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PIN 72 Emergency Work Authorization

January 5, 2023

Richard George

Regional Compliance Officer
Field Compliance Unit
Coastal Region

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 Facilities Development Division Department of Health Care Access and Information 2020 West El Camino Avenue, Suite 800 • Sacramento, CA 95833 (916) 440-8300 355 South Grand Avenue, Suite 1900 • Los Angeles, CA 90071 (213) 897-0166	POLICY INTENT NOTICE (PIN)
SUBJECT Emergency Work Authorization	PIN: 72 Effective: 6/15/2022 

PURPOSE

Emergency work may be necessary due to permanent equipment failure, natural disaster, or other occurrences that require immediate repair or replacement to ensure jobsite or building occupant health or safety. The Department of Health Care Access and Information (HCAI), the Office of Statewide Hospital Planning and Development (OSHPD) and referred to as “Office”, recognizes that emergency temporary construction and installation of temporary equipment is sometimes required to accommodate construction or to provide transitional solutions. Note that an emergency is not maintenance to prevent something from failing. A true emergency is the actual disaster, event, or failure of equipment.

POLICY

HCAI will consider and may issue an Emergency Authorization to Proceed (EAP) with emergency work prior to plan approval and building permit based on emergency conditions and necessity. Even where an EAP is granted, the design for permanently repairing or replacing building systems, components, or equipment must be eventually approved and permitted as required by California Administrative Code, Chapter 7, Article 3, APPROVAL OF CONSTRUCTION DOCUMENTS. All Emergency Projects must adhere to the general emergency authorization requirements noted herein for permanent equipment and building components or temporary equipment and building components. Temporary equipment or temporary building components may have special requirements

PROCEDURE**I. Immediate Action**

The facility may take the necessary emergency actions to abate and make safe the emergency condition that poses an imminent danger to life, injury, or property damage. Such emergency actions may proceed prior to contacting HCAI and the HCAI Regional Compliance Officer (RCO) must be contacted immediately thereafter.

For existing approved HCAI projects, the facility and/or their contractor, may take the necessary actions to abate and make safe the emergency conditions arising at a project or construction site that poses an imminent danger to life, injury, or property damage.

Such emergency actions may proceed prior to contacting HCAI, and all changes to active permitted projects shall be documented by a subsequent Amended Construction Document (ACD) with Inspector of Record (IOR) inspections documenting all emergency work performed. The IOR shall apply reasonable diligence to maintain the normally required on-site documentation including material tests and special inspection reports.

Beyond emergency actions to abate the emergency conditions and to make safe the emergency conditions, emergency repairs, restoration, or replacement of an element of the building, structure, utility system, or equipment shall be authorized by HCAI prior to proceeding with work.

An additional project may be required for permanent replacement equipment.

**PROCEDURE****II. Notification to HCAI and Request for EAP**

Immediate written notification shall be provided to the HCAI RCO for determination and issuance of EAP with repairs, replacement, or installation of temporary equipment prior to required plan approval and building permit (see California Administrative Code, Chapter 7, Article 20, REPAIR OF DAMAGE AFTER AN EMERGENCY). The "Request for Information to Authorize Emergency Work" (HCAI-FD-101) should be included in the notification to the HCAI RCO. See Appendix A for the form and instructions.

For All Emergency Projects, the Permit Application and complete Testing Inspection Observation (TIO) Program shall be submitted within the next working business day as required per California Building Code, Part 2, Volume 1, Section [A] 105.2.1 Emergency repairs.

It is the facility's responsibility to notify the California Department of Public Health (CDPH) Licensing and Certification of the emergency condition and affects to the facility's operations and their request to HCAI to approve the emergency repair, replacement, or temporary equipment project.

Because each emergency condition is unique, the HCAI RCO will review each EAP request on an individual basis and decide if it can be granted.



PROCEDURE**III. When an EAP is Denied, Construction May Not Proceed Until Plan Approval and Building Permit has been Issued by HCAI**

If the HCAI RCO determines the request does not meet the requirements for EAP, the request will be denied. If the approval for emergency authorization is denied, the project created will proceed as a traditional submittal and construction work may not proceed until plan approval and a building permit has been issued.

Emergency repair does not include the ongoing replacement, upgrading of equipment, or corrective/preventive maintenance.

Replacement of equipment that is not critical to the safety of occupants or continued operations of facility will not be approved as an emergency replacement. An example is replacement of failed imaging equipment; this is not an emergency unless the imaging equipment is a required basic service.

**PROCEDURE****IV. When an EAP is Approved, Construction May Commence Prior to Plan Approval and Building Permit in accordance with the Requirements and Conditions of the Emergency Authorization Approval**

A Letter of Emergency Authorization to Proceed will be issued by the HCAI RCO for the specific work that may be performed with conditions and restrictions noted. Emergency authorization is not an expedited review and start of construction should begin as soon as authorization to proceed is granted.

An Emergency Authorization Banner will be applied to the project in HCAI's project logging software (eServicesPortal) to indicate the issuance of the EAP.



The following apply to each Emergency Project:

- A. The Design Professional(s) of Record (DPOR(s)) shall provide all necessary direction to perform the work of construction and inspection of the work in the form of plans, notes, sketches, installation instructions and/or drawings, Testing, Inspection and Observation (TIO) program, etc., to the Contractor and the IOR. This direction is required to allow the work to proceed while preparing the required construction documents and prior to HCAI Facilities Development Division (FDD) plan approval.
- B. The emergency project plans submittal and building permit must be carried out in an expeditious manner to ensure that the emergency work conforms with the California Building Standards Code requirements. Complete construction plans for emergency work, involving permanent equipment replacement or building area revisions must be submitted to HCAI FDD within 10 days of the emergency work authorization issued by the HCAI RCO. Extension requests of up to 10 days may be submitted to the HCAI RCO with justifiable cause.

For emergency projects, all returns and backcheck submittals shall be resubmitted within 10 days of HCAI return date.

**The following apply to each Emergency Project:**

- C. The construction work on the emergency project must be carried out to completion without undue delay. Notification to the office must be provided when construction actually begins.
- D. If the plan approval and/or permit is delayed without justifiable cause or valid reasons, an Unauthorized Construction Project may be applied in accordance with California Administrative Code, Section 7-128 Work performed without a permit.
- E. The DPOR is responsible for submitting the TIO with the plans submittal and maintaining the TIO with all required testing and inspection for field approval during performance of emergency work. If special testing and/or special inspections are required, the DPOR shall submit the TIO to the HCAI Field Staff for review and approval prior to work being performed. The accepted TIO shall be distributed to the contractor and IOR with all required test and/or special inspection to be performed listed.
- F. Inspection of the Work: All emergency authorized work must be continuously inspected by an IOR approved by the Office. The IOR will continuously inspect the work during its placement to verify that the work performed prior to plan approval complies with the California Building Standards Code and the final HCAI FDD approved construction documents. The IOR shall notify the Compliance Officer when work is started as required by the California Administrative Code, Section 7-145(a)5 Continuous inspection of the work. The required Start Notice shall be uploaded at the start of construction to the assigned project number documents in the eServices Portal system (eSP). The IOR shall coordinate required field observation with all necessary HCAI FDD Field Staff.



The following apply to each Emergency Project:

The IOR shall submit their daily field records of construction progress for this Emergency Authorization for each day or any portion of a day that they are present at the project site location to the Compliance Officer, Fire Life Safety Officer, and Regional Compliance Officer. Submission of the daily field report shall be without delay and may be via email or uploaded to the project record using the eServices Portal system (eSP). Submission of IOR daily field records of construction progress shall be received by HCAI FDD staff or uploaded to the eSP system within one day of the field inspection date. The daily field record shall state the time of arrival, time of departure, a summary of work in progress and noted deficiencies in the construction. The daily field record shall document the date, time, and method of correction for any noted deficiencies or deviations (California Administrative Code, Section 7-145 Continuous inspection of the work.). No work shall be covered, concealed, or placed into service without HCAI FDD authorization.

- G. Substantial Compliance (SC): An SC Milestone must be added on the TIO for any work, equipment, or area that will be placed into temporary or permanent use or service. All applicable listed professionals shall submit a Verified Compliance Report (VCR) for the SC Milestone for HCAI review and approval of the SC.

Conditional Substantial Compliance (CSC) may be granted prior to plan approval or submittal of complete plans for plan review. Preliminary plans and other documents may be required to be submitted for preliminary review prior to issuance of a CSC. H. Additional repairs or corrections may be required if the authorized emergency work does not comply with the conditional approval and the final HCAI FDD approved construction documents.

**The following apply to each Emergency Project:**

- H. Additional repairs or corrections may be required if the authorized emergency work does not comply with the conditional approval and the final HCAI FDD approved construction documents.

V. Special Conditions and Exceptions for Emergency Projects involving Permanent Equipment and/or Building Components

The HCAI RCO in consultation with the HCAI Field Staff may classify the emergency work as maintenance based on the scope of construction work and exempt the emergency project from plan approval and building permit. Projects exempted under maintenance will be closed by the HCAI RCO under an administrative closure.



VI. Special Conditions and Exceptions for Emergency Projects Involving Temporary Equipment and/or Building Components

Temporary equipment and systems may be required to protect occupant safety and maintain services during the repairs. Temporary equipment installed under an emergency authorization must comply with the requirements of HCAI CAN 2-108. The time duration of use is measured from the date the equipment is first placed into service until removal from site.

The additional structural load of any equipment that is placed or mounted on the structure must be verified that it can be supported by the structure.

The additional electrical or mechanical load of any equipment that is placed on existing service must be verified that the existing system can support the added utility service. Special consideration must be given to additional electrical load on the emergency electrical branch. (Refer to CAN 2-108).

All emergency temporary equipment is required to be removed prior to project closure.

The HCAI RCO may, at their discretion, exempt the submittal of plans for temporary equipment in place less than 30 days. The 30 days starts when the equipment is in service and ends when disconnected and removed from the site. If temporary equipment is left in place longer than 30 days, a permit or ACD must be submitted to show this equipment as either temporary (less than 180 days), interim, or permanent.

**VI. Special Conditions and Exceptions for Emergency Projects Involving Temporary Equipment and/or Building Components**

Emergency projects exempted from plan approval may be closed under typical closure requirements or may be closed administratively as determined on a case-by-case basis of each project.

If temporary conditions approved under an Emergency Authorization to Proceed are not addressed per the California Building Standards Code and this PIN, an Unauthorized Construction Project will be applied, and the facility will have restrictions placed for future construction projects until it comes into compliance.



APPENDIX A
Request for Information to Authorize Emergency Work

Facility			
Facility # _____	Facility Name _____		
HCAI Building # _____	Building Name _____		
Type of Facility	☐ Acute Psychiatric Hospital ☐ Correctional Treatment Center	☐ General Acute Care Hospital ☐ Licensed Clinic	☐ Skilled Nursing or Intermediate Care Facility

Proposed Work - Record Detail

Record/Project Number _____	Record/Project Name _____
Detailed Description	

Equipment and/or Building Components Details

☐ Permanent Equipment or Building Components ☐ Temporary Equipment or Building Components Duration: _____

Equipment and/or Building Components to be Replaced Note: Include 'Critical' for most important equipment	1.	2.	3.	4.

Justification
Provide justification for the need for an emergency project and reason this service is critical to patient care and/or operation of the facility:



HCAI e-Services Portal

Welcome John Smith
You are now logged in.

You may view Facility information, search for projects that have already been created, or create an application for a new project by clicking the links below.

Click the 'Projects' tab above to view all of the projects associated to your profile.

Instruction guides organized by subject are available by clicking the 'Instructions' tab at:
<http://www.oshpd.ca.gov/FDD/eServices/index.html>

Facility Information	Projects
Lookup Facility Information	Create an Application Search Projects

Home	Projects
Create an Application	Search Projects

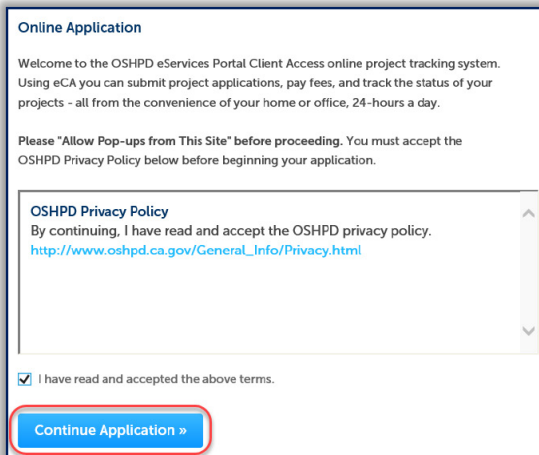
Step 1. Start Create an ANFP

Only registered users may create an Application for a New Project.

Navigate to the **Home** or **Projects** tab and begin by clicking on the **Create an Application** link.

Step 2. 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.



Online Application

Welcome to the OSHPD eServices Portal Client Access online project tracking system. Using eCA you can submit project applications, pay fees, and track the status of your projects - all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the OSHPD Privacy Policy below before beginning your application.

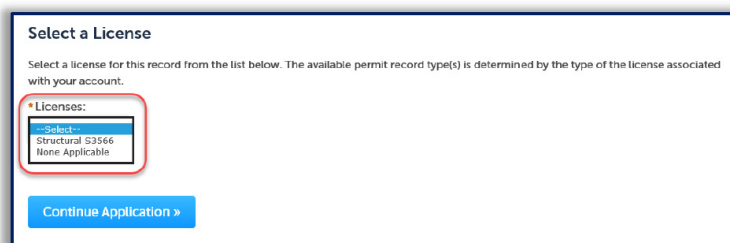
OSHPD Privacy Policy
By continuing, I have read and accept the OSHPD privacy policy.
http://www.oshpd.ca.gov/General_Info/Privacy.html

☒ I have read and accepted the above terms.

Continue Application »

Step 3. Select a License

If you are a Licensed Professional (Architect, Engineer, Contractor, IOR), you will be given the opportunity to select your license and have it automatically added to the Professionals section. To do this, click the down arrow and select your license; if you do not want your license listed on this application, select None Applicable. If you are not a Licensed Professional (or if your license has not been associated to your Public User account), this option will not be available.



Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

* Licenses:

--Select--
Structural S3566
None Applicable

Continue Application »

Step 4. Select Record Type

Select "Application for New Project" then click the **Continue Application** button.

Click **Continue Application** to proceed with application.

Step 5. Enter Facility Information

Enter the HCAI Facility ID or Facility Name 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. Notify HCAI of any errors. To search for another facility, click the **Clear** button in Facility section. This clears the previous entered facility. To advance to the next page flow step, click **Continue Application**.

Step 6. Enter Project Details and Additional Details.

- Enter the record/project name and enter a detailed description of the work to be performed. Full

Step 3: Project Details > Scope and Details * Indicates a required field.

Detail Information

* **Project Name**

* **Project Scope**

Note: Emergency Work - Full description of the proposed work noting all demolition, architecture, mechanical, electrical, plumbing, and structural work to be performed under the emergency authorization

Complete the additional details specific to the project. For a brief description of each field, see below:

- Submittal Type:** Indicate the type of project that is being submitted for review:
 - Phased or Collaborative Review Requested – projects over \$20 million
 - Examination – Clinics and other projects reviewed on a T&M fee basis
 - Final – 100% Construction Documents review
 - Geotech Only – Geotechnical Report review by Engineering Geologist

Additional Details

PLAN REVIEW

* Submittal Type: Collaborative Review Requested
Examination
Final
GeoTech Only
Phased Review Requested
Preliminary
SB1838

* Kind of Project: Addition
New Building
Remodel

Total Beds Before Construction:

Total Beds After Construction:

* Square Footage of Project:

* Use Annual Building Permit: ☐ Yes ☐ No

* Managed Project Requested: ☐ Yes ☐ No

Seismic Compliance Construction Project: ☐ Yes ☐ No

Seismic Extension Qualifying Project: AB 2190 Extension
N/A
SB 1661 Extension
SB 306 Extension
SB 499 HAZUS Fail Extension
SB 608 Extension
SB 90 Extension

Article 19 Mitigation Project: ☐ Yes ☐ No

* Project includes primary gravity and/or lateral load elements systems: ☐ Yes ☐ No

OSHFD Building #:

Review Type: * Electronic
Paper

Over-The-Counter Review Requested: ☐ Yes ☐ No

Field Review Requested: ☐ Yes ☐ No

Step 7. Enter Emergency Work (Optional)

- If the project does not have emergency work as detailed in [PIN72](#), select **No** and select Continue Application to view the next page..

Application for New Project

1 Facility Information	2 Project Details	3 Professionals and Contacts	4 Facility Authorization	5 Payment Options	6	7	8
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Step 2: Project Details > Emergency Work

Emergency work may be necessary due to permanent equipment failure, natural disaster, or other occurrences that require immediate repair or replacement to ensure jobsite or building occupant health or safety.

The Department of Health Care Access and Information (HCAI), also known as the Office of Statewide Health Planning and Development (OSHDP) and referred to as "Office", recognizes that emergency temporary construction and installation of temporary equipment is sometimes required to accommodate construction or to provide transitional solutions.

Note that an emergency is not maintenance to prevent something from failing. A true emergency is the actual disaster, event, or failure of equipment.

If you are submitting a project and requesting emergency authorization to proceed (EAP), select "Yes" to the "Project Includes Emergency Work". Additional fields will be displayed for you to complete. These are the same files as those on the form in Appendix A of PIN 72. When completing these fields within the online application, there is no need to submit the form from PIN72.

* Indicates a required field.

Project Includes Emergency Work

EMERGENCY WORK

If the project includes emergency work, select "Yes" on the 'Project Includes Emergency Work' field to make visible the emergency work information and justification fields. Refer to Policy Intent Notice 72 for details on what constitutes an emergency project. [PIN 72](#)

* **Project Includes Emergency Work:** ☒ Yes ☐ No

[Continue Application »](#) [Save pending submittal](#)

* **Project Includes Emergency Work:** ☒ Yes ☐ No

Permanent Equipment or Building Components to be Replaced: ☒

Temporary Equipment or Building Components to be Replaced: ☒

Duration of Work (Days):

Equipment or Building Components 1: *

Emergency replacement of failed nurse call on 4 south. Interim wireless equipment will be deployed until permanent equipment is received.

Equipment or Building Components 2:

Once permanent components have arrived and are ready for install. The replacement will be like-for-like of equipment in similar locations. New devices to connect to existing nurse call power circuits.

Equipment or Building Components 3:

Equipment or Building Components 4:

Justification for Emergency Project: *

We are unable to make any repairs to support the failed equipment on 4 south and are requesting an emergency authorization from HCAI for deployment of interim wireless equipment while we actively work towards design approval, and procurement of the permanent solution.

[Continue Application »](#) [Save pending submittal](#)

- If the project does include emergency work, select **Yes** to display the justification fields for emergency work. These are the same fields as describe in PIN 72 and can be replacement for submitting the form to the RCO for approval. Enter all pertinent data related to the emergency work so the RCO can review the details. Even though you submit the project, you must still contact the RCO to inform the RCO of the emergency work.
- Permanent Equipment and/or Building Components** - State if the construction work/equipment is permanent.
- Temporary Equipment and/or Building Components** - State if the construction work/equipment is temporary
- Time Duration** - Enter the time duration, if work is temporary.
- Equipment and/or Building Component Details** - Enter the equipment and/or building components to be replaced. Enter permanent and temporary equipment. i.e., temporary emergency generator with size and capacity and location, boiler replace size and capacity and location, HVAC unit size and capacity and location, etc. If multiple items are to be replaced, (i.e. multiple HVAC units) indicate the most critical unit to be replaced.
- Justification** - Justification for the need of an Emergency Authorization and reason this service is critical to patient care and/or operation of the facility.

Note: When project includes emergency work, an IOR is required to the application.

Step 8. Enter Project Tabular Information.**Costs**

The project estimated construction costs are entered on this step and you must enter one Costs row. To add one Costs row, click the **Add a Row** button in the COSTS section.

Costs

COSTS
Enter the estimated costs for the project. To enter costs, click the "Add a Row" button. Enter only one cost row. Do not enter commas or dollar signs.

Showing 0-0 of 0

Cost Date	Construction Costs	Fixed Equipment Costs	Total Costs	Cost of Imaging Equipment
No records found.				

Add a Row **Edit Selected** **Delete Selected**

On the pop-up window, enter the estimated Construction Costs, Fixed Equipment Costs and Imaging Equipment Costs, then click the **Submit** button to copy form to Costs Table. For more info, click [?](#)

Step 9. Add Licensed Professionals (LP) to the project.

Search the HCAI database for active LP records by entering at least one search criteria such as License Type, License Number, or Name. Click on the **Look Up** button to perform the search. If an LP is not found in your search the reason may be:

- License is not in our database
- License is expired or other reason for inactive.

Licensed Professionals (LP) data must be validated against the licensing authority before they can be added to projects so you must contact eserv@hcai.ca.gov or 916-440-8400 if an LP is not in your search results.

Step 10. Adding Contacts.

There are three Contact types that must be included for every project (Primary Project Contact, Authorized Agent, and Facility Representative).

Primary Project Contact will receive all correspondence from HCAI regarding this project in addition to the Design Professional of Record. This includes approval letters, field operations reports and closure notifications such as requests for Final Verified Compliance Reports and Final Cost Affidavit.

Authorized Agent may sign official documents regarding this project such as revised project applications, the Notice of Start of Construction, and the Final Cost Affidavit, etc. The facility PIN holder is an Authorized Agent by default.

Facility Representative is a person employed by the facility or governing body. The Facility Representative is NOT an employee or owner from the design team. This contact will be used when communication with the facility is needed.

The fourth contact type is for additional projects contacts. This can be more Authorized Agents or a plain Contact. You can enter multiple contacts in this contact group.

Step 3: Professionals and Contacts > Contacts

The first three contact types entered on this page represent distinct roles on a project. Submission of the project cannot be completed. Specific details for each contact are listed below. At any time during the submission of this application, clicking Save Pending Submittal will save the current information.

Primary Project Contact

A Primary Project Contact will receive all correspondence from HCAI regarding this project in addition to the Design Professional of Record. This includes approval letters, field operations reports and closure notifications such as requests for Final Verified Compliance Reports and Final Cost Affidavit.

Examples: Capitol Project Leaders, Corporate Project Leaders, Facility Engineers, Owners Representatives, etc.

Select from Account Add New

Authorized Agent

An Authorized Agent may sign official documents regarding this project such as revised project applications, the Notice of Start of Construction, and the Final Cost Affidavit, etc. The facility PIN holder is an Authorized Agent by default.

You may add additional Authorized Agents on the Additional Contacts area below. A Lead Authorized Agent during project creation, but will be required if an additional Authorized Agent is added.

Select from Account Add New

Facility Representative

The Facility Representative is a person employed by the facility or governing body. This contact will be used when communication with the facility is needed.

Examples: The Administrator, Chief Executive Officer, Director of Facility Management, Design Professional, Construction Director of Engineering/Plant Operations, etc.

Select from Account Add New

Step 11. 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.

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:

Continue Application » Save pending submittal

Step 12. Select Payment Option.

After entering a valid Facility PIN code, select one of the payment options. The description of each payment options is as follows:

- **Invoice Me:** HCAI will mail an invoice to the facility billing address on file.
- **Pay Now:** facility intends to make an immediate online payment using a credit card on the next screen before the application is submitted.

If you do not select a payment type and proceed to complete the application, the Facility PIN will be visible on the review page to any authorized user when the application is resumed later. To prevent the Facility PIN from being displayed, you must complete this step by selecting a payment type and completing the application. When this step is completed, the Facility PIN is hidden from all users.

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

Step 13. 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.

If you selected the "Invoice Me" option, skip to step 14 below.

Step 14. Pay Application Fees online.

If you selected “Pay Now” option, this screen displays the total fees to be paid with a credit card.

Click on “Continue Application” to proceed to the payment screen.

Step 7: Pay Fees

Listed below are the fees assessed by OSHPD based on the information you have provided. The application fee is not refundable. The Plan Review Fee for the estimated construction costs, 1.64% for hospital buildings or 1.5% for skilled nursing facilities, will be invoiced directly to the facility.

Application Fees

Fees	Qty.	Amount
Application Fee	1	\$250.00

TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.

\$250.00

[Continue Application »](#)

Step 15. Submit online payment.

On this screen, enter the accurate credit card information then click on **Submit Payment** button.

Payment Options

The \$250 application fee is non-refundable per California Administrative Code, California Code of Regulations, Title 24, Part 1, Section 7-133(a)3.

Amount to be charged: \$250.00

☒ Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code:
 --Select--
 * Name on Card: * Exp. Date: 01 2018

Credit Card Holder Information:

☐ Auto-fill with John Smith
 Country: United States
 * Street Address:
 * City: * State: --Select-- * Zip:
 * Phone:
 E-mail:

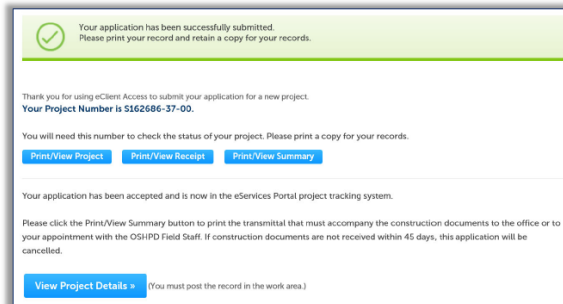
[Submit Payment »](#)

Step 16. Project submission confirmation.

On this final screen, eCA display a project submission confirmation including the project record number. You may print a project record summary from this screen, and if the fees were paid with a credit card, a payment receipt can be printed. These documents open in a PDF format and may be saved or emailed. You can also 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 (Design Professional) and to the Public User that approved the application by entering the PIN (Owner Representative).

Congratulations! You have successfully submitted an Application for a New Project to HCAI!



The screenshot shows a confirmation page with a green header bar containing a checkmark icon and the text: "Your application has been successfully submitted. Please print your record and retain a copy for your records." Below this, it says "Thank you for using eClerks Access to submit your application for a new project. Your Project Number is S162686-37-00." It then instructs the user: "You will need this number to check the status of your project. Please print a copy for your records." There are three buttons: "Print/View Project", "Print/View Receipt", and "Print/View Summary". Below these, it states: "Your application has been accepted and is now in the eServices Portal project tracking system." It also provides instructions: "Please click the Print/View Summary button to print the transmittal that must accompany the construction documents to the office or to your appointment with the OSHPD Field Staff. If construction documents are not received within 45 days, this application will be cancelled." At the bottom, there is a "View Project Details" button and a note: "(You must post the record in the work area.)"

- Once you have successfully submitted the application contact the Facility Assigned Regional Compliance Officer and inform the RCO of the request for the Emergency Authorization to Proceed(EAP).
- The RCO will review the request for the EAP and make a determination if the EAP can be Approved or Denied and if any conditions / comments will be added to the EAP letter. The EAP letter will be sent through eCA to the project listed participants.

