HCAI eServices Portal

Public User Guide

Version Number: 1.0

Section 21

Applications for
Seismic Compliance Plan Review

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 Plan Review 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 Plan Reviews 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

| Item No.	Item Title	Description
Seismic Compliance Plan Review Applications		
1	Facility Information	Look up and select the facility from HCAI's facility database. eSP auto-populates the facility, address, and facility owner information.
2	Seismic Compliance Details	Enter an application Name and Description.
3	Contacts	Identify each Project Contact(s) specific to the application. The applicant must be the facility Administrator. Two other contacts may be added. All communication will be sent to all three contacts if they exist.
4	Supporting Documents	Attach the supporting documents. A Compliance Plan is required for Seismic Compliance Plan Reviews.
5	Facility Authorization	Enter a valid Facility PIN code.
6	Review	Final review opportunity of all the data entered on the application for accuracy; edits can still be made if necessary.
7	Confirmation	Application is submitted to HCAI and eSP issues a project ID number. You may print project summary sheet.

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.
- ✓ 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.
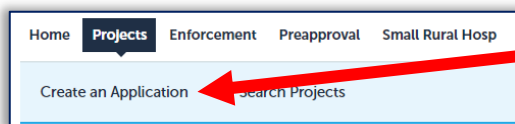
2.3 Create and Submit an Application for Seismic Compliance Plan Review

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

Start - Create a Seismic Compliance Plan Review application
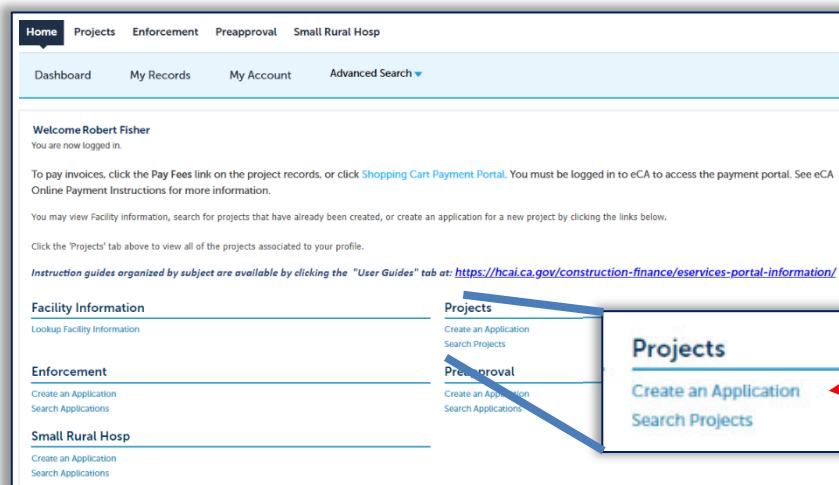
Only registered users may create an Application for a Seismic Compliance Plan Review. Navigate to the **Home** or **Projects** tab and begin by clicking on the

Create an Application link.

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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.

Online Application

Welcome to the OSHPD eServices Portal Client Access online project tracking system. Using eCA you can submit project applications, pay fees, and track the status of your projects - all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the OSHPD Privacy Policy below before beginning your application.

OSHPD Privacy Policy
By continuing, I have read and accept the OSHPD privacy policy.
http://www.oshpd.ca.gov/General_Info/Privacy.html

☑ I have read and accepted the above terms.

Continue Application »

Select a License

If you are a Licensed Professional (Architect, Engineer, Contractor, IOR), you will be given the opportunity to select your license though licensed professionals are not part of this application. The selection should be '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.

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

*Licenses:
--Select--
Structural S3566
None Applicable

Continue Application »

Select Record Type

Select "Compliance Plan Review".

Search

▶ Construction Project Applications
  ○ Application for New Project
  ○ Expedited Building Permit
▶ Seismic Compliance Applications
  ○ Application for Seismic Ext - NPC
  ○ Compliance Plan Review

Continue Application »

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

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Step 1. **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. 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**.

Step 2. **Enter Application Name and Description**

Enter an application and description. To advance to the next page flow step, click **Continue Application**.

Step 3. **Add Contacts**

The **first** contact entered is the Administrator of the facility.

The **second** and **third** contacts are optional entry. The additional contacts will be sent communications that are sent to the Administrator.

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There are two options for entering the Administrator (**Select from Account OR Add New).**

Clicking **Select from Account** will prompt for with accounts associated to the logged in user. Selecting "Associated Contact" is the preferred option. Click **Continue** to return to page flow.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

	Category	Type	Name
●	Associated Contact	Individual	Robert D Fisher
○	Associated Owner		00000 - NO FACILITY - SYSTEM USE ONLY

Continue   Discard Changes

Clicking **Add New** button prompts for each data field for the contact. When all required fields are entered, click **Continue** button to save the selected contact and return to the page flow.
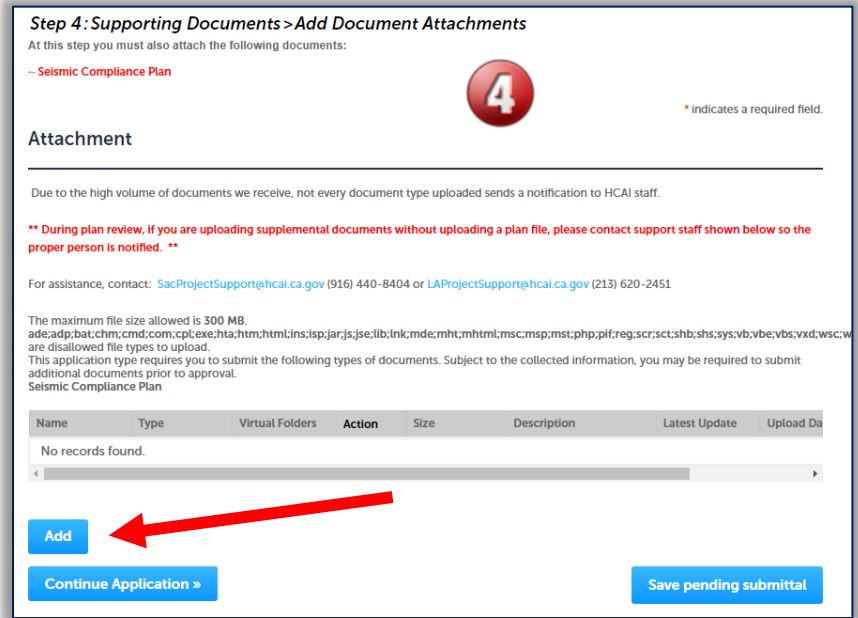
Contact Information   ✕

*First Name: Jane   Middle: *Last Name: Doe   Title: Project Manager

Name of Business: Project Management, Inc.

*Address Line 1: 123 Main Street   *City: Los Angeles   *State: CA   *Zip: 90000

Work Phone: 123-456-7890   Mobile Phone: 987-654-3210   Fax: E-mail: Jane.Doe@PMInc.com

Continue   **Clear**   Discard Changes

Contact successfully added to application.

Administrator

This contact is the primary person that will be interacting with Seismic Compliance Unit. This contact should be the hospital adminstrator.

If you have any questions, contact SCU at SeismicComplianceUnit@hcai.ca.gov.

✓ Contact added successfully.

Robert D Fisher
OSHPD eSP Support
robert.fisher@oshpd.ca.gov
Home phone:
Mobile Phone:
Work Phone: 916-326-3993
Fax:
Edit Remove

Contact

This contact is not required. This contact can be used for a design professional that is assisting with the seismic compliance plan or someone else at the facility wanting to be notified along with the administrator.

Select from Account   **Add New**

Contact

This contact is not required. This contact can be used for a design professional that is assisting with the seismic compliance plan or someone else at the facility wanting to be notified along with the administrator.

Select from Account   **Add New**

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

Continue Application »   **Save pending submittal**

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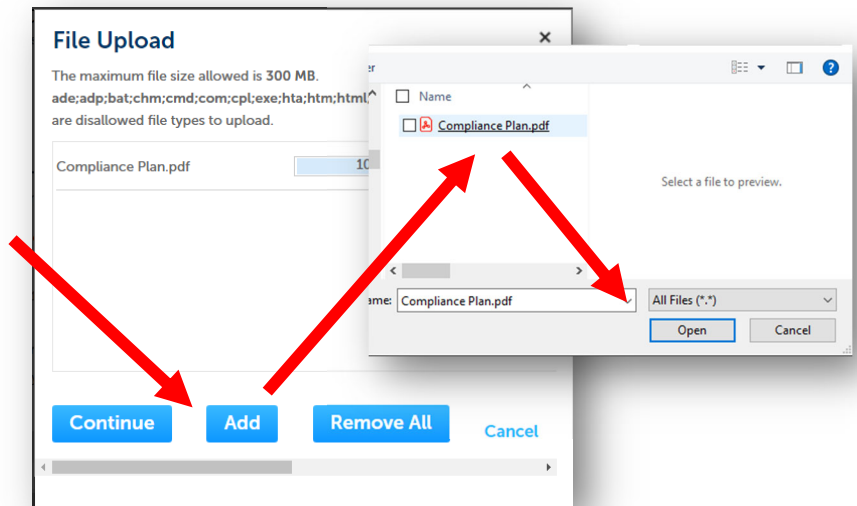
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Step 4. **Upload Supporting Documents**

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A Seismic Compliance Plan is required during submittal. You cannot proceed beyond this point with uploading a Seismic Compliance Plan. For questions, contact SeismicComplianceUnit@hcai.ca.gov. You can add any other documents that provide supporting information.

- Start by clicking the **Add** button.

Step 4 : Supporting Documents > Add Document Attachments
At this step you must also attach the following documents:
-- Seismic Compliance Plan

* indicates a required field.

Attachment

Due to the high volume of documents we receive, not every document type uploaded sends a notification to HCAI staff.

** During plan review, if you are uploading supplemental documents without uploading a plan file, please contact support staff shown below so the proper person is notified. **

For assistance, contact: SacProjectSupport@hcai.ca.gov (916) 440-8404 or LAProjectSupport@hcai.ca.gov (213) 620-2451

The maximum file size allowed is 300 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;reg;scr;sct;shb;shs;sys;vb;vbe;vbs;vxd;wsc;w are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Seismic Compliance Plan

Name	Type	Virtual Folders	Action	Size	Description	Latest Update	Upload Da
No records found.							

Add

Continue Application »   **Save pending submittal**

- Click the **Add** button again and browse to find and select supporting documents. Click **Add** as many times needed to locate all supporting documents. Once finished, click **Continue** to return to the attachments page flow page.

File Upload   ×

The maximum file size allowed is 300 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html^ are disallowed file types to upload.

Compliance Plan.pdf   10

☐ Name
☐ 🗋 Compliance Plan.pdf

Select a file to preview.

me: Compliance Plan.pdf   All Files (*.*)
                                  Open   Cancel

Continue   **Add**   **Remove All**   **Cancel**

- Complete the Type, File Description and Virtual Folder using the dropdown boxes and filling in the description fields and check First Submittal.

*Type: Remove
Seismic Compliance Plan   ▼

File:
Compliance Plan.pdf
100%
*Description:
Compliance Plan

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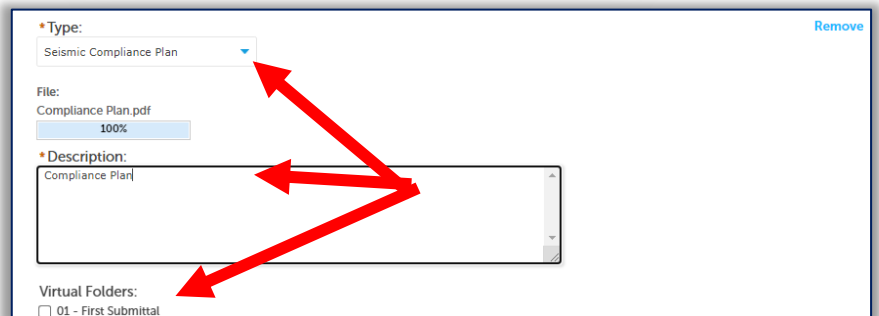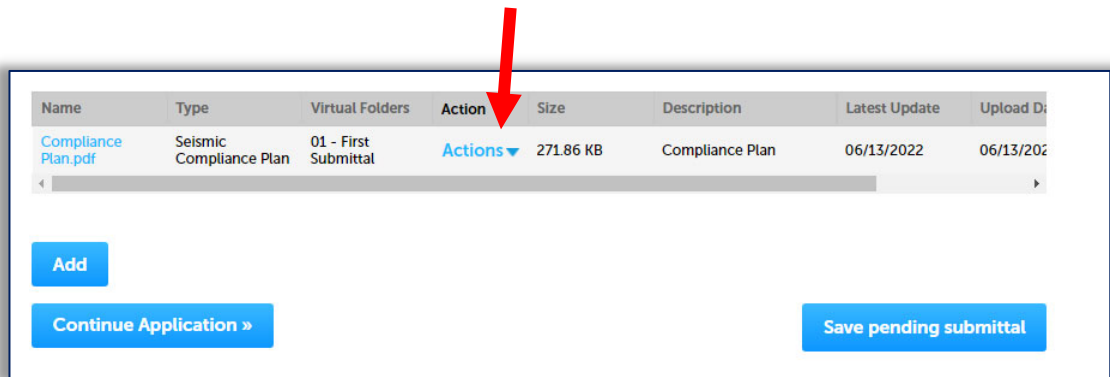
- Click the **Save** button. eSP will copy the files to the HCAI database. An acknowledgement of the upload will appear at the top of the page and you will receive a confirmation email.

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.

Step 5. **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.

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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 the temporary record number. You or other authorized users can "Resume Application" at a later time.

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.

Step 6. **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 submit the application.

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Step 7. **Project submission confirmation.**

On this final screen, eSP displays an application submission confirmation including the Seismic Plan Review record number. You may print an application summary from this screen. These documents open in a PDF format and may be saved or emailed. You can also view the detailed information about the application by clicking on **View Record Details** button.

Email confirmation is automatically sent to the Public User that started the application and to the Public User that approved the application by entering the PIN.

Congratulations! You have successfully submitted an Application for Seismic Compliance Plan Review to HCAI!

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