

UC DAVIS HEALTH

Building Department and Fire Prevention eServices Portal

Applications for New Projects

Version Number: 1.0

REVISION HISTORY

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

Date	Version #	Description of Change	Author
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Purpose

Welcome to the UCDH eServices Portal User Guide.

- A. The purpose of this document is to provide guidance and step-by-step instructions for proper submittal documentation to facilitate Plan submittal.
- B. The list is not comprehensive, as relevant documentation will vary by project scope.
- C. For specific project questions related to submittal documents, email your questions to the following email:
 - HS-FirePrevention@ucdavis.edu
- D. This document covers:
 - i. [Step-by-Step instructions on how to submit your Fire Prevention Application](#)
 - ii. [Appendix A: Field Description](#)
 - iii. [Appendix B: Attachment by Record Type](#)

NOTE: Please note that you only select the “*Fire Prevention*” tab for [Leased Facilities plan review submittals](#). Select the “*Projects*” tab for all other plan review submittals

1 Page Flow - Overview

The predefined steps to create and submit project applications are detailed in this guide. The steps involved in applying for a “*New Project*,” are slightly different from those in submitting for PADs. Below is an illustration of the page flow steps.

No.	Step	Page Title	Description
Application for New Project			
1	STEP 1	Property Location	Record the Address details specific to the project
2	STEP 2	Contacts	Add new Contact(s) specific to the application: <ul style="list-style-type: none"> • Applicant (PM or CM) • Contact • Licensed Professional(s) and their Contact(s) information specific to the application
3	STEP 3	Permit Information	Record the Detailed Information, Permit Information, and Primary Occupancy Group specific to the project
4	STEP 4	Submittal Documentation	Upload Plans, Specifications, and Calculations or any other document relevant to your project in PDF format only
5	STEP 5	Review	Final opportunity to review the information entered in the application for accuracy. During this step, “Edits” can be made if necessary
6	STEP 6	Record Issuance	Project applications (Fire Prevention) are submitted and the eServices Portal issues a “Record Number”

Table 1: eServices Portal Page flow

1.1 Page Flow – Application

Listed below are some basic rules to apply using the eServices Portal:

- ✓ When creating an application for a new project, follow the page flow to avoid errors or missed data.
- ✓ You can save your application at any time during the process by clicking the **“Save and resume later”** button and then clicking on the **“Resume Application”** link in your *“My Records” / “Dashboard”*.
- ✓ When resuming an existing in-progress application, you will be given the option to start from the beginning or continue where the application was left off.
- ✓ You can navigate back and forth within the completed pages.
- ✓ You must click on the **Continue Application** or **Save and resume later** button to save the data entered on the page.
- ✓ If a page contains a section that allows for multiple records to be added, for example, multiple licensed professionals or multiple contacts, the eServices Portal will automatically Save the selection. If any edits are needed, click the *“Edit”* link for the individual. To add the next record, click **Add New** as applicable.
- ✓ It is recommended that you click the **“Save and resume later”** button as needed to prevent data loss due to data entry errors.
- ✓ If any required data is missing from the page when the **Continue Application** button is clicked, an error message is displayed on the top of the page. You must correct any errors before continuing to the next page flow screen.

1.2 Fire Prevention Application – Step-by-Step Instructions

Listed below are step-by-step instructions on how to create and submit a new “*Fire Prevention*” project application.

NOTE: You will select the “*Fire Prevention*” tab when creating an application for “*Leased Facilities plan review submittals*” only. Select the “*Projects*” tab for all other plan review submittals.

STEP	STEP DESCRIPTION	EXPECTED RESULTS
1.	Go to the Accela Citizen's Portal website. https://aca-prod.accela.com/UCDMC/Default.aspx	Accela Citizen's Portal Website is displayed.
2.	Login by using your user ID/password and click on the "Sign In" button	The user is logged into their account.
3.	Click on the "Fire Prevention" tab and then click on "Create Application".	Step 1: Property Location screen is displayed.
4.	The following fields under “ <i>Property Location</i> ” are displayed: 1. Street No.: (*Mandatory field) 2. Street Name: (*Mandatory field) 3. Street Type: 4. Unit Type: 5. Unit No.: 6. City: (*Mandatory field) 7. State: (*Mandatory field) 8. Zip: (*Mandatory field)	
5.	Click on the "Search" button to search an existing information or The "Clear" button to clear the entered information on the screen.	
6.	Click on the "Continue Application" button	Step 2: Contacts >> screen is displayed.
7.	Click on the "Add New" button to add a new contact or "Select from Account" to pick the existing contact or "Look Up" to look up the contact information from the existing accounts. "Continue Application" takes you to the next screen. "Save and resume later" saves your application and all the data you have entered	
8.	Click on the "Add New" Button to add a new contact	The "Contact Information" screen is displayed.

9.	<p>Enter your contact information for the following fields:</p> <ol style="list-style-type: none"> 1. First: (*Mandatory field) 2. Last: (*Mandatory field) 3. Name of Business: 4. Address Line 1: (*Mandatory field) 5. State: (*Mandatory field) 6. City: (*Mandatory field) 7. Zip: (*Mandatory field) 8. E-mail: (*Mandatory field) 9. Work Phone: (*Mandatory field) 10. Mobile Phone: (*Mandatory field) 	
10.	Click on the " Continue " button	Step 2: Contact >> screen is displayed with the contact information, with the following message displayed, " <i>Contact added successfully</i> ".
11.	Click on the " Continue Application " button	Step 2: Contacts >> and Licensed Professional screen is displayed. PS: Adding a Licensed Professional to your application is required.
12.	Click on the " Add New " Button to add a new Licensed Professional	The " Licensed Professional Information " screen is displayed.
13.	<p>Enter the information for the Licensed Professional contact:</p> <ol style="list-style-type: none"> 1. License Type: (*Mandatory field) 2. State License Number: (*Mandatory field) 3. First: (*Mandatory field) 4. Last: (*Mandatory field) 5. Name of Business: (*Mandatory field) 6. Address Line 1: (*Mandatory field) 7. City: (*Mandatory field) 8. State: (*Mandatory field) 9. Zip: (*Mandatory field) 10. Work Phone: (*Mandatory field) 11. Mobile Phone: (*Mandatory field) 12. E-mail: (*Mandatory field) 	

14.	The " License Type " field has the following values: 1. Architect 2. Civil 3. Contractor 4. Electrical 5. Geotechnical 6. Mechanical 7. Other 8. Structural	
15.	Click on the " Save and Close " button	The added information is saved and displayed on the " Licensed Professional " screen.
16.	Click on the " Continue Application " button	Step 3: Permit Information >> screen is displayed.
17.	Detail Information, Permit Information, and Primary Occupancy Group screen is displayed.	
18.	" Detailed Description " a required textbox is displayed under the " Detailed Information " screen.	
19.	The following fields under " PERMIT INFORMATION " are displayed: 1. Permit Type: 2. UCDH Project Number: (*Mandatory field) 3. UCDH Project Name: (*Mandatory field) 4. Building Name: (*Mandatory field) 5. Lease Facility: (Radio button "Yes" or "No") 6. Type of Construction: (*Mandatory field) 7. Project Sq. Ft.: (*Mandatory field) 8. Construction Cost: (*Mandatory field) 9. Sprinklered:	

20.	<p>The following value is displayed under the “Permit Type” field:</p> <ol style="list-style-type: none"> 1. Clean Agent 2. Construction 3. Fire Alarm 4. Fire Protection Report 5. Fire Sprinkler 6. New Construction 7. Other 8. Schematic 9. Smoke Control 	
21.	<p>The following values are displayed under the “Type of Construction” field:</p> <ol style="list-style-type: none"> 1. Type IA – Non Combustible (Protected Structural Elements) 3HR. 2. Type IB – Non Combustible (Rated Structural Elements) 2HR. 3. Type IIA – Non Combustible (Rated Structural Elements) 1HR. 4. Type IIB – Non Combustible (Non-Rated Structural Elements) 5. Type IIIA – Non Combustible (Exterior Walls Only) 6. Type IIIB – Non Combustible (Bearing Walls Rated) 7. Type VA – Combustible (Structural Elements Rated) 1HR. 8. Type VB – Combustible (All Elements Not Rated) 	

22.	<p>Pick a value for "Primary Occupancy Group".</p> <ul style="list-style-type: none"> A-1 A-2 A-3 B H-1 H-2 H-3 H-4 H-5 I-2 I-4 L M R-1 R-2 R-2.1 R-3.1 R-4 S-1 S-2 U Not Applicable 	<p>Pick the value that is relevant to your project. If none then select "Not Applicable"</p>
23.	<p>Click on the "Continue Application" button</p>	<p>Step 4: Submittal Documentation > Digital Projects screen is displayed.</p>
24.	<p>Upload the Plans in the Digital Projects screen under the "Drag files here to upload or click to select files" box.</p>	
25.	<p>Once the file has been uploaded the following fields with the sub-screen are displayed:</p> <ol style="list-style-type: none"> 1. File Name 2. Virtual Folder (*Mandatory field) 3. Description 4. Doc Type (*Mandatory field) 5. Uploaded By 6. Uploaded Date 7. Status 8. Thumbnail 	

	9. Actions	
26.	<p>The "Virtual Folder" field has the following values:</p> <ol style="list-style-type: none"> 1. 01-Milestone (SD 50%) 2. 02-Milestone (SD 100%) 3. 03-Milestone (DD 50%) 4. 04-Milestone (DD 100%) 5. 05-Milestone (CD 50%) 6. 06-Milestone (CD 95%) 7. 10-Initial CD 100% 8. 11-Backcheck-01 (CD 100%) 9. 12-Backcheck-02 (CD 100%) 10. 13-Backcheck-03 (CD 100%) 11. 14-Backcheck-04 (CD 100%) 12. 15-Backcheck-05 (CD 100%) 13. 40-Approved Documents 14. 80-Project Documents 15. 90-Field Operations Documents (In Construction) 16. 99-Project Closure Documents 	<p>Select a value relating to your project from the drop-down field "Virtual Folders".</p>
27.	<p>The "Doc Type" field has the following values:</p> <ol style="list-style-type: none"> 1. Calculations 2. Correction Report 3. Functional Program 4. Geotech Report 5. Inspection Request Form 6. Other 7. Pharmacy Summary Checklist 8. Photos 9. Plan 10. Plan – Reference Only 11. Product Data 12. Project Cancellation Notice 13. Response to Comments 14. Specifications 15. TIO 	
28.	<p>Enter a text in the "Description" box if you want the reviewers to know anything.</p>	

29.	Once the two mandatory fields have been entered and the plans uploaded, the "Status" field will change to "Ready to Submit" status.	
30.	The "Uploaded Date" field will display the date and timestamp when the file was uploaded.	Your application and documents uploaded are saved.
31.	Click on the "Continue Application" button	Step 5: Review screen is displayed.
32.	This screen lets you review the information that you've entered on your Fire Prevention application.	
33.	Click on the "Edit" button on any screen	The screen that you've picked is opened and you can change/edit the information before submitting your application.
34.	Click on the "Continue Application" button	Step 5: Review screen is displayed.
35.	Scroll down and check the checkbox. <i>"By checking this box, I agree to the above certification."</i>	The "Date:" field is auto-filled with the current date.
36.	Click on the "Continue Application" button	<p>Step 6: Record Issuance screen is displayed.</p> <p>The message "Your application has been successfully submitted."</p> <p>Please print your record and retain a copy for your records." is displayed in the green box.</p> <p>Thank you for using our online services. Your Record Number is "F24-0050" Application Format: <FY>-<4-digit sequential number></p>
37.	You have successfully submitted your application for the Fire Prevention Project	Email is received with details for your Fire Prevention application.

2.0 Accela eServices (ACA) Portal Screens – Fire Prevention New Application

Select the “Fire Prevention” tab to start a new application for Fire.

NOTE: **Use the “Fire Prevention” tab to submit Leased Facilities plan reviews only. Use the “Projects” tab for all other plan review submittals.

The screenshot shows the top of the eServices Portal. The header includes the UC Davis Health logo, the title 'Building Department and Fire Prevention', and 'eServices Portal'. Below the header, it indicates the user is logged in as 'Shruti Gadhok' with 'Collections (0)', 'Account Management', and 'Logout' options. A search bar is present. The navigation menu has 'Home', 'Projects', and 'Fire Prevention' (highlighted with a red box). Below the menu, there are links for 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A personalized greeting 'Hello, Shruti Gadhok' is displayed. A green bar shows 'My Collection (0)' with a 'View Collections' button. A message states 'You do not have any collections right now.'

Click on “Create Application” to start the new application.

This screenshot shows the 'Fire Prevention' sub-menu expanded. The 'Create Application' button is highlighted with a red box. Other options in the sub-menu include 'Search for Permits' and 'Schedule a Pending Inspection'. Below the menu is a 'Records' section with a table of records. The table has columns for Date, Record Number, Record Type, Description, Project Name, Status, Action, and Short Notes. There are four records listed, each with a checkbox in the first column.

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Status	Action	Short Notes
<input type="checkbox"/>	02/09/2024	F24-0001	Fire Permit	Shruti Test	23423 adfsad	Documents Received		Schematic
<input type="checkbox"/>	11/27/2023	F23-0052	Fire Permit	This is a test for UAT	123654 - TEST UAT UAT Testing Project	Documents Received		New Construction
<input type="checkbox"/>	10/20/2023	Z3TMP-000331	Fire Permit	This is a test with Fire team.			Resume Application	
<input type="checkbox"/>	10/10/2023	F23-0011	Fire Permit	this is a test	M0584713	Documents Received		Clean Agent (CA)

2.1 STEP 1: Property Location

Enter the Address details on this screen. The fields with red asterisks (*) are required fields.

The screenshot shows the 'Step 1: Property Location' screen. At the top, there's a navigation bar with 'Home', 'Projects', and 'Fire Prevention'. Below that, there are buttons for 'Create Application', 'Search for Permits', and 'Schedule a Pending Inspection'. A progress bar shows steps 1 through 7, with step 1 'Property Location' selected. The main form area is titled 'Address' and contains the following fields:

- * Street No.: [Text Input]
- * Street Name: [Text Input]
- Street Type: [Dropdown Menu]
- Unit Type: [Dropdown Menu]
- Unit No.: [Text Input]
- * City: [Text Input]
- * State: [Dropdown Menu]
- * Zip: [Text Input]

Red arrows point to the 'Unit Type' and 'Street Type' dropdown menus, which are open, showing options like 'Apt', 'Bldg', 'Suite', 'Unit' and 'St', 'Ave', 'Blvd', 'Cir', 'Ct', 'Dr', 'Ln', 'Pkwy', 'Rd', 'St', 'Terr', 'Way' respectively. A 'Search' button and a 'Clear' button are located below the form. At the bottom, there is a blue 'Continue Application »' button and an orange 'Save and resume later' button. A note on the right side of the form states '* indicates a required field.'

Click on "Continue Application" to move to the next screen.

2.2 STEP 2: Contacts

Entering information for an **“Applicant”** is mandatory on every application. The **“Applicant”** entering the application will also receive all correspondence (emails) from Fire Prevention regarding the project.

2.2.1 Adding/Selecting Contacts

The **“Select from Account”** function is available for Contacts, and they must be added by clicking the **“Select from Account”** button to use the information contained in your Public User account. Click on the **“Continue”** button to save the selected contact.

Clicking on the **“Add New”** button will display the **“Contact Information”** screen where you can enter the required information for each contact on the Application.

UC DAVIS HEALTH Building Department and Fire Prevention eServices Portal

Logged in as Shruti Gadholik Collections (0) Account Management Logout

Home Projects Fire Prevention

Create Application Search for Permits Schedule a Pending Inspection

Fire Permit

1 Property Location 2 Contacts 3 Permit Information 4 Submittal Documentation 5 Review 6 7

Step 2: Contacts >>

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Continue Application » Save and resume later

Contact Information

*First: *Last: Name of Business:

*Address Line 1: *State: --Select-- *City: *Zip:

*E-mail: *Work Phone: Mobile Phone:

Continue Clear Discard Changes

Click on the **“Continue Application”** to proceed to the next screen.

A message, “*Contact added successfully*” is displayed once the contact has been added to your application.

The screenshot shows the 'Fire Prevention' section of the eServices Portal. The user is logged in as Shrutl Gadhok. The navigation menu includes Home, Projects, and Fire Prevention. The main content area shows a progress bar for the Fire Permit process, with '2 Contacts' selected. Below the progress bar, the 'Applicant' section displays a success message: 'Contact added successfully.' for Shrutl Gadhok, with details such as email (sgadhok@ucdavis.edu), home phone, mobile phone, work phone, and fax. There are 'Edit' and 'Remove' links for the contact. At the bottom, there are buttons for 'Continue Application' and 'Save and resume later'.

2.2.2 Adding Contacts / Licensed Professional

Entering the contact information for the Licensed Professional is mandatory to submit your application. You will not be able to move forward with the application workflow, without completing this step.

The screenshot shows the 'Fire Prevention' section of the eServices Portal. The user is logged in as Shrutl Gadhok. The navigation menu includes Home, Projects, and Fire Prevention. The main content area shows a progress bar for the Fire Permit process, with '2 Contacts' selected. Below the progress bar, the 'Contact' section displays instructions: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' There are buttons for 'Select from Account', 'Add New', and 'Look Up'. Below that, the 'Licensed Professional' section displays instructions: 'To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.' There are buttons for 'Add New' and 'Look Up'. At the bottom, there are buttons for 'Continue Application' and 'Save and resume later'.

Selecting the “**Select from Account**” button uses the information contained in your Public User account.

Clicking on the **“Add New”** button opens the **“Licensed Professional Information”** screen, on this screen, you can enter the new Licensed Professional to your application. Fields marked with red asterisks (*) are required fields for this screen.

The screenshot shows a form titled "Licensed Professional Information". It contains several input fields, some of which are marked with a red asterisk (*) to indicate they are required. The fields are: License Type (dropdown menu), State License Number, First (text), Last (text), Name of Business (text), Address Line 1 (text), City (text), State (dropdown menu), Zip (text), Work Phone (text), Mobile Phone (text), and E-mail (text). At the bottom of the form, there are three buttons: "Save and Close" (dark blue), "Clear" (light blue), and "Discard Changes" (green).

Click on the **“Save and Close”** button to save the information on this screen.

Multiple Licensed Professionals can be added to this screen.

The screenshot shows the "Building Department and Fire Prevention" eServices Portal. The page has a header with the UC Davis Health logo, the title "Building Department and Fire Prevention", and the "eServices Portal" label. Below the header, there is a navigation bar with "Home", "Projects", and "Fire Prevention" (selected). A search bar is located in the top right corner. The main content area is divided into several sections: "Create Application", "Search for Permits", and "Schedule a Pending Inspection". Below these, there is a "Fire Permit" section with a progress bar showing steps 1 through 7. Step 2, "Contacts", is currently selected. Below the progress bar, there is a "Contact" section with a sub-header "Contact" and instructions: "To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link." Below the instructions, there are three buttons: "Select from Account", "Add New", and "Look Up". Below the "Contact" section, there is a "Licensed Professional" section with a sub-header "Licensed Professional" and instructions: "To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button." Below the instructions, there is a green checkmark icon and the text "Licensed professional added successfully." Below this, there is a list of details for a licensed professional: "Shruti Gadhok", "TEICHERT CONSTRUCTION", "License Type: Contractor", "License Number: 8", "Address: SACRAMENTO 95851", and "Edit Remove" links. At the bottom of the page, there are two buttons: "Continue Application »" (blue) and "Save and resume later" (orange).

Click on the **“Continue Application”** to proceed to the next screen.

2.3 STEP 3: Permit Information

This screen is where an applicant is required to enter several mandatory fields such as the *Project Number*, *Project Name*, *Construction Type*, *Project Sq Ft*, *Construction Cost*, etc.

The screenshot shows the 'Step 3: Permit Information' screen. At the top, there is a navigation bar with 'Home', 'Projects', and 'Fire Prevention'. Below this are buttons for 'Create Application', 'Search for Permits', and 'Schedule a Pending Inspection'. The main content area shows a progress bar with steps 1 through 7, with step 3 'Permit Information' highlighted. A 'Detail Information' section is visible, followed by a 'Permit Information' section with a dropdown menu for 'Permit Type'.

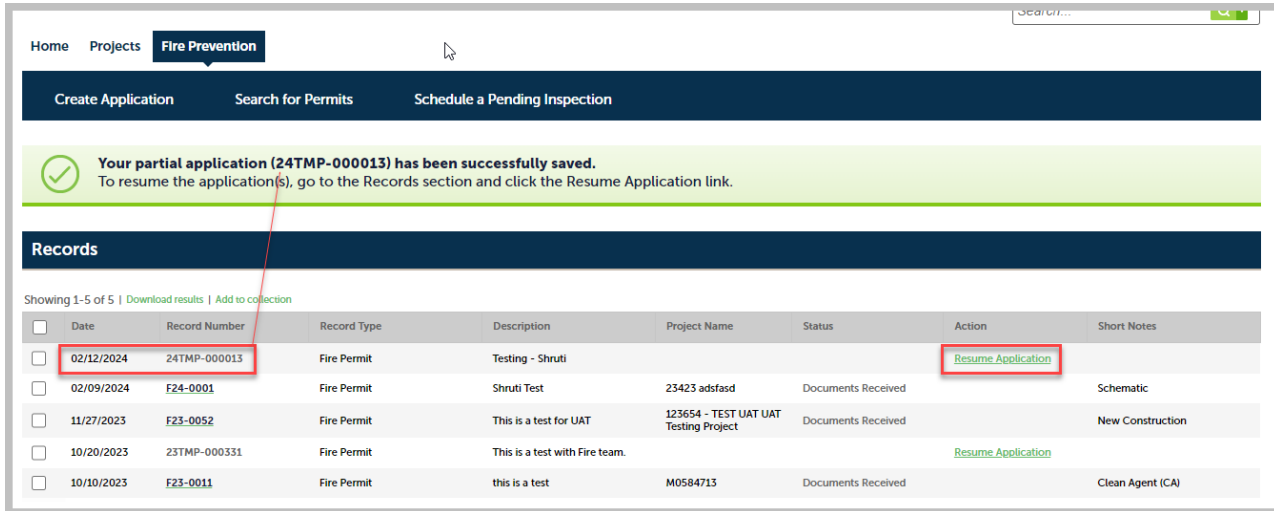
The screenshot shows the 'Permit Information' screen with several dropdown menus open. The 'Permit Type' dropdown is open, showing options like 'New Construction', 'Clean Agent Construction', 'Fire Alarm', etc. The 'Building Name' dropdown is also open, showing a list of building names including '010 - Surgery and Emergency Services Pavilion'. The 'Type of Construction' dropdown is open, showing options like 'Type IA - Non Combustible', 'Type IA - Non Combustible (Protected Structural Elements) 2HR', etc. The 'Primary Occupancy Group' section is visible at the bottom.

Click on the "Continue Application" to proceed to the next screen.

2.3.1 Save and Resume Later Button

If you click the **“Save and resume later”** button, your application is saved, and you will be redirected to the Records page. Accela eServices Portal will issue a temporary Project ID and display the temporary application number in the Record Number field.

You can click on the **“Resume Application”** link button to revive/complete your application.



The screenshot shows the 'Fire Prevention' section of the Accela eServices Portal. A green notification banner at the top states: "Your partial application (24TMP-000013) has been successfully saved. To resume the application(s), go to the Records section and click the Resume Application link." Below this is a 'Records' table with the following data:

Date	Record Number	Record Type	Description	Project Name	Status	Action	Short Notes
02/12/2024	24TMP-000013	Fire Permit	Testing - Shruti			Resume Application	
02/09/2024	F24-0001	Fire Permit	Shruti Test	23423 adsfasd	Documents Received		Schematic
11/27/2023	F23-0052	Fire Permit	This is a test for UAT	123654 - TEST UAT UAT Testing Project	Documents Received		New Construction
10/20/2023	23TMP-000331	Fire Permit	This is a test with Fire team.			Resume Application	
10/10/2023	F23-0011	Fire Permit	this is a test	M0584713	Documents Received		Clean Agent (CA)

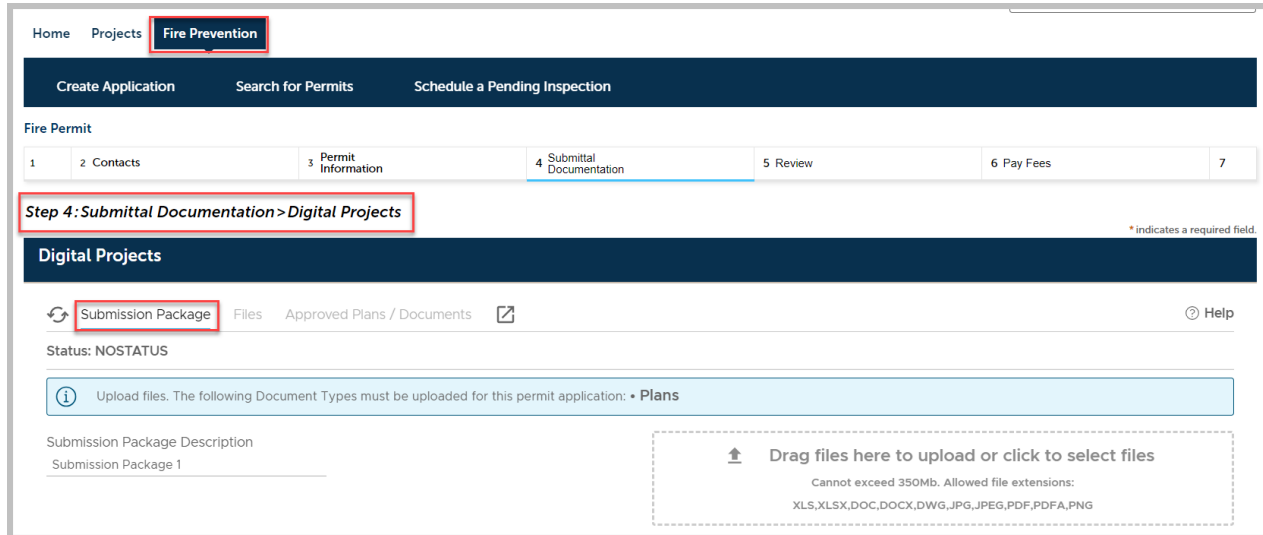
This dialog box allows you to either start your application from the beginning, where the information entered earlier is saved, or pick up from where you left off.



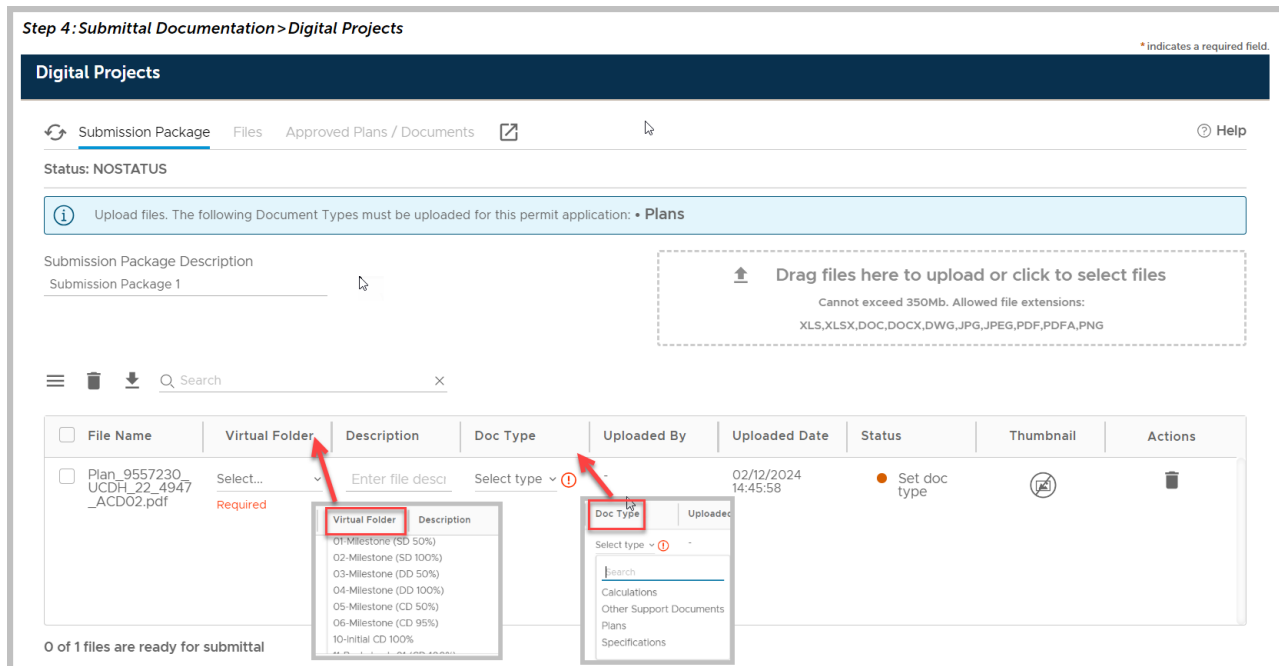
2.4 STEP 4: Submittal Documentation > Digital Projects Submission

2.4.1 Submission Package

For each type of submission, drop the file in the **“Drag files here to upload or click to select files”** area.



Note: For Fire Prevention new applications, it’s mandatory to upload **“PLANS”** to your application.



Enter a description of the attachment in the text field **“Description”** and select a value from the drop-down menu for the two mandatory fields **“Virtual Folder”** and **“Doc Type”**.

For additional information on document types, see **Appendix A - Field Description** and **Appendix B – Attachment by Record Type**.

The following table displays the drop-down values you can select for the **“Virtual Folder”** or **“Doc Type”** field”.

Virtual Folder	Doc Type
01-Milestone (SD 50%)	Calculations
02-Milestone (SD 100%)	Correction Report
03-Milestone (DD 50%)	Functional Program
04-Milestone (DD 100%)	Geotech Report
05-Milestone (CD 50%)	Other
06-Milestone (CD 95%)	Pharmacy Summary Checklist
10-Initial CD 100%	Photos
11-Backcheck-01 (CD 100%)	Plan
12-Backcheck-02 (CD 100%)	Plan – Reference Only
13-Backcheck-03 (CD 100%)	Product Data
14-Backcheck-04 (CD 100%)	Project Cancellation Notice
15-Backcheck-05 (CD 100%)	Response to Comments
40-Approved Documents	Specifications
80-Project Documents	TIO
90-Field Operations Documents (in Construction)	
99-Project Closure Documents	

Click on the **“Continue”** button to progress to the next step in your application.

2.5 STEP 5: Review

This section enables you to validate your application before you submit it. The **“EDIT”** buttons can be found in each section if you happen to change or edit any information entered earlier.

2.5.1 Edit Button

Edit buttons enable you to **“Review”** the data entered and make edits if needed before applying. Click on the **“Edit”** button on each application step to make the necessary changes.

Home Projects **Fire Prevention**

Create Application Search for Permits Schedule a Pending Inspection

Fire Permit

1 2 3 **Permit Information** 4 Submittal Documentation 5 **Review** 6 Pay Fees 7 Record Issuance

Step 5: Review

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

Please review all information below. Click the 'Edit' buttons to make changes to sections or 'Continue Application' to move on.

Record Type

Fire Permit

Address [Edit](#)

123 Main St
Sacramento CA 95862

Applicant [Edit](#)

shruti Gadhok
123 Main street
Sacramento, CA, 95863
Work Phone:916-745-8963
E-mail:sgadhok@ucdavis.edu

Contact [Edit](#)

Licensed Professional [Edit](#)

test test
TEICHERT CONSTRUCTION
PO BOX 15002
SACRAMENTO, 95851

Work Phone:9164843011
Mobile Phone:9168569874
Contractor -8
test@test.com

Detail Information [Edit](#)

Detailed Description: Testing - Shruti

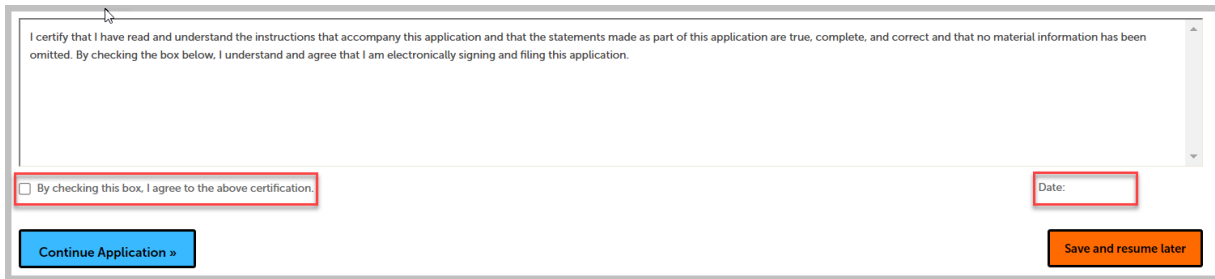
Permit Information [Edit](#)

PERMIT INFORMATION

Permit Type: New Construction
UCDH Project Number: 236589
UCDH Project Name: Testin - Shruti

2.5.2 Terms and Conditions

Once you've verified all the data entered in your application, click on the **"Terms and Conditions"** checkbox, and click on **"Continue Application"** to **"SUBMIT"** your application.



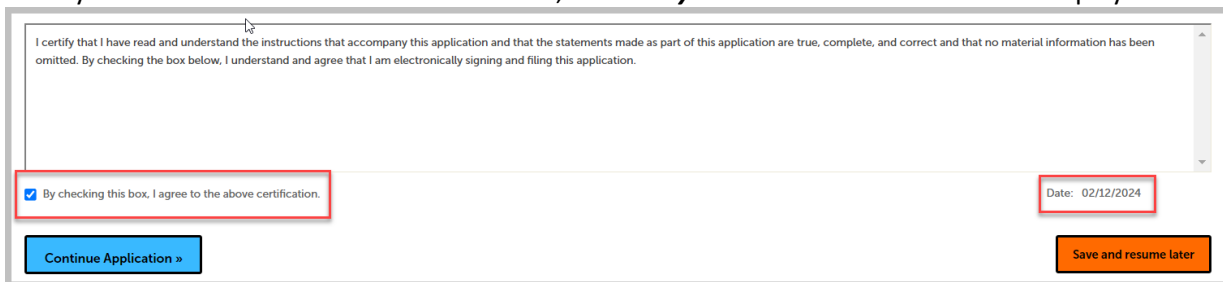
I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

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

Once you check the Terms and Conditions box, the **Today's date** is entered and will be displayed.



I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 02/12/2024

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

2.6 STEP 6: Record Issuance

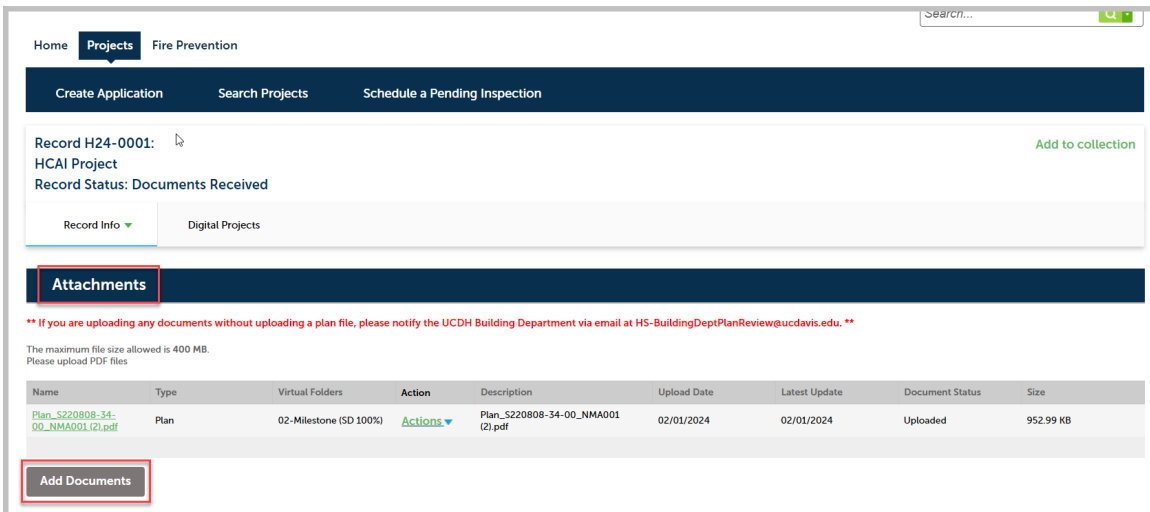
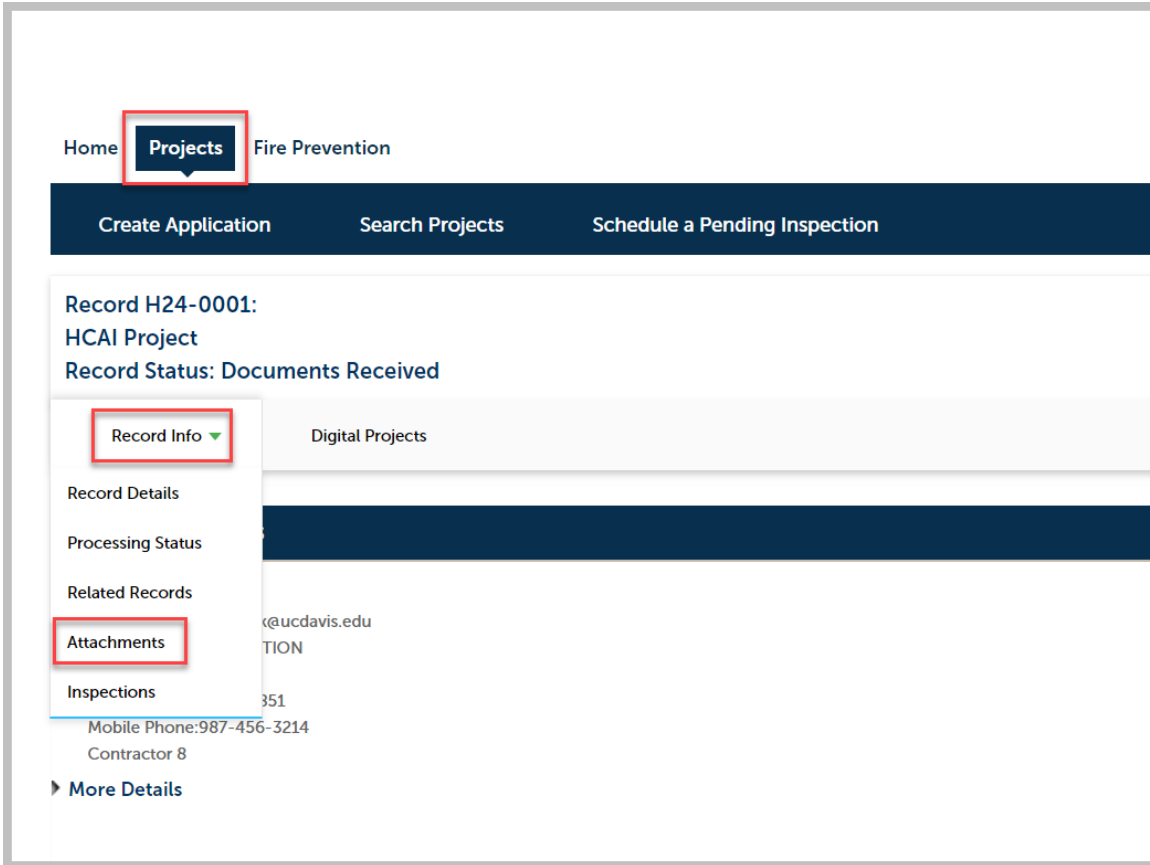
On this final screen, the eServices Portal displays a project submission confirmation including the project record number. You can also view detailed information about the project by clicking on the “**View Record Details**” button. Email confirmation is automatically sent to the Contact user and UCDH Project Manager’s email listed in your application.

The screenshot displays the eServices Portal interface for the Building Department and Fire Prevention. The page title is "Building Department and Fire Prevention" and "eServices Portal". The user is logged in as "Shruti Gadhok". The navigation menu includes "Home", "Projects", and "Fire Prevention". The main content area shows a process flow for "Fire Permit" with steps 1 through 6. Step 6, "Record Issuance", is highlighted with a red box. A green success message is displayed, stating "Your application has been successfully submitted. Please print your record and retain a copy for your records." Below this, a message says "Thank you for using our online services. Your Record Number is F24-0002." A "View Record Details" button is visible at the bottom.

Congratulations! You have successfully submitted an Application for a New Project in Fire Prevention!!

2.7 Electronic Plan Submission

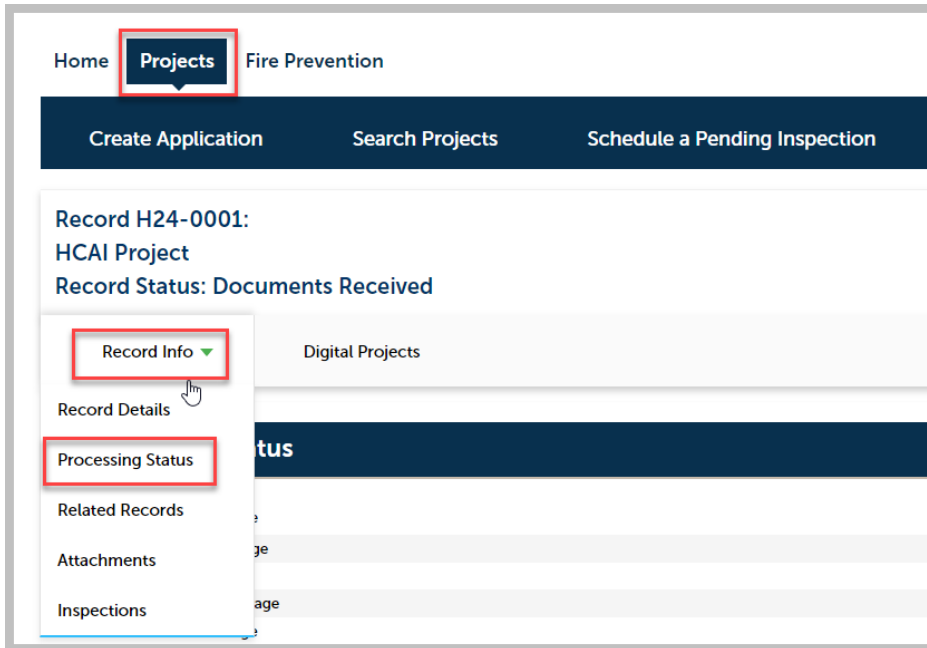
For “Electronic plan submittal” and “Electronic plan review,” you can go to “**Projects**”, select your application, and click on the “**Project Record Number**”. Select the “**Record Info**” drop-down field and select “**Attachments**.”



NOTE: Follow the instructions listed in *“Electronic-Plan-Review- Submittal-Requirements.docx”* for file naming convention and other details on how to format the electronic documents before uploading.

2.8 Processing Status

To find the status of your application you can go to **“Projects”** → **“Record Info”** → **“Processing Status”**. The screen below displays the workflow an application will go through.



Home **Projects** Fire Prevention

Create Application Search Projects Schedule a Pending Inspection

Record H24-0001:
HCAI Project
Record Status: Documents Received

Record Info Digital Projects

Processing Status

- Application Intake
 - Architectural Triage
 - Electrical Triage
 - Fire Life Safety Triage
 - Mechanical Triage
 - Structural Triage
 - Civil Triage
 - EHS Triage
 - IT Triage
 - POM Triage
 - Sustainability Triage
 - Plans Distribution
 - Architectural Review
 - POM Review
 - IT Review
 - Structural Review
 - Civil Review
 - Fire Life Safety Review
 - Electrical Review

Appendix A: Field Description

No.	Field Name	Field Description
1.	Detailed Description	Enter the project scope narrative or detailed description of your project
2.	Permit Type	Permit Type you're applying for
3.	UCDH Project Number	This information must match the UCDH account
4.	UCDH Project Name	This information must match the UCDH account
5.	Building Name	Building Name and Address from the dropdown list
6.	Lease Facility	Radio Button – If the building is a Leased Property
7.	Type of Construction	CBC CHAPTER 6 Existing and proposed
8.	Project Square Footage	Enter the area of the project in square feet. This is a required field
9.	Construction Cost	Estimated cost of construction
10.	Sprinklered	Fire sprinklers (Yes / No)
11.	Project Occupancy	

Appendix B: Attachment by Record Type

Attachments are electronic files such as PDFs or image files that you can upload from your computer to the eServices Portal, and then associate the attachment with a specific project record, such as a Project, Building Permit, Post-Approval Document, etc. Attachments can be just about any relevant document or file, such as special instructions, diagrams, pictures, or other information relevant to the record, however, the Document Types are limited based on the record the attachment is being uploaded to; this is known as public user permissions for each attachment associated with a record. Once a document, plan, photo, etc. is uploaded to eSP, the attachment can be downloaded and viewed by any Public User with Facility Authorization and by any Licensed Professional associated with that project. However, attachments cannot be deleted by Public Users once they are uploaded – even if they are erroneous. Attachments can only be deleted by UCDH intake staff. A description of attachments and the records that they can be associated with are listed in the table below:

Attachment Name	Record Type	Description
Attachments by Record Type		
Plan	HCAI and UCDH Projects PAD	Construction floor plans of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of applicable codes and relevant laws, ordinances, rules, and regulations. Plans do not include specifications, calculations, product data, etc.
Calculations	HCAI and UCDH Projects PAD	Structural calculations, hydraulic calculations, etc. necessary to support the design criteria and parameters of the Plans.
Specifications	HCAI and UCDH Projects PAD	The portion of the Contract Documents consists of the written requirements for materials, equipment, systems, standards, and workmanship for the work, and performance of related services.
Testing, Inspection, and Observation Program (TIO)	HCAI Project <i>(For HCAI projects only)</i>	The TIO program identifies all materials and tests to be performed on the project, all special inspections to be performed on the project, and the firm(s) and/or individual(s) to perform each of the required tests and, inspections. The TIO program must also identify each Licensed Professional who must verify that the work complies with the approved construction documents.
Functional Program	HCAI Project <i>(For HCAI projects only)</i>	An executive summary of the project, required by CAC Section 7-119, that clearly describes the purpose of the project, the project components, and scope affected support functions, operational and environment of care requirements, architectural space and technology requirements, and planning considerations.
Workers Compensation Insurance Certificate	UCDH Project	California law requires employers to have workers' compensation insurance if they have even one employee. Proof of sufficient workers' compensation insurance or a certificate of self-insurance is required for the issuance of any Building Permit.
Documents	HCAI and UCDH Projects HCAI and UCDH PAD	All other documents not already classified may be uploaded; this would include soil reports, product data sheets, reference drawings, etc.
Image Documents	HCAI and UCDH Projects PAD	Photos may be uploaded if they are relevant to the project.
Other	HCAI and UCDH Projects PAD	Miscellaneous classification of attachments.