UC DAVIS HEALTH

Information Bulletin

Inspections Job Card

Number: IB-106.0
Effective: October 2, 2025
Revised: Pending
Responsible Office:
Building Department

I. Purpose

A. The purpose of this information bulletin is to provide guidance for both internal and external applicants on the process for job card submittal review and approval at UC Davis Health (UCDH). It outlines the responsibilities of applicants, design teams, and UCDH staff, as well as the steps required to ensure timely project approval and construction start.

II. Definitions

A. **CBO** means the Certified Building Official, the employee representing the UCDH Building Department as the Authority Having Jurisdiction.

B. **IOR** means the project Inspector of Record.

C. **DPOR** means the Design Professional in Responsible Charge engaged to review and coordinate certain aspects of the project including submittal of documents prepared by others.

D. **BI** means the Building Inspector, the Inspection Services employee representing the CBO and the UCDH Building Department.

III. Scope

A. Approved construction documents, including job cards, shall be kept on-site and made available on-site for inspection. The Job Card is a living document beginning from initial plan submittal through construction requiring the Building Inspector (BI) and Fire Inspector (FI) to initial and date upon completion and verification (passed inspection) of the construction work activities.

B. All inspections listed on the Job Card must be completed and verified/signed off by the IOR, Building Inspector, and Fire Inspector before requesting **Certificate of Occupancy**.

IV. Key Process Stages

A. **Plan Review:** Applicant submits Job Card along with other required construction documents (plans, specifications, calcs, etc.) via UCDH Accela eServices Portal. Reviewers provide comments until all are resolved.

B. **Plan Approval:** CBO and Fire Marshal stamp Job Card as **'Job Card - Reviewed'**.

C. **Permit Issuance:** Applicant submits the Application for Building Permit electronically as an amendment to the project record via UCDH Accela eServices Portal. CBO issues permit.

D. **Job Card Approval:** Job Card Revision #1 is provided by the DPOR to include the responsible agencies and individuals. The Applicant submits the revised job card through the portal (via Digital Projects tab) for review and approval by the Building Inspections Supervisor. The Job Card is stamped as **'Job Card - Approved'** and uploaded to the parent project record in Accela.

E. **Verify Pending Inspections:** Inspections Services Staff enters all pending inspections per the Approved Job Card.

F. **Pre-Construction Meeting:** Project Team (including UCDH Project Manager, Certified Building Official, IOR, Building Inspector, Fire Inspector, and Building Inspections Supervisor) review inspection requirements and Approved Job Card.

G. **Construction & Inspections:** Begin work; schedule/perform inspections per Approved Job Card.

H. **Occupancy Review:** All inspections listed on the Job Card must be completed and verified/signed off by the IOR, Building Inspector, and Fire Inspector before requesting **Certificate of Occupancy**.

For complete instructions, refer to the Inspections **Job Card Review User Guide (UG-206.0)**.

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REVISION HISTORY

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

Date	Version #	Description of Change	Author
October 2, 2025	1.0	First Final version	S. Preciado