

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	<input checked="" type="checkbox"/>	1.	Site Access/Public Way							
		2.	Landscape							
		3.	Other							

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
FRAMING	<input checked="" type="checkbox"/>	1.	Exterior Wall Construction							
		2.	Interior Wall Construction							
		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**.



SIGN OFF SHEET

X

X

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

DPOR Name

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

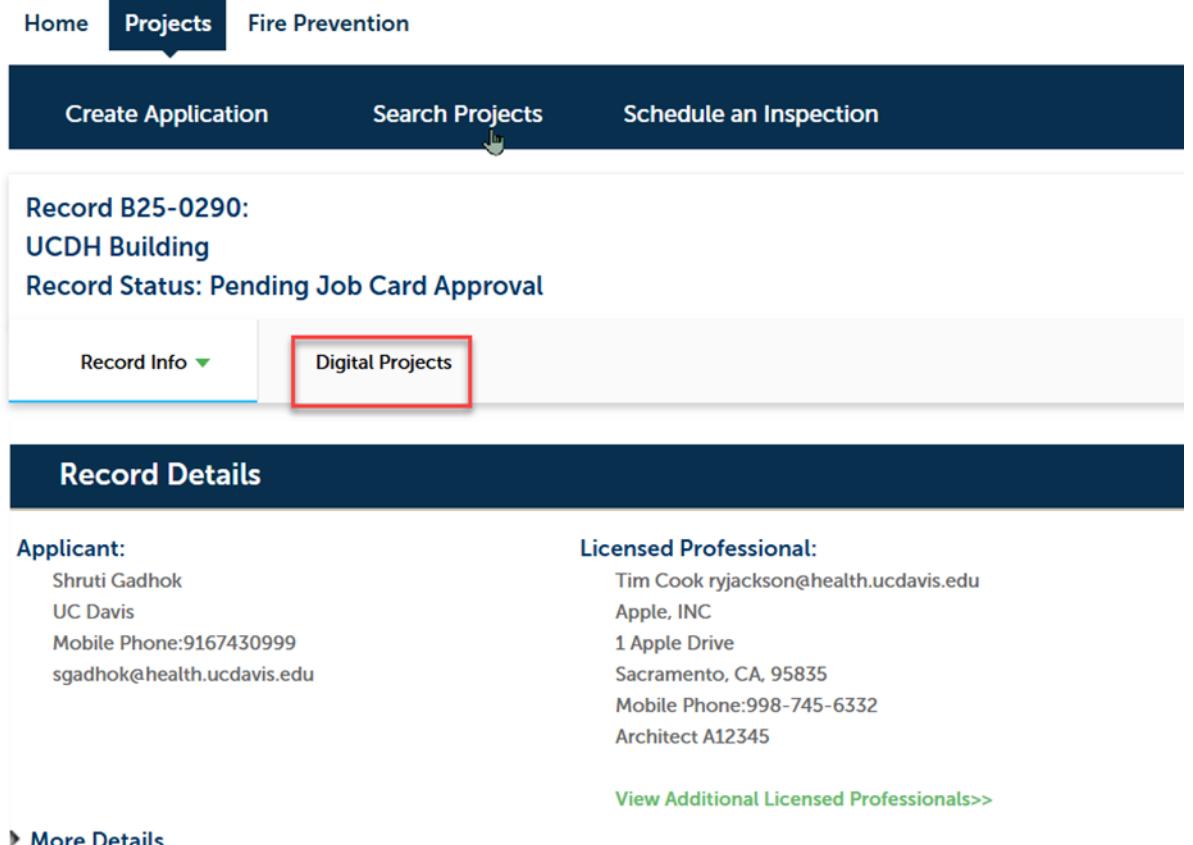
JOB CARDS should be submitted in PDF Format ONLY

Document Type	File Naming Convention	File Naming - Example	Description
Job Card	<JobCard>_<UCDHProject#>.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 shows a web-based project management interface. At the top, there is a navigation bar with links for Home, Projects (which is the active tab), and Fire Prevention. Below the navigation bar, there are three main buttons: Create Application, Search Projects (with a cursor icon indicating it is being clicked), and Schedule an Inspection. The main content area displays a project record with the following details:
Record ID: B25-0290
Project Name: UCDH Building
Record Status: Pending Job Card Approval
Below these details, there are two tabs: Record Info (selected) and Digital Projects. The Digital Projects tab is highlighted with a red box. The Record Details section contains information for the Applicant and Licensed Professional, and a link to view additional licensed professionals.

Record B25-0290:
UCDH Building
Record Status: Pending Job Card Approval

Record Info ▾ Digital Projects

Record Details

Applicant:
Shruti Gadhok
UC Davis
Mobile Phone: 9167430999
sgadhok@health.ucdavis.edu

Licensed Professional:
Tim Cook ryjackson@health.ucdavis.edu
Apple, INC
1 Apple Drive
Sacramento, CA, 95835
Mobile Phone: 998-745-6332
Architect A12345

[View Additional Licensed Professionals>>](#)

► More Details

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
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.

SUBMITTING REVISIONS - 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.

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	1			
		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 ($\Delta 1, \Delta 2, \Delta 3$, 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

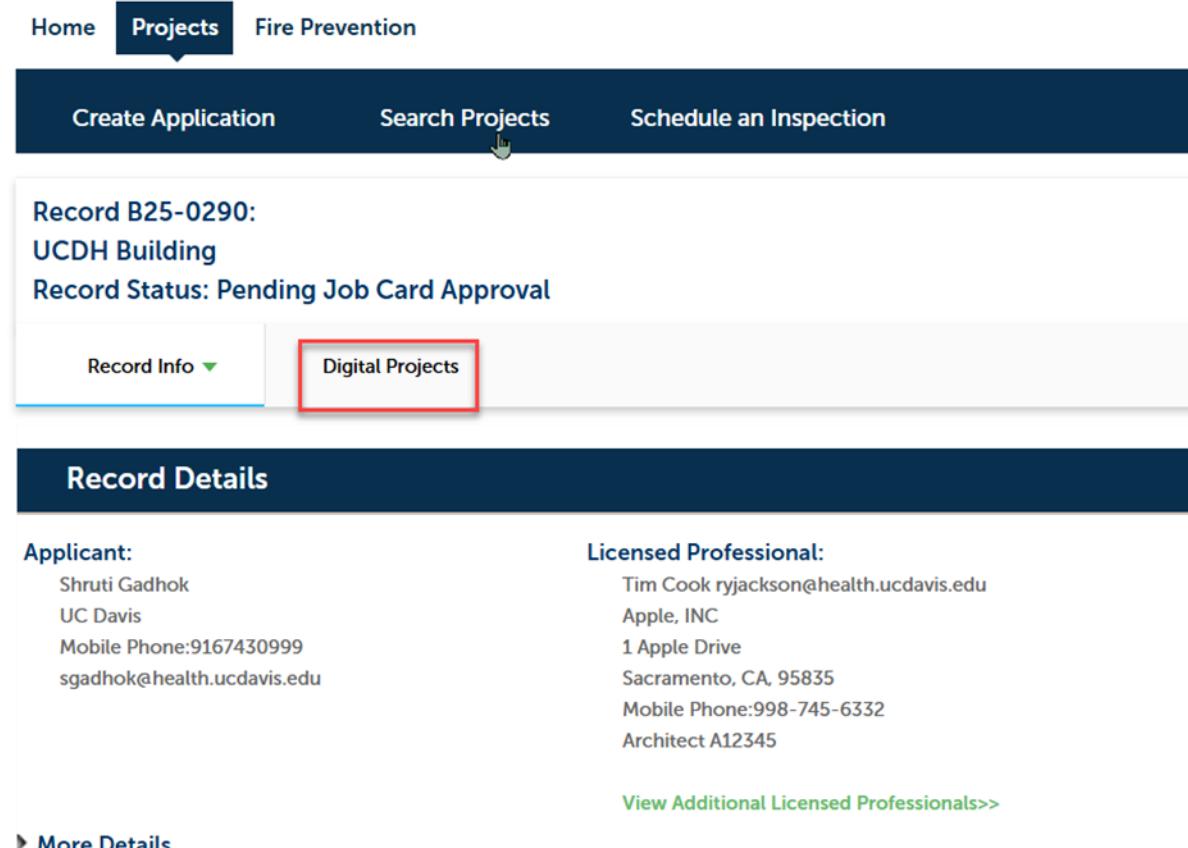
JOB CARDS should be submitted in PDF Format ONLY

Document Type	File Naming Convention	File Naming - Example	Description
First Revision	<JobCard>_<Rev1>_<UCDHProject#>.pdf	Job Card_Rev1_9559310.pdf	1 st Revision
Second Revision	<JobCard>_<Rev2>_<UCDHProject#>.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 shows a web interface for managing projects. At the top, there is a navigation bar with tabs: Home, Projects (which is the active tab, highlighted in blue), and Fire Prevention. Below the navigation bar are three buttons: Create Application, Search Projects (with a cursor icon indicating it is being clicked), and Schedule an Inspection. The main content area displays a record detail for "Record B25-0290: UCDH Building" with a "Record Status: Pending Job Card Approval". Below this, there are two tabs: "Record Info" and "Digital Projects", with "Digital Projects" being the active tab and highlighted with a red box. A large dark blue header bar below the tabs reads "Record Details". Under this header, there are two sections: "Applicant:" and "Licensed Professional:". The "Applicant" section lists: Shruti Gadrok, UC Davis, Mobile Phone: 9167430999, and sgadrok@health.ucdavis.edu. The "Licensed Professional" section lists: Tim Cook, rjackson@health.ucdavis.edu, Apple, INC, 1 Apple Drive, Sacramento, CA, 95835, Mobile Phone: 998-745-6332, and Architect A12345. At the bottom of the "Record Details" section is a link "View Additional Licensed Professionals>>" and a "More Details" button.

Home Projects Fire Prevention

Create Application Search Projects Schedule an Inspection

Record B25-0290:
UCDH Building
Record Status: Pending Job Card Approval

Record Info Digital Projects

Record Details

Applicant:
Shruti Gadrok
UC Davis
Mobile Phone: 9167430999
sgadrok@health.ucdavis.edu

Licensed Professional:
Tim Cook rjackson@health.ucdavis.edu
Apple, INC
1 Apple Drive
Sacramento, CA, 95835
Mobile Phone: 998-745-6332
Architect A12345

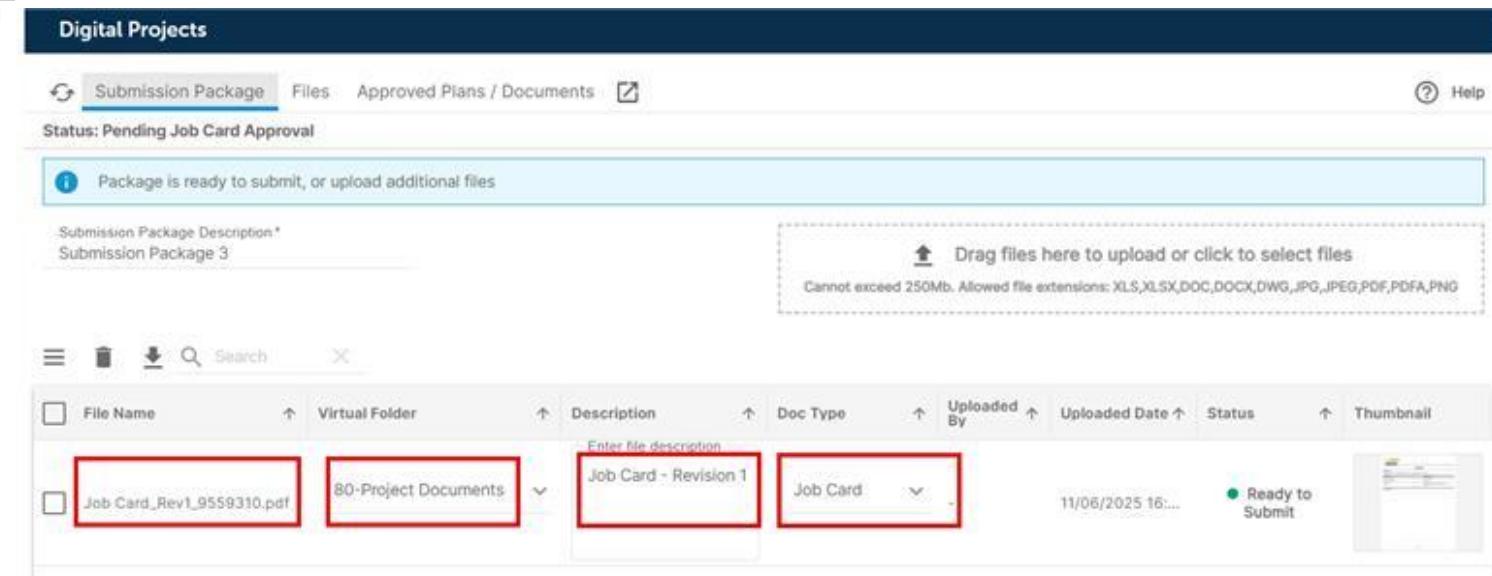
[View Additional Licensed Professionals>>](#)

More Details

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 shows the 'Digital Projects' software interface. The top navigation bar includes 'Submission Package' (which is selected), 'Files', 'Approved Plans / Documents', and a 'Help' link. The status bar indicates 'Pending Job Card Approval'. A message box says 'Package is ready to submit, or upload additional files'. The 'Submission Package Description' field contains 'Submission Package 3'. A large text area with a 'Drag files here to upload or click to select files' placeholder is present. Below this is a table with columns: File Name, Virtual Folder, Description, Doc Type, Uploaded By, Uploaded Date, Status, and Thumbnail. A single row is shown, with the 'File Name' 'Job Card_Rev1_9559310.pdf', 'Virtual Folder' '80-Project Documents', 'Description' 'Job Card - Revision 1', and 'Doc Type' 'Job Card'. The 'Status' column shows a green dot and 'Ready to Submit'. The 'Uploaded Date' is '11/06/2025 16:...'. The 'Thumbnail' column shows a small preview of the PDF file.

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**.



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.