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.

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.
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.
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 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**.

**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 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.

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 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.

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

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved TIO</td>
<td>10/3/2016 5:41 PM</td>
<td>Adobe Acrobat Document</td>
<td>2,645 KB</td>
</tr>
<tr>
<td>IOR Workload List 10-31-16</td>
<td>10/3/2016 5:46 PM</td>
<td>Adobe Acrobat Document</td>
<td>404 KB</td>
</tr>
<tr>
<td>Workers Comp. Insurance 04082016</td>
<td>10/3/2016 5:46 PM</td>
<td>Adobe Acrobat Document</td>
<td>11 KB</td>
</tr>
</tbody>
</table>

• 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.

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,bhtm,mhtm,exec,com,pif,acr,vb,sh,chl,cm,cla,reg are disallowed file types to upload.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Virtual Folders</th>
<th>Action</th>
<th>Size</th>
<th>Description</th>
<th>Latest Update</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved TIO.pdf</td>
<td>TIO</td>
<td></td>
<td>Actions</td>
<td>2.58 MB</td>
<td>Approved TIO</td>
<td>11/03/2016</td>
<td>11/03/20</td>
</tr>
<tr>
<td>IOR Workload List</td>
<td>IOR Workload</td>
<td></td>
<td>Actions</td>
<td>405.22 KB</td>
<td>IOR Workload</td>
<td>11/03/2016</td>
<td>11/03/20</td>
</tr>
<tr>
<td>10-31-16.pdf</td>
<td>Report</td>
<td></td>
<td>Actions</td>
<td>10.48 KB</td>
<td>Workers Comp Ins</td>
<td>11/03/2016</td>
<td>11/03/20</td>
</tr>
<tr>
<td>Workers Comp.</td>
<td>Workers Comp</td>
<td></td>
<td>Actions</td>
<td></td>
<td>Insurance</td>
<td>11/03/2016</td>
<td>11/03/20</td>
</tr>
<tr>
<td>Insurance 04082016.pdf</td>
<td>Ins Cert</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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.

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.

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.
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:

**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 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.

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.