



# OSHPD e-Services Portal

*Public User Guide*

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Version Number: 8.0

## **Section 7 – Applications for Building Permits**

## 1 Introduction

### Welcome to OSHPD Electronic Services Portal Client Access (eCA) User Guide

This section describes the steps required to submit an Application for Building Permit using the OSHPD eServices Portal Client Access (eCA) system.

## 2 Create and Submit an Application for Building Permit

An Application for Building Permit (BP) must be submitted as an amendment to a Parent Project such as an Application for a New Project (AFNP). Before a BP application can be created in eCA, the parent project's project workflow status must be "Approved" or "Approved with Comments" (the project overall status must be "Pending Construction Start"). Projects that have been reviewed and approved in the field with a workflow status "Approval Pending" are not approved until the construction documents are received in the FDD Regional Office.

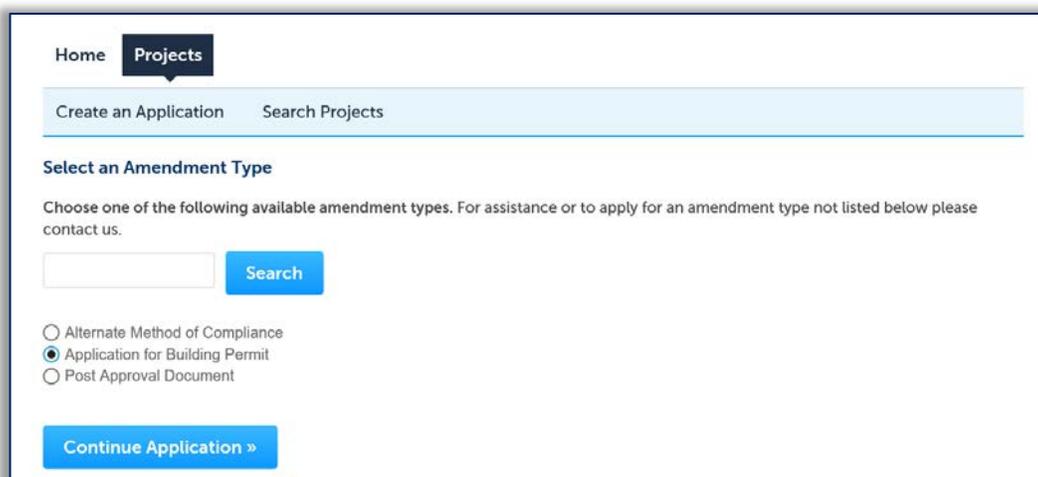


**Remember:** Help is available throughout the application. Wherever you see a help  icon, click on the question mark to open help and instructions for that item in the application.

Follow the steps described below to submit the Application for Building Permit.

### Step 1. Parent Record Status

Search for and select the Parent Project (AFNP) for which the BP is to be submitted. The parent project's project workflow status must be "Approved" or "Approved with Comments" (the project overall status must be "Pending Construction Start"). Click **Amendment** link or the **Create Amendment** button to start the application. Select the Application for Building Permit radio button to open the BP application.



The screenshot shows the 'Projects' tab selected in the top navigation bar. Below the navigation bar, there are two buttons: 'Create an Application' and 'Search Projects'. The main content area is titled 'Select an Amendment Type' and includes the instruction: 'Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.' There is a search input field with a 'Search' button. Below the search field, there are three radio button options: 'Alternate Method of Compliance', 'Application for Building Permit' (which is selected), and 'Post Approval Document'. At the bottom of the form, there is a blue button labeled 'Continue Application »'.

When you click **Continue Application**, eCA validates the parent project's record status to confirm the parent project construction documents have been approved. eCA will display an error message if the parent project's status is not "Pending Construction Start"; the BP application cannot proceed.

**Application for Building Permit**

1 Parent Project Status	2 Professionals	3 Building Permit Details	4 Cost	5 Attachments	6	7	8
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**Step 1: Parent Project Status > Validate Parent Status**

In order to submit an Application for Building Permit, the project construction documents **must be 'Approved' or 'Approved with Comments'**.

The following electronic documents are required to be attached to this application during Step 5:

- Approved Testing, Inspection and Observation Program (TIO)
- Valid Workers Compensation Insurance Certificate for Contractor
- Inspector of Record (IOR) Workload Report

Click the Continue Application button below to verify project has been approved. \* indicates a required field.

**Parent Status**

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**PARENT PROJECT STATUS**

To confirm the Parent Project is Approved or Approved with Comments:

**Step 2. Enter Contractor and IOR**

Enter the Licensed Contractor (or Owner/Builder) and at least one IOR on this page. If a Contractor AND an IOR are NOT entered, eCA will display an error message on the 'Review' page. Do not add Licensed Professional(s) other than the Contractor and IOR. Licensed Professional(s) on the parent project will be copied to this Application for Building Permit automatically when the application is submitted to OSHPD.

To add a Contractor or IOR to this application, click "Look Up" and enter search criteria in at least one of the fields. For the best results, limit the search criteria by completing only one or two fields. To add an Owner-Builder contractor, enter "OBXXXXX" in the 'State License Number' field with the 5-digit Facility ID Number in place of "XXXXX". The Contractor's or Inspector's name, address, and other information will be automatically completed with the current information from our database. Please verify that the information is correct by clicking the Edit link and reviewing the Licensed Professional Information.

**Contractor and IOR**

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Action
No records found.				

If the search returns no results, the Contractor or Inspector is not currently in our database or shows an expired license. Contact OSHPD at (916) 440-8400 or email [eserv@oshpd.ca.gov](mailto:eserv@oshpd.ca.gov) to update the existing Contractor’s or Inspector’s information or to add a new Contractor or Inspector.

Repeat these steps until both the Contractor and all IORs for this project have been added. When the Contractor and IOR(s) have been successfully added, click **Continue Application**.

**Contractor and IOR**

Select from Account    Look Up

✔ Licensed professional added successfully.

Showing 1-2 of 2

License Number	License Type	Contact Name	Business Name	Action
A20468	IOR	Marcia Stalker	DS CERTIFIED INSPECTION SERVICES	Edit Delete
809561	Contractor		McCarthy Construction	Edit Delete

Continue Application »    Save pending submittal

### Design Professional of Record’s Confirmation of IOR

The Design Profession in responsible charge of the project or their delegate must complete Step 2 to confirm their acceptance of the Inspector of Record for this project.

- In accordance with Title 24, Part 1, Section 7-144, the DPOR must certify that Applicant for IOR is known to and satisfactory to them; the assessment of their qualifying knowledge and experience of the IOR must be selected from the dropdown choices
  - Interview Date
  - Prior OSHPD Projects
  - Other

**DPOR Assessment of IOR**

**DESIGN PROFESSIONAL OF RECORD**

\*The Applicant for IOR is known to me and is satisfactory to me, in accordance with Title 24, Part 1, Section 7-144, as an Inspector of Record for this project; my assessment of the qualifying knowledge and experience of the IOR applicant is based on: --Select-- ▾

\*As the Design Professional in responsible charge of the project, I hereby confirm that I have verified with the Applicant for Inspector of Record that he/she is not committed to a workload outside of this project that would inhibit his/her ability to allot adequate time to perform the inspections required for this construction project. I have advised the Applicant for Inspector of Record that if he/she undertakes additional work, he/she will promptly provide written notification to OSHPD, the owner and myself:

\*If this project includes primary gravity and/or lateral load elements/systems, I hereby affirm the Applicant for IOR is also acceptable to the Structural Engineer of Record: --Select-- ▾

- DPOR must indicate what his or her assessment of IOR is based on.
  - If you select **Interview**, you must enter the interview date
  - If you select **Other**, you must enter the descriptions of reasons.
  - If you select **Prior OSHPD Projects**, you must enter the description or project number of the prior projects.

\*The Applicant for IOR is known to me and is satisfactory to me, in accordance with Title 24, Part 1, Section 7-144, as an Inspector of Record for this project; my assessment of the qualifying knowledge and experience of the IOR applicant is based on:

Interview 1

\*Interview Date (required): \* 2

\*The Applicant for IOR is known to me and is satisfactory to me, in accordance with Title 24, Part 1, Section 7-144, as an Inspector of Record for this project; my assessment of the qualifying knowledge and experience of the IOR applicant is based on:

Other 1

\*Please describe for Other(required): 2

\*The Applicant for IOR is known to me and is satisfactory to me, in accordance with Title 24, Part 1, Section 7-144, as an Inspector of Record for this project; my assessment of the qualifying knowledge and experience of the IOR applicant is based on:

Prior OSHPD Projects 1

\*Prior OSHPD Project(s)(required): 2

\*As the Design Professional in responsible charge of the project, I hereby confirm that I have verified with the Applicant for Inspector of Record that he/she is not committed to a workload outside of this project that would inhibit his/her ability to allot adequate time to perform the inspections required for this construction project. I have advised the Applicant for Inspector of Record that if he/she undertakes additional work, he/she will promptly provide written notification to OSHPD, the owner and myself:

Next, the DPOR must confirm that he or she has verified with the IOR that he/she is not committed to a workload outside of this project that would inhibit his/her ability to allot adequate time to perform the inspections required for this construction project. This confirmation is affirmed by placing a check in the checkbox.

Finally, if the project includes primary gravity and/or lateral load elements/systems, the DPOR must confirm the IOR is also acceptable to the Structural Engineer of Record.

\* If this project includes primary gravity and/or lateral load elements/systems, I hereby affirm the Applicant for IOR is also acceptable to the Structural Engineer of Record:

--Select--  
Approved by Structural Eng  
Not Applicable

If the DPOR is unwilling to certify the above, the application cannot be submitted using eCA and must use the paper application process.

**Step 3. Enter Workers Compensation Information**

Select the appropriate type of Workers Compensation Coverage for the Contractor and enter the relevant information.

### Workers Comp Insurance Information

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**WORKERS COMPENSATION**  
WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

\* Workers Compensation Coverage: ? --Select--  
Exempt  
Insured through carrier  
Self-insured

Continue Application »
Save pending submittal

- If the coverage type is **Exempt**, you must enter an exemption reason.

\* Workers Compensation Coverage: 1 Exempt

\* Reason for Exemption (required): \* 2 Required

- If the coverage type is "Insured through carrier", user must enter Policy Number, Insurance Carrier and the Expiration Date

\* Workers Compensation Coverage: 1 Insured through carrier

\* Policy Number (required): \* 2 Required

\* Insurance Carrier (required): \* 3 Required

\* Expiration Date (required): \* 4 Required 📅

Insurance Agent Name: 5 Name

Insurance Agent Phone: 6 (XXX) XXX-XXXX

- If the coverage type is "Self-insured", user must enter the Policy Number.

\* Workers Compensation Coverage: 1 Self-insured

\* Policy Number (required): \* 2 Required

**Step 4. Enter Costs**

Enter the **Contract Amount** for the project. Construction cost is the actual cost of the project excluding fixed equipment, imaging equipment, design fees, inspection fees, and off-site improvements. Do not include \$ or comma. Begin by clicking **Add a Row**:

On the pop up window, enter the **Contract Amount** of Construction Costs, Fixed Equipment Costs and Imaging Equipment Costs, then click on **Submit** button to copy form to Costs Table. For more info, click 

**Step 5. Attach TIO and other Documents**

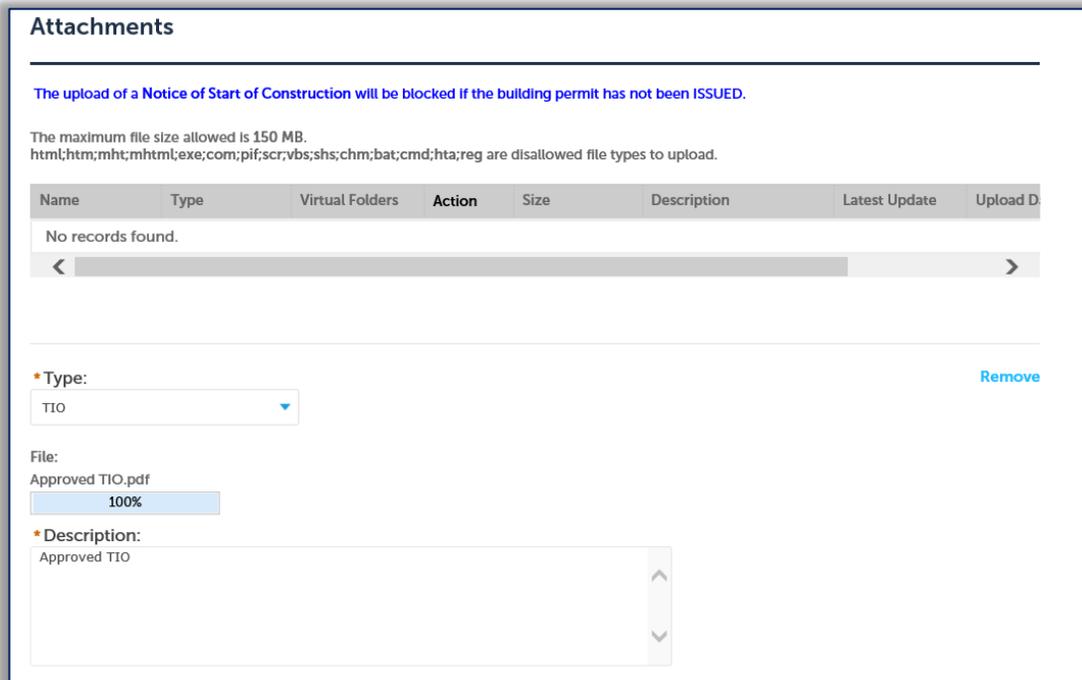
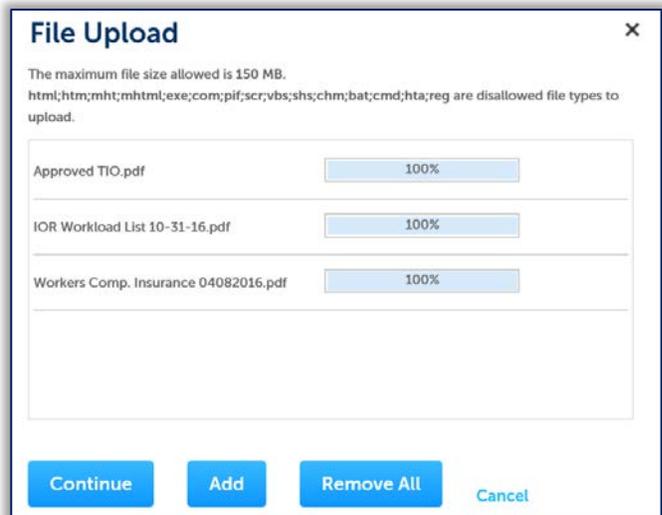
Upload copies of the approved TIO, IOR’s Workload Report and the Contractor’s Workers Compensation Insurance certificate to the BP application. The file size can be up to 150 MB.

Start by clicking the **Add** button.

- Click the **Add** button and locate the files to upload on your computer. Select multiple files by using the ‘Ctrl’ button.

Name	Date modified	Type	Size
 Approved TIO	10/3/2016 5:41 PM	Adobe Acrobat Document	2,645 KB
 IOR Workload List 10-31-16	10/3/2016 5:46 PM	Adobe Acrobat Document	404 KB
 Workers Comp. Insurance 04082016	10/3/2016 5:46 PM	Adobe Acrobat Document	11 KB

- Click the **Open** button. Files will be copied to eCA.
- To complete the transfer, click **Continue**.
- Complete the file description and file type information using the dropdown boxes and filling in the description fields.



Click the **Save** button. eCA will copy the files to the OSHPD database. An acknowledgement of the upload will appear at the top of the page.



**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.



It is important that you wait to see the Actions column populate before navigating away from this page; if you continue prior to the upload completing (Actions column is blank), your files may not transfer to OSHPD correctly.

### Attachments

The upload of a Notice of Start of Construction will be blocked if the building permit has not been ISSUED.

The maximum file size allowed is 150 MB.  
html;htm;mht;mhtml;exe;com;pif;scr;vbs;shs;chm;bat;cmd;hta;reg are disallowed file types to upload.

Name	Type	Virtual Folders	Action	Size	Description	Latest Update	Upload D
<a href="#">Approved TIO.pdf</a>	TIO		Actions ▼	2.58 MB	Approved TIO	11/03/2016	11/03/20
<a href="#">IOR Workload List 10-31-16.pdf</a>	IOR Workload Report		Actions ▼	403.22 KB	IOR Workload	11/03/2016	11/03/20
<a href="#">Workers Comp. Insurance 04082016.pdf</a>	Workers Comp Ins Cert		Actions ▼	10.48 KB	Workers Comp Insurance	11/03/2016	11/03/20

< ————— >

Add

Continue Application »

Save pending submittal

**Step 6. Enter Facility PIN and Owner Approval**

If you are authorized by the facility and have obtained a valid Facility PIN, enter it on the screen, then click on “Continue Application” button to proceed to the next page flow screen.

If you do not have a valid Facility PIN code, click on “Save pending submittal” button to save the record.

**Authorization**

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**SECURITY**  
 Please enter your Facility's six digit PIN below. **You will not be able to complete this project without a valid PIN.** If you do not know your Facility's PIN, click "Save pending submittal" now. This will save your record and issue a temporary project number (e.g. 15TMP-00014).

If you do not know the PIN but a PIN has been issued, forward your temporary application number to the PIN holder.

If your facility has not been issued a PIN, or if you are having any other access issues, please contact eCA's Access Manager at [eCA.Access.Manager@oshpd.ca.gov](mailto:eCA.Access.Manager@oshpd.ca.gov) or call (916) 440-8400.

Facility PIN Code:

If you click the “Save pending submittal” button, the application process stops and user is redirected to the Project List page. eCA issues a temporary Project ID and displays the application in user’s project list. Users can “Resume Application” at a later time.

**Your partial application (16TMP-015624) has been successfully saved.**  
 To resume the application(s), go to the Projects section and click the Resume Application link.

**Projects**

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Project Number	Project Type	Project Name	Status	Related	Action
<input type="checkbox"/>	10/31/2016	16TMP-015624	Application for New Project	Project Name		0	<a href="#">Resume Applica</a>
<input type="checkbox"/>	10/30/2016	S162557-37-00-ACD0001	Post Approval Document	rnc16088 Jacobs Sink Installation Rm LL-485	Open	3	

If you enter an invalid Facility PIN, eCA displays an error message at the review step and prevents you from completing the application. You may return to the Security page and re-enter the correct PIN; however, after 3 times entering an incorrect PIN, the application will be locked.

**An error has occurred.**  
 ACA52439 - **Action Cancelled**

You must correctly enter your facility's PIN code to create this project. Please select **Save Pending Submittal** to save your work, then go back into your temp record and proceed to the PIN entry screen.

The hospital governing board or authority is legally mandated to provide for competent, adequate and continuous inspection by one or more inspectors satisfactory to the Design Professional of Record and to OSHPD. The Legal Owner or Authorized Agent (PIN holder) must indicate acceptance of the Inspector(s) or Record by checking the box adjacent to the statement on this page:

**Legal Owner or Agent Statment**

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**LEGAL OWNER OR AGENT**

\*The Applicant for Inspector of Record is

being employed by the hospital subject to the approval of the architect, structural engineer, or other applicable professional engineer, and OSHPD, and is qualified and able to provide competent, adequate and continuous inspection during construction of this project:

[Continue Application »](#) [Save pending submittal](#)

**Step 7. Review Information**

Review page displays all data entered to the BP application; make any necessary edits by clicking the **Edit** buttons and changing the erroneous information. When the information is satisfactory, click **Continue Application** to submit the application.

**Step 7: Review**

[Continue Application »](#) [Save pending submittal](#)

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

**Record Type**

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Application for Building Permit

**Parent Status**

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**PARENT PROJECT STATUS** [Edit](#)

To confirm the Parent Project is Approved Click 'Continue Application' or Approved with Comments:

**Contractor and IOR** [Edit](#)

### Step 8. Application Submission Confirmation

eCA displays the BP application submission conformation page as the last step. You may print the Project Summary or open the project details page if desired.

**Step 8: Confirmation**

 Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using eClient Access to submit your project.  
**Your Building Permit Number is S162557-37-00-BPT02.**

You will need this number to check the status of your project. Please print a copy for your records.

[Print/View Project](#) [Print/View Summary](#)

An automatic email notification has been sent to the Regional Compliance Officer and to the Program Technician notifying them of the successful submission of this application; if you have not received an acknowledgement or if the Building Permit has not been issued within five working days, contact the Region Program Technician for additional information.

[View Project Details »](#) (You must post the record in the work area.)

## Congratulations!

### You have successfully submitted an Application for Building Permit.

An automatic email notification will be sent to the Regional Compliance Officer and to the Program Technician when the Application for Building Permit is successfully submitted. If the Building Permit has not been issued within five working days, contact the Region Program Technician.

After the application is submitted, you may upload and download the documents that are attached to the project.

On the Record Detail page, you can click on the **Record Info** dropdown menu to select **Attachments**, then click **Add** button to upload more documents if needed. In addition, you may click on the name of any existing document to download and save a copy. For more information relating to uploading and attaching plans and documents, see Section 10.