



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.



SIGN OFF SHEET

X

DPOR Name

X

DPOR Signature

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

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 shows the Accela eServices Portal interface. At the top, there are navigation links for 'Home', 'Projects', and 'Fire Prevention'. Below these is a dark blue header with three buttons: 'Create Application', 'Search Projects', and 'Schedule an Inspection'. The main content area displays record information for 'Record B25-0290: UCDH Building' with a status of 'Pending Job Card Approval'. A horizontal menu below the record info has two tabs: 'Record Info' and 'Digital Projects', with the latter highlighted by a red box. Below this is a 'Record Details' section with two columns: 'Applicant' (Shruti Gadhok, UC Davis, Mobile Phone: 9167430999, sgadhok@health.ucdavis.edu) and 'Licensed Professional' (Tim Cook, ryjackson@health.ucdavis.edu, Apple, INC, 1 Apple Drive, Sacramento, CA, 95835, Mobile Phone: 998-745-6332, Architect A12345). A green link 'View Additional Licensed Professionals>>' is at the bottom right of the details section. A 'More Details' link is at the bottom left.


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  ? Help


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

    Search 

<input type="checkbox"/>	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

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		
<i>Note: Please delta any changes/revisions to the Job Card Program, Initial, and Date</i>					
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)
△ 1	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.

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

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 shows the Accela eServices Portal interface. At the top, there are navigation links for 'Home', 'Projects', and 'Fire Prevention'. Below this is a dark blue header with three buttons: 'Create Application', 'Search Projects', and 'Schedule an Inspection'. The main content area displays record information for 'Record B25-0290: UCDH Building' with a status of 'Pending Job Card Approval'. There are two tabs: 'Record Info' and 'Digital Projects', with the latter highlighted by a red box. Below the tabs is a 'Record Details' section with two columns: 'Applicant' (Shruti Gadhok, UC Davis, Mobile Phone: 9167430999, sgadhok@health.ucdavis.edu) and 'Licensed Professional' (Tim Cook, ryjackson@health.ucdavis.edu, Apple, INC, 1 Apple Drive, Sacramento, CA, 95835, Mobile Phone: 998-745-6332, Architect A12345). A green link 'View Additional Licensed Professionals>>' is located below the professional information. At the bottom left, there is a 'More Details' link.

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.

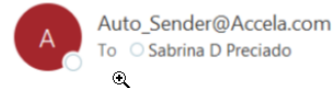
The screenshot displays the 'Digital Projects' interface. At the top, there's a navigation bar with 'Submission Package', 'Files', and 'Approved Plans / Documents'. The status is 'Pending Job Card Approval'. A message box indicates 'Package is ready to submit, or upload additional files'. Below this, there's a 'Submission Package Description' field with the text 'Submission Package 3'. To the right, a dashed box contains instructions: 'Drag files here to upload or click to select files' and 'Cannot exceed 250Mb. Allowed file extensions: XLS, XLSX, DOC, DOCX, DWG, JPG, JPEG, PDF, PDF/A, PNG'. Below the instructions is a search bar and a table of files. The table has columns: File Name, Virtual Folder, Description, Doc Type, Uploaded By, Uploaded Date, Status, and Thumbnail. One file is listed: 'Job Card_Rev1_9559310.pdf' in the 'File Name' column, '80-Project Documents' in the 'Virtual Folder' column, 'Job Card - Revision 1' in the 'Description' column, and 'Job Card' in the 'Doc Type' column. The 'Status' column shows a green dot and the text 'Ready to Submit'. A 'Submit' button is visible at the bottom right of the table.

File Name	Virtual Folder	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
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**.



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.