



HCAI eServices Portal

Public User Guide

Version Number: 1.2

Section 13 – Applications for Seismic Compliance Extensions




1 Introduction

Welcome to HCAI Electronic Services Portal (eSP) User Guides

This section details the step-by-step instructions for creating and submitting an application for a Seismic Compliance Extension using the HCAI eServices Portal.



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.

2 Project Applications

2.1 Page Flow Overview

The predefined steps to create and submit project applications are detailed in this guide. The steps for submitting an Application for Seismic Compliance Extensions are slightly different from those in submitting for New Projects, PADs or Building Permits. Below is an illustration of the page flow steps.

Table 1: eSP Pageflow

Step No.	Step Title	Description
Seismic Compliance Extension Applications		
1	Record Type	Application for Seismic Compliance Extension – select Application for Seismic Ext – NPC for an SB 499 NPC extension or Application for Seismic Ext – SPC for an AB 2190 SPC extension.
2	Facility Information	Look up and select the facility from HCAI’s facility database. eSP auto-populates the facility, address, and facility owner information.
3	Contacts and Professionals	Look up and identify each Project Contact(s) and Licensed Professional(s) specific to the application. eSP auto-populates the Licensed Professional’s information.
4	Seismic Extension Details	Record the Project Name, Scope, and other project details specific to the project.
5	Table Information	For SPC Seismic Extension, enter the Seismic Extension Milestones specified in AB 2190.
6	Supporting Documents	Attach the supporting documents that are required for Seismic Compliance Extensions.
7	Facility Authorization	Enter a valid Facility PIN code. Usually entered by Facility Representative but may be entered by any user with the valid PIN.
8	Payment Options	Selects one of the application fee payment options: “Pay Now” or “Invoice Me”.
9	Review	Final review opportunity of all the data entered on the application for accuracy; edits can still be made if necessary.
10	Confirmation	Project application is submitted to HCAI and eSP issues a project ID number. You may print project summary sheet, preliminary invoice or payment receipt as needed.

2.2 Basic rules of page flow

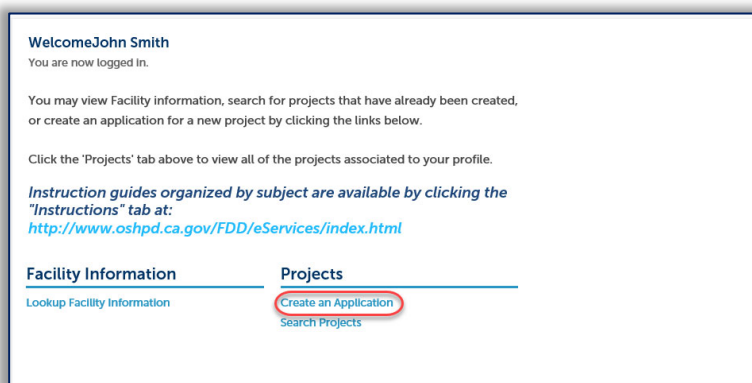
Below are some basic rules of submitting an application using the eServices Portal:

- ✓ When creating an application, follow the page flow in order to avoid errors or missed data.
- ✓ 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 **Continue Application** or **Save pending submittal** 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 professional or multiple contacts, eSP will automatically Save the selection. If any edits are needed, click the Edit link for the individual (such as setting the Responsible Primary Licensed Professional). To add the next record, click **Look Up** or **Add New** as applicable.
- ✓ It is recommended that you click the **Save pending submittal** 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.

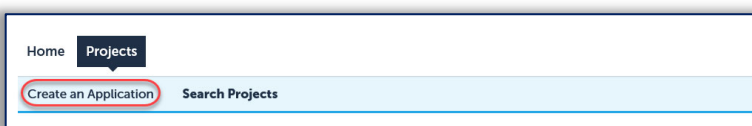
2.3 Create and Submit an Application for Seismic Compliance Extension

The following information will guide you through the steps necessary to create an Application for Seismic Compliance Extension.

Step 1. Start Create an Seismic Compliance Extension

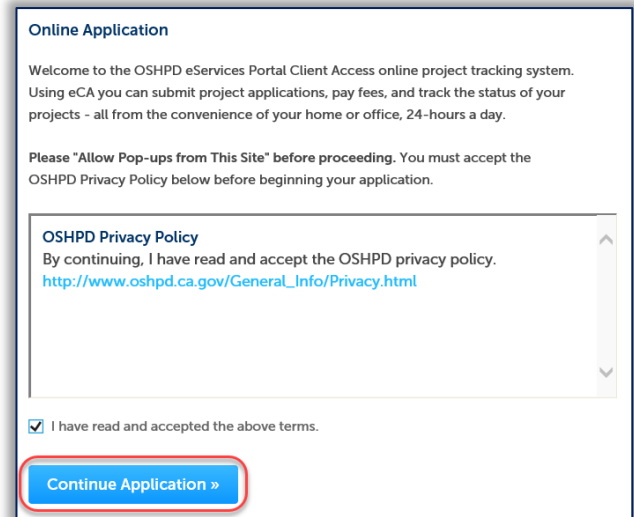


Only registered users may create an Application for a Seismic Compliance Extension. Navigate to the **Home** or **Projects** tab and begin by clicking on the **Create an Application** link.



Step 2. Accept HCAI Privacy Policy

Click on the link in the window to review the privacy policy. Check “I have read and accepted the above terms” then click the **Continue Application** button.



Step 3. Select a License

If you are a Licensed Professional (Architect, Engineer, Contractor, IOR), you will be given the opportunity to select your license and have it automatically added to the Professionals section. To do this, click the down arrow and select your license; if you do not want your license listed on this application, select None Applicable. If you are not a Licensed Professional (or if your license has not been associated to your Public User account), this option will not be available.



Step 4. Select Record Type

Select “Application for Seismic Ext - NPC” or “Application for Seismic Ext – SPC” as applicable.

Select a Record Type

[Seismic Compliance Applications](#)

The California Health & Safety Code authorizes OSHPD to grant an extension of the seismic compliance deadlines specified in law for certain hospital buildings when requested from the hospital Governing Board or Authority. The hospital must meet specified criteria and milestones based on the extension being requested. This application is used to apply for an extension for Structural Performance Category 1 (SPC-1) and Nonstructural Performance Category 1, 2 and 3 (NPC-1, -2 and -3) deadlines specified in statute and described in the California Administrative Code, Chapter 6. Seismic extensions pursuant to SB 499 and AB 2190 may be requested using this electronic application process.

[Application for New Project](#)

This application is used to apply for all project types other than Incremental projects; this includes structural and non-structural projects, preliminary reviews, SB 1838 and AB 2632 projects, GeoTech projects and ROCC projects. Applications for Incremental projects must be submitted via the traditional paper application. To submit an application for [Building Permit](#) or [Post Approval Document](#) or [Alternate Method of Compliance](#), click the Search Projects link, locate your existing project and select the Amendment link.

[Expedited Building Permit](#)

An Expedited Building Permit is a companion process to the OSHPD Field Review, Exempt, and Expedited Review (FREER) Manual intended as general reference guides and/or checklists to facilitate repair, maintenance, minor renovation/remodeling, or installation of certain equipment projects. Expedited Building Permits are intended only for single-story Skilled Nursing Facilities (SNFs) and Intermediate-Care Facilities that are of wood frame construction as prescribed in the California Health & Safety Code §129875. For more information regarding projects eligible for the Expedited Building Permit, see ‘How to Guides’ at <http://oshpd.ca.gov/FDD/SNF-ICF>. **If there are any questions regarding eligibility or applicability, it is recommended that you contact your OSHPD Compliance Officer.**

- ▼ Seismic Compliance Applications
 - Application for Seismic Ext - NPC
 - Application for Seismic Ext - SPC
- ▶ Application for New Project
- ▶ Expedited Building Permit

Click **Continue Application** to proceed with application.

Step 5. Enter Facility Information

Enter the HCAI Facility ID or Facility Name then click the **Search** button. If the facility is found, the facility information, address, and owner fields will be automatically populated and become read-only. Notify HCAI of any errors. To re-start the search, click the **Clear** button in Facility section; this clears all previous entered data and allows you to start over. To advance to the next page flow step, click **Continue Application**.

* Facility ID: Facility Name:

Responsible Region: Type of Facility:

Geographic Region: County Code:

RCO: ACO: DSE: Field FLSO: Closure PT:

Senior Architect: Plan Review PT:

Step 6. Add Contacts to this project.

A Project Contact is the individual representing the Facility to whom correspondence will be delivered. At least one Contact must be included for every project. Unlike adding Licensed Professionals, a search function is not available for Contacts and they must be added by clicking the **Add New** button and completing each applicable field **OR** by clicking the **Select from Account** button to use information contained in your Public User account. You must select a Contact Type and click on the **Continue** button to save the selected contact. When complete, click **Continue** to copy the information to the Contacts List. Multiple Contacts may be added to the project.

✔ Contact added successfully.

Showing 1-1 of 1

Name	Business Name	Contact Type	Work Phone	E-mail	Action
Jane Doe	Project Management, Inc.	Facility Representative	123-456-7890	Jane.Doe@PMInc.com	Edit Delete

Click **Continue Application** to proceed to the next page flow screen.

Step 7. Add Licensed Professionals (LP) to the project.

Licensed Professionals are **OPTIONAL** for Seismic Compliance Extension requests.

Search the HCAI database for active LP records by entering at least one search criteria such as License Type, License Number, or Name. Click on the **Look Up** button to perform the search.

To obtain the best search results, limit the number of fields in the search. For instance, enter only the license number and leave all other fields empty. eSP will automatically find and add the professional to the application. If you do not know the LP’s license number, enter the License Type and Last Name only, then click **Look Up**. The search results will return all licensed professionals with that last name. If the search returns no results, the Licensed Professional is not currently in our database. Contact HCAI at eserv@hcai.ca.gov to add a new Licensed Professional to our database.

When searching by name and license type, locate the correct LP in the returned list then check the box next to their license number and click **Continue**. The LP’s name, address, and other information will be automatically populated with the current information from our database.

License Number	License Type	Licensed Professional Name	Business Name
<input type="checkbox"/> C12436	Architect	Tom Lee	LDA ARCHITECTS
<input type="checkbox"/> C14643	Architect	Al Lee	STANTEC
<input checked="" type="checkbox"/> C16814	Architect	Alvin Lee	UCLA CAPITAL PROGRAMS
<input type="checkbox"/> C17825	Architect	Chin-Whan Lee	HMC ARCHITECTS
<input type="checkbox"/> C25642	Architect	Shong Leng Lee	ASPEN STREET ARCHITECTS
<input type="checkbox"/> C26975	Architect	Michael Lee	THE BOLDT COMPANY
<input type="checkbox"/> C27636	Architect	Kam Lee	MARSHALL LEE INC
<input type="checkbox"/> C29310	Architect	Tachen Lee	TAYLOR DESIGN
<input type="checkbox"/> C30437	Architect	L Kam Lee	Marshall/Lee Architects

Please verify that the information is correct. Contact HCAI at eserv@hcai.ca.gov to update the existing Licensed Professional's information.

To indicate which licensed professional is the ‘Design Professional in Responsible Charge’ of the project, click the Edit link to the right of the screen and set the “Responsible Primary (eCA)” button to **Yes**.

To add additional Licensed Professionals, repeat the steps above; continue these steps to add all Licensed Professionals (Delegates and Alternates) to the project. Click the Edit link for each licensed professional to indicate his or her role on the project – Alternate or Delegate. Delegates should include the area of responsibility, such as ‘Structural’ or ‘Anchorage & Bracing’, etc.

You can always delete the Licensed Professional(s) by clicking on the **Delete** link at the end of the record line.

Click **Continue Application** to proceed to the next page flow screen.

Step 8. Enter Project Details and Additional Details.

Enter the record/project name and enter a detailed description of the work to be performed.

Complete the addition details specific to the project. For a brief description of each field, see below:

Step 3: Seismic Extension Details > Scope and Details * indicates a required field.

Detail Information

*Project Name

*Project Scope

- 1 **Extension Type Requested:** Indicate which type of Seismic Compliance Extension is being requested:
 - o SB 499 – Any general acute care hospital located in Seismic Design Category D may request an exemption from the anchorage and bracing requirements of NPC 3 for a hospital building if all the following conditions are met:
 - i. The hospital building shall meet the anchorage and bracing requirements for NPC 2.
 - ii. Any future upgrade of building(s) to SPC 5 shall be accompanied by upgrade of nonstructural components to either NPC 4 or NPC 5.
 - iii. By January 1, 2024, the hospital owner shall submit to the Office a complete nonstructural evaluation up to NPC 5, for each building.
 - iv. By January 1, 2026, the hospital owner shall submit to the Office construction documents for NPC 5 compliance that are deemed ready for review by the Office, for each building.
 - v. By January 1, 2028, the hospital owner shall obtain a building permit to begin construction, for NPC 5 compliance of each building that the owner intends to use a general acute care hospital building after January 1, 2030.
 - o H & S Code 130062 (AB 2190 Retrofit) – “Retrofit plan” means a plan to meet seismic standards primarily by modifying the building in a manner that brings the building up to SPC-2, SPC-4D, or SPC-5 standards. Final seismic compliance shall be achieved by July 1, 2022.
 - o H & S Code 130062 (AB 2190 Replace) – “Replacement plan” means a plan to meet seismic standards primarily by relocating acute care services or beds from nonconforming buildings into an existing conforming building (SPC-3 or higher). Final seismic compliance shall be achieved by July 1, 2022.
 - o H & S Code 130062 (AB 2190 Rebuild) – “Rebuild plan” means a plan to meet seismic standards primarily by constructing a new conforming SPC-5 building for use in lieu of an SPC-1 building. Final seismic compliance shall be achieved, and a certificate of occupancy shall be obtained, by January 1, 2025.

2 **AB 2190 Type:** For SPC Seismic Compliance Extensions, indicate whether compliance will be achieved by Retrofit, Replacement or Rebuilding (see above for a description).

3 **HCAI Building Number:** Enter the HCAI Building Number (as previously assigned by HCAI) that you are requesting extension for. Submit a separate application for each Building that a seismic extension is being requested. Building numbers are available for look-up at <https://hcai.ca.gov/construction-finance/facility-detail/>

4 **Construction Project Number** – Where available, enter the Construction Project Number that will bring the building into compliance.

5 **Requested Extension Deadline:** Indicate the date that you are requesting the seismic extension for.

Additional Details

ASI REQUEST FOR SEISMIC EXT

* Extension Type Requested: 1

AB 2190 Type: 2

OSHPD Building #: * 3

Construction Project Number: 4

* Requested Extension Deadline: 5

Click **Continue Application** to proceed to the next step.

Step 9. Enter Project Table Information.

Milestones

An application for seismic extension submitted pursuant to AB 2190 must include a project schedule and a construction schedule.

The project schedule shall include timelines for plan submittal and review, obtaining a building permit, and start of construction.

The construction schedule shall include two major milestones as the basis for determining whether the hospital is making adequate progress towards meeting the seismic compliance deadline (AB 2190 (d)(2), (e)(2) or (e)(4)). **Where the construction schedule is being submitted with the application, enter at least two major milestones.**

The construction schedule with milestones may be submitted at a later date, however they must be submitted before the earlier of construction start date or the regulatory mandated dates shown below:

For Replace and Retrofit: April 1, 2020

For Rebuild: January 1, 2022

Milestones **may not be** ‘submit plans’, ‘obtain building permit’, ‘begin construction’ or ‘final seismic compliance date’.

On the pop-up window, enter the anticipated date of completion of the milestone, a description of the milestone and any comments specific to the milestone.

When all Milestones have been entered, click **Continue Application** to proceed to the next page flow screen.

Step 10. Upload Supporting Documents

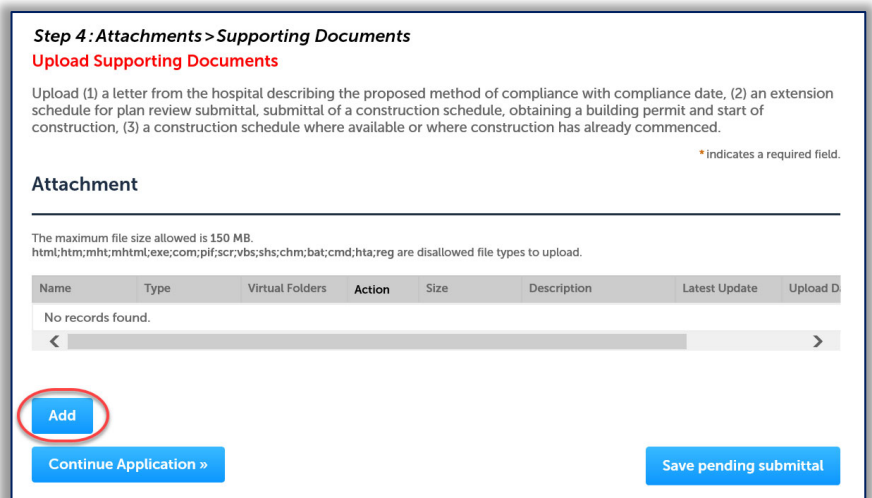
For seismic extensions pursuant to AB 2190, upload a letter from the hospital that describes the proposed seismic compliance methodology including the date that seismic compliance will be achieved. For seismic extensions pursuant to AB 2190, provide a project schedule that describes the timeline to achieve seismic compliance based on the following:

- For a hospital that seeks an extension for compliance based on a replacement plan or retrofit plan, the owner shall submit a construction schedule, obtain a building permit, and begin construction by April 1, 2020. Final seismic compliance shall be achieved by July 1, 2022.
- For a hospital that seeks an extension for compliance based on a rebuild plan, the office shall grant an extension of up to five years. The owner shall submit, in a manner acceptable to the office, no later than July 1, 2020, the rebuild plan, deemed ready for review, and shall submit a construction schedule, obtain a building permit, and begin construction no later than January 1, 2022. Final seismic compliance shall be achieved, and a certificate of occupancy shall be obtained, by January 1, 2025.

When construction has already commenced (or when available before start of construction), upload a construction schedule that identifies at least two major milestones, other than the required dates listed above, relating to the compliance plan that will be used as the basis for determining whether the hospital is making adequate progress toward meeting the seismic compliance deadline. Milestones will be reviewed by the Office prior to acceptance of extension request.

Upload (1) a letter from the hospital describing the proposed method of compliance with compliance date, (2) an extension schedule for plan review submittal, submittal of a construction schedule, obtaining a building permit and start of construction, (3) a construction schedule where available or where construction has already commenced. 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
AB 2190 Compliance Proposal Letter	1/2/2019 2:39 PM	Adobe Acrobat D...	40 KB
AB 2190 Construction Schedule	1/2/2019 2:42 PM	Adobe Acrobat D...	40 KB
AB 2190 Extension Project Schedule	1/2/2019 2:39 PM	Adobe Acrobat D...	40 KB

- When File Upload completes, click the **Continue** button.

File Upload

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.

AB 2190 Compliance Proposal Letter.pdf	100%
AB 2190 Construction Schedule.pdf	100%
AB 2190 Extension Project Schedule.pdf	100%

Continue
Add
Remove All
Cancel

- Complete the file description and file type information using the dropdown boxes and filling in the description fields.

Attachment

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
No records found.							

*Type: Remove

Extension Letter

File:

AB 2190 Compliance Proposal Letter.pdf

100%

*Description:


Letter describing the proposed method of compliance with compliance date.

Virtual Folders:

01 - First Submittal

02 - Backcheck 01

- Click the **Save** button. eSP will copy the files to the HCAI database. An acknowledgement of the upload will appear at the top of the page and you will receive a confirmation email.



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 HCAI correctly.

Attachment

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 I
AB 2190 Compliance Proposal Letter.pdf	Extension Letter	01 - First Submittal	Actions ▼	39.09 KB	Letter describing the proposed... read more	01/02/2019	01/02/2019
AB 2190 Construction Schedule.pdf	Construction Schedule	01 - First Submittal	Actions ▼	39.09 KB	Construction schedule for SPC-3 Compliance.	01/02/2019	01/02/2019
AB 2190 Extension Project Schedule.pdf	Extension Schedule	01 - First Submittal	Actions ▼	39.09 KB	Extension schedule for plan review... read more	01/02/2019	01/02/2019

Step 11. Enter Facility PIN code or Save pending submittal.

Before entering the Facility PIN Code, it is recommended that you have clicked on “Save pending submittal” at least once!

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

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

If you click the “Save pending submittal” button, the application process stops and you will be redirected to the Project List page. eSP issues a temporary Project ID and displays the application in the Project list. You will receive an email message with instructions to forward it to the PIN holder for completion of the application. You or other authorized users can “Resume Application” at a later time.

Date	Project Number	Project Type	Project Name	Status	Related	Action
01/02/2019	19TMP-000002	Application for Seismic Ext - SPC	SPC Extension for HMNMC	0		Resume Appli

If you enter an invalid Facility PIN, eSP 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.

Step 12. Select Payment Option.

After entering a valid Facility PIN code, select one of the payment options. The description of each payment options is as follows:

- **Invoice Me:** HCAI will mail an invoice to the facility billing address on file.
- **Pay Now:** facility intends to make an immediate online payment using a credit card on the next screen before the application is submitted.

If you do not select a payment type and proceed to complete the application, the Facility PIN will be visible on the review page to any authorized user when the application is resumed later. To prevent the Facility PIN from being displayed, you must complete this step by selecting a payment type and completing the application. When this step is completed, the Facility PIN is hidden from all users.

Click **Continue Application** to proceed to the next page flow screen.

Step 13. Review the data entered and makes edits if needed.

On this screen, click the **Edit** button in each application step to make necessary changes.

Once all data is verified, click **Continue Application** to proceed to the next page flow screen.

If you selected the “Invoice Me” option, skip to step 16 below.

Step 14. Pay Application Fees online.

If you selected “Pay Now” option, this screen displays the total fees to be paid with a credit card.

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

Step 7: Pay Fees

Listed below are the fees assessed by OSHPD based on the information you have provided. The application fee is not refundable. The Plan Review Fee for the estimated construction costs, 1.64% for hospital buildings or 1.5% for skilled nursing facilities, will be invoiced directly to the facility.

Application Fees

Fees	Qty.	Amount
Application Fee	1	\$250.00

TOTAL FEES
 Note: This does not include additional inspection fees which may be assessed later.

\$250.00

[Continue Application »](#)

Step 15. Submit online payment.

On this screen, enter the accurate credit card information then click on **Submit Payment** button.

Payment Options

The \$250 application fee is non-refundable per California Administrative Code, California Code of Regulations, Title 24, Part 1, Section 7-133(a)3.

Amount to be charged: \$250.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ

* Name on Card: * Exp. Date: /

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

[Submit Payment »](#)

Step 16. Project submission confirmation.

On this final screen, eSP displays a project submission confirmation including the Seismic Extension record number. You may print a project record summary from this screen, and if the fees were paid with a credit card, a payment receipt can be printed. These documents open in a PDF format and may be saved or emailed. You can also view the detailed information about the project by clicking on **View Record Details** button.

Email confirmation is automatically sent to the Public User that started the application (Project Contact) and to the Public User that approved the application by entering the PIN (Owner Representative).

Congratulations! You have successfully submitted an Application for a Seismic Compliance Extension to HCAI!

The screenshot shows a confirmation page with a green header bar containing a checkmark icon and the text: "Your application has been successfully submitted. Please print your record and retain a copy for your records." Below this, it says "Thank you for using eClient Access to submit your project. Your Project Number is SES-2019-00002." A section titled "Conditions" follows, with a sub-header "Showing 1-1 of 1". The condition listed is: "Default - 1 Cleared Facility Northridge earthquake M6.4 34.21 -118.54 over 0.20g since SMRF modifications were done Cleared || 01/17/1994". Below the conditions, there is a message: "You will need this number to check the status of your project. Please print a copy for your records." and two buttons: "Print/View Project" and "Print/View Summary". Further down, it states: "A licensed professional is now authorized to proceed with work at the designated location." and "Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose 'View Record Details' to Schedule Inspections, check status, or make other updates." At the bottom, there is a button "View Project Details »" with the note "(You must post the record in the work area.)".