

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 UC Davis Health 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:

- Step-by-Step instructions on how to submit your Fire Prevention Application
- Appendix A: Field Description
- 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.

Table 1: eServices Portal Page flow

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”

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 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 “ <i>Sign In</i> ” 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 “ Property Location ” 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.	Enter your contact information for the following fields: 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.	Enter the information for the Licensed Professional contact: 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.	The following value is displayed under the "Permit Type" field: 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.	Enter a text in the " Description " box if you want the reviewers to know anything.	
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	Step 6: Record Issuance screen is displayed. The message " Your application has been successfully submitted. Please print your record and retain a copy for your records. " is displayed in the green box. Thank you for using our online services. Your Record Number is " F24-0050 " Application Format: <FYY>-<4-digit sequential number>
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.

UCDAVIS HEALTH Building Department and Fire Prevention eServices Portal

Logged in as: Shrutu Gadholk Collections (0) Account Management Logout

Home Projects **Fire Prevention**

Dashboard My Records My Account Advanced Search

Hello, Shrutu Gadholk

My Collection (0) View Collections

You do not have any collections right now.

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

UCDAVIS HEALTH Building Department and Fire Prevention eServices Portal

Logged in as: Shrutu Gadholk Collections (0) Account Management Logout

Home Projects **Fire Prevention**

Create Application Search for Permits Schedule a Pending Inspection

Records

Showing 1-4 of 4 | Download results | Add to collection

<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	Shrutu Test	25423 abdfad	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	23TMP-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 of the UC Davis Health Building Department and Fire Prevention eServices Portal. The page header includes the UC Davis Health logo, the title 'Building Department and Fire Prevention', and 'eServices Portal'. Below the header, there is a search bar and a navigation menu with 'Home', 'Projects', and 'Fire Prevention'. The 'Fire Prevention' menu is expanded, showing options like 'Create Application', 'Search for Permits', and 'Schedule a Pending Inspection'. A progress bar indicates the current step is '1 Property Location'. The main form area is titled 'Address' and contains several input fields: '*Street No.', '*Street Name', 'Street Type', 'Unit Type', and 'Unit No.'. Below these are 'City', '*State', and '*Zip'. A 'Search' button and a 'Clear' button are located below the form. At the bottom left is a blue 'Continue Application >' button, and at the bottom right is an orange 'Save and resume later' button. Two red arrows point to the 'Unit Type' and 'Street Type' dropdown menus, which are open and showing their respective options. A red asterisk (*) is visible next to the 'Unit Type' label, indicating it is 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 Gadhok 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 * indicates a required field.

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:

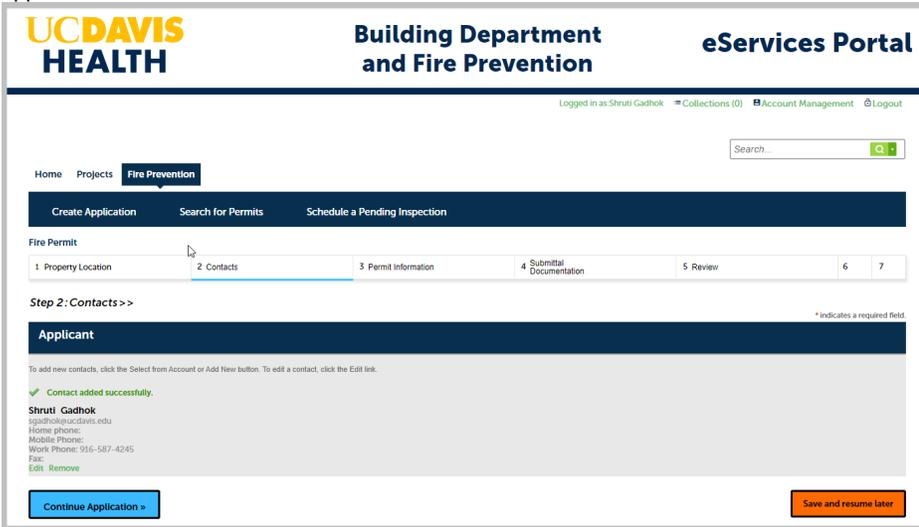
* Address Line 1: * State: * City: * Zip:

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

Continue Clear Discard Changes

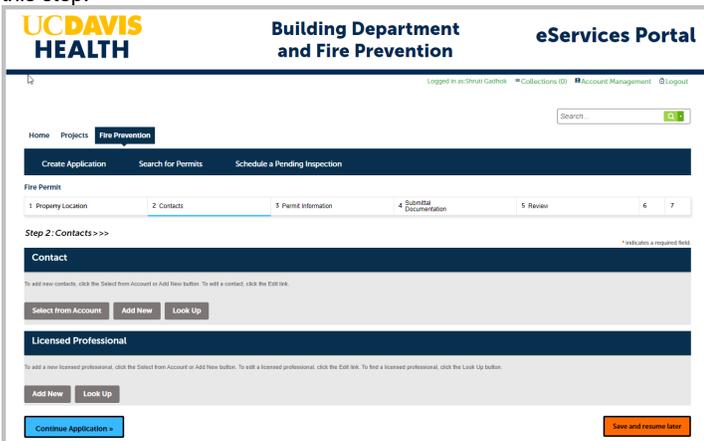
Click on *the “Continue Application”* to proceed to the next screen.

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



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.



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.

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

Multiple Licensed Professionals can be added to this screen.

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.

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 Accela eServices Portal interface. At the top, there are navigation links for Home, Projects, and Fire Prevention. Below this is a dark blue bar with buttons for Create Application, Search for Permits, and Schedule a Pending Inspection. A green success message 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 the message is a "Records" section with a table of records. The first row is highlighted with a red box, showing a record with Date 02/12/2024, Record Number 24TMP-000013, Record Type Fire Permit, Description Testing - Shruti, Project Name, Status, and Action Resume Application. The other rows show various other records with their respective details.

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 adfstad	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.

The dialog box has a close button (X) in the top right corner. It contains two radio buttons: "Start from the beginning" (unselected) and "Pick up where I left off" (selected). At the bottom, there are two buttons: "OK" and "Cancel".

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 Edit

Fire Permit

Address Edit

123 Main St
Sacramento, CA 95862

Applicant Edit

shruti Gadholkar
123 Main street
Sacramento, CA, 95863
Work Phone:916-745-8963
E-mail:sgadholk@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

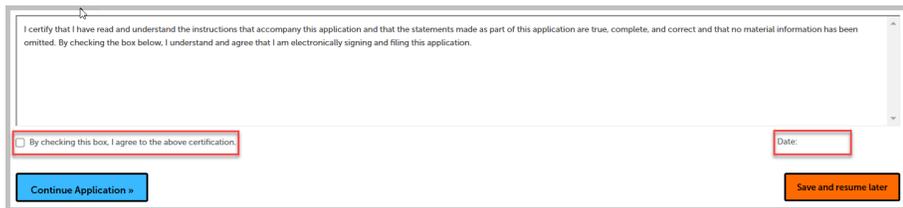
Permit Information Edit

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.



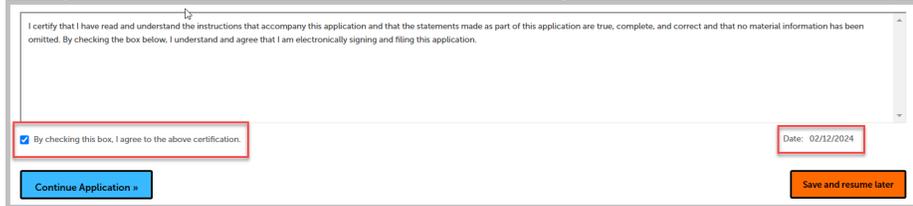
I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically 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 UC DH Project Manager’s email listed in your application.

The screenshot displays the UC Davis Health eServices Portal interface. At the top, the logo for UC Davis Health is on the left, and the text 'Building Department and Fire Prevention' and 'eServices Portal' are on the right. Below the header, there is a navigation bar with 'Home', 'Projects', and 'Fire Prevention' (the active tab). A search bar is located in the top right corner. The main content area shows a progress bar for the 'Fire Permit' process with six steps: 1, 2, 3, 4, 5 Review, and 6 Record Issuance (highlighted with a red box). Below the progress bar, a green message box with a checkmark icon states: 'Your application has been successfully submitted. Please print your record and retain a copy for your records.' Below this, a message box says: 'Thank you for using our online services. Your Record Number is F24-0002'. At the bottom, there is a 'View Record Details >' button with a note: '(You must post the record in the work area.)'.

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**.”

The screenshot shows the 'Projects' page for 'Fire Prevention'. The breadcrumb trail is 'Home > Projects > Fire Prevention'. Below the breadcrumb is a navigation bar with 'Create Application', 'Search Projects', and 'Schedule a Pending Inspection'. The main content area displays 'Record H24-0001: HCAI Project' with a status of 'Documents Received'. A 'Record Info' dropdown menu is open, showing options like 'Record Info', 'Record Details', 'Processing Status', 'Related Records', 'Attachments', and 'Inspections'. The 'Attachments' option is highlighted with a red box. Below the dropdown, there is a 'More Details' link.

The screenshot shows the 'Attachments' section of the 'Record H24-0001: HCAI Project' page. It includes a search bar, a search button, and a table of attachments. A red box highlights the 'Add Documents' button at the bottom left. A red asterisk warning message is present above the table.

**** If you are uploading any documents without uploading a plan file, please notify the UCDH Building Department via email at HS-BuildingDeptPlanReview@ucdavis.edu. ****

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

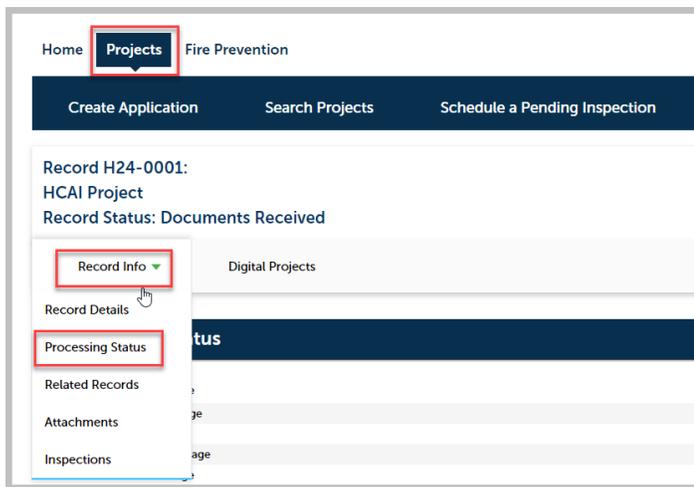
Name	Type	Virtual Folders	Action	Description	Upload Date	Latest Update	Document Status	Size
Plan_S220808-34-00_NMA001(1).pdf	Plan	02-Milestone (SD 100%)	Actions	Plan_S220808-34-00_NMA001 (2).pdf	02/01/2024	02/01/2024	Uploaded	952.99 KB

Add Documents

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”** à **“Record Info”** à **“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:

Commented [SG1]: Check what attachments are required for a Fire Permit.

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.

Appendix E: Building Name, Number, and Address

Building No - Name	Address	City	Zip
001 - MAIN HOSP - Main Hospital	2315 Stockton Blvd	Sacramento	95817
002 - NAOB - North Addition Office Building	2335 Stockton Blvd	Sacramento	95817
003 - PARK 3 - Parking Structure 3 UCDHS	4251 X Street	Sacramento	95817
010 - SESP - Surgery and Emergency Services Pavilion	2315 Stockton Blvd	Sacramento	95817
012 - CYP ANX - Cypress Building Annex	4010 V Street	Sacramento	95817
013 - CYP - Cypress Building	2221 Stockton Blvd	Sacramento	95817
014 - PSSB - Patient Support Services Building	4150 V Street	Sacramento	95817
015 - PATH - Pathology Administration, Teaching & Histology Building	4400 V Street	Sacramento	95817
016 - BULK OXY - Bulk Oxygen Storage Yard	4330 V Street	Sacramento	95817
020 - CCTR EXP - Cancer Center Expansion	2279 45th Street	Sacramento	95817
023 - ABMCO - ABMCO Building	4430 2nd Ave	Sacramento	95817
024 - SHRIN - Shriners Hospital for Children	2425 Stockton Blvd	Sacramento	95817
025 - MIND - M.I.N.D. Institute Clinic and Resource Center	2825 50th Street	Sacramento	95817
026 - MIND LAB - M.I.N.D. Institute Laboratory 1	2805 50th Street	Sacramento	95817
028 - KIWANIS - Kiwanis Family House	2875 50th Street	Sacramento	95817
029 - BIMH - Betty Irene Moore Hall	2570 48th Street	Sacramento	95817
033 - EDU BLD - Education Building	4610 X Street	Sacramento	95817
034 - ASB - Administrative Support Building	2450 48th Street	Sacramento	95817
036 - CTSC ANX - Clinical and Translational Science Center Annex	4603 Broadway, Suite A	Sacramento	95820
037 - GOV HLL - Governor's Hall	4611 Broadway	Sacramento	95820
038 - IRC UTL - IRC Utility Building	2919 Stockton Blvd	Sacramento	95817
039 - STU FIT - Student Fitness Center UCDHS	2501 Stockton Blvd.	Sacramento	95817
040 - MARRIOTT - Courtyard By Marriott	4422 Y Street	Sacramento	95817
041 - UCD IRC - UC Davis Institute for Regenerative Cures	2921 Stockton Blvd	Sacramento	95817
042 - GLASS - Glassrock Building	2521 Stockton Blvd	Sacramento	95817
046 - DAV1 - Davis 1	2360 Stockton Blvd	Sacramento	95817
047 - OAK - Oak Park Research Building	2700 Stockton Blvd.	Sacramento	95817
048 - BHC - Behavioral Health Center	2230 Stockton Blvd	Sacramento	95817

051 - ALHAM CANN - Alhambra Cannery	1651 Alhambra Blvd	Sacramento	95816
056 - SHER - Sherman Way Building	2300 Stockton Blvd	Sacramento	95817
057 - DAV2 - Davis 2	2420 Stockton Blvd	Sacramento	95817
060 - JACK 3 - Jackson Business Park 3	3560 Business Drive, Suite 130	Sacramento	95820
061 - BHC - Children's Behavioral Health Center	2248 Stockton Blvd	Sacramento	95817
063 - POLICE - Police UCDHS	4200 V Street	Sacramento	95817
065 - DAVIS PCC - UC Davis Health Davis Campus Primary Care Clinic	2660 W. Covell Blvd	Davis	95616
068 - FSSB - Facilities Support Services Building	4800 2nd Ave	Sacramento	95817
069 - FLT SVCS - Fleet Services Facility UCDHS	2800 49th Street	Sacramento	95817
070 - DT - Davis Tower	2315 Stockton Blvd	Sacramento	95817
071 - SDSC - Same Day Surgery Center	4845 2nd Avenue	Sacramento	95817
072 - BDWY - Broadway Building	4900 Broadway	Sacramento	95820
073 - CENT PLT - Central Plant, UCDHS	4840 2nd Avenue	Sacramento	95817
074 - WMF - Waste Management Facility-UMC	2790 49th Street	Sacramento	95817
076 - RMCD HS - Ronald McDonald House	2555 49th Street	Sacramento	95817
077 - JACK 1 - Jackson Business Park	3630 Business Drive	Sacramento	95820
078 - CAL MB - California Medical Building	2825 J Street	Sacramento	95816
079 - COR BLD - Sacramento Coroner's Building	4800 Broadway	Sacramento	95820
082 - WEST - Western Fairs Building	2500 Stockton Blvd	Sacramento	95817
085 - HUNT - Hunt Building UCDHS	2701 Stockton Blvd	Sacramento	95817
086 - JACK 2 - Jackson Business Park 2	3700 Business Drive, Suite 130	Sacramento	95820
087 - TCN 1 - Ticon 1	2000 Stockton Blvd	Sacramento	95817
088 - TCN 2 - Ticon 2	2516 Stockton Blvd	Sacramento	95817
090 - TCN 3 - Ticon 3	2730 Stockton Blvd	Sacramento	95817
091 - IRC - Imaging Research Center	4701 X Street	Sacramento	95817
092 - PARK 1 - Parking Structure I UCDHS	2245 Stockton Blvd	Sacramento	95817
093 - CCTR - Cancer Center	4501 X Street	Sacramento	95817
095 - RES3 - Research 3	4645 2nd Ave.	Sacramento	95817
096 - RES 2 - Research 2	4625 2nd Ave.	Sacramento	95817
097 - RES 1 - Research 1	4635 2nd Ave.	Sacramento	95817
098 - ACC - Lawrence J. Ellison Ambulatory Care Center	4860 Y Street	Sacramento	95817

099 - PARK 2 - Parking Structure 2 UCDSH	4870 Y Street	Sacramento	95817
103 - STC - Specialty Testing Center	3740 Business Dr.	Sacramento	95820
104 - WAREHOUSE - 14th Avenue Warehouse	7301 14th Avenue	Sacramento	95820
105 - JACK 4 - Jackson Business Park 4	3671 Business Drive	Sacramento	95820
106 - JACK 5 - Jackson Business Park 5	7273 14th Avenue	Sacramento	95820
109 - CAD 101 - 77 Cadillac Drive, Suite 101	77 Cadillac Drive, Suite 101	Sacramento	95825
110 - CANN 17/18 - Cannery Business Park, Suites 1700 & 1800	3301 C Street	Sacramento	95816
121 - NAT - UCDSMG Natomas	2400 Del Paso Road, Suite 145	Sacramento	95834
122 - MIDTOWN - Midtown Ambulatory Care Center	3160 Folsom Blvd	Sacramento	95816
130 - DAV SPEC - UCDSMG Davis Specialty	2440 W Covell Blvd	Davis	95616
132 - RAN COR - UCDSH Rancho Cordova	3201 Data Drive	Rancho Cordova	95670
136 - ELK 1 - UCDSMG Elk Grove	8110 Laguna Blvd	Elk Grove	95758
137 - ELK 2 - UCDSMG Elk Grove 2	9390 Big Horn Blvd	Elk Grove	95758
141 - AUB 2 - UCDSMG Auburn 2	3200 Bell Road	Auburn	95602
143 - RSVL 1 - UCDSMG Roseville	2261 Douglas Blvd.	Roseville	95661
145 - CARM - UCDSH Carmichael	7551 Madison Avenue	Citrus Heights	95610
147 - PCH - Placer Center for Health	550 West Ranch View Drive	Rocklin	95765
148 - CAMP COMM - UCDSMG Campus Commons	500 University Ave	Sacramento	95825
162 - FOL - UCDSMG Folsom	251 Turn Pike Drive	Folsom	95630
168 - FOL 3 - UCDSMG Folsom 3 Specialty	271 Turn Pike Drive	Folsom	95630
169 - FOL 2 - UCDSMG Folsom 2	1370 Prairie City Road	Folsom	95630
170 - QUEST - Quest Secondary Data Center	4235 Forcum Avenue, Bldg 618	Mcclellan	95652
171 - NTT - NTT Primary Data Center	525 D Street NW	Quincy	98848
173 - EAST BAY - UCD Alzheimer's Disease Center East Bay	100 N. Wiget Lane	Walnut Creek	94598
174 - RIDEOUT - Rideout Primary Care	1530 Plumas Court, Ste, B-D	Yuba City	95991
250 - TUPPER - C. John Tupper Hall	1275 Med Sci Drive	Davis	95616-5270
251 - MED SCI C - Medical Sciences I C	510 Health Sciences Mall	Davis	95616-5270
252 - MED SCI E - Medical Sciences I E	1325 Med Sci Drive	Davis	95616-5270
253 - STOR 3 - Storage Unit 3	3355 Straloch Road	Davis	95616-5270
255 - MED SCI B - Medical Sciences I B (Carlson Health Sciences Library	576 Health Sciences Mall	Davis	95616-5270

258 - NEURO - Neurosciences Building	1515 Newton Court	Davis	95618
260 - ARS 1531 - Animal Resource Service Trailer 1531	Core Campus	Davis (Solano)	95616-5270
262 - ARS 1534 - Animal Resource Service Trailer 1534	828 Old Davis Road	Davis (Solano)	95616-5270
264 - ARS J11 - Animal Resource Service Trailer J11	794 Old Davis Road	Davis (Solano)	95616-5270
265 - ARS 1532 - Animal Resource Service Trailer 1532	908 Old Davis Road	Davis (Solano)	95616-5270
276 - GROVE - The Grove	550 Hutchison Drive	Davis	95616-5270
313 - ARS J3 - Animal Resource Service J3	812 Old Davis Road	Davis (Solano)	95616-5270
314 - ARS H1 - Animal Resources Service H-1	904 Old Davis Road	Davis (Solano)	95616-5270
315 - GBSF - Genome and Biomedical Sciences Facility	451 Health Sciences Drive	Davis	95616-5270
330 - DA VINCI 1616 - DV 1616 Da Vinci Court	1616 DaVinci Court	Davis	95618
331 - PICASSO - 1712 Picasso Street	1712 Picasso Street, Suite B	Davis	95616
332 - MRI NEURO - MRI Facility for Integrative Neuroscience	1629 Da Vinci Court	Davis	95618
00001 - Outside/No Building			
100 - PARK 4 - Parking Structure 4 UCDH	2249 48th Street	Sacramento	95817
107 - JACK 6 - Jackson Business Park 6	3651 Business Drive	Sacramento	95820
109 - CAD 240 - 77 Cadillac Drive, Suite 240	77 Cadillac Drive, Suite 240	Sacramento	95825
110 - C ST CANN - Cannery Business Park	3301 C Street, Suites 100 & 301	Sacramento	95816
123 - EXPLORER - EXPLORER Imaging Center	3195 Folsom Blvd, Suite 120	Sacramento	95816
129 - LYN TER - Lyndell Terrace	2035 Lyndell Terrace, Suite 100	Davis	95616
138 - STOCK PRENATAL - UCDH Prenatal Diagnosis Stockton	1801 East March Lane, Suite C330	Stockton	95210-6658
144 - RSVL 2 - UCDMG Roseville 2	1620 E. Roseville Parkway	Roseville	95661
150 - POINT WEST - UCDH Point West Clinic	1535 River Park Dr.	Sacramento	95815
151 - SAC PRENATAL - UCDH Prenatal Diagnosis Sacramento	1111 Exposition Blvd, Building 200	Sacramento	95815-4324
166 - PCC - Patient Contact Center	10888 White Rock Road	Rancho Cordova	95670
167 - MATHER - Armstrong Building	10545 Armstrong Ave	Mather	95655
279 - CHE OFC & LAB - Center for Health & Environment Office & Laboratory	1250 Old Davis Road	Davis (Solano)	95616-5270
280 - HICKEY - Vernard B. Hickey Gymnasium	350 Howard Way	Davis	95616-5270
281 - HARING - Clarence M. Haring Hall	455 Hutchison Drive	Davis	95616-5270
329 - DREW - Davis 1590 Drew Avenue, Suite 100	1590 Drew Ave, Suite 100	Davis	95618

316 - DAVIS PCC - UC Davis Health Davis Campus Primary Care Clinic	684 Hutchison Drive	Davis	95616
165 - HAS - UC Davis Health Administrative Services	10850 White Rock Road	Rancho Cordova	95670
149 - POINT WEST ANX - UCDH Point West Clinic Annex	1529 River Park Dr	Sacramento	95815
108 - PSSC - Pharmacy Shared Services Center	3575 Business Drive	Sacramento	95820
101 - 48X - The 48X Complex	4868 X Street	Sacramento	95817
152 - FOL MOB - Folsom Medical Office Building	14264 Innovation Drive	Folsom	95630
TBD002 - Fitness Center (Pending Cap Acct)			
094 - PARK 5 - Parking Structure 5 UCDH	4687 X Street		95817
TBD004 - Aggie Square Phase 1 mixed-use (Cap Accts Pending)			
249 - EDWARDS - Edwards Family Athletics Center	1120 Hutchison Drive	Davis	95616
TBD005 - AS LLLB - Aggie Square Lifelong Learning Building	4480 2nd Ave	Sacramento	95817
TBD006 - AS LSTEW - Aggie Square Life Science, Technology, and Engineer	4430 2nd Ave	Sacramento	95817
TBD007 - AS LSTEE - Aggie Square Life Science, Technology, and Engineer	4500 2nd Ave	Sacramento	95817
TBD008 - AS STU HSG - Aggie Square Student Housing	2761 Stockton Blvd	Sacramento	95817
TBD009 - AS PARK 6 - Aggie Square Parking Structure 6	2800 49th Ave	Sacramento	95817
TBD010 - AS LLLB - Aggie Square Stand Alone Building	4450 2nd Ave	Sacramento	95817