

What do I need to get started?

- Access to a computer
- Internet access with the following supported web browsers: Apple Safari, Google Chrome, Mozilla Firefox, Microsoft Internet Explorer, Opera
- eServices Portal Client Access (eCA) account login. To register for an account go to: <https://eserv.oshpd.ca.gov/CitizenAccess/>
- Listing as licensed professional under OSHPD Project Record or Facility Authorization Delegation



Further Instructions

For further instructions, please refer to the OSHPD FDD web site at: <http://www.oshpd.ca.gov/FDD/eServices>

For submittal assistance, please contact the OSHPD Program Technicians at: PT.LA@oshpd.ca.gov 213.620.2451
PT.SAC@oshpd.ca.gov 916.440.8404

For technical assistance, please contact the Client Help Desk at: 916.440.8300
eca.access.manager@oshpd.ca.gov

Questions & Answers

1. Will OSHPD continue to review printed copies of plans?

✓ *Yes. Clients have the option of submitting project applications and construction documents on paper. However, once plans are submitted on paper or electronically, they must remain in that format until approved.*

2. Is the ePC review process different from current review processes for "S", "H", RRU, ACDs, DSIs, AMCs, SB1838, Field OTCs, etc.?

✓ *The review of the content of construction documents will remain essentially unchanged. However, the mechanism (process) for capturing and communicating the plan review comments will change to leverage technology and improve efficiency in communications.*

3. Will OSHPD continue OTC, Expedite, CPER reviews? How do I make a request for any of these types of reviews?

✓ *Yes. OSHPD will continue to offer processes that include the essential human interaction necessary to reach resolution to complex issues. To the extent possible, these processes will be expanded to leverage the capabilities of electronic document review, such as Over The Computer reviews using online meeting programs.*

4. Can photographs (*.jpeg file) be submitted and is there a size limitation?

✓ *Yes. However, plans with images must be flattened during the export from the CAD program to PDF. Images that have been added directly to the PDF document will not render properly and will be returned to the client at Intake for correction, resulting in delays.*

5. Will the system support Collaborative reviews?

✓ *ePC will be limited to a project valuation of \$500,000 for the first 6 months. Since most collaborative projects exceed this valuation, these projects will not initially be accepted for electronic plan check; this valuation will be re-evaluated in January 2017.*

6. Does the client need to have OSHPD's ePC software in order to design or submit projects?

✓ *No. All documents are required to be submitted in a PDF format and all comments will be returned in a PDF format. The corrections report will be returned in a Microsoft Excel format.*

7. Is use of the system voluntary? If yes, will plan reviews and permitting be completed in shorter durations?

✓ *The submittal of electronic documents for review is voluntary. Currently, turnaround goals for plan review will remain unchanged. However, it is likely that durations from submittal to approval will be significantly reduced due to process efficiencies gained, such as printing and shipping.*

8. At what point in the process are design drawings printed to paper?

✓ *The design drawings are not converted to paper format during the plan review and approval process. Drawings are printed to paper by the client only when they decide it is appropriate for their own communication preferences.*

9. I am submitting projects (no construction) to the Seismic Compliance Unit. Can I use the eServices Portal to submit the application? Can I use Electronic Plan Check (ePC) to submit the project documents for review electronically?

✓ *At the current time, eServices Portal is not configured for submission of Seismic Compliance Unit projects. Therefore, projects reviewed by the Seismic Compliance Unit will not be reviewed using ePC. Projects submitted to the Seismic Compliance Unit must include an Application for New Project (OSH-FD-121 form) which may be downloaded from the OSHPD website at: http://www.oshpd.ca.gov/FDD/Forms/eSPForms/OSH-FD-121_ApplicationforNewProject.pdf.*

The application and project documents may be submitted electronically via email directly to the Seismic Compliance Unit (maximum file size 20 Mb). For documents that are greater than 20 Mb file size you may use any commercial FTP service; please send the hyperlink for the storage location directly to the Seismic Compliance Unit. If you would like to use the OSHPD FTP site to upload your documents, contact the Seismic Compliance Unit for instructions.



Why ePlanCheck?

- ✓ ePC = real time monitoring
- ✓ ePC = digital plan approval stamping
- ✓ ePC = concurrent reviews no longer limited by reviewer locations
- ✓ ePC = no more printing or delivering paper plans
- ✓ ePC = consolidated, transparent Corrections Reports

OSHPD

Office of Statewide Health
Planning and Development

ePC Upload Standards

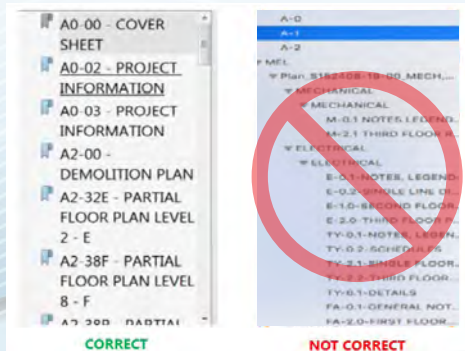
The “Electronic Plan Review Document Submittal Requirements” are available on the OSHPD website at <http://www.oshpd.ca.gov/FDD/eServices/index.html>. This includes guidelines for submitting new and backcheck plans as well as supplemental documents.

File Standards

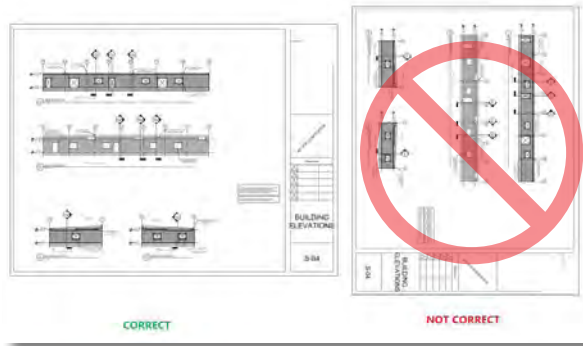
- PDF format, each file must be under 100 MB in size.
- Drawing layers must be flattened and bookmarked.
- For projects, ACD, DSI or AMC plan submittals under 50 sheets, the plans can be in one file.
- For projects, ACD, DSI or AMC plan submittals with more than 50 sheets, the plans must be divided into smaller PDF file sets.
- When projects are divided into smaller PDF file sets, add a letter designator to the file name indicating the type of drawings. (A=Architectural, S=Structural, etc.)
- Supplemental documents should be in PDF format with a specific prefix based on the information type.
- See “Electronic Plan Review Document Submittal Requirements” for file naming requirements. Go to: <http://www.oshpd.ca.gov/FDD/eServices/> and click on “OSHPD Electronic Submittal Requirements.”
- Do not change the file names when resubmitting corrected plans.

Submittal Filename (Original)	Pages	2nd, 3rd ... Submittal Filenames (Revisions)	Pages
Plan \$151234-19-00.pdf	14	Plan \$151234-19-00.pdf	15
Spec \$151234-19-00.pdf	25	Spec \$151234-19-00.pdf	25
Calc \$151234-19-00.pdf	3	Calc \$151234-19-00.pdf	3
TIO \$151234-19-00.pdf	5	TIO \$151234-19-00.pdf	5

Prefix indicates information type



Bookmark individual sheets

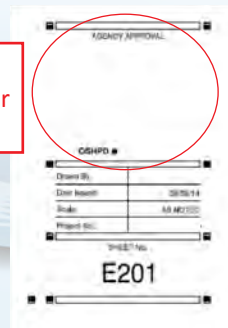


Drawing File Orientation

Submitting Plans

- Submitted plans must all be properly oriented, so that the document can be viewed without rotating.
- Plan drawings must be created so the drawing perimeters line up exactly. Revised/correct plans must line up with the original submittal to facilitate comparing versions electronically.
- Plans must be saved at full-size and to-scale (100%).
- Do not submit password protected or locked documents.
- Paper plans scanned from a photocopy to PDF format are acceptable.
- PDF bookmarks of each sheet are required – include the plan sheet number and sheet title.
- A 3” x 4” OSHPD Approval Stamp Space is required on each sheet near or immediately adjacent to the title block area. This space must be located in the same exact location on each sheet.

OSHPD Approval Stamp Space in or near title block



ePC Workflow

- Step 1:** Authorized Client creates application and uploads project plans and documents via e-Citizen Access (eCA). [*][**]
- Step 2:** OSHPD Program Technician verifies application and attachments for compliance with submittal requirements.
- Step 3:** Reviewers perform triage.
- Step 4:** If project is deemed reviewable, project is taken in for review or approved for OTC.
- Step 5:** Reviewers perform review.
- Step 6:** Client is notified of review results via email.
- Step 7a:** If corrections are needed, Client logs into eCA and downloads the Corrections Report excel spreadsheet and plans with OSHPD comments.
- Step 7b:** If plans are approved, go to Step 11.
- Step 8:** Client makes necessary corrections to documents and provides responses to plan review comments in the Corrections Report excel spreadsheet.
- Step 9:** Client uploads corrected documents using exact same file names and activates the “Resubmit” action. ePC workflow restarts.
- Step 10:** Reviewers perform backcheck reviews until documents are approved.
- Step 11:** Client receives Approval Letter via email, logs into eCA and downloads Approval Documents.

* When requesting a field review, select the “Field Review Request” option then contact field staff to schedule a review.

** NOTE: electronic reviews must remain electronic from start to finish and paper reviews must remain paper from start to finish. Mid-review transitions not allowed.

