



Facilities Planning and
Development Division

INSPECTIONS JOB CARD USER GUIDE UG-206.0

Date: October 31, 2025

By: Building Department

INSPECTIONS JOB CARD

Purpose:

This user guide provides step-by-step instructions for completing the Job Card submittal in Accela. It is the *Design Professional of Record's (DPOR)* responsibility to prepare and submit the Job Card in the Accela eService Portal.

The Job Card can be downloaded from the Building Permitting website:

<https://health.ucdavis.edu/facilities/work-with-us/permitting>

Reference related documents:

- ***Information Bulletin IB-106.0 and***
- ***Job Card Form F-306.0***

SUBMITTING NEW – INSPECTIONS JOB CARD

STEP 1:

SECTION A

The Design Professional of Record (DPOR) is responsible for preparing **“Section A”** of the Job Card and all required fields marked in red (*) asterisks.

- **UCDH Project Name:**
 - Enter the complete UCDH Project name.
- **UCDH Project No:**
 - Enter the complete UCDH project account number here.
- **UCDH Project Manager:**
 - Enter UCDH Project Manager’s name
- **Email / Phone:**
 - Enter the UCDH Project manager’s email and Phone number
- **Project Address:**
 - Enter the physical address for the project location. (For Sitework projects, enter **“N/A – Sitework Only”**)

SECTION A

This section must be completed by the Project Manager, DPOR, or Architect.

UCDH Project Name *:

UCDH Project No *:

UCDH Project Manager *:

Email / Phone *:

Revision No *:

Amended Construction Document (ACD) No:
(if applicable)

Project Address*:

SUBMITTING NEW – INSPECTIONS JOB CARD

STEP 2:

SECTION B

The Design Professional of Record (DPOR) is responsible for preparing “*Section B*”.

Check all boxes for inspections that will be required for the project and enter the information outlined in the **Red** box.

UCDH Project Name: UCDH Project Name

UCDH Project No.: UCDH Project Number

SECTION B: Permitted construction documents, including job cards and plans, shall be posted and made available on-site for inspection. Each stage of work should be readily accessible for inspection and should receive approval before covering. Inspector of Record (**IOR**) and Fire Inspector (**FI**) to initial and date upon completion of the construction work activities.

UCDH Project Name:				UCDH Project No:		ACD No:			
	(X) CHECK IF REQ'D	ITEM	TYPE OF INSPECTION	LIST ASSIGN AGENCIES AND / OR INDIVIDUALS	IOR	DATE	FI	DATE	
SITE		1.	Site Access/Public Way						
	X	2.	Landscape						
		3.	Other						

	(X) CHECK IF REQ'D	ITEM	TYPE OF INSPECTION	LIST ASSIGN AGENCIES AND / OR INDIVIDUALS	IOR	DATE	FI	DATE
FRAMING		1.	Exterior Wall Construction					
		2.	Interior Wall Construction					
	X	3.	Floor System(s)					
		4.	Roof System(s)					
		5.	Shaft Wall Framing					
		6.	Suspended Ceiling System(s)					

SIGN OFF SHEET – INSPECTIONS JOB CARD

STEP 3:

SIGN OFF SHEET

DPOR prints their First and Last Name and signs the **Sign-Off Sheet**.

Note: The Job Card is not approved at this stage.

X

DPOR Name

X

DPOR Signature

FILE NAMING CONVENTION - INSPECTIONS JOB CARD

STEP 4:

1. Assistance is available Monday–Friday, 9:00 am – 4:00 pm PST, excluding California State holidays, by emailing:
BuildingInspections@health.ucdavis.edu

JOB CARDS should be submitted in PDF Format ONLY

Document Type	File Naming Convention	File Naming - Example	Description
Job Card	<JobCard>_<UCDHPProject#>.pdf	Job Card_9559310.pdf	Original Job Card

UPLOAD INSTRUCTIONS – INSPECTIONS JOB CARD

STEP 5:

1. Upload your Job Card by logging in to your Accela eServices Portal.
2. Click on the Record ID.
3. Navigate to the **Digital Projects** tab.
4. Upload your Job Card in **PDF format ONLY**.

The screenshot displays the Accela eServices Portal interface. At the top, there are navigation tabs: 'Home', 'Projects' (which is highlighted with a dropdown arrow), and 'Fire Prevention'. Below these, a dark blue bar contains three main action buttons: 'Create Application', 'Search Projects' (with a mouse cursor hovering over it), and 'Schedule an Inspection'. The main content area shows details for 'Record B25-0290: UCDH Building', with a status of 'Record Status: Pending Job Card Approval'. Below this, there are two tabs: 'Record Info' (with a dropdown arrow) and 'Digital Projects' (which is highlighted with a red rectangular box). The 'Record Details' section is expanded, showing information for the 'Applicant' (Shruti Gadhok, UC Davis, Mobile Phone: 9167430999, sgadhok@health.ucdavis.edu) and the 'Licensed Professional' (Tim Cook, ryjackson@health.ucdavis.edu, Apple, INC, 1 Apple Drive, Sacramento, CA, 95835, Mobile Phone: 998-745-6332, Architect A12345). A link 'View Additional Licensed Professionals>>' is visible below the professional's details. At the bottom left, there is a 'More Details' link with a right-pointing arrow.

UPLOAD INSTRUCTIONS – INSPECTIONS JOB CARD

STEP 5: Continued...

1. Enter the **“File Name”** using the required File Naming convention.
2. Select **“10-Initial Submission”** for the field Virtual Folder.
3. Select **“Job Card”** for the field **“Doc Type”**.
4. Click on the **“Submit”** button to upload your revised Job Card.

Digital Projects

Submission Package Files Approved Plans / Documents

Status: Pending Job Card Approval

Package is ready to submit, or upload additional files

Submission Package Description *
Submission Package 2

Drag files here to upload or click to select files
Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

File Name Virtual Folder Description Doc Type Uploaded By Uploaded Date Status Thumbnail Previous Submission Document

<input type="checkbox"/>	JobCard_Rev1_9559310.pdf	10-Initial...	Job Card - Revision 1	Job Card		10/30/2025 15:...	Ready to Submit		job-card (7).docx
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RETURNED – INSPECTIONS JOB CARD

INSPECTIONS JOB CARD – RETURNED EMAIL

- You will receive an email notification when your Revised Job Card is ***“Returned”***.
- Refer to the email for ***“Comments”*** requiring corrections and resubmission.



Accela Civic Solutions <civic.solutions@accela.com>

To: Sabrina D Preciado

This email was sent to you automatically by UC Davis Health Inspections Department / Fire Prevention.

***** Do not reply to this email *****

The Job Card that you submitted is being ***“Returned”*** by Building Inspection Supervisor. Please revise and submit again by logging into your account.

Inspections Detail:

UCDH Project Number: 9557550

UCDH Project Name: Shruti's Job Card Testing Application

Accela Record Number: B25-0297

Comments:

This is a test for Returning the JOB card to the user. shruti

Please keep a copy of this email for all future references.

SUBMITTING REVISED – INSPECTIONS JOB CARD

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 the 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.

The Design Professional (DPOR) prepares **Job Card Revision 1** and all other revisions. Job Card Revision 1 will serve as the first approved job card.

To prepare a “**Revised Job Card**” after the initial plan approval, follow the steps in the next 3 slides.

JOB CARD - Approval and Stamping

- * Upon review and verification, the **Building Inspections Supervisor** will stamp the job card as “**APPROVED.**”
- * This stamp signifies official approval of the revised job card for continued inspection and record purposes.

STEP 1

SECTION A

The Design Professional of Record (DPOR) is responsible for preparing **“Section A”** of the Job Card and all required fields marked in red (*) asterisks.

1. Revision No:

- Enter the Job Card Revision Number

2. Amended Construction Document (ACD) No:

- Enter the number when Applicable.

SECTION A

This section must be completed by the Project Manager, DPOR, or Architect.

UCDH Project Name *:

UCDH Project No *:

UCDH Project Manager *:

Email / Phone *:

Revision No *:

Amended Construction Document (ACD) No:

(If applicable)

Project Address*:


SUBMITTING REVISIONS – INSPECTIONS JOB CARD

STEP 2:

SECTION B

1. Download the “**Job Card – Reviewed**” and “**Stamped**” PDF document by logging in to your eServices Accela.
2. Add responsible Agencies/Individuals for each checked inspection or test item.
3. Clearly mark each revision with a **numbered delta (Δ)** symbol.
4. Enter the **ACD No.**, If Applicable or leave this field blank for Plan Review Submission.

SECTION B: Permitted construction documents, including job cards and plans, shall be posted and made available on-site for inspection. Each stage of work should be readily accessible for inspection and should receive approval before covering. Building Inspector (**BI**) and Fire Inspector (**FI**) to initial and date upon completion of the construction work activities.

UCDH Project Name: Enter Project Name				UCDH Project No: Enter UCDH Project Number		ACD No:			
	(X) CHECK IF REQ'D	ITEM	TYPE OF INSPECTION	LIST ASSIGN AGENCIES AND / OR INDIVIDUALS		BI	DATE	FI	DATE
SITE	x	1.	Site Access/Public Way	Site Access contractor 					
		2.	Landscape						
		3.	Other						

SUBMITTING REVISIONS – INSPECTIONS JOB CARD

STEP 3:

SECTION C

JOB CARD SUMMARY OF CHANGES section is provided to document the revision details. The fields listed below are required.

Revision Number:

- Label each delta in the revision notes
- Enter a new number for each revision change. This revision number should match in **"Section A"**

Synopsis of Change:

- Add responsible Agencies

Architect/Engineer of Record:


- Signature (Initial/Date)

Structural Engineer of Record:

- Enter N/A if not applicable
- Signature (Initial/Date)

Date of Effective Change:

- Current Date

SECTION C		JOB CARD - SUMMARY OF CHANGES			
UCDH Building Number		UCDH Building Name		UCDH Project Number	
Note: Please delta any changes/revisions to the Job Card Program, Initial, and Date					
Revision Number	Synopsis Of Change	Architect / Engineer of Record Signature (Initial / Date)	Structural Engineer of Record Signature (Initial / Date)	Date of Effective Change	UCDH Concurrence (Initial / Date)
	Add Responsible Agencies	SP (8/8/2025)	N/A	8/8/2025	

✓ Important:

Always use **numbered deltas (Δ1, Δ2, Δ3, etc.)** to show revisions.

All stamps, text boxes, and delta markups remain intact when saving → exporting → re-saving as PDF.

FILE NAMING CONVENTION - INSPECTIONS JOB CARD

STEP 4:

1. After submitting the revised Job Card, intake and approval processing can take up to **3 business days**.
2. Assistance is available Monday–Friday, 9:00 am – 4:00 pm PST, excluding California State holidays, by emailing: BuildingInspections@health.ucdavis.edu

JOB CARDS should be submitted in PDF Format ONLY

Document Type	File Naming Convention	File Naming - Example	Description
First Revision	<JobCard>_<Rev1>_<UCDHPProject#>.pdf	Job Card_Rev1_9559310.pdf	1 st Revision
Second Revision	<JobCard>_<Rev2>_<UCDHPProject#>.pdf	Job Card_Rev2_9559310.pdf	2 nd Revision

UPLOAD INSTRUCTIONS – INSPECTIONS JOB CARD

STEP 5:

1. Upload your revised Job Card by logging in to your Accela eServices Portal.
2. Click on the Record ID.
3. Navigate to the **Digital Projects** tab.
4. Upload your revised Job Card in **PDF format ONLY**.


The screenshot displays the Accela eServices Portal interface. At the top, there are navigation tabs: 'Home', 'Projects' (which is highlighted with a dropdown arrow), and 'Fire Prevention'. Below these, a dark blue bar contains three main action buttons: 'Create Application', 'Search Projects' (indicated by a mouse cursor), and 'Schedule an Inspection'. The main content area shows details for 'Record B25-0290: UCDH Building', with a status of 'Record Status: Pending Job Card Approval'. Below this, there are two tabs: 'Record Info' (with a dropdown arrow) and 'Digital Projects' (which is highlighted with a red rectangular box). A 'Record Details' section follows, containing information for the 'Applicant' (Shruti Gadhok, UC Davis, Mobile Phone: 9167430999, sgadhok@health.ucdavis.edu) and the 'Licensed Professional' (Tim Cook, ryjackson@health.ucdavis.edu, Apple, INC, 1 Apple Drive, Sacramento, CA, 95835, Mobile Phone: 998-745-6332, Architect A12345). A link 'View Additional Licensed Professionals>>' is provided below the professional's details. At the bottom left, there is a 'More Details' link with a right-pointing arrow.

UPLOAD INSTRUCTIONS – INSPECTIONS JOB CARD


STEP 5: Continued...

1. Enter the “**File Name**” using the required File Naming convention.
2. Select “**Project Documents**” for the field Virtual Folder.
3. Select “**Job Card**” for the field “*Doc Type*”.
4. Click on the “**Submit**” button to upload your revised Job Card.


Digital Projects






Submission Package Files Approved Plans / Documents  Help



Status: Pending Job Card Approval

 Package is ready to submit, or upload additional files

Submission Package Description*
Submission Package 3

 Drag files here to upload or click to select files
Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

    Search 

<input type="checkbox"/>	File Name	Virtual Folder	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
<input type="checkbox"/>	Job Card_Rev1_9559310.pdf	80-Project Documents	Job Card - Revision 1	Job Card		11/06/2025 16:...	 Ready to Submit	

APPROVED – INSPECTIONS JOB CARD

INSPECTIONS JOB CARD – APPROVAL EMAIL

- You will receive an email notification when your Revised Job Card is ***“Approved”***.
- Go to the **Attachments** section of your project in the **Accela eServices Portal** to download the latest **Stamped, Approved, Revised Job Card**.



Auto_Sender@Accela.com

To: Sabrina D Preciado



This email was sent to you automatically by UC Davis Health Inspections Department / Fire Prevention.

***** Do not reply to this email *****

Your Job Card Revision has been reviewed and stamped as **“Approved”** by the Building Inspections Supervisor.

Project Record Detail:

Current Date: 09/30/2025

UCDH Project Number: 9557550

UCDH Project Name: Shruti's Job Card Testing Application

Accela Record Number: B25-0297

What this means:

- The Job Card is now the governing document for inspections and field verification.
- Required inspections will be entered/updated in Accela by the Inspections Coordinator.

Next Steps:

1. Download the latest approved Job Card from the parent project record under Attachments.
2. Keep the approved Job Card on-site at all times.
3. Construction cannot begin until the Pre-Construction Meeting is complete.

If you have any questions about the Job Card submittal/approval process or inspections, please contact the Inspections Coordinator or your assigned Building and/or Fire Inspector.

Please keep a copy of this email for all future references.