



HCAI e-Services Portal

Public User Guide

Version Number: 1.0

Section 28 – Temporary Membrane Structure

1 Introduction

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

This section details the step-by-step instructions for applying for a temporary membrane structure (Tent) permit. For a complete explanation of Temporary Membrane Structures, see Tent section in [Code Application Notice \(CAN\) 2-108](#). To be eligible for use of this application, the structure must meet criteria for Temporary Membrane Structures. If your structure is not eligible to use this application type (power/utilities are supplied to the structure by connection to an OSHPD building), you must submit a standard project application ([5. Application for New Project](#)).



Remember: Help is available throughout the online application. Wherever you see a help icon,  click on the question mark to open help and instructions for that item in the application.

If you have questions or need assistance, contact the eSP Helpdesk at 916-440-8400 or eServ@hcai.ca.gov.

2 Permit Applications

2.1 Page Flow Overview

The predefined steps to create and submit Tent applications, also referred to as page flow, are detailed in this guide. The steps involved in submitting an application for a Temporary Membrane Structure Permit are as follows:

Table 1: eCA Pageflow

Page No.	Page Title	Description
Application for New Project		
1	Eligibility	You are presented eligibility questions to determine if this permit type is appropriate.
2	Facility Information	Look up and select the facility from HCAI's facility database. eCA auto-populates the facility, address, and facility owner information.
3	Request Details	Provide a Project Name and Project Description
3	Contacts (Applicant)	Provide the person that will act as the project contact that will be contacted by the OSHPD field staff.
4	Attachments	Upload supporting documents (Site Plan and Building Department Approval)
5	Facility Authorization	Enter a valid Facility PIN code. Usually entered by Facility Representative but may be entered by any user with the valid PIN.
7	Review	Final review opportunity of all the data entered on the application for accuracy; edits can still be made if necessary.

9	Record Issuance	Project application is submitted to HCAI and eCA issues a project ID number. You may print project summary sheet, preliminary invoice or payment receipt as needed.
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2.2 Basic rules of page flow

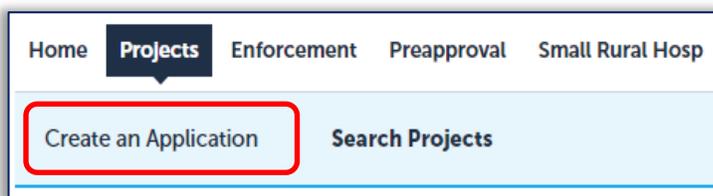
Below are some basic rules of submitting an application using the eServices Portal:

- ✓ 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 e contacts, eCA will automatically Save the selection. If any edits are needed, click the Edit link for the individual. 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 Begin Submission of Temporary Membrane Structure Permit (TMS)

The following information will guide you through the steps necessary to create a Temporary Membrane Structure Permit (TMS).

Begin to Create a TMS

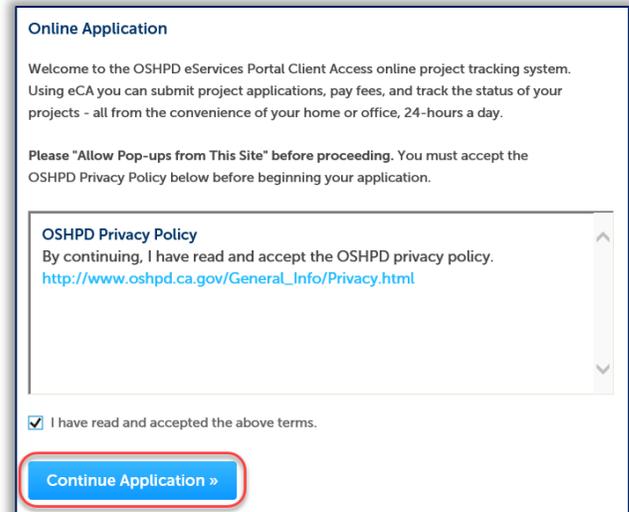


Only registered users may submit a Temporary Membrane Structure Permit. Navigate to the **Projects** tab and begin by clicking on the **Create an Application** link.

If you do not have an eCA Public User account, see [2. Account Registration](#) or contact the eCA Helpdesk at 916-440-8400 or eServ@hcai.ca.gov.

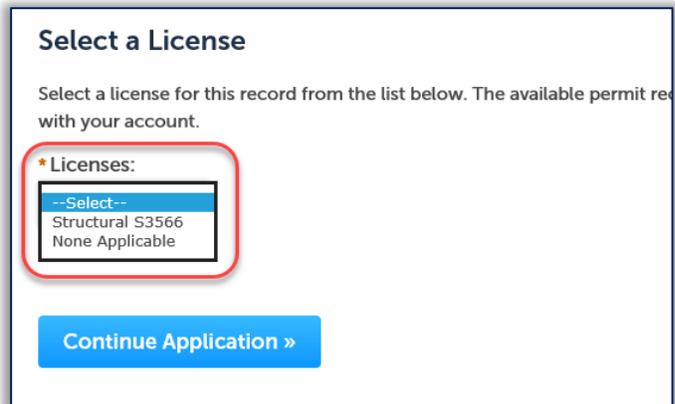
Accept HCAI Privacy Policy

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.



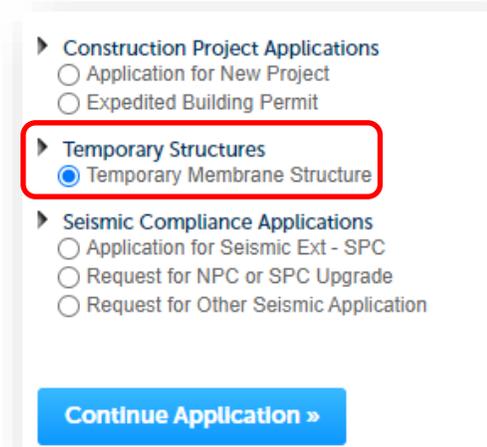
Select a License

If you are a Licensed Professional (Architect, Engineer, Contractor, IOR) and your user account is linked to the license in our system, you will be prompted to select your license. Since licensed professionals are not required for Temporary Membrane Structure Permits, select 'None Applicable' and click **Continue Application**. If you are not a Licensed Professional (or if your license has not been linked to your Public User account), this option will not be available.



Select a Record Type

On the 'Select a Record Type' page, select the radio button for 'Temporary Membrane Structure' and click **Continue Application**.



2.4 Save Pending Submittal

If at any time you wish to save your work and return later to complete your submission, you can click the "Save Pending Submittal" button, the application process stops and you will be redirected to the Project List page. eCA issues a temporary record ID and displays the application in the Project list. eCA sends an email with the Temp record information to the currently logged in user. When you are ready to complete the submission, click "Resume Application" from the Projects List page.

Your partial application (T240101-TEMP) has been successfully saved.
To resume the application(s), go to the Projects section and click the Resume Application link.

Projects

To pay invoices, click the Pay Fees link, or click [Shopping Cart Payment Portal](#). You must be logged in to eCA to access the payment portal. See eCA Online Payment Instructions for more information.

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Project Number	Project Type	Project Name	Status	Related	Action	Short Notes
<input type="checkbox"/>	09/25/2024	T240101-TEMP	Temporary Membrane Structure	Emergency Room Overflow Tent		0	Resume Application	

Save Pending Submittal Notification Banner

Click "Resume Application" when you want to finish the submission

When Resuming an application, you will be prompted to "Pick up where to left off" or "Start from the Beginning". Always select "Start from the Beginning" so you step through each page to confirm the application is correct.

Resume Application: Select Application Page Flow Step

Start from the beginning
 Pick up where I left off

[OK](#) [Cancel](#)

2.5 Tent Application

Step 1. Eligibility Questions

A list of questions is presented that will determine if your structure is eligible to use the Temporary Membrane Structure Permit. Certain questions will spawn additional questions based on your answers. If your answers cause a red message to appear, you may not be eligible to use the Temporary Membrane Structure permit process. Upon answering of all questions, enter the date the tent will be put in service (Actual or Anticipated).

Temporary Membrane Structure

1 Eligibility	2 Facility Information	3 Project Details	4 Contacts	5 Attachments	6	7	8	9
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Step 1: Eligibility > Eligibility * indicates a required field.

Eligibility

APPLICATION
Select Yes or No to the following questions

- *1. Has California Department of Public Health Licensing & Certification been contacted or applied to for requested use?:
 Yes No
- *2. Has written approval been issued by the Local Fire Department? (Must be provided prior to submittal):
 Yes No
- *3. Is the State Fire Marshal label attached to the tent?:
 Yes No
- *4. Will the placement of the tent obstruct the 20 feet fire lane required around the Health Care Facility?:
 Yes No
- *5. Are there any Generators or other internal combustion power sources being used to supply power?:
 Yes No
- *6. Are there Liquid Propane gas equipment such as tanks, piping, hoses, fittings, valves, or heaters being used?:
 Yes No
- *7. Will the placement of the tent obstruct existing Fire protection devices such as fire hydrants, sprinkler control valves, and fire department hose connections clearances?:
 Yes No
- *8. Is the tent located a minimum of 20 ft. clear of lot lines, buildings, other tents, canopies, or other membrane structures?:
 Yes No
- *9. Are there any power or utilities being supplied to the tent from the Health Care Facility under OSHPD jurisdiction?:
 Yes No

Eligibility Questions

Once all questions have been completed and the Date In Service date is entered, the Expiration Date will automatically calculate six months beyond the Date in Service.

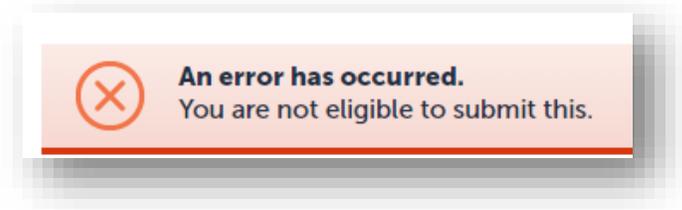
*Date of Service (Anticipated or actual):

*Expiration Date:

click **Continue Application** to check eligibility.

- If you are taken to the next page (facility), you are eligible to use this process.

- If a pop-up message appears like the following, you are not eligible to use this permit process. you must submit a standard project application ([5. Application for New Project](#)). Exit page and begin submission of Application for New Project. If you saved the Tent application, the incomplete application will be deleted after 30 days.



Step 2. Facility Information

Enter the HCAI Facility ID, 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 advance to the next page flow step, click **Continue Application**.

If you do not know the facility ID, visit the [Facility Details](#) page. To search for another facility, click the **Clear** button in Facility section. This clears the previous entered facility.

A screenshot of the "Step 2: Facility Information" form. It includes a title bar "Step 2: Facility Information > Facility", a sub-header "Facility", and instructions: "Enter the 5 digit OSHPD Facility ID for this Project and click Search." and "If you do not know your Facility ID, you can find it on our Facility Detail page". It also provides contact info: "Contact OSHPD at eserv@oshpd.ca.gov if the facility information which populates is incorrect, or if you need to add a new facility." The form has a "Facility ID" field with "00000" entered, a "Facility Name" field with "No Facility - System use only", a "Responsible Region" dropdown set to "North Region", and a "Type of Facility" dropdown set to "General Acute Care". There are "Search" and "Clear" buttons. A small asterisk indicates a required field.

Facility Information

Step 3. Record Information

Enter a Project Name for this Tent Permit. In the Project Scope, enter a description that explains the Use, Size, etc. for the Tent.

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

A screenshot of the "Step 3: Project Details" form. It includes a title bar "Step 3: Project Details > Application Details", a sub-header "Project Information", and two required fields: "Project Name" and "Project Scope".

Project Information

Step 4. Applicant

An Applicant is the individual representing the Facility to whom correspondence will be copied and the person that will be contacted by the OSHPD field staff. The Applicant (Contact) must be added by clicking the **Add New** button to enter a contact **OR** by clicking the **Select from Account** button to use information contained in your Public User account.

Applicant

Add New

After clicking Add New, you need to enter the contact information for all required fields.

When complete, click **Continue** to copy the information to the Applicant page.

Add New Applicant

Select from Account

Select from Account will copy your associated contact information to the application automatically.

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

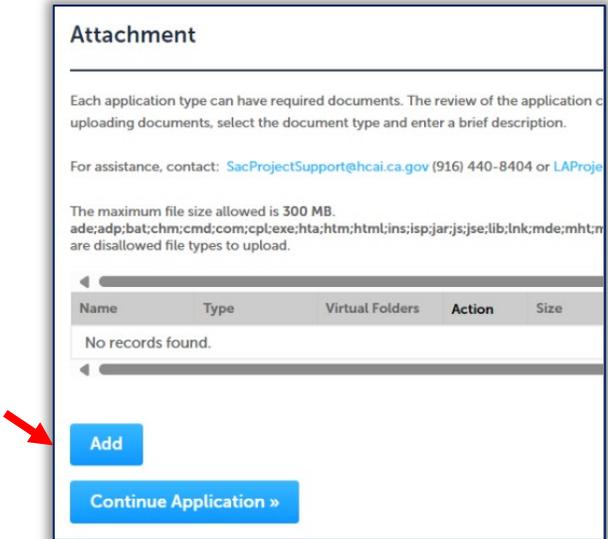
Applicant

Step 5. **Attachments**

There are two required documents for a Temporary Membrane Structure permit.

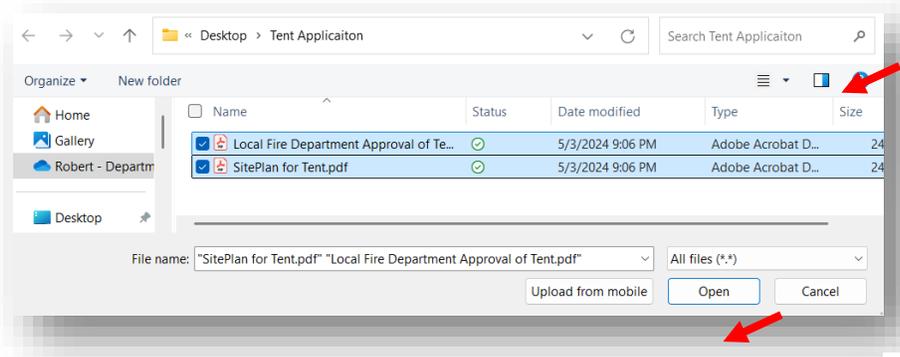
- Site Plan
 - (Location of the Tent relative to OSHPD buildings and other buildings)
- Fire Department Approval
 - (Local Fire Department Approval Letter)

Start by clicking the **Add** button.

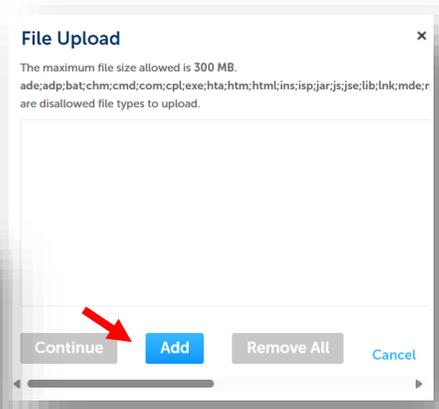


Attachments

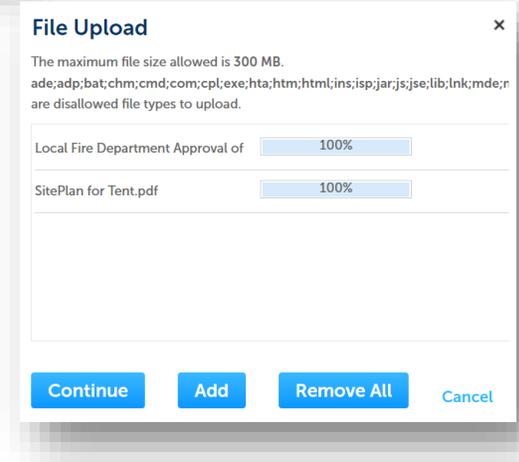
Click the second **Add** button and navigate to find the files to upload on your computer. Select multiple files by using the 'Ctrl' key and click Open. Repeat process to add more files by clicking Add again, if necessary.



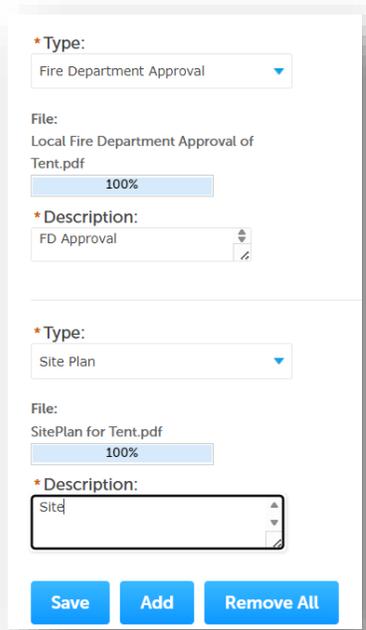
Selecting Files



Adding Files



Continuing File Upload



File Type and Description

After clicking selecting files and clicking open and clicking Continue from above, select a Type and enter a description for each file. When each file is entered, click Save.

Attachment

Each application type can have required documents. The review of the application can be delayed if required documents are not provided. When uploading documents, select the document type and enter a brief description.

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;mst;php;pif;reg;scr;sct;shb;shs;sys;vb;vbe;vbs;vxd;v

Name	Type	Virtual Folders	Action	Size	Description	Latest Update	Upload Date
Local Building Department Approval of Tent.pdf	Building Department Approval		Actions ▾	247.71 KB	Approved	09/30/2024	09/30/2024
SitePlan for Tent.pdf	Site Plan		Actions ▾	247.71 KB	Sire Plan	09/30/2024	09/30/2024

Add

Continue Application >

Save pending submittal

 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.

When the two document types required for the application have been saved, click **Continue Application** to advance to the security page. When the attachments have been uploaded successfully, a banner will appear at the top of the page.



The attachment(s) has/have been successfully uploaded.
 It may take a few minutes before changes are reflected.

Step 6. 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 enter an invalid Facility PIN, eCA displays an error message 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 7. Review the data entered and makes edits if needed.

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

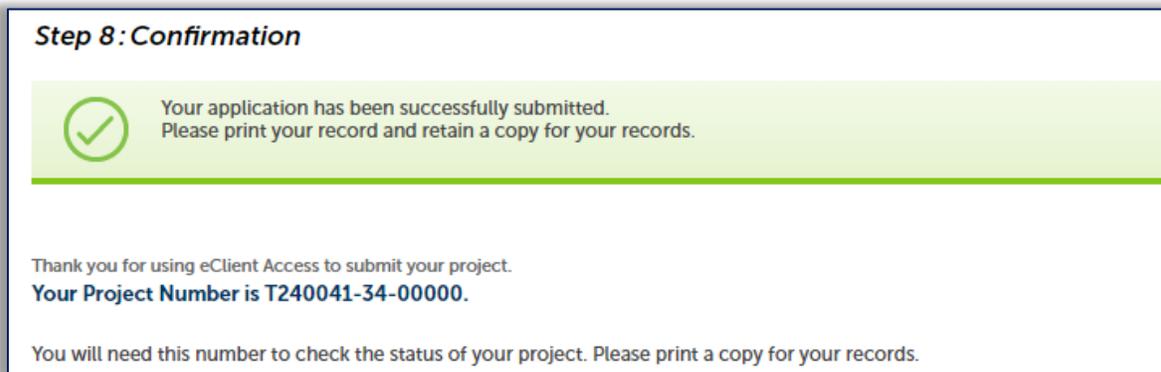
Once all data is verified, click **Continue Application** to proceed to the next page flow screen.

Step 8. Record Issuance Confirmation.

On this final screen, eCA displays a project submission confirmation including the TMS record number. You may 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 and to the Public User that approved the application by entering the PIN.

Congratulations! You have successfully submitted to HCAI an Application for Temporary Membrane Structure Permit.



An HCAI/OSHPD Compliance Officer will be notified of the application and will do a facility visit to confirm the information asserted in the application.

A Temporary Membrane Structure Permit document will be emailed to the applicant within one week after submission during intake by the Regional Compliance Officer.