

Instructions for finding facility buildings using the “Find Buildings” link

From the FDD Forms web page (<http://oshpd.ca.gov/FDD/Forms/index.html>), Click on the “Find Buildings” link.

The eServices Portal Client Access home page appears (Figure 1).

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[Home](#) [Projects](#)

 **Facilities Development Division
Project Status Search**

Project Search
To search a project's status, use the Search Projects link. You will be able to find projects by entering your Project Number or by entering your professional license number.

Facility Look-Up
To view facility information, click on the Lookup Facility Information link below. All inquiries require an OSHPD Facility ID Number to complete the search. Facility ID Numbers can be found on the [ALIRTS](#) page in the "Perm ID" field.

Advanced Features
It only takes a few simple steps to create a Public User account. When you create an account you'll have the added benefits of creating new projects and post-approval documents online, paying application fees, access to invoices and receipts, checking on the status of pending activities, and more.

Please Log In
If you are an existing registered user, please enter your user name and password in the Login box on the right.

If you are a new user you may register for an eClient Access user account by using the 'Register for an Account' link.

Assistance is available Monday – Friday 9:00 am – 4:00 pm Pacific time excluding California state holidays by calling 916-440-8300 or emailing eserv@oshpd.ca.gov.

Login
User Name or E-mail:

Password:

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Facility Information
[Lookup Facility Information](#)

Projects
[Search Projects](#)

Figure 1-eSP Citizen Access home page

To find facility buildings, follow these steps:

1. Scroll to the “Projects” section located at the bottom of the page (Figure 2).
2. Click on the “Search Projects” link.



Figure 2 - Projects

Instructions for finding facility buildings using the “Find Buildings” link (cont’d.)

The General Search screen of the eSP Citizen Access “Search for Project” screen appears (Figure 3).

Home Projects

Search Projects

Search for Projects

Enter information below to search the eServices Portal database. Project information can be searched for by entering any of the following information:

- Facility ID Number
- OSHPD Project Number
- Professional Licensee Information

Use the dropdown menu to filter the search results by Project Type.

General Search General Search

Facility ID Number: Project Number: Project Type: --Select--

License Type: State License Number: Start Date: 04/06/2008 End Date: 04/05/201

Search Additional Criteria

Search Clear

Figure 3 - eSP Search Projects Screen

3. Select “Buildings” from the “Project Type” selection box (Figure 4).

General Search General Search

Facility ID Number: Project Number: Project Type: Buildings

License Type: State License Number: Start Date: End Date:

Search Additional Criteria

Search Clear

- Select--
- Alternate Method of Compliance
- Annual Building Permit
- App for Seismic Eval Report
- Application for Building Permit
- Application for New Project
- Application for Seismic Ext - NPC
- Application for Seismic Ext - SPC
- Buildings**
- Compliance Plan Review
- HIC Re-Certification
- Incremental - New Building - Increment
- Incremental - New Building - Master
- Phase Segment
- Post Approval Document
- Request for NPC or SPC Upgrade

Figure 4 - Project Type selection box

4. Delete the date showing in the “Start Date” field.

Instructions for finding facility buildings using the “Find Buildings” link (cont’d.)

5. Enter the Facility ID Number for the buildings in the Facility ID Number box (Figure 5) located in the General Search section.

The screenshot shows a search interface titled "General Search" with a dropdown menu on the right. Below the title are several input fields: "Facility ID Number:" with an empty text box and a green arrow pointing to it; "Project Number:" with an empty text box and a green arrow pointing to it; "Project Type:" with a dropdown menu showing "Buildings"; "License Type:" with a dropdown menu showing "--Select--"; "State License Number:" with an empty text box; "Start Date:" with an empty date field and a calendar icon; and "End Date:" with a date field showing "04/05/2011" and a calendar icon.

Figure 5 – General Search Section

6. Click on the “Search” button
7. A list of buildings associated with the Facility Id number will appear below the “General Search” section.
8. Click on the building number shown under the “Project Number” heading to view building details.
9. Click on the “Clear” button to clear the search screen or to begin a search for another facility’s building.
10. Repeat Steps 1- 9 until all desired building information is found.