



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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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:
- 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 UCDH logo, the text "Building Department and Fire Prevention", and "eServices Portal". Below this, there are utility links for "Link to Schedule an Inspection", user information, and a search bar. A secondary navigation bar contains "Home", "Projects", and "Fire Prevention". Below that, there are buttons for "Create Application", "Search Projects", and "Schedule an Inspection". The main content area is titled "Records" and shows a table of project records. One record is highlighted with a red border, indicating its status is "Approved - Pending Permit".

Date	Record Number	Status	Record Type	Description	UCDH Project Number/Name	Action
03/24/2025	025-0022	BP Issued	Application for Building Permit		ucdhe.werw	
06/07/2025	025-0018	In Progress	UCDH Building		95562500 California Tower - Shrutli Test Project	
06/07/2025	025-0019	Approved - Pending Permit	UCDH Building		9555550 Shrutli Testing Project - Aggie Square	Amendment
10/20/2024	024-0157	In Plan Review	UCDH Building		325456 Testing for Workflow UserGuide	
12/11/2024	025-0020	Approved - Pending Permit	UCDH Building		ucdhe.werw	Amendment
10/06/2024	024-0149	In Progress	UCDH Building		A125478 Shrutli Testing - Inspections	
10/02/2024	024-0146	Construction In Progress	UCDH Building		23425 Testing - Inspections Shrutli 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 left is the UCDavis Health logo. The main header reads "Building Department and Fire Prevention" and "eServices Portal". On the right, there are links for "Register for an Account", "Forgot ID", and "Log In". Below the header is a search bar with the text "Search..." and a green search icon. A navigation bar contains "Home", "Projects", and "Fire Prevention", with "Projects" being the active tab. Below this is a dark blue bar with "Search Projects" and "Schedule an Inspection" options. The main content area is titled "Select an Amendment Type" and includes the instruction: "Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us." There are two expandable sections: "UCDH PAD" with a radio button for "UCDH Post Approval Document", and "UCDH Permit Application" with a radio button for "Application for Building Permit". The "UCDH Permit Application" section and the "Continue Application" button below it are highlighted with red boxes.

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 building permit application process. At the top, there is a navigation bar with 'Home', 'Projects', and 'Fire Prevention' tabs. Below this is a dark blue header with 'Create Application', 'Search Projects', and 'Schedule an Inspection' buttons. 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. A search bar is located in the top right corner.

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 'Logout', 'Account Management', 'Reports (2)', 'Collections (0)', and 'Project in Progress (0)'. A search bar is located on the right side of the navigation bar.

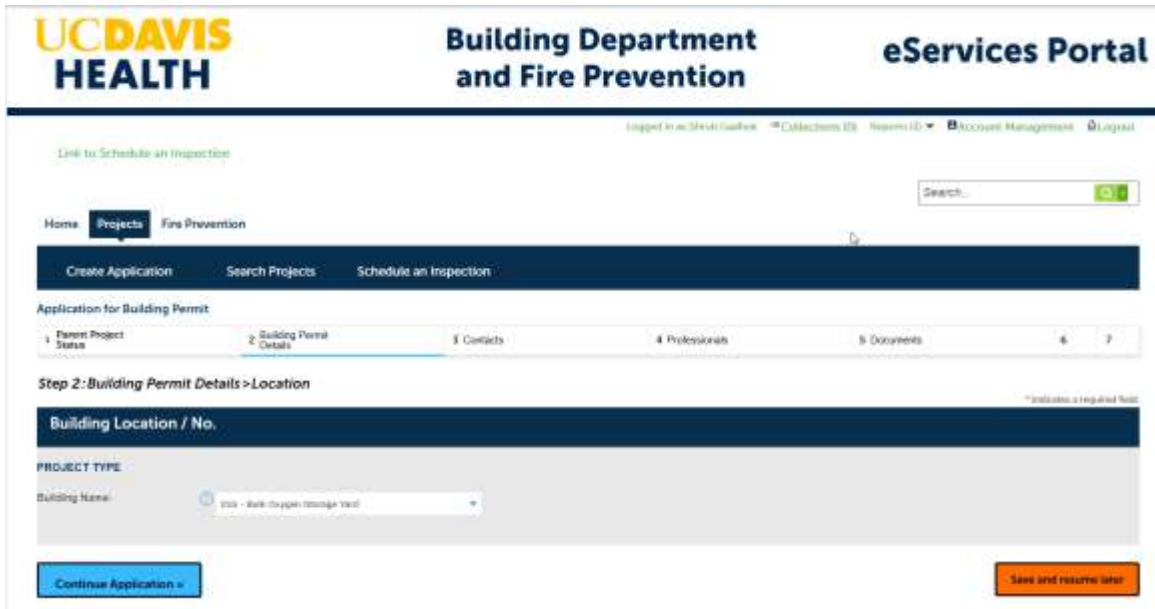
The main content area features a breadcrumb trail: 'Home > Projects > Fire Prevention'. Below this is a dark blue bar with three buttons: 'Create Application', 'Search Projects', and 'Schedule an Inspection'. A green notification banner states: 'Your partial application (25TMP-000321) has been successfully 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 Struitt Feb.2025	Resume Application
02/04/2025	825-0263	Approved - Pending Permit	UCDH Building		149600 Testing - BPT For Struitt Feb.2025	Approved
02/04/2025	825-0356	Approved - Pending Permit	UCDH Building		1 BP App Test Parent 02/04/25	Approved
02/03/2025	825-0251	In Plan Review	UCDH Building		987406 Joeh'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 Struitt's Testing Project - Apple Square	

At the bottom of the table, there is a pagination control showing 'Page 1 of 1' with navigation arrows.

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.

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 1076 OF THE LABOR CODE, INTEREST AND ATTORNEY FEES.

* indicates a required field.

Application Details

WC, Cost, & Owner-Builder

* Owner-Builder / Contractor: [dropdown menu]
Contractor: [dropdown menu]
Owner-Builder: [checkbox]

* Contract Amount: [text input]

* Workers Compensation Coverage: [dropdown menu]

* Workers Compensation Policy #: [text input]

* Workers Compensation Policy Expiration: [text input]

* Workers Compensation Coverage: [dropdown menu]
Issued through carrier: [checkbox]
Self-Insured: [checkbox]

Owner-Builder Declaration

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

[Continue Application >](#) [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 3714 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):

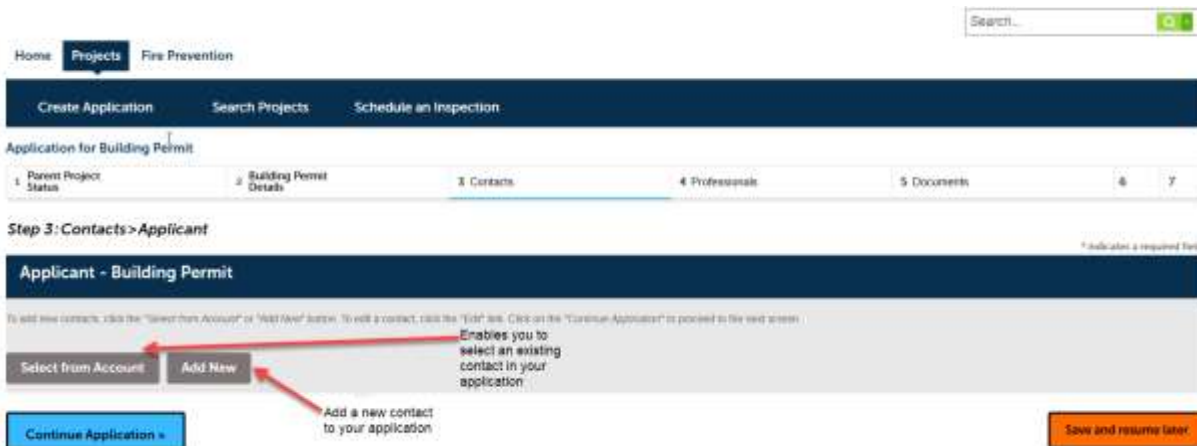
* >>>> If the 3rd declaration is checked, please explain:

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

2.6 STEP 3: Contacts >Applicant

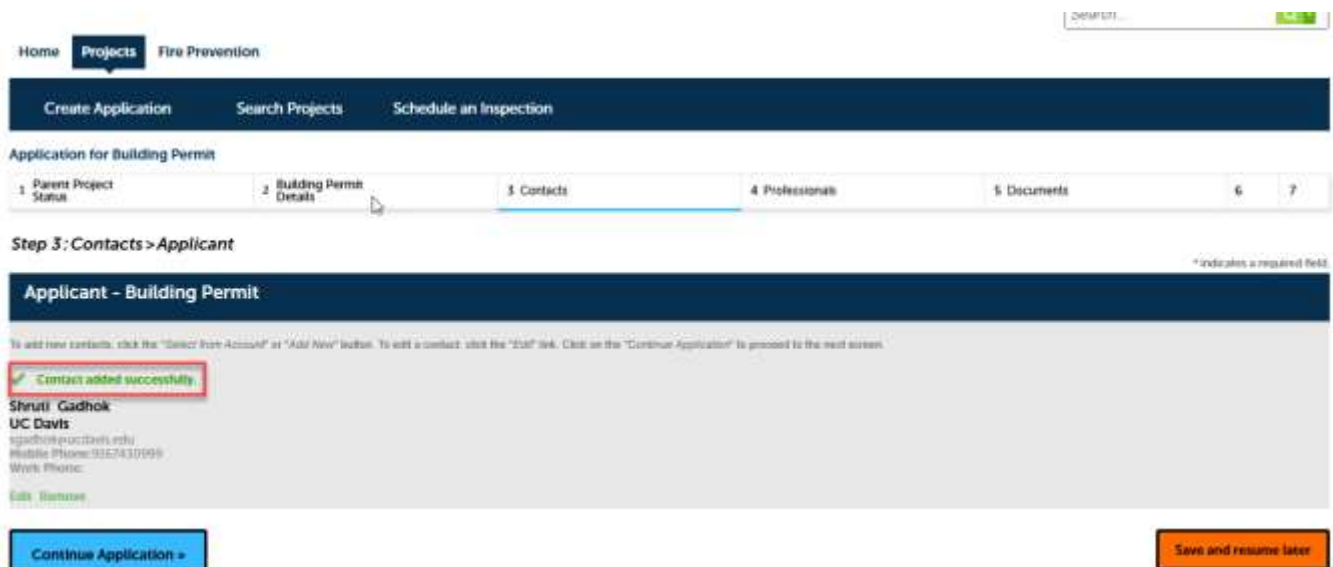
This section allows an applicant to select a contact from the account or add a new contact in the BP application.

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 Gadholi
UC Davis
9257941000@ucdavis.edu
Mobile Phone: 9257941000
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

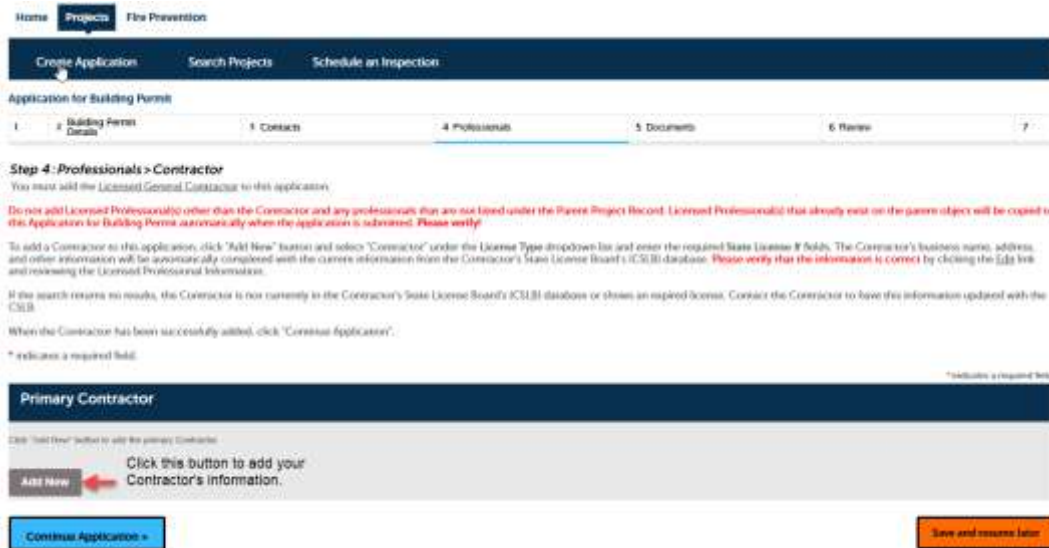
This section will appear if you select the “**Contractor**” option. This screen allows the applicant to enter the “Contractor’s Representative” contact information.

The screenshot shows the 'Contractor's Representative' section of the application. At the top, there are navigation tabs: Home, Projects, and Fire Prevention. Below this is a dark blue bar 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 for 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 main form area is titled 'Contact Information' and contains several fields: '* First:', 'Middle:', '* Last:', 'Legal Business Name:', 'Work Phone:', '* Mobile Phone:', 'Address Line 1:', '* Contact E-mail:', 'Address Line 2:', 'City:', 'State:', and 'Zip:'. At the bottom of the form are buttons for 'Continue', 'Clear', and 'Discard Changes'. A second screenshot below shows the same form with a red box around the 'Continue Application >' button and a red checkmark next to the 'Contact Added Successfully' message.

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 navigation bar. Below it are buttons for 'Create Application', 'Search Projects', and 'Schedule an Inspection'. A progress bar indicates the current step is '4 Professionals', with other steps being '1 Building Permit Details', '2 Contacts', '3 Documents', '5 Review', and '6'. The main content area is titled 'Step 4: Professionals > Contractor' and contains instructions on adding a contractor. A success message is displayed: '✔ Licensed Professional added successfully.' Below this, the contractor's details are shown: 'License Type: Contractor', 'License Number: 20423401', 'Address: null', and 'DOB: 8/20/1970'. At the bottom, there are two buttons: 'Continue Application >' and 'Save and resume later'.

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

2.9 STEP 5: Documents > Attachments

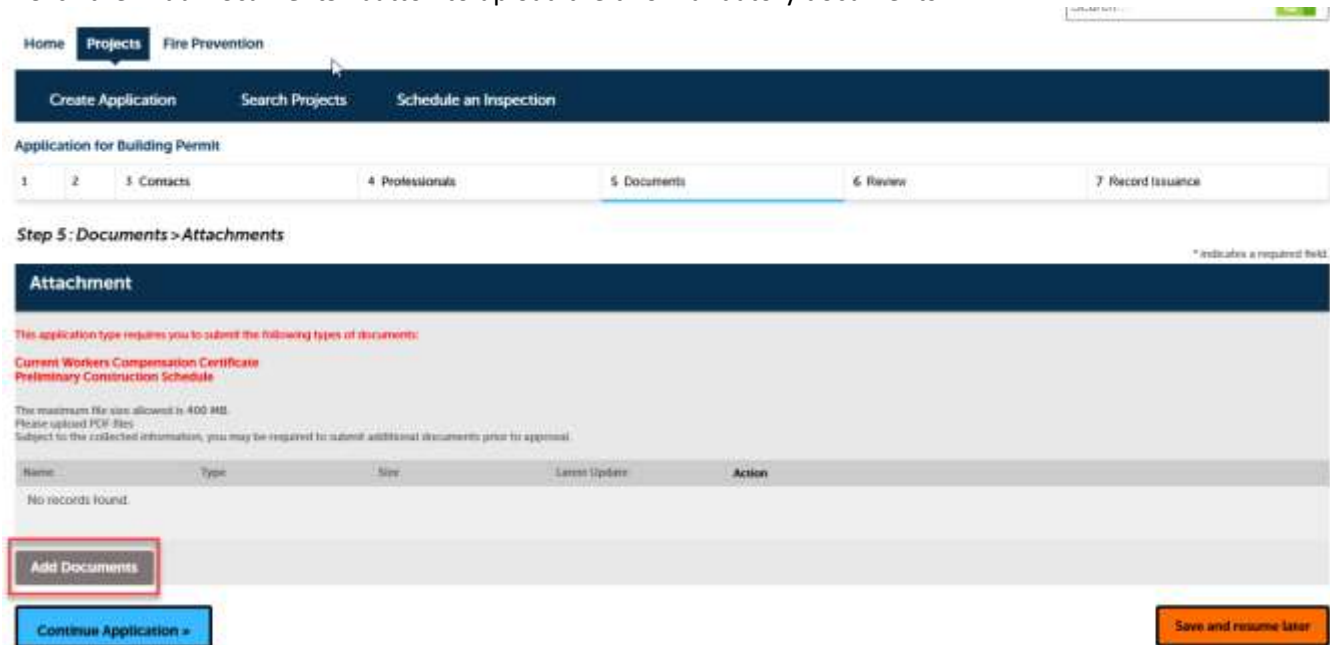
The “**Documents**” section allows the applicant to upload two required documents to submit a Building Permit Application:

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.

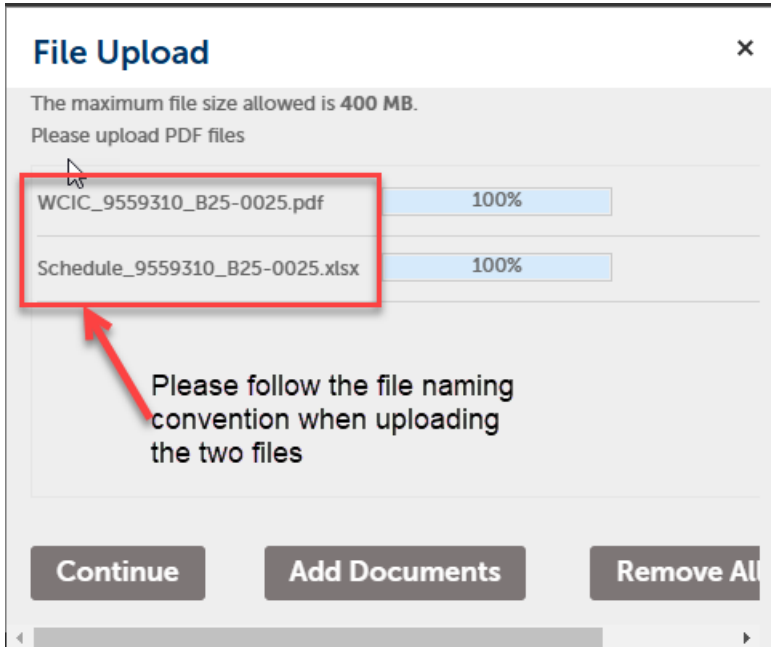
No.	Document Type	File Naming Convention	File Naming Convention (Example)	Description
1.	Current Workers Compensation Certificate	1. WCIC_<UCDHProject#>#>_<Accela Record ID>.pdf	WCIC_9559310_B25-0012.pdf	Contractor: Attach a copy of the project “ Certificate of Insurance. ” Owner Builder: Attach the “ 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.

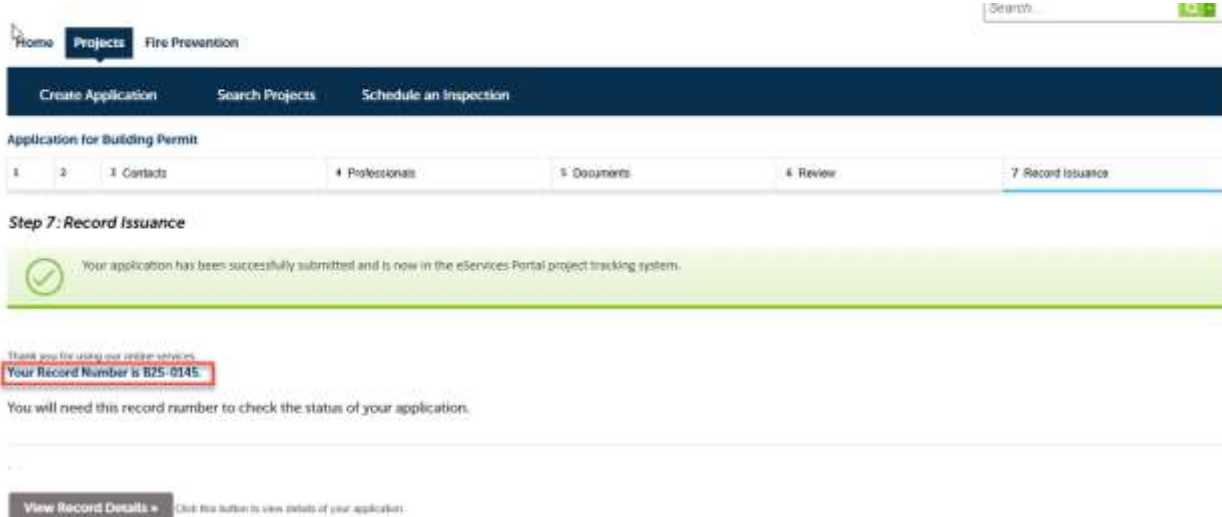
Check the checkbox and ensure you receive the date you submit your building permit application.

Name	Type	Size	Last Update	Action
WPCC_20250110_025-0003.pdf	Current Workers Compensation Certificate	1.64 MB	05/05/2025	Actions
Schedule_20250110_025-0003.pdf	Preliminary Construction Schedule	38.25 KB	05/05/2025	Actions

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.