



Building Department and Fire Prevention eServices Portal

UCDH - Post-Approval (PAD) Application

Version Number: 3.0

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REVISION HISTORY

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

Date	Version #	Description of Change	Author
2/14/2024	1.0	First version (Draft)	S. Gadhok
2/28/2024	2.0	Final Version	S. Gadhok
3/24/2025	3.0	Updated the document with the removal of HCAI PAD project steps and screens	S. Gadhok

Purpose

Welcome to the UCDH eServices Portal User Guide for UCDH PAD Applications.

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

1 Page Flow - Overview

The predefined steps to create and submit project applications are detailed in this guide. The steps involved in applying for “**PAD**” projects are different from those in submitting for a new project. Most of the information from the ‘*parent*’ project is copied to the amendment, which significantly speeds up the application process. Below is an illustration of the page flow steps for amendments:

No	Step	Page Title	Description
Application for New Project			
1.	STEP 1	PAD Details	Record the Submittal Type, Applicant Tracking Number, Scope, and PAD Construction Cost Estimate specific to the PAD application
2.	STEP 2	Contacts	Add new Contact specific to the PAD application: <ul style="list-style-type: none"> • Applicant (PM or CM)
3.	STEP 3	Professionals	In this section, you can add New Licensed Professional(s) and their Contact(s) information specific to the application. If the PAD is an <i>Amended Construction Document</i> , do not add Licensed Professional(s) to the application that is already listed on the parent project. Scroll to the bottom of the page and click "Continue Application". If the PAD is a <i>Deferred Approval</i> , the Design Professional with delegated responsibility for the design must be included on the application.
4.	STEP 4	PAD Attachments	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, “ <i>Edits</i> ” can be made if necessary
6.	STEP 6	Record Issuance	PAD (UCDH) applications are submitted, and the eServices Portal issues a “Record Number”

Table 1: e Services PAD Portal Page Flow

1.1 Field Description

No.	Field Name	Field Description
1.	Submittal Type	Indicate the type of project that is being submitted for review
2.	Application Tracking Number	Example: ACD-01 or DA-01
3.	Scope of Work Associated with this PAD	Project scope for your PAD application
4.	Over-The-Counter Review Requested	For UCDH projects only
5.	PAD Construction Cost Estimate	PAD estimated project cost If the value is unknown, enter a zero "0" to continue since this is a mandatory field.

1.2 Page Flow – Application

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

- ✓ When creating a PAD application for a 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”* status 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 on 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.

1.3 UCDH PAD Application – Step-by-Step Instructions

Listed below are step-by-step instructions on how to create and submit a new “UCDH PAD” application.

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 " Projects " tab and find the parent application " UCDH Building Application " for which you are creating the PAD.	Project Record Number is displayed under the " Projects " → " Records " homepage.
4.	The PAD Application can only be created if the parent (UCDH Application) has a status of " Approved – Pending Permit " or " Construction In Progress "	
5.	There are 2 ways to create a PAD application: 1. Click on the " Amendment " link under the field " Action ". 2. Click on the " Record Number " to open your UCDH Building parent application	The "Record Details" screen is displayed with your UCDH Building application details.
6.	Click on the "Amendment" link (from option #1 above) or "Create Amendment" button (from option #2 above)	
7.	Under Select an Amendment Type, UCDH PAD, select the " UCDH Post Approval Document " option.	Step 1: Step 1: PAD Details > PAD Details screen is displayed.
8.	Enter the mandatory field under the " PAD Details " screen. 1. Submittal Type: (*Mandatory field) 2. Applicant Tracking Number: (*Mandatory field) 3. Scope of Work Associated with this PAD: (*Mandatory field) 4. Over-The-Counter Review Requested: COSTS: 5. PAD Construction Cost Estimate: (*Mandatory field)	

9.	Select the values for the field " <i>Submittal Type</i> ": 1. Amended Construction Document 2. Deferred Approval	
10.	Enter " <i>Applicant Tracking Number</i> "	
11.	Enter " <i>Scope of Work Associated with this PAD</i> :"	
12.	Enter " <i>PAD Construction Cost Estimate</i> :"	
13.	Click on the "Over-The-Counter Review Requested:" field. (Optional).	The following message is displayed: <i>"If OTC review is requested, you must contact the UCDH Building Department to schedule a review of all documents."</i>
14.	Click on the " Continue Application " button	Step 2: Step 2: Contacts>Contacts screen is displayed
15.	The "Look Up" search function is currently not available for Contacts, so they must be added by clicking the Select from Account button to use the information contained in your Public User account OR clicking the Add New button and completing each applicable field. <i>Note: Multiple Contacts may be added to the project, but the system only sends email communications to only one applicant and one Project Manager.</i>	
16.	Click on the " <i>Continue Application</i> " button	An error message is displayed: "This section is required. Please add one record."
17.	Click on the " <i>Add New</i> " button to add a new contact	Contact Information screen is displayed
18.	Enter the following information for the contact: 1. First: (*Mandatory field) 2. Middle: 3. Last: (*Mandatory field) 4. Legal Business Name: 5. Work Phone: 6. Mobile Phone: (*Mandatory field) 7. Contact E-mail: (*Mandatory field) 8. Country:	

19.	Click on the "Continue" button	The "Contact Information" screen is displayed with all the Contact Information displayed that was added in the previous steps
20.	Clicking on the "Clear" button will clear the entered data and the "Discard Changes" button will not save the changes/data entered.	
21.	Click on the "Continue Application" button	Step 3: Step 3: Professionals >Professionals screen is displayed
22.	Click on the "Add New" button under "Licensed Professionals"	<p>Note: This is not a required step and will allow you to move forward with your application.</p> <p>If the PAD is an Amended Construction Document, do not add Licensed Professional(s) to the application that is already listed on the parent project. Scroll to the bottom of the page and click "Continue Application".</p> <p>If the PAD is a Deferred Approval, the Design Professional with delegated responsibility for the design must be included on the application.</p>

23.	<p>If you click on the "Add New" button to add a Licensed Professional the "Licensed Professional Information" screen is displayed. Enter a value in the mandatory fields (marked in red asterisks):</p> <ol style="list-style-type: none"> 1. License Type: (*Mandatory field) 2. State License #: (*Mandatory field) 3. First: (*Mandatory field) 4. Last: (*Mandatory field) 5. Name of Business: (*Mandatory field) 6. Mobile Phone: (*Mandatory field) 7. Work Phone: 8. Address: (*Mandatory field) 9. Contact E-mail: (*Mandatory field) 10. Address Line 2: 11. City: (*Mandatory field) 12. State: (*Mandatory field) 13. Zip: (*Mandatory field) 	
24.	<p>Select a value from the drop-down for "License Type:"</p> <ol style="list-style-type: none"> 1. Architect 2. Civil 3. Contractor 4. Electrical 5. Geotechnical 6. Mechanical 7. Other 8. Structural 	
25.	Click on the "Save and Close" button	Added Licensed Professional/s will be displayed under the "Licensed Professionals" screen
26.	Click on the "Continue Application" button	Step 4: Step 4: PAD Attachments>Attachments screen is displayed

27.	<p>The following documents are required to be uploaded for Amended Construction Document (ACD) application:</p> <ol style="list-style-type: none"> 1. Narrative 2. Plans and 3. Reference Documents 	
28.	<p>The following documents are required to be uploaded for Deferred Approval:</p> <ol style="list-style-type: none"> 1. Plans 	
29.	<p>Upload the Plans in the Digital Projects screen under the “Drag files here to upload or click to select files” box.</p>	
30.	<p>Once the file has been uploaded the following fields 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 	

31.	Select a value under the "Doc Type" field	<p>Selected values are displayed under the "Doc Type" field:</p> <ol style="list-style-type: none"> 1. Calculations 2. Letters 3. Manufacturer Cut Sheets 4. Narrative 5. Other 6. Plans 7. Reference Documents 8. Responses 9. Specifications 10. Supplementary Documents
32.	<p>Pick only the values highlighted in "Blue" in the drop-down "Virtual Folder" field:</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>
33.	Once the two mandatory fields have been entered and the plans uploaded, the "Status" field will change to "Ready to Submit" status.	

34.	The "Uploaded Date" field will display the date and timestamp when the file was uploaded.	Your application and documents uploaded are saved.
35.	Click on the "Save and resume later" button	<p>The user is taken back to the "PROJECTS" screen and a message is displayed:</p> <p>Your partial application (24TMP-xxxxxxx) has been successfully saved. E.g.: <YYTMP>-<xxxx25></p> <p>To resume the application(s), go to the Records section and click the "Resume Application" link</p>
36.	Click on the "Continue Application" button	Step 5: Review screen is displayed
37.	This screen lets you review and or edit the information that you've entered on your UCDH PAD application	
38.	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.
39.	Click on the "Continue Application" button	Step 5: Review screen is displayed.
40.	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.
41.	Click on the "Continue Application" button	<p>06 Record Issuance screen is displayed:</p> <p>The message <i>"Your application has been successfully submitted and is now in the eServices Portal project tracking system."</i> is displayed.</p> <p>Thank you for using our online services. Your Record Number is "BYY-xxxx-PAD-xxxx"</p> <p>BYY-xxxx is your parent's application. PAD-xxxx is an extension/PAD application number.</p>

42.	CONGRATULATIONS!!!! You've successfully submitted your application for UCDH PAD.	Validate that you've received an email with the record ID
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2.0 eServices Portal Screens

“Amendments” to an Application for a New Project (referred to as a ‘parent project’) can be Post Approval Documents (PAD). To create an application for an amendment, locate the “Parent” application for the new project record and create the amendment by doing the following:

1. Search your “**Parent**” project for which you want to submit an Amendment either by using the “**Search Projects**” feature or by locating it on your project list under the “**Project**” tab.
2. If your Public User account is associated or delegated with the required permission to create a PAD application, an “**Amendment**” link will be visible at the end of the project record.
3. You may also create a new PAD application by clicking on the Project Record Number and then the “**Create Amendment**” button.

2.0.1 UCDH PAD Application

Link to Schedule an Inspection
Link to Job Card

Search

Home **Projects** Fire Prevention

Create Application Search Projects Schedule an Inspection

Records

Showing 21-30 of 72 | Download records | Add to collection

<input type="checkbox"/>	Date	Record Number	Status	Record Type	Description	UCDH Project Number/Name	Action
<input type="checkbox"/>	05/04/2025	BPT-025-0146	Routed to ICR Supervisor	Application for Building Permit		9559330 Shrusi - March 4 Testing	
<input type="checkbox"/>	05/03/2025	025-0144	In Progress	Application for Building Permit		456321 Shrusi - BPT FEB24th 2025	
<input type="checkbox"/>	05/03/2025	025-0145	In Progress	Application for Building Permit		1234 Shrusi - Feb 24	
<input type="checkbox"/>	02/26/2025	025-0143	Pending Field Operations	UCDH Building		123454 Shrusi - Feb 25	Amendment
<input type="checkbox"/>	02/24/2025	025-0135	Approved - Pending Permit	UCDH Building		456321 Shrusi - BPT FEB24th 2025	Amendment
<input type="checkbox"/>	02/24/2025	BPT-025-0135	Out for Signatures	Application for Building Permit		456321 Shrusi - BPT FEB24th 2025	
<input type="checkbox"/>	02/24/2025	025-0133	Approved - Pending Permit	UCDH Building		1234 Shrusi - Feb 24	Amendment
<input type="checkbox"/>	02/24/2025	25TMP-000521		Application for Building Permit		999999 Feb 21 - Shrusi's Testing	Recreate Application
<input type="checkbox"/>	02/24/2025	BPT-025-0133	Out for Signatures	Application for Building Permit		1234 Shrusi - Feb 24	
<input type="checkbox"/>	02/21/2025	025-0130	Approved - Pending Permit	UCDH Building		999999 Feb 21 - Shrusi's Testing	Amendment

< Prev 1 2 3 4 5 6 7 8 Next >

Select an Amendment Type

To create a UCDH PAD Application select the “*UCDH PAD*” radio button.

Home **Projects** Fire Prevention

Create Application Search Projects Schedule an Inspection

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

▼

- ▶ **UCDH PAD**
 - UCDH Post Approval Document
- ▶ **UCDH Permit Application**
 - Application for Building Permit

[Continue Application »](#)

2.1 STEP 1 PAD Details

Step 1: Step 1: PAD Details > PAD Details * Indicates a required field.

PAD Details

PLAN REVIEW

* Submittal Type:

- Select--
- Amended Construction Document
- Deferred Approval

* Applicant Tracking Number:

* Scope of Work Associated with this PAD:

Change Initiated By:

- Select--
- As-Built Condition
- Contractor Requested
- Design Professional Requested
- Discovered Condition
- Document Clarification
- Other (Specify)
- Owner Requested
- Required for Code Compliance

Over-The-Counter Review Requested:

COSTS

Enter the estimated CHANGE in project costs as a result of this submittal. Do not enter full project costs; if the submittal is a reduction in cost, enter a minus sign (-) with the cost to indicate a negative number (ex. -5000.00).

* PAD Construction Cost Estimate:

Drop-down values for the field **“Submittal Type”** are:

1. Amended Construction Document
2. Deferred Approval

Applicant Tracking Number:

Example: ACD-01 or DA-01

Drop-down values for the field **“Change Initiated By:”**

1. As-Built Condition
2. Contractor Requested
3. Design Professional Requested
4. Discovered Condition
5. Document Clarification
6. Other (Specify)
7. Owner Requested
8. Required for Code Compliance

PAD Construction Cost **Estimate**:

If the value is unknown, enter a zero “0”

2.2 STEP 2: Contacts

2.2.1 Contact Information > Applicant

Entering the **“Applicant”** information is mandatory on every application. An applicant is *who is applying*. **“Applicant”** and **“UCDH Project Manager”** listed in the parent application will receive all the correspondence (emails) from the UCDH eServices Portal once the project has been submitted.

The screenshot shows the UCDH PAD application interface. At the top, there are navigation tabs for Home, Projects, and Fire Prevention. Below this is a dark blue header with buttons for 'Create Application', 'Search Projects', and 'Schedule an Inspection'. A progress bar indicates the current step is '2 Step 2: Contacts'. The main content area is titled 'Step 2: Step 2: Contacts > Contacts' and features a dark blue header for 'Applicant'. Below the header, there is a message: 'To add new contacts, click the "Select from Account" or "Add New" button. To edit a contact, click the "Edit" link. Click on the "Continue Application" to proceed to the next screen.' Two buttons, 'Select from Account' and 'Add New', are visible. At the bottom, there are two buttons: 'Continue Application >' and 'Save and resume later'.

2.2.2 Selecting and Adding New 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.

The screenshot shows the UCDH PAD application interface, similar to the previous one. The progress bar now shows '3 Step 3: Professionals'. The main content area is titled 'Step 2: Step 2: Contacts > Contacts' and features a dark blue header for 'Applicant'. Below the header, there is a message: 'To add new contacts, click the "Select from Account" or "Add New" button. To edit a contact, click the "Edit" link. Click on the "Continue Application" to proceed to the next screen.' A green checkmark and the text 'Contact added successfully.' are visible. Below this, the contact information for 'Shruti Gadhok' is displayed, including 'UC Davis', email address, mobile phone, and work phone. At the bottom, there are two buttons: 'Continue Application >' and 'Save and resume later'.

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.

Contact Information

* First: Middle: * Last:

Legal Business Name:

Work Phone: * Mobile Phone:

* Contact E-mail:

[Discard Changes](#)

Home **Projects** Fire Prevention

Create Application Search Projects Schedule an Inspection

UCDH Post Approval Document

1 Step 1: PAD Details 2 Step 2: Contacts 3 Step 3: Professionals 4 Step 4: PAD Attachments 5 Review 6 7

Step 2: Step 2: Contacts > Contacts * indicates a required field

Applicant

To add new contacts, click the "Send from Account" or "Add New" button. To edit a contact, click the "Edit" link. Click on the "Continue Application" to proceed to the next screen.

Contact added successfully.

Shruti Gadhok
UC Davis
sgadhok@ucdavis.edu
Mobile Phone: 9167432899
Work Phone:
Edit Remove

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

2.3 STEP 3: Professionals

2.3.1 Step 3: Professionals > Professionals

Only the information that is cloned down from the parent project record to the child (PAD record). For the Professionals, they wouldn't need to enter professionals into the application because they are already under the parent unless they are adding a new professional to the project. We would need to manually add the new professionals to the parent project if they do add one in the PAD application.

Home Projects Fire Prevention

Create Application Search Projects Schedule an Inspection

UCDH Post Approval Document

1 Step 1: PAD Details 2 Step 2: Contacts 3 Step 3: Professionals 4 Step 4: PAD Attachments 5 Review 6 7

Step 3: Step 3: Professionals > Professionals

If this PAD is an Amended Construction Document, do not add Licensed Professionals to this application that are already listed on the parent project. Scroll to the bottom of the page and click "Continue Application".

If this PAD is a Deferred Approval, the Design Professional with delegated responsibility for the design must be included on this application.

* indicates a required field

Licensed Professionals

To add a new licensed professional, click the Add New button. To edit a licensed professional, click the Edit link.

Add New

Showing 0-0 of 0

State License Number	License Type	Contact Name	Name of Business	Mobile Phone	Action
No records found.					

Continue Application

Save and resume later

Click on the “*Add New*” button:

Licensed Professional Information

* License Type: * State License #:

* Name of Business: * First: * Last:

* Address:

Address Line 2: * City: * State: * Zip:

* Mobile Phone: Work Phone:

* Contact E-mail:

[Discard Changes](#)

Click on “*Save and Close*” to continue to the next screen.

Home Projects Fire Prevention

Create Application Search Projects Schedule an Inspection

UCDH Post Approval Document

1 Step 1: PAD Details 2 Step 2: Contacts 3 Step 3: Professionals 4 Step 4: PAD Attachments 5 Review 6 7

Step 3: Step 3: Professionals > Professionals

If this PAD is an Amended Construction Document, do not add Licensed Professionals to this application that are already listed on the parent project. Scroll to the bottom of the page and click "Continue Application".

If this PAD is a Deferred Approval, the Design Professional with delegated responsibility for the design must be included on this application.

* Indicates a required field

Licensed Professionals

To add a new licensed professional, click the Add New button. To edit a licensed professional, click the Edit link.

Add New

✔ Licensed Professional added successfully.

Showing 1-1 of 1

State License Number	License Type	Contract Name	Name of Business	Mobile Phone	Action
ABC123	Architect	Mickey Mouse	Disney, INC	945-632-3459	Edit Delete

Continue Application » Save and resume later

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

2.3.2 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 Project List page. eServices Portal will issue a temporary Project ID and display the application in the Project list. You can click on the **“Resume Application”** button at a later time to complete and submit your application.

The screenshot shows the 'Projects' section of the eServices Portal. At the top, there are navigation links for 'Home' and 'Projects', and buttons for 'Create an Application' and 'Search Projects'. A green notification banner states: "Your partial application (23TMP-000002) has been successfully saved. To resume the application(s), go to the Records section and click the Resume Application link." Below this is the 'Records' section, which includes a 'Show on Map' button and a table of records. The table has columns for Date, Project Record Number, Status, Record Type, UCDH Project Number/Name, and Action. The first row of the table is highlighted, and its 'Record Type' and 'Action' cells are circled in red. A red arrow points from the notification banner to the 'Project Record Number' of this first row.

<input type="checkbox"/>	Date	Project Record Number	Status	Record Type	UCDH Project Number/Name	Action
<input type="checkbox"/>	01/05/2023	23TMP-000002		UCDH Post Approval Document		Resume Application
<input type="checkbox"/>	12/14/2022	UCDH-2022-0239-PAD-0001	Open - Returned	UCDH Post Approval Document	56165 dad	
<input type="checkbox"/>	12/01/2022	UCDH-2022-0239	Approved	UCDH Building	56165 dad	Amendment
<input type="checkbox"/>	12/01/2022	22TMP-000563		UCDH Building		Resume Application
<input type="checkbox"/>	12/01/2022	22TMP-000565		HCAI Project		Resume Application
<input type="checkbox"/>	11/28/2022	UCDH-2022-0228	In Plan Review	UCDH Building	ABC258 Testing defects	
<input type="checkbox"/>	11/28/2022	UCDH-2022-0229	In Progress	UCDH Building	32134 sASD	
<input type="checkbox"/>	11/28/2022	HOSP-2022-0230	In Plan Review	HCAI Project	213423 sadfasdf	
<input type="checkbox"/>	11/23/2022	UCDH-2022-0226	Closed - Denied	UCDH Building	dfawerwq dshfad	
<input type="checkbox"/>	11/21/2022	HOSP-2022-0215	Closed - Denied	HCAI Project	23132 testing - Milestone	

2.4 STEP 4: PAD Attachments > Attachments

This section allows you to upload the documents in your application.

2.4.1 Digital Projects

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

Home Projects Fire Prevention

Create Application Search Projects Schedule an Inspection

UCDH Post Approval Document

1 Step 2: Contacts 2 Step 3: Professionals 3 Step 4: PAD Attachments 4 Review 5 Pay Fees 6

Step 4: Step 4: PAD Attachments > Attachments

Attach the plans/documents separately for review by the UCDH Building Department. Enter as many rows as needed. (Document types must be attached separately. Please do not combine into one file).

* indicates a required field.

Digital Projects

Submission Package Files Approved Plans / Documents Help

Status: NOSTATUS

Upload files. The following Document Types must be uploaded for this application: • Plans

Submission Package Description*
Submission Package 1

Drag files here to upload or click to select files
Cannot exceed 350Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,IFG,IFEG,PDF,PDFA,PNG



Note: For **“UCDH PAD”** Amended Construction Document applications it is mandatory to upload **“PLANS”**, **“Reference Documents”** and **“Narrative”** to your application.

Once your document is uploaded the following screen will be displayed; the Status will be **“Ready to Submit.”** You can drag and drop all three required documents in the **“Drag fields here to upload or click to select files”** box.



NOTE: Refer to the document **“User Guide - Electronic Plan Review Document Submittal Requirements”** for file naming standards.

Digital Projects

Submission Package Files Approved Plans / Documents Help

Status: NOSTATUS

Package is ready to submit, or upload additional files

Submission Package Description
Submission Package 1

Drag files here to upload or click to select files
Cannot exceed 350MB. Allowed file extensions: XLS, XLSX, DOC, DOCX, DWG, JPG, JPEG, PDF, PDF/A, PNG

File Name	Virtual Folder	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
Plan_B557230_UCDFI_22_4947_ACD02.pdf	02-Milestone (CD 100%)	Enter file description	Plans		02/04/2024 10:59:20	Ready to Submit		

1 of 1 files are ready for submittal

EXPORT LIST

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



NOTE: When and if the sheet number and title of the drawings don't transfer properly, you can add it in the screen that opens up when you click on the status field. After that, it will accept your plans and you can submit 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.

2.5.1 EDIT BUTTONS

The edit button enables 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 Projects Schedule an Inspection

UCDH Post Approval Document

1 2 3 Step 3: Professionals 4 Step 4: PAD Attachments 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

UCDH Post Approval Document

PAD Details

PLAN REVIEW Edit

Submittal Type: Amended Construction Document
 Application Tracking Number: ACD-01
 Scope of Work Associated with this PAD: Testing
 Change Initiated By: As-Built Condition
 Over-The-Counter Review Requested: No

COSTS Edit

PAD Construction Cost Estimate: 250000

Applicant Edit

Shrutti Gathok
 UC Davis
 Mobile Phone: 9167430999
 Contact E-mail: sgathok@ucdavis.edu

Licensed Professionals Edit

2.5.2 Terms and Conditions

Once you have verified all the data entered in your application, click on the **“Terms and Conditions”** checkbox, and click on **“Continue Application”** to **“SUBMIT”** your application.

The screenshot shows a web interface for 'Licensed Professionals'. At the top, there is a dark blue header with the text 'Licensed Professionals' and an 'Edit' button. Below the header, it says 'Showing 1-1 of 1'. A table with the following columns is displayed: 'Name License Number', 'License Type', 'Contact Name', 'Name of Business', 'Mobile Phone', and 'Action'. The table contains one row with the following data: 'ABC123', 'Architect', 'Mickey Mouse', 'Disney, INC', '941-632-1459', and 'Edit'. Below the table is a large text area containing a certification statement: '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.' Below this text area is a checkbox with the text 'By checking this box, I agree to the above certification.' To the right of the checkbox is a 'Date:' label. At the bottom of the form, there are two buttons: a blue 'Continue Application >' button and an orange 'Save and resume later' button.

Name License Number	License Type	Contact Name	Name of Business	Mobile Phone	Action
ABC123	Architect	Mickey Mouse	Disney, INC	941-632-1459	Edit

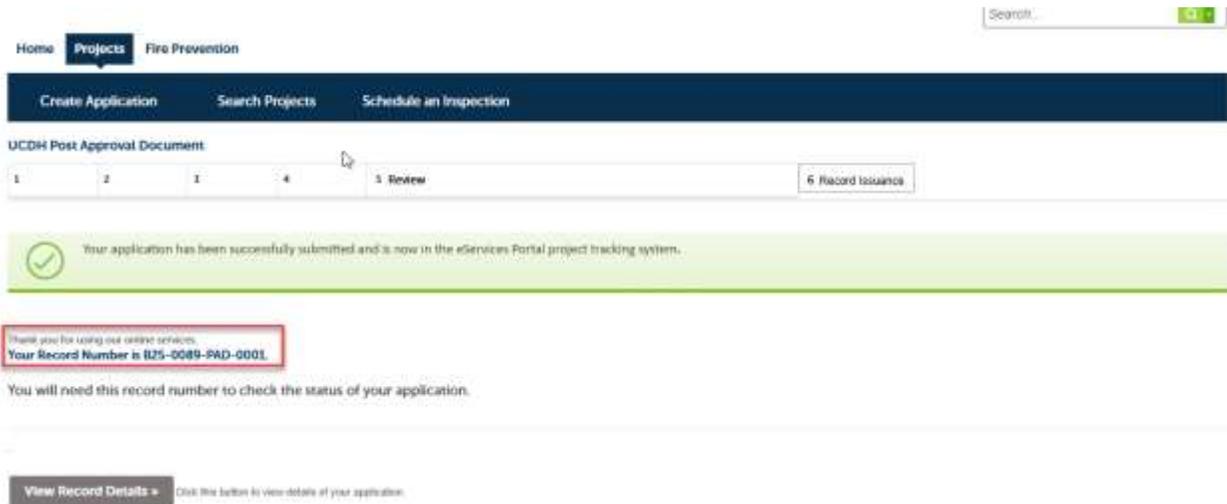
Verify that Today's date is entered once you click on the checkbox.

This screenshot is similar to the previous one, but the checkbox 'By checking this box, I agree to the above certification.' is now checked. The 'Date:' label now displays the date '04/08/2025'. The 'Continue Application >' button and 'Save and resume later' button are still present at the bottom.

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

2.6 STEP 6: Record Issuance

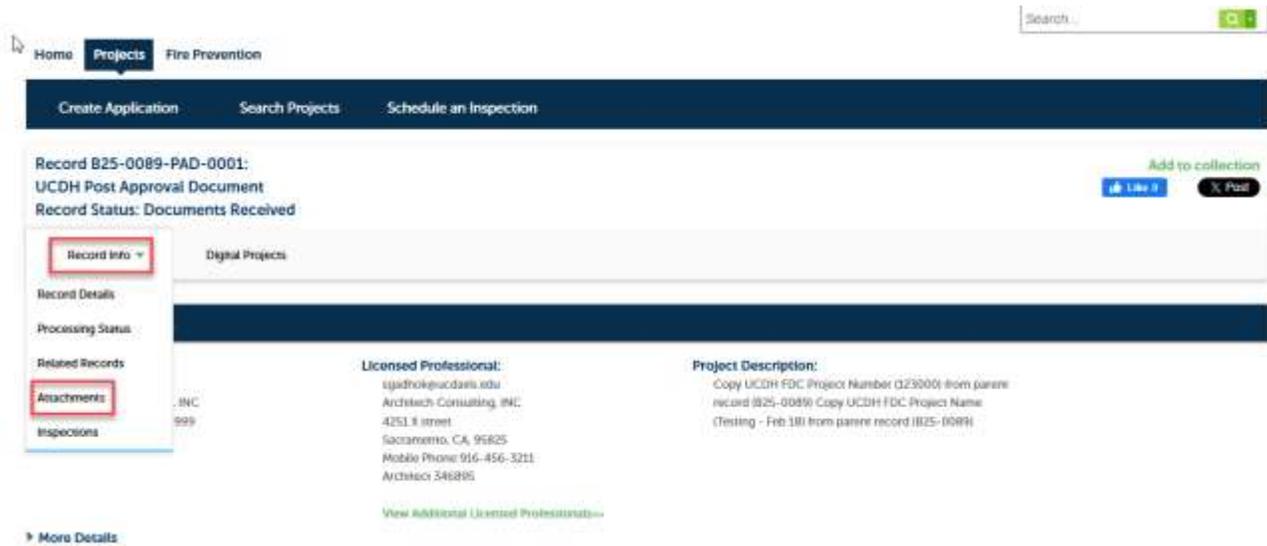
On this final screen, the eServices Portal displays a project submission confirmation including the project record number. You can also view detailed information about the project by clicking on the “**View Record Details**” button. Email confirmation is automatically sent to the Applicant and UCDH Project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



Congratulations! You have successfully submitted a UCDH PAD Application.

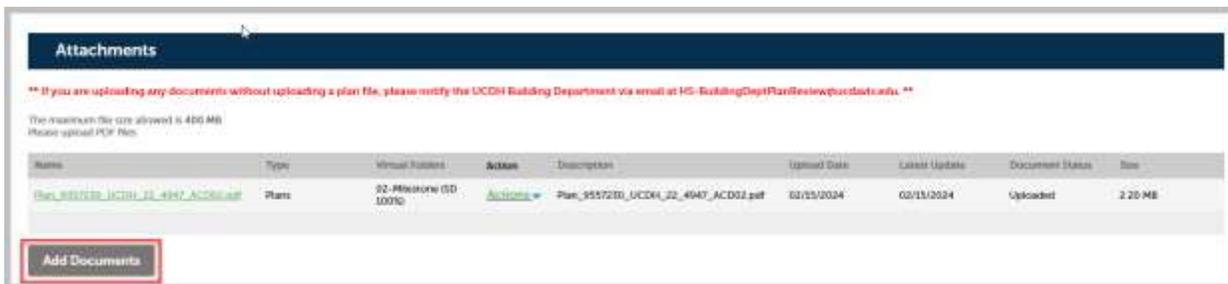
2.7 Electronic Plan Submission

For “*Electronic plan submittal*” and “*Electronic plan review*,” select your record and click on “**Projects**” → “**Record Info**” → and select “**Attachments**” from the drop-down.



The screenshot shows the UCDH PAD application interface. At the top, there are navigation tabs for Home, Projects, and Fire Prevention. Below this is a dark blue header with buttons for 'Create Application', 'Search Projects', and 'Schedule an Inspection'. The main content area displays record information for 'Record B25-0089-PAD-0001: UCDH Post Approval Document' with a status of 'Documents Received'. A dropdown menu is open on the left, showing options: Record Info, Record Details, Processing Status, Related Records, Attachments (highlighted with a red box), and Inspections. The main content area is divided into sections: 'Digital Projects' (with a 'More Details' link), 'Licensed Professional:' (listing 'Architech Consulting, INC' with address and phone), and 'Project Description:' (providing project details and a link to 'View Additional Licensed Professionals').

Click on “**Add Documents**” to upload additional documents to your application.



The screenshot shows the 'Attachments' section of the UCDH PAD application. It features a dark blue header with the title 'Attachments'. Below the header is a red warning message: “** If you are uploading any documents without uploading a plan file, please notify the UCDH Building Department via email at HS_BuildingDeptPlanReview@ucdavis.edu. **”. A note states: 'The maximum file size allowed is 4GB MB. Please upload PDF files.' Below this is a table with columns: Name, Type, Virtual Folder, Action, Description, Upload Date, Latest Update, Document Status, and Size. One document is listed: 'Plan_9517230_UCDH_22_4947_ACD02.pdf' with a size of 2.20 MB. At the bottom left, there is a red-bordered button labeled 'Add Documents'.

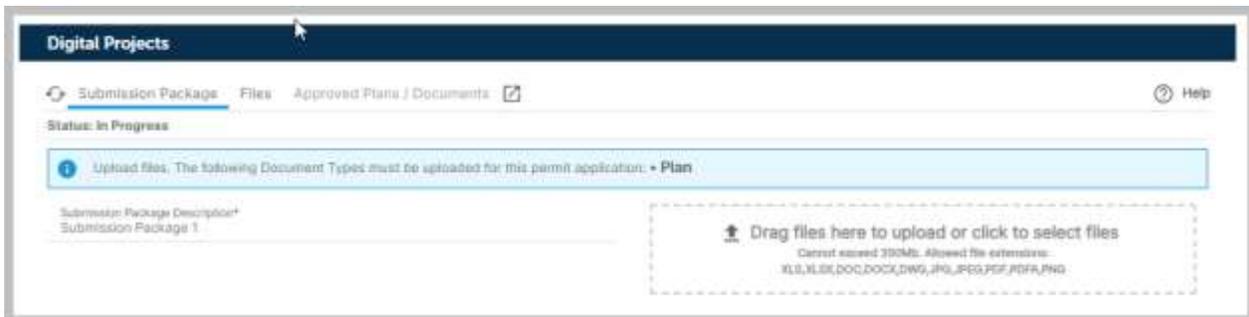
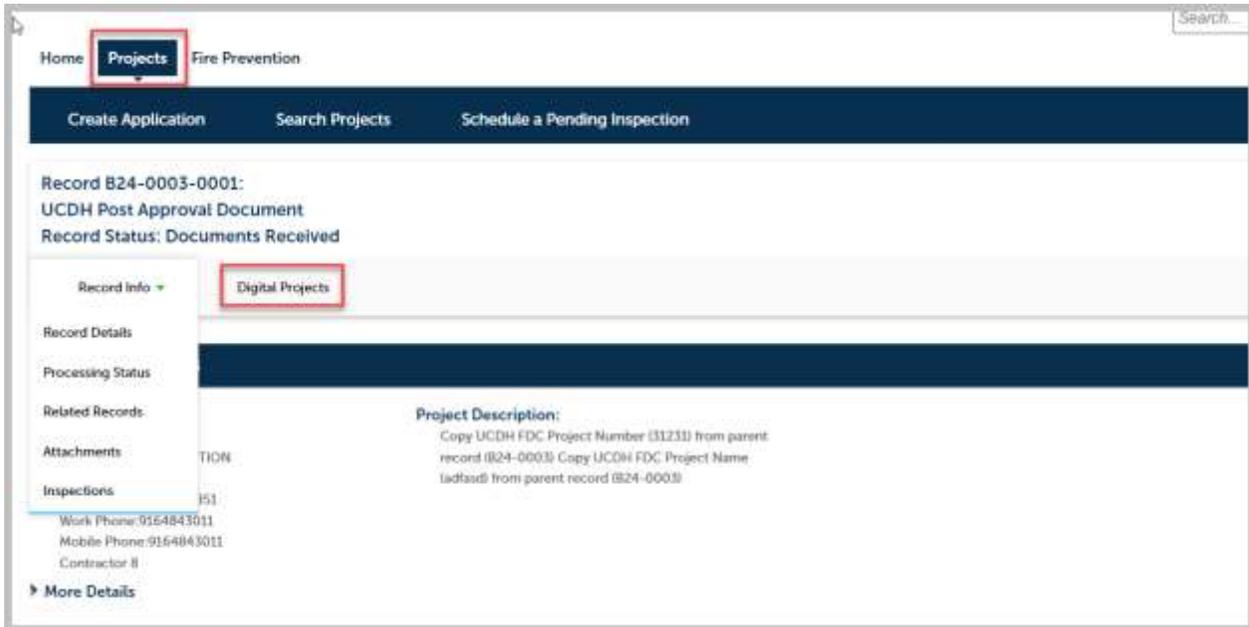


NOTE: Refer to the document “*User Guide - Electronic Plan Review Document Submittal Requirements*” for file naming standards.

2.8 Resubmitting Corrected Plan Review Documents

When the UCDH Building Department and Fire Prevention completes the review of your project, plan review files that require correction will have comments on the reviewed documents (Plans, Specifications, Calculations, etc.). Documents that include a date/time stamp in the filename and indicate "*Revision Required*" under the Document Status column are these documents that have been reviewed and include the comments.

Resubmit a corrected document, under the "*Digital Projects*" tab. Failure to do so may result in your application being "*Returned at Triage*".



Appendix A: 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	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	UCDH Projects PAD	Structural calculations, hydraulic calculations, etc. necessary to support the design criteria and parameters of the Plans.
Specifications	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.
Documents	UCDH Projects UCDH PAD	All other documents not already classified may be uploaded; this would include soil reports, product data sheets, reference drawings, etc.
Image Documents	UCDH Projects PAD	Photos may be uploaded if they are relevant to the project.
Other	UCDH Projects PAD	Miscellaneous classification of attachments.
Job Card	UCDH Building UCDH Post Approval Document	The Job Card identifies all materials and tests to be performed on the project, all special inspections on the project, and the firm(s) and/or individual(s) to perform the required tests and assessments. The Job Card must also identify each Licensed Professional who must verify that the work complies with the approved construction documents.