

**I. Purpose**

To formalize the process for updating project contact information and licensed professionals associated with UCDH projects by introducing Forms F-308 and F309 to add and replace project contacts and professionals. This ensures consistency in project documentation and compliance with departmental protocols.

Project teams are responsible for timely updates to ensure that current contacts and licensed professionals are properly reflected in project records. Failure to submit required updates may delay project review or permit issuance.

**II. Scope**

As project teams change over time, it is critical that UCDH maintains current and accurate contact and licensure information within project records. This procedure supports accountability, improves communication, and aligns with regulatory and administrative standards.

**III. Procedure**

- A. Complete all applicable sections of Forms F-308 or F-309.
- B. Sign and date the certification section at the bottom.
- C. Upload completed and signed form to the project parent record number in Accela eServices Portal under **80-Project Documents** virtual folder and select the appropriate Document Type **Add Contact and Professionals** or **Replace Contacts and Professionals**.
- D. Replacement of Project Manager:

When an existing Project Manager is being replaced and is unavailable or unable to submit Form F-309:

1. A **Supervisor, Director, or authorized representative for the Owner** must complete and sign Form F-309.
2. If the Supervisor, Director, or authorized representative for the Owner is not an authorized contact on the project record and does not have Accela eServices Portal access, the signed form must be:
  - a. Uploaded to the parent project record by an existing authorized project contact, **or**
  - b. Submitted to the Building Department at [BuildingDeptPlanReview@health.ucdavis.edu](mailto:BuildingDeptPlanReview@health.ucdavis.edu) for staff upload.
3. Replacement requests will not be processed until authorization is verified and the completed and signed form is attached to the parent project record.
4. Upon verification, the Building Department Coordinator will manually update the project contacts and/or licensed professionals in Accela.

*Note: Supervisors, Directors, or authorized representatives for the Owner are not required to be added as project contacts to authorize a Project Manager replacement.*

## Related Documents

**A. Form Title:** Add Project Contacts and Professionals

**Form Number:** F-308

**User Guide:** UG-208

1. Use Form **F-308** to add new project contacts or licensed professionals. The following roles may be added:
  - Project Contacts: Consulting Construction Manager, Contact (Other)
  - Licensed Professionals: Architect, Electrical Engineer, Mechanical Engineer, Geotechnical Engineer, Structural Engineer, Civil Engineer, Contractor, Other (please specify)

**B. Form Title:** Replace Project Contacts and Professionals

**Form Number:** F-309

**User Guide:** UG-209

1. Use Form **F-309** to replace an existing contact or professional with a new contact or professional (requires both outgoing and incoming information, including matching dates). The following roles may be replaced:
  - Project Contacts: Project Manager, Applicant, Consulting Construction Manager, Contact (Other)
  - Licensed Professionals: Architect, Electrical Engineer, Mechanical Engineer, Geotechnical Engineer, Structural Engineer, Civil Engineer, Contractor, Other (please specify)

***The forms and user guides are available through the UCDH Building Department through the Building: Permitting Website: <https://health.ucdavis.edu/facilities/work-with-us/permitting>***

## REVISION HISTORY

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

Date	Version #	Description of Change	Author
January 23, 2026	1.0	First Final Version	S. Preciado