HCAI e-Services Portal

Public User Guide

Version Number: 3.1

Section 23 – Notice of Start of Construction for Expedited Building Permit (XBP) Records

Department of Health Care Access and Information

1 Introduction

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

This section provides users with step-by-step instructions for using the eServices Portal to submit a Notice of Start of Construction document.

Note: *The instructions for submitting a Notice of Start of Construction document through the eServices Portal apply exclusively to Expedited Building Permit (XBP) records.*

2 Background

2.1 Regulations

The California Administrative Code (CAC) Part 1, Title 24 contains regulations that require the governing board or authority of the health facility to notify HCAI (Office) when construction commences on any project.

There are two specific instances identified in code where construction start notification is required:

- Section 7-137 requires the Owner or Authorized Agent to notify the Office when a contract has been awarded.
- Section 7-141(a)5 requires the Hospital Inspector of Record to notify the Office when the work is started or resumes on a project.

For the purposes of this user guide, the Notice of Start of Construction applies to the notification provided to the Office by the Owner or Authorized Agent as described in CAC Section 7-137. The notification when the work is started or resumes by the IOR as described in CAC Section 7-141(a)5 is typically directed to HCAI Field Staff.

The California Administrative Code, Section 7-137 reads:

Notice of Start of Construction.

(a) As soon as a contract has been awarded, the governing board or authority of the health facility shall provide to the Office, on a form provided by the Office, the following:

1. Name and address of the contractor.
2. Contract price.
3. Date on which contract was awarded.
4. Date of construction start.

2.2 Background

Construction may commence as soon as the Building Permit for the project is issued by the Regional Compliance Officer. A Notice of Start of Construction (NSC) shall be submitted to the Office as soon as a contract is awarded, and the proposed construction start date is determined. The NSC must be submitted and accepted before the building permit will be issued. The Notice must be submitted using the *HCAI-FD-801 Notice of Start of Construction* form [Figure 1].

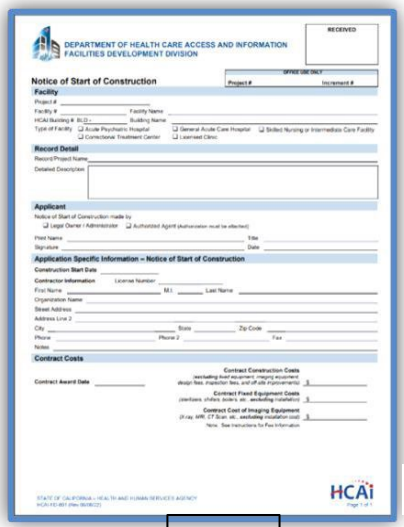

DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION
FACILITIES DEVELOPMENT DIVISION
RECEIVED
Notice of Start of Construction
Facility
Record Detail
Applicant
Application Specific Information – Notice of Start of Construction
Contract Costs
HCAI

Figure 1

In the HCAI eServices Portal, strategic workflow "blocks" have been programmed to control the type of information and the timeframe that the NSCs can be entered. For instance, clients are blocked from submitting NSCs if the Building Permit is not submitted. HCAI staff is blocked from completing the Construction Start task until after the project receives plan approval. The Building Permit is blocked from being issued until the NSC has been submitted.

Note: *eSP allows the upload, sends the client an email advising them they cannot upload the NSC until after the project is approved and the Building Permit has been submitted, and deletes the uploaded document.*

The eServices Portal was programmed to document the notification in the form of a workflow task once the NSC form is uploaded. The Construction Start workflow task will then be assigned to HCAI staff for processing.

3 Completing Notice of Start of Construction form

The Notice of Start of Construction form notifies HCAI of the awarding of the contract to a general contractor and identifies the anticipated date that construction will commence. The form must be completely filled out and the four contract items listed in CAC Section 7-137 must be provided.

Section 1 ***Facility***

Enter HCAI 'parent' project number and all facility information.

Section 2 ***Record Detail***

Enter project name and a detailed description of the work to be performed as noted on the 'parent' project.

Section 3 ***Applicant***

The Notice of Start of Construction form must be issued by the Owner/Administrator or their Authorized Agent; it must bear a signature by the person issuing the Notice. If the NSC is signed by an Authorized Agent that is not currently listed as the Primary Project Contact, a *Letter of Authorization* (HCAI-FD-309) must be included for processing.

Section 4 ***Application Specific Information***

Enter the construction start date and all contractor information. The contractor listed on the NSC must match the information listed on the building permit. If the contractor on the project has changed, the contractor must be replaced following the process specified in CAC Section 7-152.

Section 5 ***Contract Costs***

Enter the contract award date. Please note the contract award date cannot be after the construction start date, although the construction start date and the contract award date can be the same date.

Enter all cost entries for contract construction cost, contract fixed equipment cost (excluding installation cost), and contract cost of imaging equipment (excluding installation cost). If there is no dollar amount associated with any of the cost fields enter a zero (0.00) – do not leave the field blank.

4 Uploading Notice of Start of Construction form

Step 1. ***Search for project number***

a) Search for the "Parent" project for which you want to submit your NSC form, either by using the Project General Search feature or by locating it on your project list under the Projects tab. To obtain the best search results, limit the number of fields in the search. For instance, under General Search enter only the project number and clear out the start date. [Figure 2]

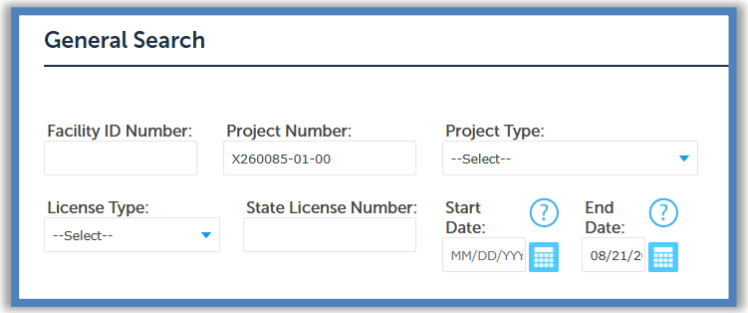


Figure 2

b) Click on the project number link [Figure 3] to open the Project Details page. On the details page, click on the Attachment tab. If your Public User account is properly associated or delegated with the required permission to upload documents, an "Add Attachment" button will be visible on the record.

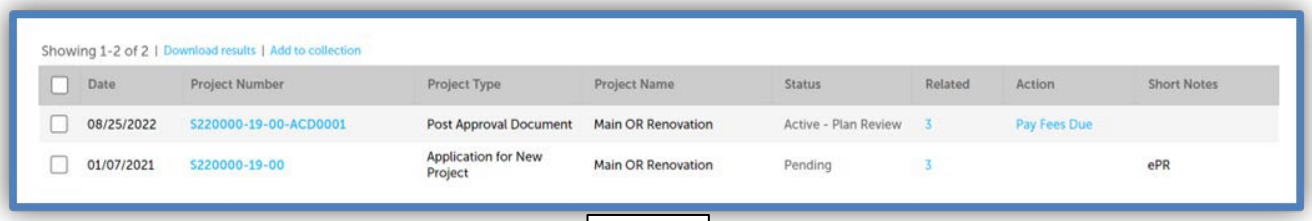
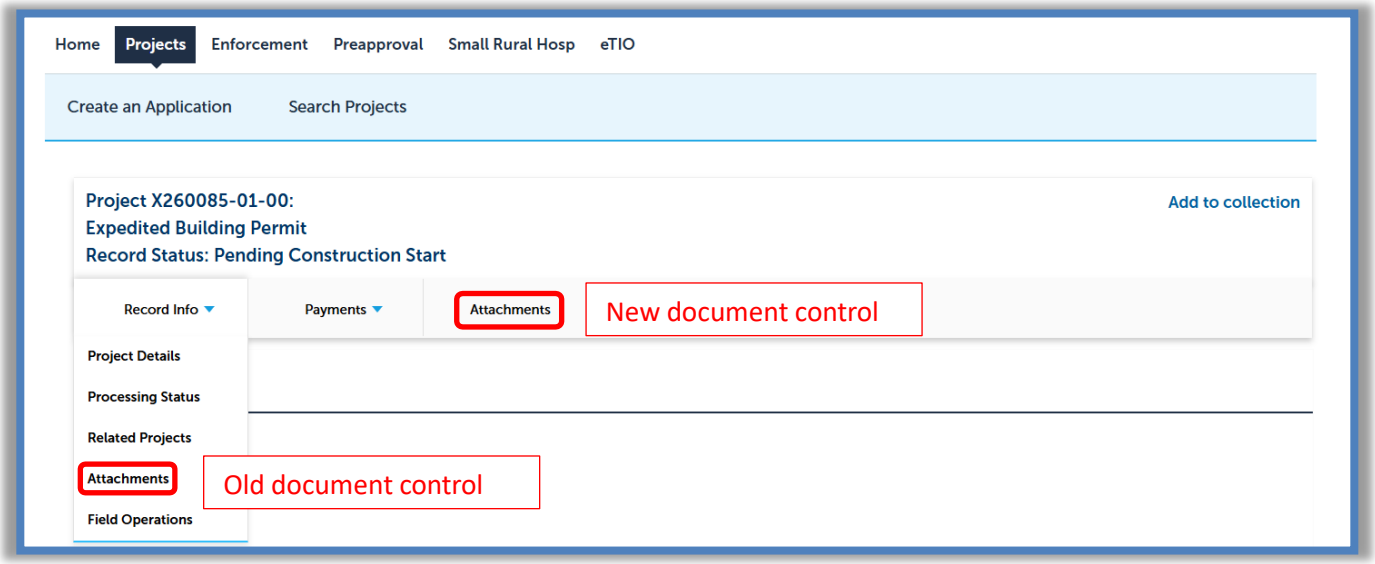


Figure 3

Step 2. ***Upload NSC***

The NSC PDF file should be named using the "NSC" prefix followed by the project number, for example "NSC X260085-01-00." **It is very important that the "Notice of Start of Construction" Document Category (Type) and the "80-Project Documents" Virtual Folder is selected when uploading the document.** HCAI staff will not be notified of the upload if an incorrect document category is selected. There are two ways of uploading documents. You may use the new attachment portlet using the 'Attachments' tab [Figure 4] or the old attachment tool using the drop-down list under Record Info to select 'Attachments' [Figure 5].



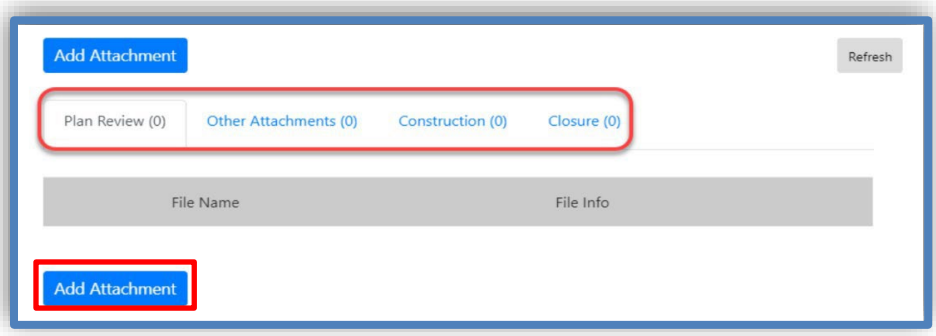


Figure 4

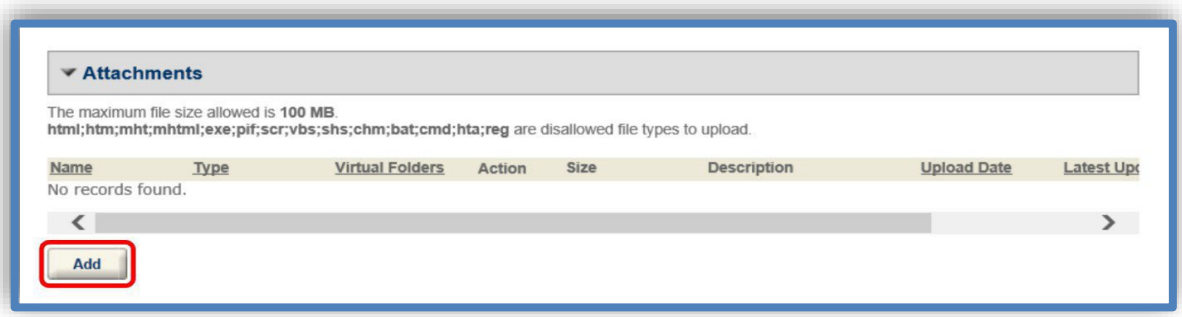
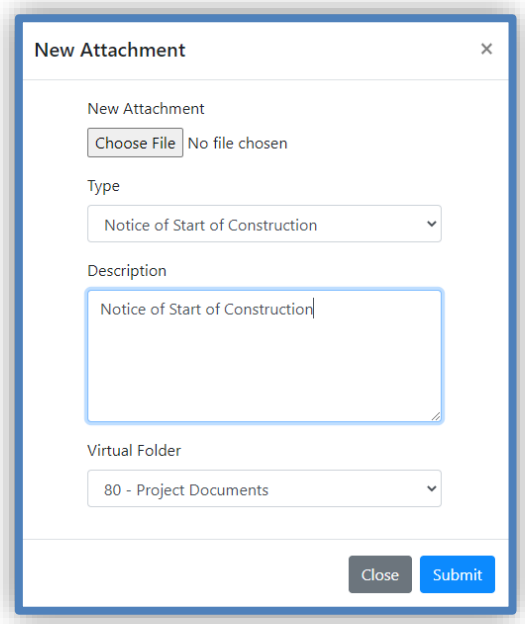


Figure 5



Further step-by-step instructions for uploading documents may be found in User Guide 10 - Attaching Plans and Documents and User Guide 15 - Document Attachment Control.

5 HCAI processing of NSC

Once the NSC has been received, HCAI staff will validate the information provided on the NSC. If information is missing or the contractor information does not match the Expedited Building Permit record, the NSC will be returned and a status of "NSC Returned" will be applied to the project workflow. A return letter listing the missing information will be sent via email to the Primary Project Contact and the Responsible Primary Licensed Professional on the project.

When a complete and accurate NSC form is received, HCAI staff will process the NSC and a workflow status of "accepted" will be set. There is no additional confirmation email correspondence sent after the NSC is processed and clients must use the eServices Portal to check for status updates.

For processing questions, contact the Support Team: Northern California (916) 440-8404 or OSHPDSacProjectSupport@hcai.ca.gov; Southern California (213) 620-2451 or OSHPDLAProjectSupport@hcai.ca.gov.

For technical assistance uploading your document, contact the Help Desk at (916) 440-8400 or eServ@hcai.ca.gov.