

Building Department and Fire Prevention eServices Portal

UCDH – Building Permit Application

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
02/24/2025	1.0	First Draft Version	S Gadhok
03/14/2025	2.0	Updated document to address reviewers' comments	Shruti Gadhok
05/28/2025	3.0	Added section 2.12 – Processing Status for the applicant.	Shruti Gadhok



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This section records the names of the people who have "*Approved*" this document.

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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: <u>BuildingDeptPlanReview@health.ucdavis.edu</u>



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	This step validates and auto-populates the
		Parent Status	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 &	Applicants must enter the contract amount
		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:
			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	The 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: 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.

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





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.

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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 being purged, and the applicant will have to restart a new building permit application.

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2.4 STEP 2: Building Permit Details > Location

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

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



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

Enter the required fields marked with (*) asterisks.

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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."

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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 #

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Continue Application +



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.

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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.

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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

e Phone:
Fax:

Click the "*Continue*" button to move to the main screen.

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

Home Projects Fire Pr	revention				
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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 "<u>Contractor</u>" option. This screen allows the applicant to enter the "Contractor's Representative" contact information.



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 (*).

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H the search resonants no results, CSEB	the Contractor is not ment	only in the Contractor's Suit	e Gorree Board's KSUB datat	one or shrees an repired license. Contain	or the Commission to kewe this indeer	nation updated with the
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* relicance a required hold.						
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Anthen the Click	this button to add yo ractor's information.	sur -				
Continue Application +	1					Save and remains later

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

Licensed Professional Information

License Type:	*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.

Home Projects Fire Pr	evention					
Create Application	Search Projects	Schedule an Inspect	ion			
Application for Building Perm	it.					
1 z Building Pormit Details	I Contac		4 Professionals	5 Documents	6 Review	×
Step 4: Professionals > C You must add the Licemed Ger	ontractor end Contactor to this app	lication.				
Do not add Licensed Profession this Application for Building Per	alid other than the Contrac mit automatically when the	tor and any professionals application is submitted.	that are not listed under the Pe Rease verify!	wat Project Record Licensed Professio	vialls) that already each on the par	rem object will be copied to
To add a Contractor to this appli and other information will be as and maintening the Loamaid Pro-	icanum, click "Add New" ha assumatically completed with testional information.	ton and sales "Consucto title carrent information 8	r ² under the License Type thop rom the Consister's Suite Lice	fown list and erner the required State I ner Roard's ICSLED database. <mark>Hease ve</mark>	License & Nebbs The Committee's rily that the aslomation is correct	business name, address, Try clicking the Edit Sole
If the search returns no results, CSER.	the Contractur is not carrier	otly in the Contractor's Stat	ni License Doerd's (CSLB) detail	alle or shown an expliced license. Conta	at the Contractor to have this info	imitation updated with the
When the Contractor has been	naccessfully added, click "C	ontinue Application".				
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Address calls 73423						
	1					and the second second second
Continue Application »						Save and resurce time.

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'	1. WCIC_ <ucdhproject#>#>_<accela< td=""><td>WCIC_9559310_B25-0012.pdf</td><td>Contractor:</td></accela<></ucdhproject#>	WCIC_9559310_B25-0012.pdf	Contractor:
	Compensation Certificate	Record ID>.pdf		Attach a copy of the
				project " <i>Certificate of</i>
				Insurance."
				Owner Builder:
				Attach the " <i>Certificate of</i>
				Consent" to Self-Insure.
2.	Preliminary Construction	1. Schedule_ <ucdhproject#>_<accela< td=""><td>Schedule_9559310_B25-0012.pdf</td><td>This schedule is the</td></accela<></ucdhproject#>	Schedule_9559310_B25-0012.pdf	This schedule is the
	Schedule	Record ID>.pdf	Schedule_9559310_B25-0012.xlxs	Preliminary Construction
		2. Schedule_ <ucdhproject#>_<accela< td=""><td></td><td>Schedule for the project.</td></accela<></ucdhproject#>		Schedule for the project.
		Record ID>.xlxs		

Click the "Add Documents" button to upload the two mandatory documents.

Home Project	Fire Prevention	n Projects Schedule an Insp	ection			
Application for Bu	ilding Permit					
1 2 3	Contacts	4 Professionals	\$ Document	ļ.	6 Review	7 Record Issuance
Step 5 : Docum	ents > Attachments					
Attachment						* Andinators a required field
terrent Workers Can reliminary Construc- tor maximum Ne size lease upload PCF Res indepict to the collected	npensation Certificate Bon Schedule slicensi is 400 MB. L'adamatan, you may be rep	pared to submit additional documents prov	te appressai			
Name	Type	Ner	Larent Update	Action		
Add Document						
Continue Appl	icasion =					Save and resume Later



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: Docum	ents > Attachments				* indicates a required field
Attachment	P.				
This application type re-	game just to submit the follows	ty types of decements			
Cummit Workers Con Preliminary Construct	opersation Certificane Non Schedule				
The maximum Nervice o Press approx FDF the Subject to the colorise	aliveed is 400 MB. Enformation, you may be regain	nd to taken additional discussion	prior to approval.		
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			Curren	Workers Compensation Certificate	
			Other 5	Support Documents	
And Links			Prelimi	nary Construction Schedule	
* Type:					
Aveloninery Canatruction	at Schedule *				
File:					
3005	- ours and				
Description	Contract Contract				
watering controls	an acterizia				
			Gi -		

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: Relationary Constructed Schedule . *		
File Schoolane, VESH STR, BES-10025 also 1898	Þ	
Description: Healmany Contraction Schetcke		
Save Add Documents Remove All		
Continue Application »		Saye and resume later



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

Home Projects Fire Pro-	vention			₽		
Create Application	Search Projects	Schedule an Inspection				
The attachment It may take a few	(s) has/have been succ minutes before change	essfully uploaded. Is are reflected.				
Application for Building Permi						
1 2 I Contacts	41	Professionale	5 Documents		6 Review	7 Record Issuance
This was bearing type requires you to us Current Workers: Compensation Ce- Preliminary Construction Schedule The maximum Net Site allowed in 488 P Prevent uptical TVIT Non Alapert to the collected streamation, or	brief. The following types of docu millicate 48. 24 may be required to calculated	mette				
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WCK_MINTER_RES-0023-aut	Current Workers Compensation Certificale	164 MB	65/03/2025	Actions		
Liberate William \$75-0031 inst	Preliminary Condituction Schedule	78.23 KB	63/03/2025	Action +		
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 Sea	ech Projecta Schedule an Impec	tion		
opplication for Building Permit				
1 2 5 Costacts	4 Professionals	s Docaments	6 Review	7 Record fascance
Step 6:Review				
Continue Application +	De la			Save and resume sam
and the second of the second s	41° liothers to make changes to sections or "Contex	un Application" lo move un		18
Record Type				
		Application for Building Permit		
Parent Status				
AND/RT PROJECT STRTUS				6m
latent Project Record # Okck	Continue Application*			
Building Location / No.				
NOTECT INFORMATION				
taliding Nome 110-1	Cannery Business Park, Sums 1700 B 1809			
Application Details				
W, Cas, II Carrier Bulkan				Edit
Invest Builder / Eastmatte: Overer Builder Workers Componistion Coverage: Scill Insu	tent -	Contract Assault: 25000 Workers Componing P	witey #: 7559	

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

Printary contractor					
flad sdilwil Hiticali zflasid Hitas, 23423	Motosi P Contract spatholic	ficna 980-969-8908 sir -554254/3 mictiens inte			
Attachment					
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area	Current Workers	108	Carrier Candlere	Actor	
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cently that I have read and unde mitted. By checking the boat bein	rsand the menuceions that ao cw. I understand and agree that	company this applican n Lant electronically se	on and that the statements made puting and filing this application.	as plant of this application are true, complete.	and correct and that no material information has been
By checking this box. I agree for	the strate certification.				Date: 01/01/2025
Continue Application =					Sovie 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.

Fire Projects Fire Provention Create Application Search Projects Application for Building Permit 2	Schedule an Inspect Protestonan	tion		
Upsilication for Building Permit	Protessionals			
a a a Gertacta	# Professionals			
		\$ Documents	6 Review	7 Record Issuance
tep 7: Record Issuance				
Your application has been successfully au	unitted and is now in the efferv	rces Portal project tracking system.		
\odot				
family you for using our ordiner services				
our Record Number is 825-0145				
ou will need this record number to check the s	atus of your application.			
View Record Details - Children Maintenances Inter	of one 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 <u>10 business</u> <u>days</u>, contact <u>BuildingDeptPlanReview@health.ucdavis.edu</u>.



2.12 Processing Status

To find the status of your application, go to "*Projects*" \rightarrow "*Record Info*" \rightarrow "*Processing Status*". The screen below displays the workflow an application will go through.

Create Application Search Projects Schedule an Inspection	
Record BPT-B25-0271	Add tri collect
Application for Building Permit	all Line 0 X Po
ecord status, Documents Received	
Record into * Digital Projects	
Record Donaits	
Processing Status	
Network Records	
Attachments6000	

The screen below displays the status of your application.

Home Projects Fire Prev	ention			Search
Create Application	Search Projects	Schedule an Inspection		
Record 8PT-825-0271: Application for Building Pe Record Status: Documents	ermit s Received			Add to collection
Record Info + Dig	stal Projects			
Processing Status				
C v SP Intaka Due on 05/29/2025 Market as Docume	avaigned to SP rits Received on TDD by TE	0	Þ	
 KOR Supervisor Review Assign Impactor Assign Fire Imper 	ctor			