



Facilities Planning and
Development Division

ADD PROJECT CONTACTS AND PROFESSIONALS USER GUIDE UG-208

Date: January 23, 2026

By: Building Department

ADD PROJECT CONTACTS AND PROFESSIONALS

Purpose:

This user guide provides step-by-step instructions for submitting the **Add Contacts and Professionals** request form to Accela. It is the Project Manager's responsibility to prepare and submit the form in the Accela eService Portal.

The **Add Contacts and Professionals F-308 Form** can be downloaded from the Building Permitting website under **Forms**:

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

Reference related documents:

- ***Information Bulletin IB-108 and Form F-308***

ADD PROJECT CONTACTS AND PROFESSIONALS

STEP 1 – Complete Form:

SECTION 2: ADD PROJECT CONTACTS

All fields listed below are required for each contact:

- **Contact Role (check only one)**
 - Check the appropriate box for the contact's role as shown in the example to the right.
- **First Name**
 - Enter the complete first name of the contact person.
- **Last Name**
 - Enter the complete last name of the contact person.
- **Business Name**
 - Enter the complete Business Name for the contact person.
- **Email**
 - Enter the contact person's complete email address.
- **Effective Date**
 - Enter the effective date that this person is added to the project. If unknown, enter the current date.

SECTION 1: ADD PROJECT CONTACTS

This is only to **ADD** a new contact to the project. **If replacing a contact, please use Form F-309.**

Note: *New users must first register for an account before requesting access to project records. If they have not previously registered for a public user account on our eServices Portal, please have them do so here aca-prod.accela.com/UCDMC/CommunityView/account/new*

Contact Role (check one below):

<input type="checkbox"/> Consulting Construction Manager		<input type="checkbox"/> Other Contact	
First Name:			
Last Name:			
Business Name:			
Email:			
Effective Date:			

ADD PROJECT CONTACTS AND PROFESSIONALS

STEP 1 – Complete Form (Continued):

SECTION 2: ADD LICENSED PROFESSIONALS

The fields listed below are required for each professional:

- **Professional Discipline (check only one)**
 - Check the appropriate box for the professional discipline as shown in the example to the right.
- **First Name & Last Name**
 - Enter the professional’s complete first and last name into each field.
- **License #**
 - Enter the complete Professional License number. **For example: C 3125**
- **Business Name**
 - Enter the complete Business Name.
- **Business Address**
 - Enter the complete Business Address (street #, street name and type, city, state, zip code).
- **Mobile Phone**
 - Enter the 9-digit Mobile Phone Number.
- **Email**
 - Enter the professional’s complete email address.
- **Effective Date**
 - Enter the effective date the professional is added to the project.

SECTION 2: ADD LICENSED PROFESSIONALS

This is only to **ADD** a Licensed Professional to the project. **If replacing a licensed professional, please use Form F309.**

Professional Discipline (check one below):

<input checked="" type="checkbox"/> Architect	<input type="checkbox"/> Electrical Engineer	<input type="checkbox"/> Mechanical Engineer	<input type="checkbox"/> Geotechnical Engineer	<input type="checkbox"/> Structural Engineer
<input type="checkbox"/> Civil Engineer	<input type="checkbox"/> Contractor	<input type="checkbox"/> Other (please specify):	Discipline:	

First Name:	
Last Name:	
License #:	
Business Name:	
Business Address:	
Mobile Phone:	
Email:	
Effective Date:	

ADD PROJECT CONTACTS AND PROFESSIONALS

STEP 2:

SECTION 3: CERTIFICATION

The **Project Manager (Applicant)** prints their First Name, Last Name, Digital Signature, and Date.

SECTION 3: CERTIFICATION

I certify that the above information is true and correct, and that the above project contacts and licensed professionals listed are acceptable for work on this UCDH project.

Name of Applicant (Print First and Last Name):

Applicant's Project Role:

Digital Signature (double-click to sign digitally):

X _____

Date:

ADD PROJECT CONTACTS AND PROFESSIONALS FILE NAMING CONVENTION

STEP 3 – SAVE FILE: FILE NAMING CONVENTION

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

This form should be submitted in PDF Format ONLY

Document Type	File Naming Convention	File Naming (Example)	Description (Examples)
Add Contacts and Professionals	<Add Contacts and Professionals >_<UCDHPProject#>.pdf	Add Contacts and Professionals _9559310.pdf	Example 1: Add Structural Engineer Example 2: Add new project contact

ADD PROJECT CONTACTS AND PROFESSIONALS UPLOAD INSTRUCTIONS

STEP 4 – UPLOAD: UPLOAD INSTRUCTIONS

1. Upload the completed form by logging in to your Accela eServices Portal public user account.
2. Click on the Parent Project Record Number.
3. Navigate to the **Record Info** tab.
4. Select **Attachments** from the dropdown list.
5. Upload your form in **PDF format ONLY**.

The screenshot displays the Accela eServices Portal interface. At the top, there are navigation tabs for 'Home', 'Projects', and 'Fire Prevention'. Below these are two buttons: 'Create Application' and 'Search Projects'. The main content area shows details for 'Record B25-0302: UCDH Building' with a status of 'Approved - Pending Permit'. A dropdown menu is open under the 'Record Info' tab, which is highlighted with a red box. The dropdown menu includes options: 'Record Info' (selected), 'Record Details', 'Processing Status', 'Related Records', 'Attachments' (highlighted with a red box), and 'Inspections'. To the right of the dropdown, there is a 'Digital Projects' section. Below the dropdown, there is a 'More Details' section with a 'Create Amendment' button.

ADD PROJECT CONTACTS AND PROFESSIONALS UPLOAD INSTRUCTIONS

STEP 4: UPLOAD Continued...

UPLOAD INSTRUCTIONS

1. Select **“Add Documents”**.
2. Select **“Add Project Contacts and Professionals”** from the dropdown list for the field **“Type”**.
3. Enter a brief description in the **“Description”** field as shown in the example to the right.
4. Select **“80-Project Documents”** for the field Virtual Folder.
5. Click on the **“Save”** button to upload your form.

Attachments

The maximum file size allowed is 400 MB.
Please upload PDF files

Add Documents

***Type:**
Add Contacts and Professionals

File:
Add Contacts and
Professionals_9551234.pdf
100%

Description:
Add Architect to project

spell check

***Virtual Folders:**

- 10-Initial Submittal
- 11-Backcheck-01
- 12-Backcheck-02
- 13-Backcheck-03
- 14-Backcheck-04
- 15-Backcheck-05
- 40-Approved Documents
- 80-Project Documents
- 90-Field Operations Documents (in Construction)
- 99-Project Closure Documents

Save **Add Documents** **Remove All**