HCAI e-Services Portal

Public User Guide

Version Number: 8.8

Section 7 – Application for Building Permits

HCAi Department of Health Care Access and Information

Introduction

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

This section describes the steps required to submit an Application for Building Permit using the HCAI eServices Portal Client Access (eCA) system.

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) or an Incremental Increment (Inc Inc). Before a BP application can be created in eCA, the parent project must have received written approval of the construction documents. If the project has been approved or approved with comments, the project overall status will be "Pending Construction Start".

Once plan approval has been issued by the Office, the application for Building Permit can begin through HCAI's online e-Services Portal.   During the application process, the following are required as part of the Building Permit submission.

a.   Contractor information, including providing evidence of workers' compensation insurance and jobsite representatives contact information.

b.   Proposed Certified Hospital Inspector of Record (IOR) information, including a current (within 30 days) workload report for all IORs included in the application.

c.   Contract Cost of the project, Contract Award Date, and Planned Construction Start Date.

d.   The Testing Inspection and Observation (TIO) program that was reviewed during review of the construction documents. The TIO Program must be completed, identifying the agencies and individuals performing tests and special inspections for the first portion of the work. Sample Test and Inspection reports are required be submitted at this time.

The TIO program will be reviewed by field staff as a part of the Building Permit application process and is required to be Field Approved prior to the Regional Compliance Officer issuance of the Building Permit. It is anticipated that submitting an application for Building Permit indicates construction commencement is eminent, and the majority of Approved Agencies and/or Individuals that will be performing the Tests or Inspections on the project are known, at least for the work that is commencing at the start of the construction. The TIO must identify Approved Agencies and/or Individuals that will be performing the Tests or Inspections on the project. Simply listing "Owners Testing Agency", "TBD", or "Inspector of Record". is not acceptable. It is permissible to use "TBD" for those Tests and Inspections that are for work that is occurring in later stages of construction where the Approved Agency and/or Individuals that may not be known. If TBD's are used, a special condition will be placed on the Building Permit that indicates where TBD's are shown in the TIO the construction activities associated with that line item in the TIO cannot be performed until such time that the TIO has been revised and submitted to Field Staff for concurrence.

IMPORTANT: The application for Building Permit allows for modifying the application after submission. If the Regional Compliance Officer ejects an IOR or Contractor, the Return process will enable the Edit Mode of the Building Permit. Instructions on how to update the application in Edit Mode are included in this user guide.
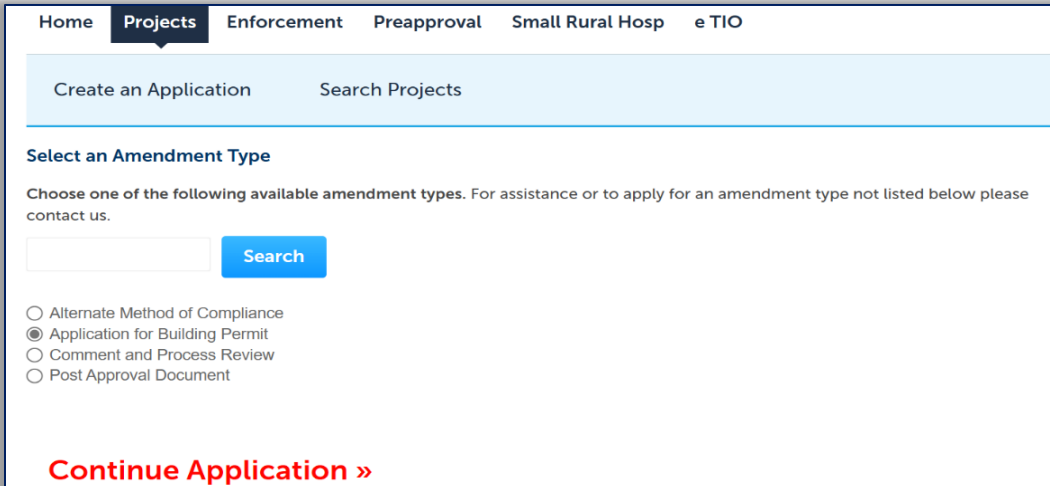
REMEMBER: Help is available throughout the application. Wherever you see a help ⑦ icon, click on the question mark to open help and instructions for that item in the application.

At any point in the submission process, you can select **Save Pending Submittal** to save your work and resume the application later. A **Resume Application** link is displayed in the Record List of the e-Services Portal. Select Resume Application and select from beginning when prompted.

Follow the steps described below to submit the Application for Building Permit.

Step 1. **Parent Project Record**

Search for and select the Parent Project (AFNP or Inc Inc) for which the BP is to be submitted. The parent project's overall status must be "Pending Construction Start"). The Amendment option is available as a link in the record list or as a button when viewing the details of project. Click the **Amendment** link or the **Create Amendment** button to start the Building Permit application. Select the **Application for Building Permit** radio button to open the BP application.
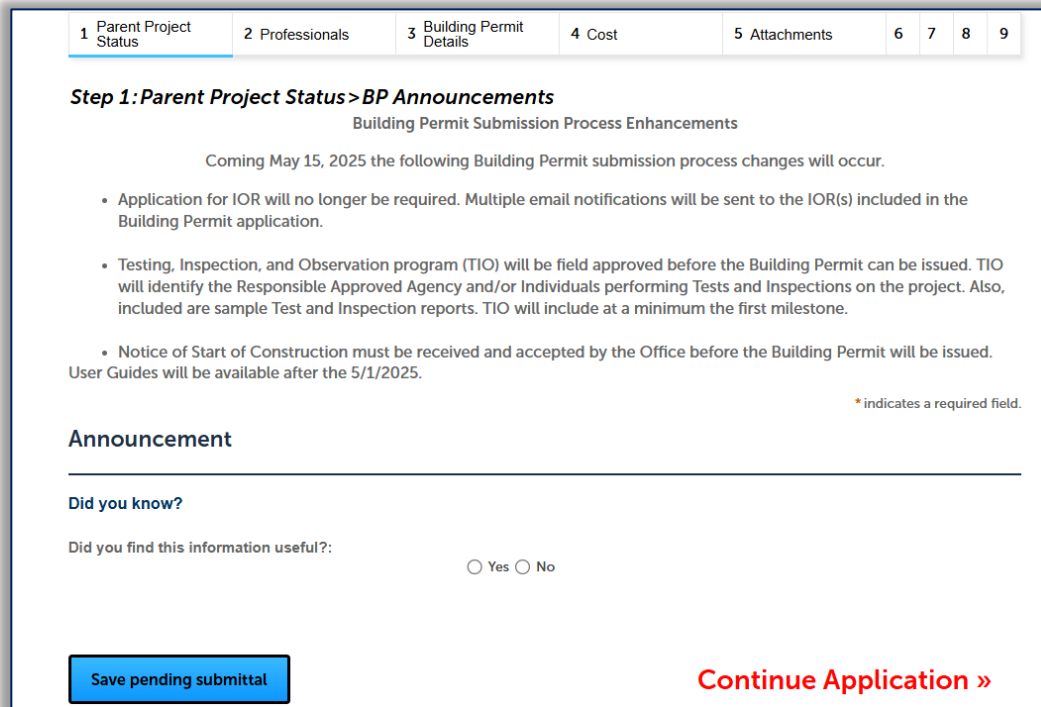

When you click **Continue Application**, the BP application page flow will be displayed.

Step 2. **e-Services Portal Announcement Page**

The first page of the BP page flow is an announcement page intended to inform you of topics that may impact your interaction with HCAI. The information on this page is regularly updated as new information is released. Select Yes or No and click **Continue Application**.
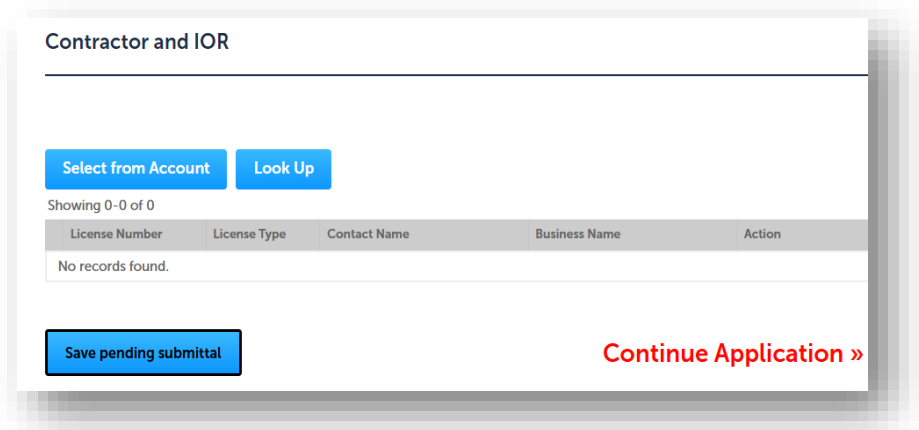
1 Parent Project Status	2 Professionals	3 Building Permit Details	4 Cost	5 Attachments	6	7	8	9

Step 1: Parent Project Status > BP Announcements

Building Permit Submission Process Enhancements

Coming May 15, 2025 the following Building Permit submission process changes will occur.

- Application for IOR will no longer be required. Multiple email notifications will be sent to the IOR(s) included in the Building Permit application.

- Testing, Inspection, and Observation program (TIO) will be field approved before the Building Permit can be issued. TIO will identify the Responsible Approved Agency and/or Individuals performing Tests and Inspections on the project. Also, included are sample Test and Inspection reports. TIO will include at a minimum the first milestone.

- Notice of Start of Construction must be received and accepted by the Office before the Building Permit will be issued. User Guides will be available after the 5/1/2025.

*indicates a required field.

Announcement

Did you know?

Did you find this information useful?:
○ Yes ○ No

Save pending submittal

Continue Application »

Step 3. **Enter Contractor and IOR**

Enter the Licensed Contractor (or Owner/Builder) and at least one IOR on this 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 approved by HCAI. If a Contractor AND an IOR are NOT entered, eCA will display an error message.

To add a Contractor or IOR to this application, click "Look Up" and enter search criteria. Using license number works best.

Contractor and IOR

Select from Account **Look Up**

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Action
No records found.				

Save pending submittal

Continue Application »

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 HCAI at (916) 440-8400 or email eserv@hcai.ca.gov to update the existing Contractor's or Inspector's information or to add a new Contractor or IOR.

Look Up License

License Type: --Select--
--Select--
Contractor
IOR

State License Number: Enter a valid State License

Last Name:

Name of Business:

Address Line 1: Enter professional's work address

City: State: Zip: Country: --Select--

Mobile Phone: Fax:

Look Up **Clear** Discard Changes

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**.

Step 4. I**OR Lead and Responsibility**

If multiple IORs are included in the application, click the Edit link shown above to specify the Lead IOR and Responsibility.

For Lead IOR, select Yes for Discipline Primary otherwise select No. If IOR is only responsible for a portion of the project, enter the portion in Responsibility otherwise leave blank. Select **Save and Close** when complete.

When the Contractor and IOR(s) have been successfully added, click **Continue Application**.

Contractor and IOR

Select from Account **Look Up**

Showing 1-3 of 3

License Number	License Type	Contact Name	Business Name	Action
1004435	Contractor	Jo Contractor	JB PACIFIC INC	Edit Delete
A10022	IOR	Scott Montgomery		Edit Delete
A10130	IOR	Timothy M Mahaney		Edit Delete

Save pending submittal **Continue Application »**

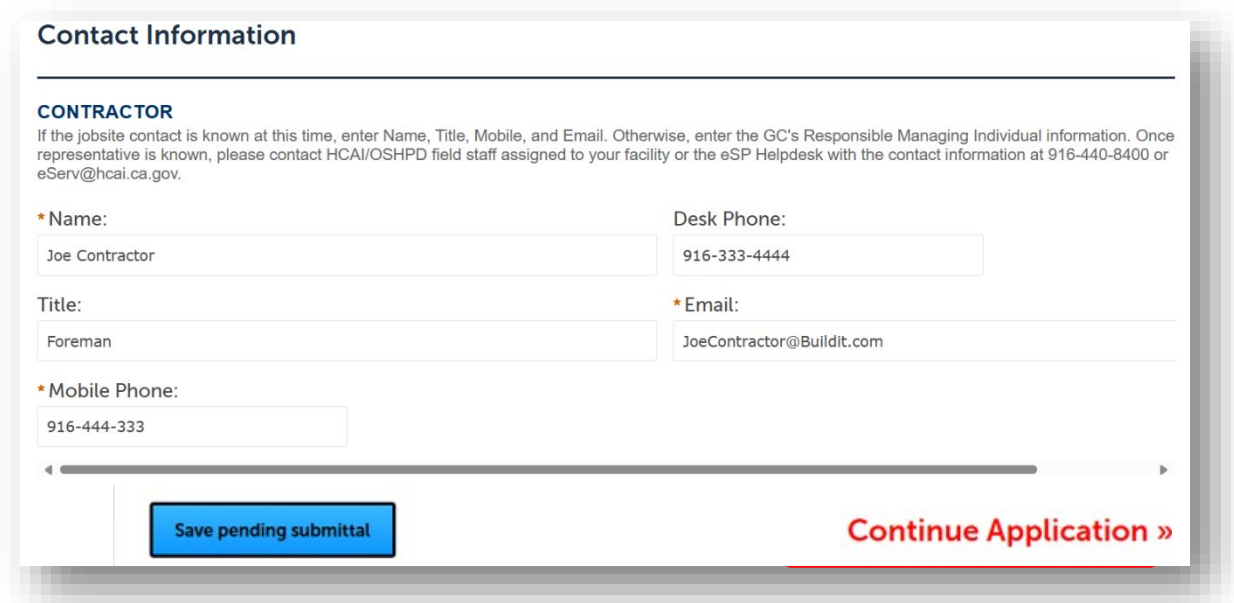Discipline Primary: ○ Yes ○ No

Responsibility:

Save and Close Discard Changes

Step 5. **Contractor's Jobsite Representative**

This page contains the job site representative for the Contractor. Enter the Name, Title, Desk phone, Mobile Phone, and Email for the person that is responsible for the day-to-day management of the job site for the Contractor. If the job site representative is not known at the time of the building permit,

enter the business information for the contractor and "Responsible Managing Individual" or the "License Qualifier" in the name field. This data is required, and the building permit cannot be submitted without this information.
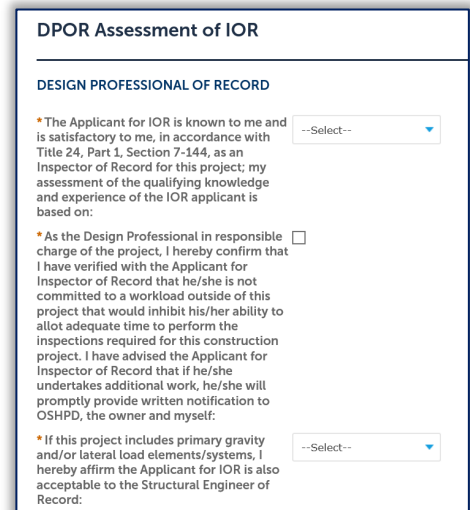
When the contact information is entered, click **Continue Application.**

Step 6. **Design Professional of Record's (DPOR) Confirmation of IOR**

The Design Professional in Responsible Charge of the project or their Alternate must complete Step 6 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 HCAI 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
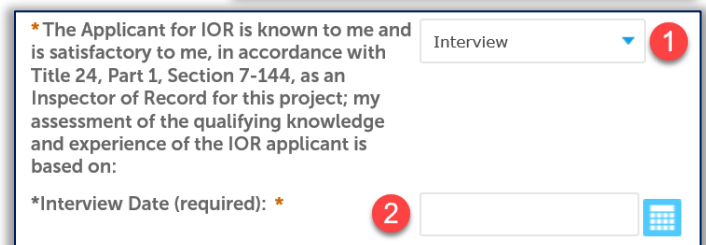
o If you select **Other**, you must enter the descriptions of reasons.

> *The Applicant for IOR is known to me and is satisfactory to me, in accordance with Title 24, Part 1, Section 7-144, as an Inspector of Record for this project; my assessment of the qualifying knowledge and experience of the IOR applicant is based on: Other ▼   ①
>
> *Please describe for Other(required): ②

o If you select **Prior HCAI Projects**, you must enter the description or project number of the prior projects.

> *The Applicant for IOR is known to me and is satisfactory to me, in accordance with Title 24, Part 1, Section 7-144, as an Inspector of Record for this project; my assessment of the qualifying knowledge and experience of the IOR applicant is based on: Prior OSHPD Projects ▼   ①
>
> *Prior OSHPD Project(s)(required): ②

Select **Continue Application** when complete.

> *As the Design Professional in responsible charge of the project, I hereby confirm that I have verified with the Applicant for Inspector of Record 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. I have advised the Applicant for Inspector of Record that if he/she undertakes additional work, he/she will promptly provide written notification to OSHPD, the owner and myself: ☑

Next, the DPOR must perform a detailed review of the IOR Workload and 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 this project includes primary gravity and/or lateral load elements/systems, I hereby affirm the Applicant for IOR is also acceptable to the Structural Engineer of Record:
>
> --Select--
> Approved by Structural Eng
> Not Applicable

If the DPOR is unwilling to certify the above, the application cannot be submitted using e-Services Portal and must use the paper application process.

Step 7. **Enter Workers Compensation Information**

Select the appropriate type of Workers Compensation Coverage for the Contractor and enter the relevant information.

Workers Comp Insurance Information

WORKERS COMPENSATION
WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS ($100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

* Workers Compensation Coverage: ⑦
--Select--
Exempt
Insured through carrier
Self-insured

Save pending submittal   **Continue Application »**

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

  * Workers Compensation Coverage: ① Exempt
  *Reason for Exemption (required): * ② Required

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

  * Workers Compensation Coverage: ① Insured through carrier
  *Policy Number (required): * ② Required
  *Insurance Carrier (required): * ③ Required
  *Expiration Date (required): * ④ Required
  Insurance Agent Name: ⑤ Name
  Insurance Agent Phone: ⑥ (XXX) XXX-XXXX

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

  * Workers Compensation Coverage: ① Self-insured
  *Policy Number (required): * ② Required

Select **Continue Application** when complete.

Step 8. **Construction Start - 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 9. **Construction Start – Enter Dates**

Step 10. Enter the **Contract Award Date** and the **Planned Construction Start Date**. These two dates were formerly part of the Notice of Start of Construction form and are now part of the Building Permit application process. Click **Continue Application** when complete.

Enter the **Contract Award Date** and the **Planned Construction Start Date**. These two dates were formerly part of the Notice of Start of Construction form and are now part of the Building Permit application process. Click **Continue Application** when complete.

*Step 11.***Attach Documents**

Upload copies of the following documents:

- TIO program identifying the Approved Agencies and/or Individuals that will be performing the Tests or Special Inspections on the project.   for the first phase of construction.
- Sample Test and Inspection Reports.
- IOR's Workload Report for each IOR proposed for the project.
- Contractor's Worker's Compensation Insurance certificate.

NOTE: The Testing, Inspection and Observation Program (TIO) must be complete for the first phase of the work at a minimum to commence construction. The TIO should identify all Approved Agencies and/or Individuals that will be performing the Tests or Special Inspections on the project. It is anticipated that submitting an application for Building Permit (BP) indicates that construction commencement is eminent, and the majority of Approved Agencies and/or Individuals that will be performing the Tests or Special Inspections on the project are known, at least for the work that is commencing at the start of the construction. Simply listing "Owners Testing Agency", "TBD", or "Inspector of Record" etc. is not acceptable. It is permissible to use "TBD" for those Tests and Special Inspections that are for work that is occurring in later stages of construction where the Approved Agency and/or Individual may not be known. If TBD's are used, a special condition will be placed on the Building Permit that indicates where TBD's are shown in the TIO the construction activities associated with that line item in the TIO cannot be performed until such time that the TIO has been revised and submitted to Field Staff for concurrence.

The TIO will be reviewed by HCAI Field Staff and "Field Approved" as a part of the Application for Building Permit process. If the submitted TIO does not provide sufficient information, the TIO will be Returned which will cause a delay in the BP Application process.
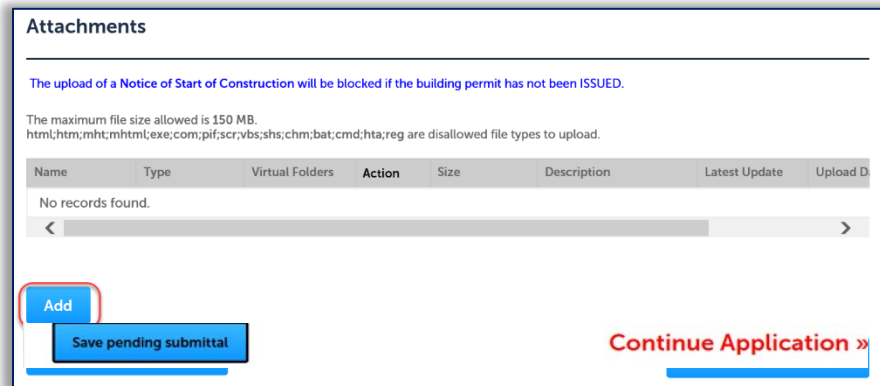
IOR Workload The IOR's Workload Report must be current within the last 30 days or the Application for Building Permit will be returned causing delays in the processing of the BP Application.

The IOR workload report must be in the format provided on the HCAI Report Center website. Please navigate to http://report.hcai.ca.gov, select **OSHPD** under Division, select **IOR Project Workload Report** under report, and click "**Go**". Input the IOR Name / License #, Select the IOR, and click "**View Report**". The report can be saved in Excel format where the remainder of the fields can be entered manually. Please do not hide or remove any information provided. Workload reports can be uploaded in the PDF or Excel file format.

Worker's Compensation Insurance Certificate The Worker's Compensation Insurance Certificate must be current.

Sample Test and Inspection Reports The sample test reports must be included and uploaded.

To upload documents, click the **Add** button.

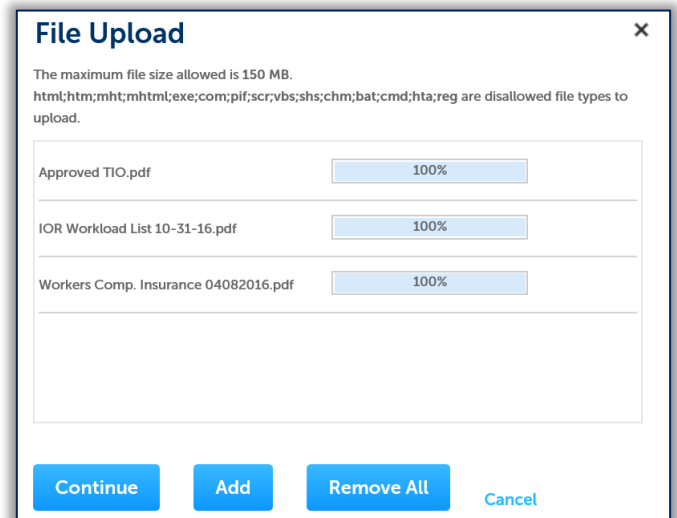- Click the **Add** button and locate the files to upload on your computer. Select multiple files by using the 'Ctrl' button.
- In the pop-up windows, click the **Open** button. Files will be copied to the application
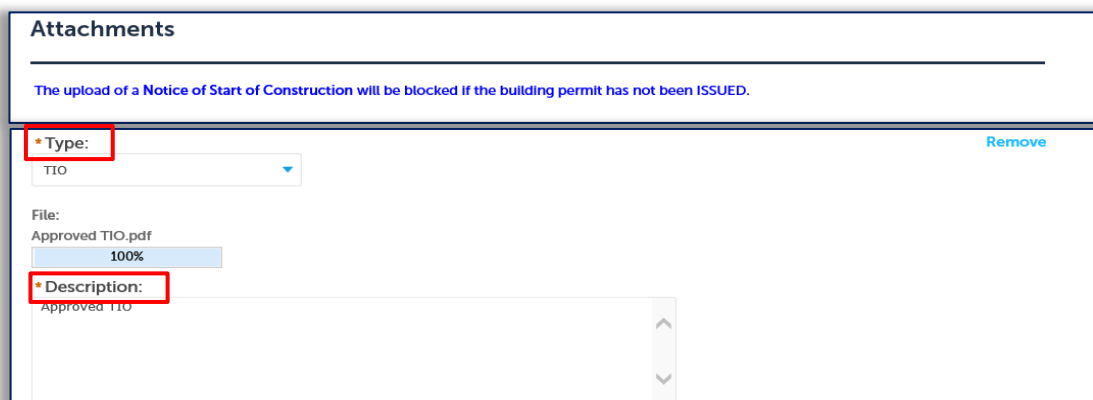- To complete the transfer, click **Continue**.

Once the files are attached to the record, complete the file description and file type information using the dropdown boxes and filling in the description fields.

When complete, click the **Save** button. eCA will copy the files to the HCAI database. An ackowledgement of the upload 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.

⚠️ 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.

Name	Type	Virtual Folders	Description	Size	Action
TIO-approved.pdf	TIO		TIO	321.70 KB	Actions ▼
Sample Test.pdf	Sample Test Reports		sample test	508.73 KB	Actions ▼
IOR Workload .pdf	IOR Workload Report		IOR Workload	85.83 KB	Actions ▼
Certificate of Liability Insurance.pdf	Workers Comp Ins Cert		Wrkrs Comp ins	81.65 KB	Actions ▼

Add

Save pending submittal   **Continue Application »**

Step 12. **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, click on "Save pending submittal" button to save the record.

Authorization

SECURITY
Please enter your Facility's six digit PIN below. **You will not be able to complete this project without a valid PIN.** If you do not know your Facility's PIN, click "Save pending submittal" now. This will save your record and issue a temporary project number (e.g. 15TMP-00014).

If you do not know the PIN but a PIN has been issued, forward your temporary application number to the PIN holder.

If your facility has not been issued a PIN, or if you are having any other access issues, please contact eCA's Access Manager at eCA.Access.Manager@oshpd.ca.gov or call (916) 440-8400.

Facility PIN Code: ⓘ [   ]

Save pending submittal   **Continue Application »**

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. The application name is set to the parent project number and parent project name so others accessing the TMP record know which project it is for.

TMP record name is the parent project ID and project name

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.

Step 13. **Legal Owner or Agent Statement**

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 HCAI. 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 14. **Review Information**

The 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 15. **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

Additional Information

If the application is returned at Intake due to Contract Cost and Dates or by the RCO due to contractor or IOR(s) being rejected, the application will be editable by the client. See **Edit Mode** below.

Expected Schedule for Building Permit Processing by HCAI:

The following are the time allocations for HCAI Field Staff to processing an Application for Building Permit. The number of days shown are the maximum number of days allocated; after Intake, the days are concurrent – therefore the actual number of days to issue a Building Permit can be substantially less.

> **Intake:** Project support staff are given **3 days** to complete the intake step.
>
> **RCO – IOR/Contractor Review**: RCO is given **7 days** to complete the review and approval of IOR(s) and Contractor. If submitted person(s) are unacceptable, the application will be returned to applicant, and the Intake task will be activated waiting for the resubmittal of corrected application. When returned, the BP application will be in Edit Mode. See below for instructions.
>
> **Field Approval of TIO:** Field Staff are given **14 days** to complete the review and approval of the TIO. If issues are found with the TIO, the application will be returned to the applicant for corrections.
>
> **Final Review and Issuance:** The final review of the application by the RCO is **3 days** to complete and issue the BP. If items are found that make the return of the application necessary, the application will be returned to the applicant, and the Intake task will be activated waiting for resubmittal of the TIO.
>
> **Note:** If the application is returned to the applicant, upon re-submittal of BP application, the Intake, RCO Review, and Field Approval days described above will be re-applied to the resubmittal.

Email Notifications

During the review of the Building Permit application, the RCO or Field Staff may return the application when information is missing or needs correction. An email will be sent to Licensed Professionals and Contacts associated with the application that contains all instructions required for uploading documents or resubmittal of the application in Edit Mode.

Other emails are sent during the application process as shown below:

- File(s) upload.
- To IORs at BP intake to let them know they have been included in the application.
- To IORs at RCO review to let them know they have been approved.
- To all members of the application at BP issuance.
- To CDPH L&C to alert them that a Building Permit has been issued.
- To County Assessor's office to alert them that a Building Permit has been issued.

Upload/Download Documents

If after the application is submitted, you may upload new documents or download the documents that are attached to the building permit. On the Record Detail page, you can click on the **Record Info** dropdown menu to select **Attachments**.

- To upload new documents, click **Add** button.
- To download a document, click on the name of any existing document. For more information relating to uploading and attaching plans and
- documents, see Section 7.
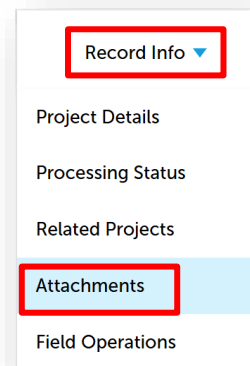
Edit Mode

If the application is returned at Intake or the RCO returns the application due to the IOR and/or Contractor being rejected, the application will enter Edit Mode. The project list will show an Edit link shown below.

IMPORTANT: Only the record creator can see the Edit link.

In the project list, click the Edit link to open the application for editing.

The application will display as shown below with an Edit link on the items with which you can modify. The application will display the section to be edited. You can click the Edit buttons [Edit] to add new

professionals, enter the contractor's job-site representative contact information. Read the email received so you know why the Building Permit has been returned so you correct the correct section.

If the Building Permit was Returned during the Intake step by HCAI, data must be updated like the Contract Cost or Contract Award Date or Planned Construction Start Date or a document needs to be submitted. Again, read the email received to know what to update before re-submitting.

Entering Contract Cost and/or Contract Award Date or Construction Start Date

Click Edit Edit for each section.

If the Contract Cost needs to be update, add a new row. The most recent cost is the one that will be used.

Contract Costs

COSTS

Enter the Contract Amount of the project. Project cost is the actual cost of the project excluding design fees, inspection fees, and off-site improvements. Do not include $ or comma.

Showing 1-1 of 1

	Construction Costs	Fixed Equipment Costs	Total Costs	Cost of Imaging Equipment	
☐	100200	40200	140400	230122	Actions ▼

Add a Row ▼   Edit Selected   Delete Selected

Update the information and click "**Continue Application**".

Next, update the Contract Award Date and Planned Construction Start Date.

Contract & Start Dates

CONSTRUCTION START

* Contract Award Date: 07/07/1925

* Planned Construction Start Date: 09/24/2025

Once complete, click "**Continue Application**".

If any documents are requested, click the Edit button on the Attachments section. Upload any required documents and click "**Continue Application**" when completed.

If the application is returned by the RCO, the following sections may require correction and addition of IOR or Contractor and Contractor's Contact Information.

Adding IOR(s) and Contractors

After clicking the Edit Edit button on Contractor and IOR, similar to adding professionals during original submission, add required professionals. If one IOR was not approved, all IOR's will need to be

Select from Account   Look Up
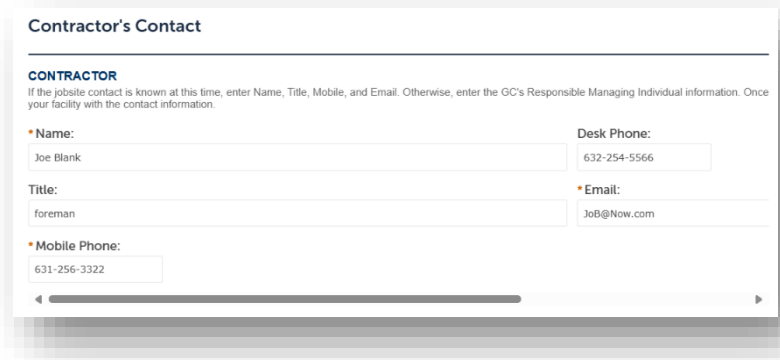
Showing 1-4 of 4

License Number	License Type	Contact Name	Business Name	Action
1006246	Contractor	Jo Blank		Edit Delete
A20015	IOR	Jack M Bord		Edit Delete
A20016	IOR	Jon A Mass		Edit Delete
A20017	IOR	Rick H Harg		Edit Delete

re-added so read the Return comment in the email received. When all IOR(s) and Contractor added, click "**Continue Application**".

Entering Contractor's Jobsite Representative Contact Information

If the Contractor was not approved, once you add the new contractor, update the Contractor's Contact Information. Enter contact information and click "**Continue Application**".

Contractor's Contact

CONTRACTOR
If the jobsite contact is known at this time, enter Name, Title, Mobile, and Email. Otherwise, enter the GC's Responsible Managing Individual information. Once your facility with the contact information.

* Name:
Joe Blank

Desk Phone:
632-254-5566

Title:
foreman

* Email:
JoB@Now.com

* Mobile Phone:
631-256-3322

When all edits are complete and the Review page is displayed, select **Submit Updated Information** to complete the re-submittal

Step 7: Review

Submit Updated Information

When the re-submittal is complete, a green banner will be displayed to indicate successful re-submittal.

✓ **Updated information for the record (S212025-19-00-BPT01) has been successfully** submitted.

The Building Permit application will begin the intake process again.