (*Mandatory field) 7. Contact E-mail: (*Mandatory field) 8. Fax:	
23.	Click on the " Continue " button	Step 2: Contact Information > UCDH Project Manager screen is displayed with the following message, " Contact added successfully. "
24.	Click on the " Continue Application " button	Step 2: Contact Information > CM screen is displayed.
25.	NOTE: Adding a Consulting Construction Manager is not required to complete your application. However, if you would like to add one to your application, please see the steps to the UCDH Project Manager	
26.	Click on the " Continue Application " button	Step 3: Design Professionals > Licensed Professionals screen is displayed.
27.	Click on the " Add New " Button to add a new Licensed Professional	The " Licensed Professional Information " screen is displayed.

28.	<p>Enter the information for the Licensed Professional contact:</p> <ol style="list-style-type: none"> 1. License Type: (*Mandatory field) 2. State License #: (*Mandatory field) 3. First: (*Mandatory field) 4. Last: (*Mandatory field) 5. Name of Business: (*Mandatory field) 6. Mobile Phone: (*Mandatory field) 7. Work Phone 8. Address: (*Mandatory field) 9. Contact E-mail: (*Mandatory field) 10. Address Line 2: 11. City: (*Mandatory field) 12. State: (*Mandatory field) 13. Zip: (*Mandatory field) 	
29.	<p>The "License Type" field has the following values:</p> <ol style="list-style-type: none"> 1. Architect 2. Civil 3. Contractor 4. Electrical 5. Geotechnical 6. Mechanical 7. Other 8. Structural 	
30.	Click on the " Save and Close " button	The added information is saved and displayed on the " Licensed Professional List " screen.
31.	Click on the " Continue Application " button	Step 4: Submittal Documentation > Digital Projects screen is displayed.
32.	Upload the Plans in the Digital Projects Submission screen under the " Drag files here to upload or click to select files " box.	
33.	<p>Once the file has been uploaded the following fields with the sub-screen are displayed:</p> <ol style="list-style-type: none"> 1. File Name 2. Virtual Folder (*Mandatory Field) 3. Description 4. Doc Type (*Mandatory Field) 	

	<ul style="list-style-type: none"> 5. Uploaded By 6. Uploaded Date 7. Status 8. Thumbnail 9. Actions 	
34.	<p>Pick only the values highlighted in “Blue” in the drop-down “Virtual Folder” field:</p> <ul style="list-style-type: none"> 1. 01-Milestone (SD 50%) 2. 02-Milestone (SD 100%) 3. 03-Milestone (DD 50%) 4. 04-Milestone (DD 100%) 5. 05-Milestone (CD 50%) 6. 06-Milestone (CD 95%) 7. 10-Initial CD 100% 8. 11-Backcheck-01 (CD 100%) 9. 12-Backcheck-02 (CD 100%) 10.13-Backcheck-03 (CD 100%) 11.14-Backcheck-04 (CD 100%) 12.15-Backcheck-05 (CD 100%) 13.40-Approved Documents 14.80-Project Documents 15.90-Field Operations Documents (In Construction) 16.99-Project Closure Documents 	Select a value relating to your project from the drop-down field “Virtual Folders” .
35.	<p>The “Doc Type” field has the following values:</p> <ul style="list-style-type: none"> 1. Building Permit Application 2. Calculations 3. Certificate of Beneficial Occupancy (*reserved for office use only) 4. Letters 5. Manufacturer Cut Sheets 6. Narrative 7. Other Support Documents 8. Plans 9. Reference Documents 10. Responses 11. Special Inspection and Testing Form 12. Specifications 	

	13. Supplementary Documents	
36.	Enter " Description " for each document, as needed, to provide further details.	
37.	Once the two mandatory fields have been entered and the plans uploaded, the " Status " field will have " Ready to Submit " status.	
38.	Uploaded Date field will display the date and timestamp when the file was uploaded.	Your application and documents uploaded are saved.
39.	Click on the " Continue Application " button	Step 5: Review screen is displayed.
40.	This screen lets you review the information that you've entered on your UCDH Project application.	
41.	Click on the " Edit " button on any screen	The screen that you've picked is opened and you can change/edit the information for your application.
42.	Click on the " Continue Application " button	Step 5: Review screen is displayed.
43.	Scroll down and check the checkbox. <i>"By checking this box, I agree to the above certification."</i>	The " Date :" field is auto-filled with today's date.
44.	Click on the " Continue Application " button	Step 6: The Record Issuance screen is displayed. The message " Your application has been successfully submitted and is now in the eServices Portal project tracking system. " is displayed in the green box. Thank you for using our online services. Your Record Number is " B24-0050 " Application Format: <BYY>-<4-digit sequential number>
45.	You have successfully submitted your application for the UCDH Building Project	Email is received with details for your UCDH Building application.

2.0 eServices Portal Screens – UCDH and HCAI New Application

2.0.1 Select a Record Type

Record Type enables you to pick the project for which you are applying.

Home **Projects**

Create an Application Search Projects

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▼ Building Permits

- HCAI Project
- UCDH Building

[Continue Application »](#)

2.1 STEP 1: Project Type and Info

Project Type values:

1. Alteration/Renewal
2. Demolition and/or Abatement
3. New Construction
4. Site Work

The screenshot displays the UC Davis Health eServices Portal interface. At the top, the UC Davis Health logo is on the left, and the text 'Building Department and Fire Prevention' and 'eServices Portal' are on the right. Below the header, a navigation bar includes 'Home', 'Projects', and 'Fire Prevention'. A search bar is located in the top right corner. The main content area shows a progress bar for the 'HCAI Project' application, with steps 1 through 7. Step 1, 'Project Type and Info', is currently active. Below the progress bar, the heading 'Step 1: Project Type and Info > Project Type' is displayed. A dark blue bar contains the text 'Enter Type of Project'. Underneath, the 'Select Project Type' section features a dropdown menu for 'Project Type:'. The dropdown is open, showing options: 'New Construction', '--Select--', 'Alteration/Renewal', 'Demolition and/or Abatement', 'New Construction', and 'Site Work'. The 'New Construction' option is highlighted. At the bottom left, there is a 'Continue Application >' button, and at the bottom right, there is a 'Save and resume later' button.

2.1.1 Project Information

Home **Projects** Fire Prevention

Create Application Search Projects

HCAI Project

1 Project Type and Info	2 Contact Information	3 Design Professionals	4 Submittal Documentation	5 Review	6	7
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Step 1: Project Type and Info > Project Information * Indicates a required field.

Enter Project Information

PROJECT INFORMATION

- * UCDH Project Number:
- * UCDH Project Name:
- * Emergency Project: Yes No
- * HCAI Building Name:
- * HCAI Building Number(s):
- * Type of Construction:
- * Square Footage:
- * Is this project adding square footage to the building: Yes No
- * Fire Sprinklers: Yes No

- * Square Footage:
- * Is this project adding square footage to the building: Yes No
- * Fire Sprinklers: Yes No
- * Fire Alarm Required: Yes No
- * Project Scope Narrative:
- spell check
- * Construction Cost (Estimated):
- * Fixed Equipment Cost (Estimated):
- * Imaging Equipment Cost (Estimated):
- Please list deferred approvals if applicable:
- spell check

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

2.1.2 PROJECT OCCUPANCY

Refer to “**CBC - Chapter 3**” for Project Occupancy classification and use for further clarification on the various Project Occupancy codes.

HCAI Project

1 Project Type and Info	2 Contact Information	3 Design Professionals	4 Submittal Documentation	5 Review	6	7
-------------------------	-----------------------	------------------------	---------------------------	----------	---	---

Step 1: Project Type and Info > Project Occupancy * indicates a required field.

Project Occupancy

Primary Occupancy Group
Please refer to the architectural code analysis for this information.

- A-1:
- A-2:
- A-3:
- B:
- H-1:
- H-2:
- H-3:
- H-4:
- H-5:
- I-2:
- I-4:
- L:
- M:
- R-1:
- R-2:
- R-2.1:
- R-3.1:
- R-1:
- S-1:
- S-2:
- U:
- Not Applicable:

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

2.1.3 PROJECT DELIVERY PLAN

If you're not sure about the values in this section, please check with your *UCDH Project Manager* or *Design Professional (DPOR)* for the appropriate selection in this section.

Home **Projects** Fire Prevention

Create Application Search Projects

HCAI Project

1 Project Type and Info 2 Contact Information 3 Design Professionals 4 Submittal Documentation 5 Review 6 7

Step 1: Project Type and Info > Project Delivery Plan

Project Delivery Plan

PROJECT DELIVERY PLAN

* Construction Delivery Method: --Select--

Construction Sequencing: --Select--

* Submittal Milestone: --Select--

* indicates a required field.

Continue Application » Save and resume later

2.2 STEP 2: eServices Portal

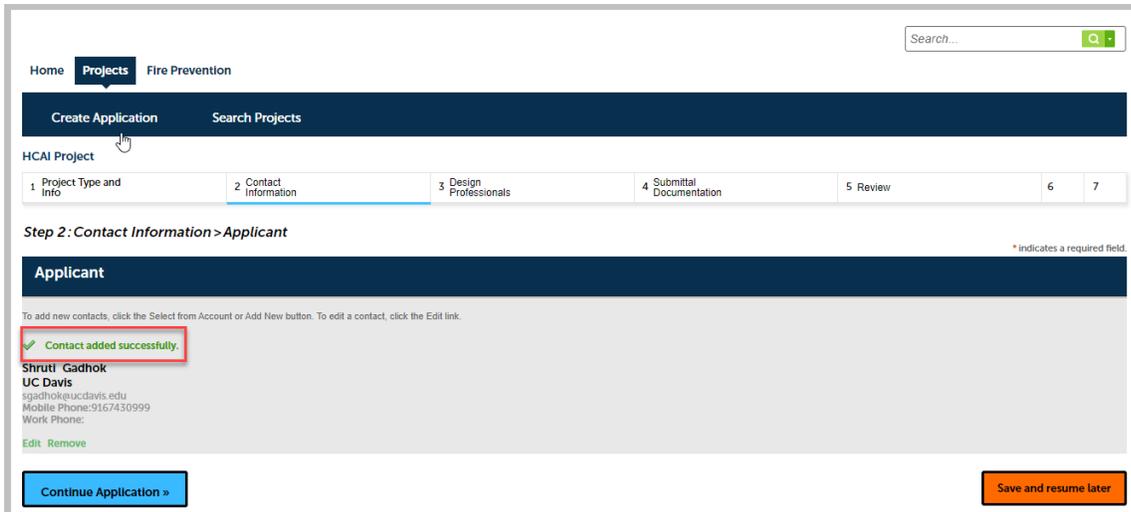
2.2.1 Contact Information > Applicant

There are two contact types, contact information **“Applicant”** and **“UCDH Project Manager”** are mandatory on every application. The **“Applicant”** and **“UCDH Project Manager”** will also receive all correspondence (emails) from UCDH regarding the project.

The screenshot displays the 'Step 2: Contact Information > Applicant' page in the eServices Portal. At the top, there is a search bar and navigation links for 'Home', 'Projects', and 'Fire Prevention'. Below this is a dark blue header with 'Create Application' and 'Search Projects' buttons. A progress bar for 'HCAI Project' shows seven steps: 1. Project Type and Info, 2. Contact Information (highlighted), 3. Design Professionals, 4. Submittal Documentation, 5. Review, 6, and 7. The main content area is titled 'Applicant' and includes a note: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' Below this is a red warning message: 'This section is required. Please add one record.' There are three buttons: 'Select from Account', 'Add New', and 'Look Up'. A red arrow points from the 'Add New' button to the 'Continue Application >' button at the bottom left. At the bottom right, there is a 'Save and resume later' button. A small red arrow points to the right side of the page.

2.2.2 Adding/Selecting Contacts

The “*Select from Account*” function is available for Contacts, and they must be added by clicking the “*Select from Account*” button to use the information contained in your Public User account. Click on the “*Continue*” button to save the selected contact.



Clicking on the “*Add New*” button will display the “*Contact Information*” screen where you can enter the required information for each contact on the Application.

The screenshot shows a 'Contact Information' form. It has the following fields:

- * First: [text input]
- Middle: [text input]
- * Last: [text input]
- Legal Business Name: [text input]
- Work Phone: [text input]
- * Mobile Phone: [text input]
- * Contact E-mail: [text input]
- Country: [dropdown menu with 'United States' selected]

 At the bottom, there are three buttons: 'Continue' (dark grey), 'Clear' (dark grey), and 'Discard Changes' (green text).

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

The screenshot displays the 'HCAI Project' application interface. At the top, there are navigation links for 'Home', 'Projects', and 'Fire Prevention'. A search bar is located in the top right corner. Below the navigation, there are buttons for 'Create Application' and 'Search Projects'. The main content area is titled 'HCAI Project' and features a progress bar with seven steps: 1. Project Type and Info, 2. Contact Information (highlighted in blue), 3. Design Professionals, 4. Submittal Documentation, 5. Review, 6, and 7. Below the progress bar, the current step is 'Step 2: Contact Information > Applicant'. A note indicates that an asterisk (*) indicates a required field. The 'Applicant' section shows a list of contacts with a green checkmark and the message 'Contact added successfully.' for 'Shruti Gadhok'. Her contact details are: email (sgadhok@ucdavis.edu), mobile phone (315-743-0999), and work phone. There are 'Edit' and 'Remove' links for this contact. At the bottom of the form, there are two buttons: 'Continue Application >' (highlighted in blue) and 'Save and resume later' (highlighted in orange).

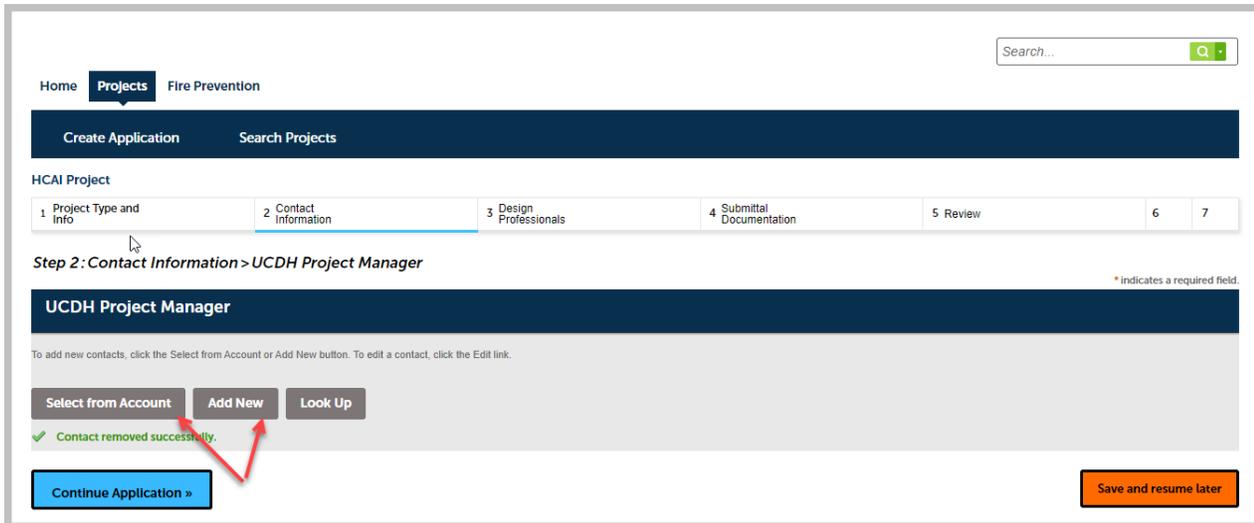
2.2.3 Contact Information > UCDH Project Manager

Entering the contact information for the UCDH Project Manager is mandatory to submit your application. You will not be able to move forward with the application workflow, without completing this step. Error Message shown below will be displayed if you do not select or add a new UCDH Project Manager to your application workflow.

The screenshot displays a web application interface for project management. At the top, there is a navigation bar with 'Home', 'Projects', and 'Fire Prevention' tabs. Below this is a search bar and a dark blue header with 'Create Application' and 'Search Projects' buttons. A progress bar for 'HCAI Project' shows seven steps: 1. Project Type and Info, 2. Contact Information (highlighted in blue), 3. Design Professionals, 4. Submittal Documentation, 5. Review, 6, and 7. Below the progress bar, the current step is 'Step 2: Contact Information > UCDH Project Manager'. A dark blue header for 'UCDH Project Manager' is followed by instructions: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' A red-bordered error message box states: '⚠ This section is required. Please add one record.' Below the error message are three buttons: 'Select from Account', 'Add New', and 'Look Up'. At the bottom of the form area, there are two buttons: 'Continue Application »' (blue) and 'Save and resume later' (orange).

2.2.4 Adding / Selecting UCDH Project Manager

The **“Select from Account”** function is available for Contacts, and they must be added by clicking the **Select from Account** button to use the information contained in your Public User account. Click on the **“Continue”** button to save the selected contact.



Clicking on the **“Add New”** button will display the **“Contact Information”** screen where you can enter the required information for UCDH Project Manager on the Application.

Contact Information

* First: Middle: * Last:

Legal Business Name:

Work Phone: * Mobile Phone:

* Contact E-mail: Fax:

Click on the "Continue Application" to proceed to the next screen.

Search...

Home **Projects** Fire Prevention

Create Application Search Projects

HCAI Project

1 Project Type and Info	2 Contact Information	3 Design Professionals	4 Submittal Documentation	5 Review	6	7
-------------------------	-----------------------	------------------------	---------------------------	----------	---	---

Step 2: Contact Information > UCDH Project Manager * indicates a required field.

UCDH Project Manager

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Contact added successfully.

Shruti Gadhok
UC Davis
sgadhok@ucdavis.edu
Mobile Phone: 3167430999
Work Phone:
[Edit](#) [Remove](#)

2.2.5 Save and Resume Later Button

If you click the **“Save and resume later”** button, your application is saved, and you will be redirected to the Project List page. eServices Portal will issue a temporary Project ID and display the application in the Project list.

You can click on the **“Resume Application”** button to revive/complete your application.

The screenshot shows the eServices Portal interface. At the top, there are navigation tabs for Home, Projects, and Fire Prevention. Below this is a dark blue header with 'Create Application' and 'Search Projects' buttons. A green notification banner states: 'Your partial application (24TMP-000066) 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 project records. The table has columns for Date, Project Record Number, Status, Record Type, UCDH Project Number/Name, and Action. The first row is highlighted with a red box around the date '01/30/2024' and the project record number '24TMP-000066'. The 'Action' column for this row contains a 'Resume Application' button, also highlighted with a red box. Below the table, there is a search section with the text 'Enter information below to search for records.' and a list of search criteria: Site Address, Licensed Professional Information, Record Information, and Contact Information. A note says 'Select the search type from the drop-down list.'

Date	Project Record Number	Status	Record Type	UCDH Project Number/Name	Action
01/30/2024	24TMP-000066		HCAI Project		Resume Application
04/19/2023	UCDH-2023-0130	In Progress	UCDH Building	2345678 Testing - Shruti	
01/20/2023	UCDH-2023-0019	Closed - Denied	UCDH Building	1234 Test - UCDH	

The screenshot shows a dialog box with a close button (X) in the top right corner. It contains two radio button options: 'Start from the beginning' and 'Pick up where I left off'. The 'Pick up where I left off' option is selected. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

2.2.6 Consulting Construction Manager

The **“Select from Account”** function is also available for the **“Consulting Construction Manager”** section. This is not a mandatory section to continue with the application workflow, however, if entering the information for **“Consulting Construction Managers”** it should be added by clicking the **“Select from Account”** button to use the information contained in your Public User account or selecting **“Add New”** to add new Consulting Construction Manager.

Click on the **“Continue”** button to save the selected contact.

Click on the **“Add New”** button will display the **“Contact Information”** screen where you can enter the required information of Consulting Construction Manager.

Click on the “Continue Application” button to proceed to the next screen.

The screenshot shows a web application interface for HCAI projects. At the top right, there is a search bar with the text "Search..." and a magnifying glass icon. Below this, a navigation menu includes "Home", "Projects" (which is highlighted), and "Fire Prevention". A dark blue header bar contains the text "Create Application" and "Search Projects".

The main content area is titled "HCAI Project" and features a progress bar with seven steps: 1. Project Type and Info, 2. Contact Information (highlighted in blue), 3. Design Professionals, 4. Submittal Documentation, 5. Review, 6, and 7. Below the progress bar, the current step is labeled "Step 2: Contact Information > CM".

A dark blue bar below the step label contains the text "Consulting Construction Manager". Below this bar, there is a small instruction: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." A green checkmark icon and the text "Contact added successfully." are displayed in a red-bordered box. Below this, the contact details for "Shruti Gadhok" are listed: "UC Davis", "sgadhok@ucdavis.edu", "Mobile Phone: 9167430999", and "Work Phone:". At the bottom of the contact details, there are links for "Edit" and "Remove".

At the bottom of the interface, there are two buttons: a blue "Continue Application »" button on the left and an orange "Save and resume later" button on the right.

2.3 STEP 3: Design Professionals

2.3.1 Design Professionals > Licensed Professionals

Home **Projects** Fire Prevention

Create Application Search Projects

HCAI Project

1 Project Type and Info 2 Contact Information 3 Design Professionals 4 Submittal Documentation 5 Review 6 7

Step 3: Design Professionals > Licensed Professionals * indicates a required field.

Licensed Professional List

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Add New

Showing 0-0 of 0

State License Number	License Type	Contact Name	Name of Business	Mobile Phone	Action
No records found.					

Continue Application » Save and resume later

UC DAVIS HEALTH | 4800 Second Ave | FSSB Suite 3010 | Sacramento, CA 95817 | Email: HS-BuildingDeptPlanReview@ucdavis.edu

Click on the **“Add New”** button to enter the mandatory fields marked in red asterisks. License Type, State License #, First and Last Name, Name of Business, Mobile Phone, Contact E-mail, and Contact address under the Licensed Professional Information screen.

Click on the “Save and Close” button to save the information on this screen.

Licensed Professional Information ✕

* License Type: * State License #:

* First: * Last:

* Name of Business: * Mobile Phone: Work Phone:

* Address: * Contact E-mail:

Address Line 2: * City: * State: * Zip:

Discard Changes

* License Type:

--Select--

Architect

Civil

Contractor

Electrical

Geotechnical

Mechanical

Other

Structural

Multiple-Licensed Professionals can be added to this screen.

Click on the “Continue Application” button to proceed to the next screen.

Home **Projects** Fire Prevention

Create Application Search Projects

HCAI Project

1 Project Type and Info	2 Contact Information	3 Design Professionals	4 Submittal Documentation	5 Review	6	7
-------------------------	-----------------------	------------------------	---------------------------	----------	---	---

Step 3: Design Professionals > Licensed Professionals * indicates a required field.

Licensed Professional List

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

✔ Licensed professional added successfully.

Showing 1-1 of 1

State License Number	License Type	Contact Name	Name of Business	Mobile Phone	Action
8	Contractor	Abby smith	TEICHERT CONSTRUCTION	916-478-9652	Edit Delete

2.4 STEP 4: Submittal Documentation > Digital Projects

2.4.1 Submission Package

For each type of submission, drop the file in the **“Drag files here to upload or click to select files”** area.

Home **Projects** Fire Prevention

Create Application Search Projects

HCAI Project

1 2 Contact Information 3 Design Professionals 4 Submittal Documentation 5 Review 6 Pay Fees 7

Step 4: Submittal Documentation > Digital Projects * indicates a required field.

Digital Projects Submission

Submission Package Files Approved Plans / Documents Help

Status: NOSTATUS

Upload files. The following Document Types must be uploaded for this permit application: • Plan

Submission Package Description
Submission Package 1

Drag files here to upload or click to select files
Cannot exceed 350Mb. Allowed file extensions:
XLS,XLSX,DOC,DOCX,DWG,.,JPG,JPEG,PDF,PDFA,PNG

Note: For UCDH and HCAI new applications it’s mandatory to upload **“PLANS”** to your application.

Create Application
Search Projects

HCAI Project

1	2 Contact Information	3 Design Professionals	4 Submittal Documentation	5 Review	6 Pay Fees	7
---	-----------------------	------------------------	---------------------------	----------	------------	---

Step 4: Submittal Documentation > Digital Projects * indicates a required field.

Digital Projects Submission

Submission Package Files Approved Plans / Documents Help

Status: NOSTATUS

Upload files. The following Document Types must be uploaded for this permit application: • Plan

Submission Package Description
Submission Package 1

Drag files here to upload or click to select files

Cannot exceed 350Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

<input type="checkbox"/>	File Name	Virtual Folder	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/>	Project Development Process - Final.pdf	Select... Required	Enter file descri...	Select type ▾ ⓘ		01/30/2024 15:54:55	● Set doc type		

Virtual Folder	Description	Doc Type
Select... ▾	Enter file descri...	Select type ▾ ⓘ
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>01-Milestone (SD 50%)</p> <p>02-Milestone (SD 100%)</p> <p>03-Milestone (DD 50%)</p> <p>04-Milestone (DD 100%)</p> </div>		

Doc Type	Uploaded By
Select type ▾ ⓘ	
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Calculations</p> <p>Correction Report</p> <p>Functional Program</p> <p>Geotech Report</p> <p>Other</p> </div>	

0 of 1 files are read

EXPORT LIST

Enter a description of the attachment in the text field “*Description*” and select the appropriate “*Virtual Folders*”.

For additional information on document types, see **Appendix A - Field Description** and **Appendix B – Attachment by Record Type**.

Virtual Folder	Doc Type
01-Milestone (SD 50%)	Calculations
02-Milestone (SD 100%)	Correction Report
03-Milestone (DD 50%)	Functional Program
04-Milestone (DD 100%)	Geotech Report
05-Milestone (CD 50%)	Other
06-Milestone (CD 95%)	Pharmacy Summary Checklist
10-Initial CD 100%	Photos
11-Backcheck-01 (CD 100%)	Plan
12-Backcheck-02 (CD 100%)	Plan – Reference Only
13-Backcheck-03 (CD 100%)	Product Data
14-Backcheck-04 (CD 100%)	Project Cancellation Notice
15-Backcheck-05 (CD 100%)	Response to Comments
40-Approved Documents	Specifications
80-Project Documents	TIO
90-Field Operations Documents (in Construction)	
99-Project Closure Documents	

Click on the “**Continue**” button to progress to the next step in your application.

2.5 STEP 5: Review

This section enables you to validate your application before you submit it. The **“EDIT”** buttons can be found in each section if you happen to change or edit any information entered earlier.

2.5.1 EDIT BUTTONS

Edit buttons enable you to **“Review”** the data entered and make edits if needed before applying. Click on the **“Edit”** button on each application step to make the necessary changes.

The screenshot displays the 'Step 5: Review' interface for an HCAI Project. At the top, the UCDavis Health logo is on the left, and the 'Building Department and Fire Prevention eServices Portal' title is on the right. A user is logged in as 'Shruti Gadhok'. A search bar is located in the top right. The main navigation includes 'Home', 'Projects', and 'Fire Prevention'. Below this, there are buttons for 'Create Application' and 'Search Projects'. A progress bar shows seven steps: 1, 2, 3 Design Professionals, 4 Submittal Documentation, 5 Review (highlighted), 6 Pay Fees, and 7 Record Issuance. The 'Step 5: Review' section contains a 'Continue Application »' button and a 'Save and resume later' button. A note instructs the user to review information and use 'Edit' buttons for changes. The 'Record Type' section is currently empty. The 'Enter Type of Project' section shows 'Select Project Type' with 'Project Type: New Construction' and an 'Edit' button. The 'Enter Project Information' section shows 'PROJECT INFORMATION' with 'UCDH Project Number: 1234', 'UCDH Project Name: Test', and 'Emergency Project: No', along with an 'Edit' button.

2.5.2 TERMS AND CONDITIONS

Once you've verified all the data entered in your application, click on the **"Terms and Conditions"** checkbox, and click on **"Continue Application"** to **"SUBMIT"** your application.

The screenshot shows the 'Licensed Professional List' interface. At the top, there is a table with one row of data:

State License Number	License Type	Contact Name	Name of Business	Mobile Phone	Action
8	Contractor	susan Brown	TEICHERT CONSTRUCTION	919-475-9145	Edit

Below the table is a text area with the following text: "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."

At the bottom of the form, there is a checkbox labeled "By checking this box, I agree to the above certification." and a "Date:" field. Red arrows point to these elements. There are two buttons at the bottom: "Continue Application »" and "Save and resume later".

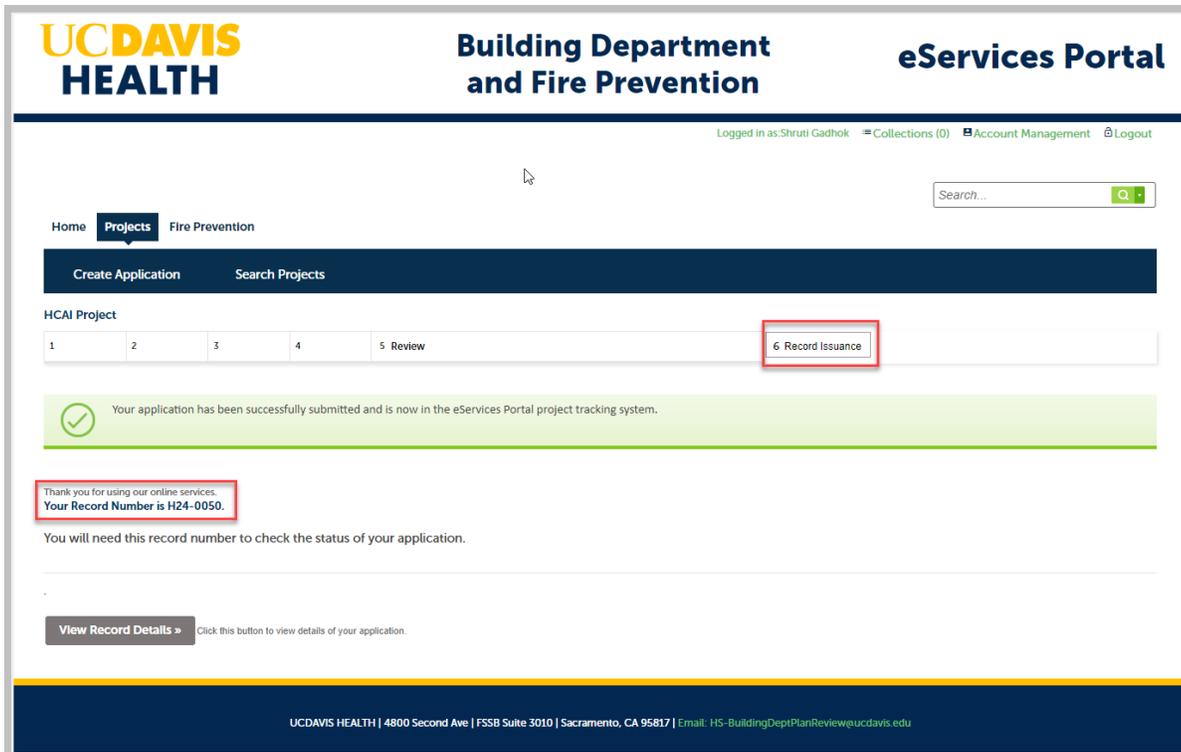
Once you check the Terms and conditions box, the **Today's date** is entered and will be displayed.

This screenshot shows the same 'Licensed Professional List' interface as the previous one, but with the checkbox checked and the date populated. The checkbox is now checked, and the date field displays "01/31/2024".

The table and text area are identical to the previous screenshot. The "Date:" field now shows "01/31/2024". The "Continue Application »" and "Save and resume later" buttons remain at the bottom.

2.6 STEP 6: Record Issuance

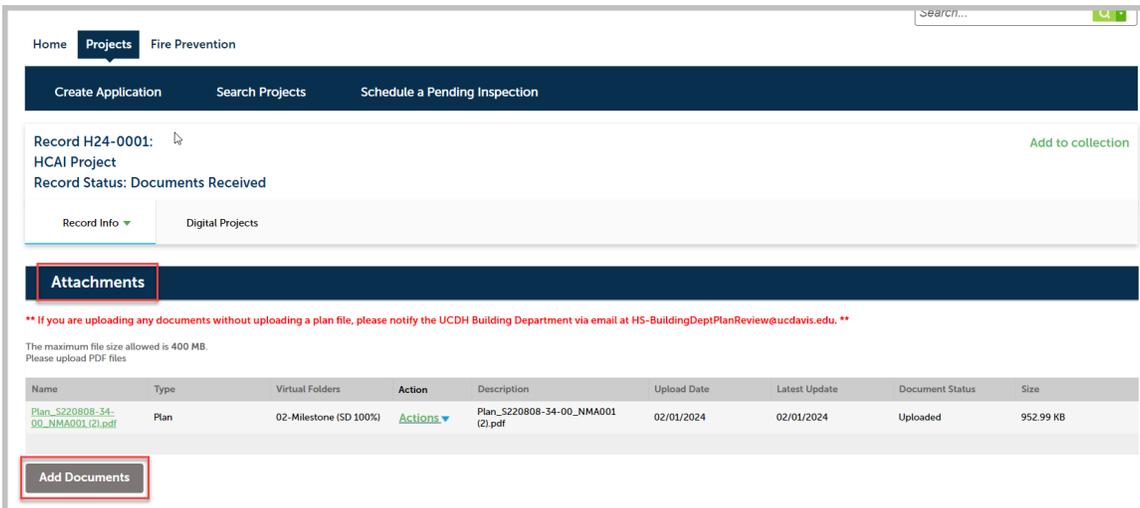
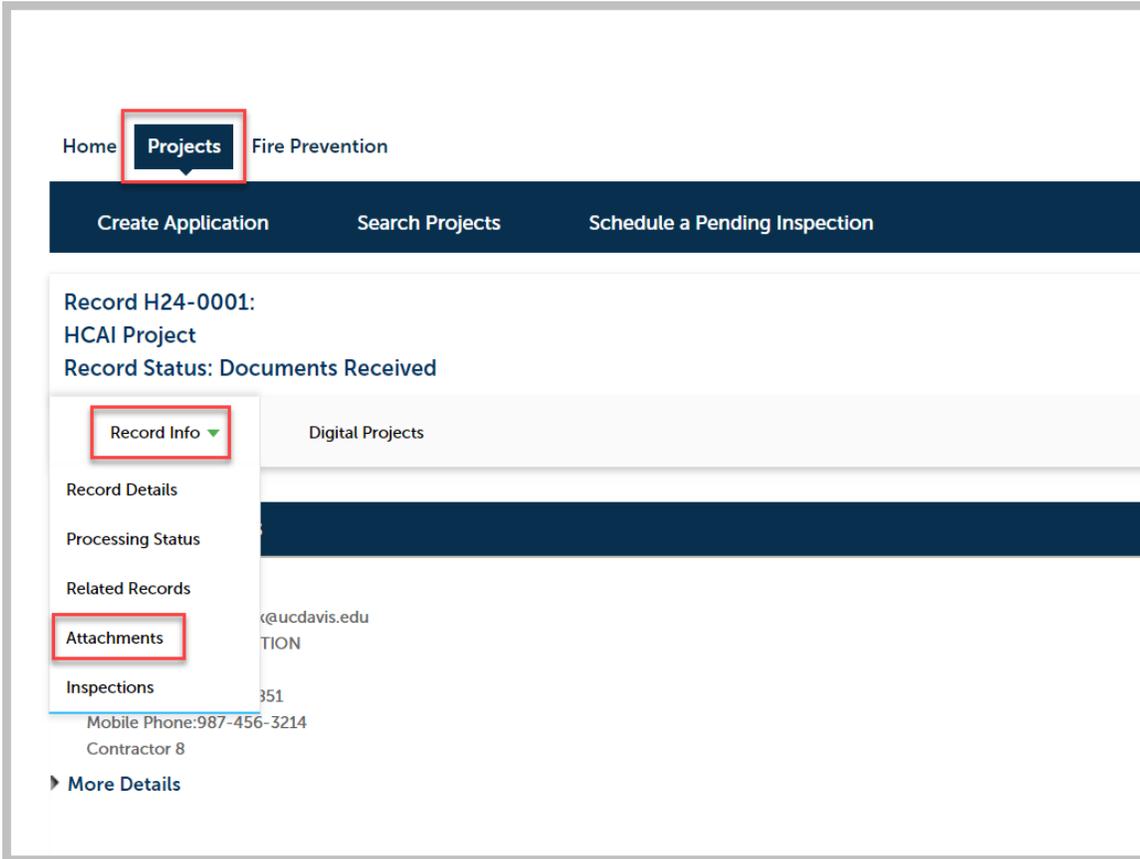
On this final screen, the eServices Portal displays a project submission confirmation including the project record number. You can also view detailed information about the project by clicking on the “**View Record Details**” button. Email confirmation is automatically sent to the Contact user and UCDH Project Manager email listed in your application.



Congratulations! You have successfully submitted an Application (UCDH and HCAI) for a New Project to UCDH!

2.7 Electronic Plan Submission

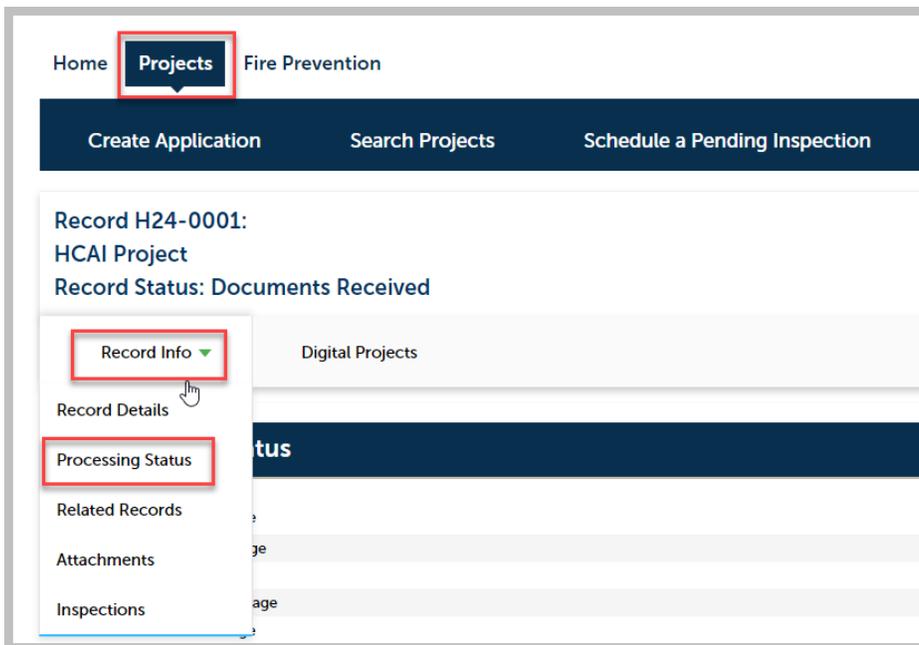
For “Electronic plan submittal” and “Electronic plan review,” you can go to “**Projects**”, select your application, and click on the “**Project Record Number**”. Select the “**Record Info**” drop-down field and select “**Attachments**.”



NOTE: Follow the instructions listed in *“Electronic-Plan-Review- Submittal-Requirements.docx”* for file naming convention and other details on how to format the electronic documents before uploading.

2.8 Processing Status

To find the status of your application you can go to *“Projects”* → *“Record Info”* → *“Processing Status”*. The screen below displays the workflow an application will go through.



Home **Projects** Fire Prevention

Create Application Search Projects Schedule a Pending Inspection

Record H24-0001:
HCAI Project
Record Status: Documents Received

Record Info Digital Projects

Processing Status

- Application Intake
 - Architectural Triage
 - Electrical Triage
 - Fire Life Safety Triage
 - Mechanical Triage
 - Structural Triage
 - Civil Triage
 - EHS Triage
 - IT Triage
 - POM Triage
 - Sustainability Triage
 - Plans Distribution
 - Architectural Review
 - POM Review
 - IT Review
 - Structural Review
 - Civil Review
 - Fire Life Safety Review
 - Electrical Review

Appendix A: Field Description

No.	Field Name	Field Description
1	UCDH Project Number	This information must match the UCDH account
2	UCDH Project Name	This information must match the UCDH account
3	Emergency Project	If the project does include emergency work, select “Yes”
4	Building Name	Building Name and Address from the dropdown list
5	Type of Construction	CBC CHAPTER 6 Existing and proposed
6	Project Square Footage	Enter the area of the project in square feet. This is a required field
7	Is this project adding square footage to the building	Added Square Footage: Additional footage requesting
8	Fire Alarm Required	Fire Alarm (Yes / No) Existing and New
9	Project Scope Narrative	Enter the project scope narrative
10	Construction Cost Estimate	Estimated cost of construction
11	Number of Stories	The number of stories your building will have
12	Fire Sprinklers	Fire sprinklers (Yes / No) Existing and New
13	Are fire sprinklers a code requirement for this project	
14	California Building and Fire Code Edition (Year)	Use the value for the current building and fire code cycle. (Code changes every 3 years)
15	Request Milestone Page-Turn	
16	Project Occupancy	
17	HCAI Building Number	Enter the HCAI Building Number for each building that this project affects. Building numbers are available for look-up at: https://hcai.ca.gov/wp-content/uploads/2020/11/10619a2.pdf (For HCAI Projects only)
18	Project Type	Indicate which kind of project is being submitted for review: 1. Alterations/Remodel (Use this for Emergency Work) 2. Demolition and /or Abatement 3. New Construction 4. Site Work
19	Submittal Type	Indicate the type of project that is being submitted for review

Appendix B: Attachment by Record Type

Attachments are electronic files such as PDFs or image files that you can upload from your computer to the eServices Portal, and then associate the attachment with a specific project record, such as a Project, Building Permit, Post-Approval Document, etc. Attachments can be just about any relevant document or file, such as special instructions, diagrams, pictures, or other information relevant to the record, however, the Document Types are limited based on the record the attachment is being uploaded to; this is known as public user permissions for each attachment associated with a record. Once a document, plan, photo, etc. is uploaded to eSP, the attachment can be downloaded and viewed by any Public User with Facility Authorization and by any Licensed Professional associated with that project. However, attachments cannot be deleted by Public Users once they are uploaded – even if they are erroneous. Attachments can only be deleted by UCDH intake staff. A description of attachments and the records that they can be associated with are listed in the table below:

Attachment Name	Record Type	Description
Attachments by Record Type		
Plan	HCAI and UCDH Projects PAD	Construction floor plans of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of applicable codes and relevant laws, ordinances, rules, and regulations. Plans do not include specifications, calculations, product data, etc.
Calculations	HCAI and UCDH Projects PAD	Structural calculations, hydraulic calculations, etc. necessary to support the design criteria and parameters of the Plans.
Specifications	HCAI and UCDH Projects PAD	The portion of the Contract Documents consists of the written requirements for materials, equipment, systems, standards, and workmanship for the work, and performance of related services.
Testing, Inspection, and Observation Program (TIO)	HCAI Project <i>(For HCAI projects only)</i>	The TIO program identifies all materials and tests to be performed on the project, all special inspections to be performed on the project, and the firm(s) and/or individual(s) to perform each of the required tests and, inspections. The TIO program must also identify each Licensed Professional who must verify that the work complies with the approved construction documents.
Functional Program	HCAI Project <i>(For HCAI projects only)</i>	An executive summary of the project, required by CAC Section 7-119, that clearly describes the purpose of the project, the project components, and scope affected support functions, operational and environment of care requirements, architectural space and technology requirements, and planning considerations.
Workers Compensation Insurance Certificate	UCDH Project	California law requires employers to have workers' compensation insurance if they have even one employee. Proof of sufficient workers' compensation insurance or a certificate of self-insurance is required for the issuance of any Building Permit.
Documents	HCAI and UCDH Projects HCAI and UCDH PAD	All other documents not already classified may be uploaded; this would include soil reports, product data sheets, reference drawings, etc.
Image Documents	HCAI and UCDH Projects PAD	Photos may be uploaded if they are relevant to the project.
Other	HCAI and UCDH Projects PAD	Miscellaneous classification of attachments.