Section 7 – Applications for Building Permits
1 Introduction
Welcome to OSHPD Electronic Services Portal Client Access (eCA) User Guide

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

2 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). Before a BP application can be created in eCA, the parent project’s project workflow status must be “Approved” or “Approved with Comments” (the project overall status must be “Pending Construction Start”). Projects that have been reviewed and approved in the field with a workflow status “Approval Pending” are not approved until the construction documents are received in the FDD Regional Office.

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.

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

Search for and select the Parent Project (AFNP) for which the BP is to be submitted. The parent project’s project workflow status must be “Approved” or “Approved with Comments” (the project overall status must be “Pending Construction Start”). Click “Amendment” link or the “Create Amendment” button to start the application. Select the “Application for Building Permit” to open the BP application.

![Select an Amendment Type]

When user clicks Continue Application, eCA validates the parent project’s record status to confirm the parent project construction documents have been approved. eCA will display an error message if the parent project’s status is not “Pending Construction Start”; the BP application cannot proceed.
Step 1. Enter Contractor and IOR

User must enter the Licensed Contractor (or Owner/Builder) and at least one IOR on this page. If an IOR is not entered, eCA will display an error message on the ‘Review’ page; the application cannot proceed.

Enter search criteria in at least one of the fields and click "Search". 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". Select the correct Contractor or IOR from the returned list by clicking the license number; the Contractor’s or Inspector's name, address, and other information will be automatically completed with the current information from our database.
Step 2. Enter Design Professional of Record’s Information

The Design Profession in responsible charge of the project or their delegate must complete Step 2 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 OSHPD Projects
  - Other
DPOR must indicate what his or her assessment of IOR is based on.

- If user selects “Interview”, user must enter the interview date.

  - The IOR applicant is known to me (per Title 24, Part 1, Section 7-144) as an Inspector of Record on this project; my assessment of the qualifying knowledge and experience of the IOR applicant is based on:

    - Interview

    *Interview Date (required):

- If user selects “Other”, user must enter the descriptions of reasons.

  - The IOR applicant is known to me (per Title 24, Part 1, Section 7-144) as an Inspector of Record on this project; my assessment of the qualifying knowledge and experience of the IOR applicant is based on:

    - Please describe for Other (required):

- If user selects “Prior OSHPD Projects”, user must enter the description of the prior projects.
Next, the DPOR must 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 the DPOR is unwilling to certify the above, the application cannot be submitted using eCA and must use the paper application process.
Step 3. Enter Workers Compensation

User must select the appropriate type of Workers Compensation Coverage for the Contractor and enter the relevant information.

- If the coverage type is “Exempt”, user must enter exemption reason.

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

- If the coverage type is “Self-insured”, user must enter the Policy Number.
**Step 4. Enter Costs**

User must 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.

![Costs](image)

**Step 5. Attach TIO and other Documents**

User must upload copies of the TIO, IOR’s Workload Report and the Worker’s Compensation to the BP application. The file size can be up to 20 MB.

User must enter a description for each uploaded TIO document. User must click “Save” button to attach the uploaded document.

eCA displays a confirmation message when a document is successfully uploaded and attached to the application.

- Start by clicking the “Browse” button.

![Attachment](image)

- Click the “Select Files” button and locate the files to upload on your computer. Select multiple files by using the ‘Ctrl’ button.
• Click the “Open” button.

• Files will be copied to eCA. To complete the transfer, click “Finish”.
• Complete the file description and file type information using the dropdown boxes and filling in the description fields.
Click the “Save” button. eCA will copy the files to the OSHPD database.

Step 6. Enter Facility PIN and Owner Approval

- User must enter a valid Facility PIN.
- The legal owner or facility representative must enter the approval by selecting the checkbox.
  Page displays an error if the checkbox is not selected.
Step 7. Review Information

Review page displays all data entered to the BP application. User can make edits if necessary. User clicks “Continue Application” to submit the application.

Step 8. Application Submission Confirmation

eCA displays the BP application submission conformation page as the last step. User can print Project Summary or open the project details page.
Congratulations! You have successfully submitted an Application for Building Permit.

An automatic email notification will be sent to the Regional Compliance Officer and to the Program Technician when the Application for Building Permit is successfully submitted. If the Building Permit has not been issued within five working days, contact the Region Program Technician.

After the application is submitted, user can continue to upload and download the documents attached to the project.

On the Record Detail page, user can expand the Attachment section. User can then click Browse button to upload more documents if needed. In addition, user can click on the name of any existing document to download and save a copy.