

# Bureau of Contract Administration Inspection Scheduler Application

**Public User Manual**

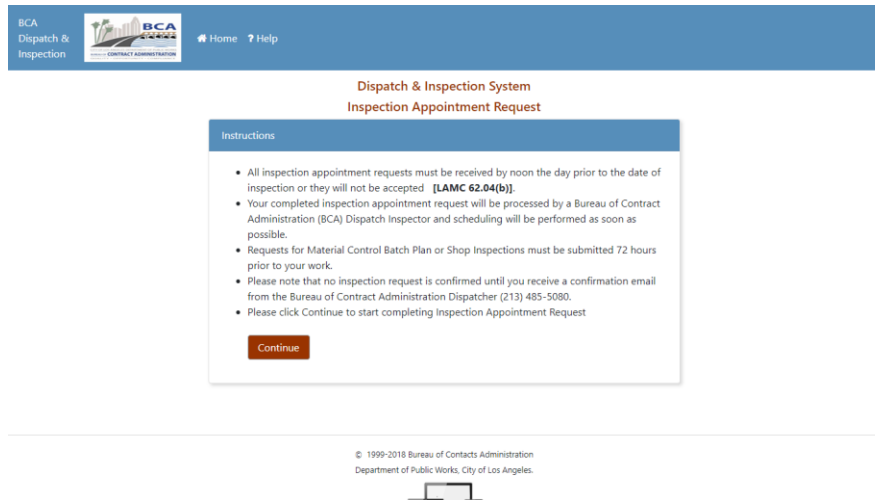
**Version: 1.16**

**Revised:6/30/2020**

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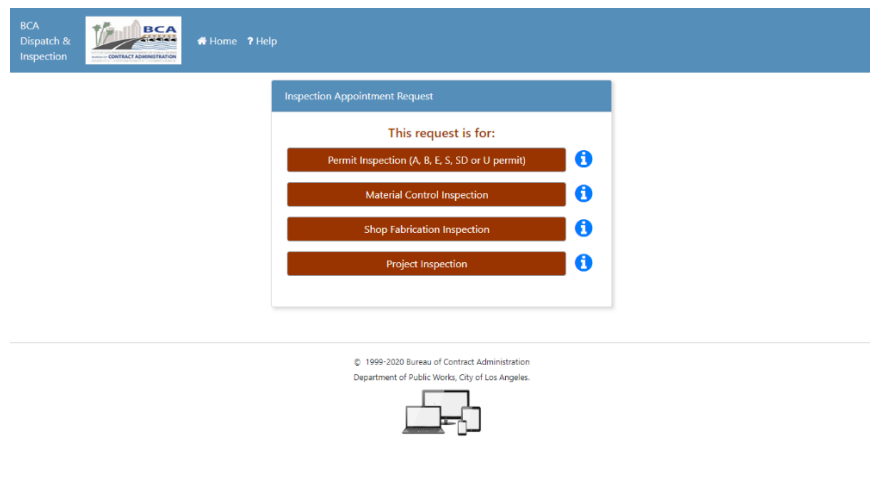
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## 1. Home Page



The homepage details basic instructions regarding inspection appointment requests. Click **Continue** to navigate to the list of categories for inspection.

## 2. Inspection Landing Page



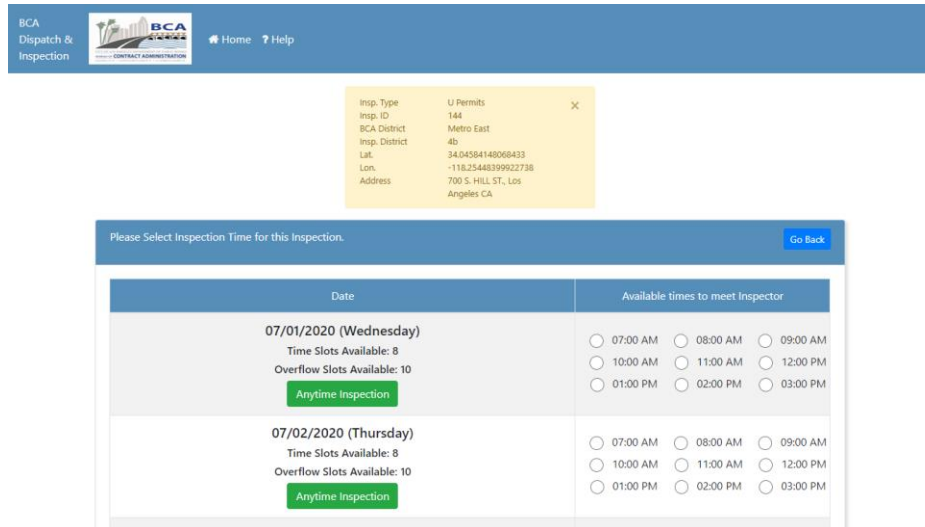
The application supports 4 types of requests:

- Permit Inspection (A, B, E, S, SD, U)
- Material Control Inspection
- Shop Fabrication Inspection
- Project Inspection (Cash Contract Inspection)

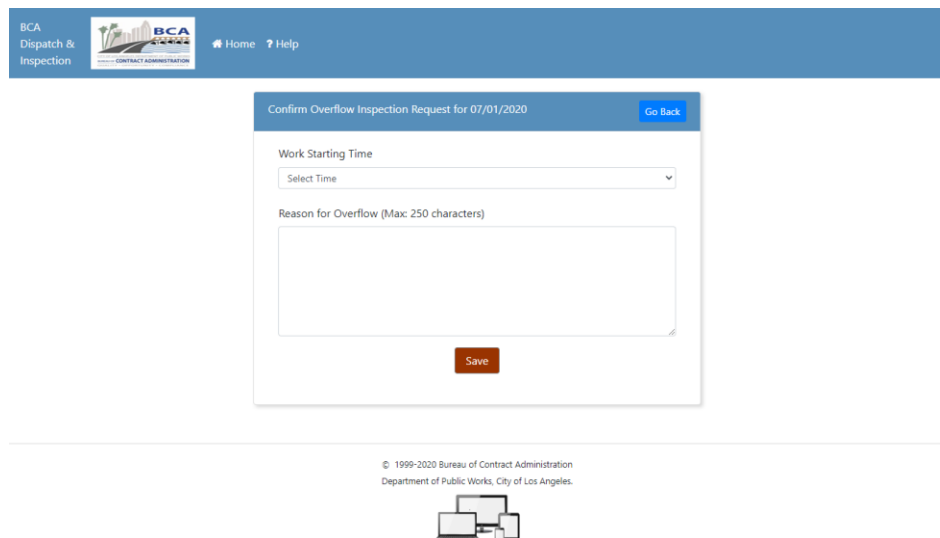
### 3. Requesting a Permit Inspection

First enter the permit number provided. Please make sure it follows the same format as it was given. Work order number is also acceptable. Once it is filled out, click **Continue**.

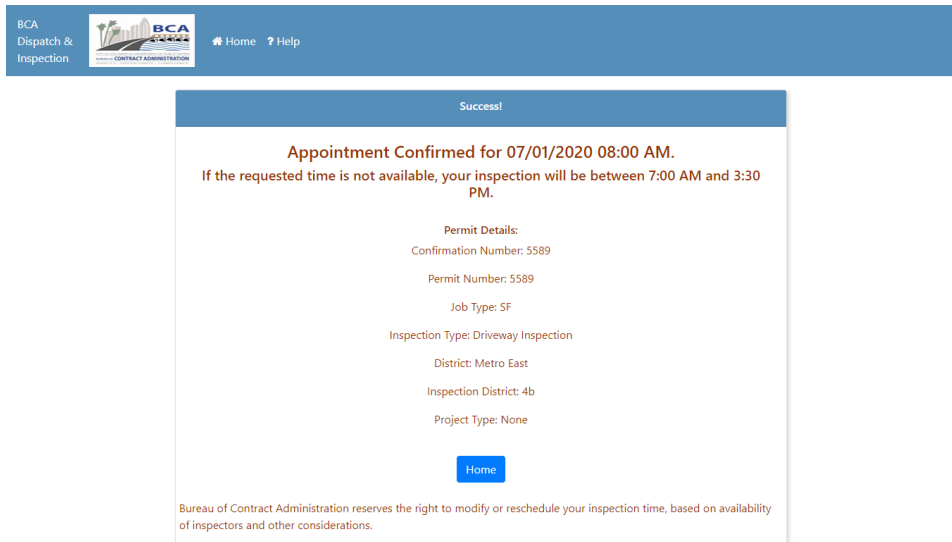
If a permit was found with the given number, the next page should have all relevant information filled out from BOE. There are some fields that can be changed. Contact info must be filled out before continuing.



Here in the calendar screen, you will have a list of available times for the next 5 business days. If it is before noon, the first day listed will be the next immediate business day. If it is past noon, it will start with the day after that. Each day will have a certain amount of time slots as well as several overflow slots for when all other slots have been booked for that day. If the time you want is unavailable, click the green **Anytime Inspection** button below the requested date to add it to overflow. If you want a pre-defined timeslot, click on the required time and then submit to complete the inspection request. Click **Confirm Time** to finalize your request.



If you selected the overflow option, you will be presented with this screen. From here, you select your requested time and add a reason for the overflow. Click **Save** to confirm your inspection request. **NOTE:** You are not guaranteed the requested overflow time. BCA will confirm your inspection request based on inspector availability and other factors.



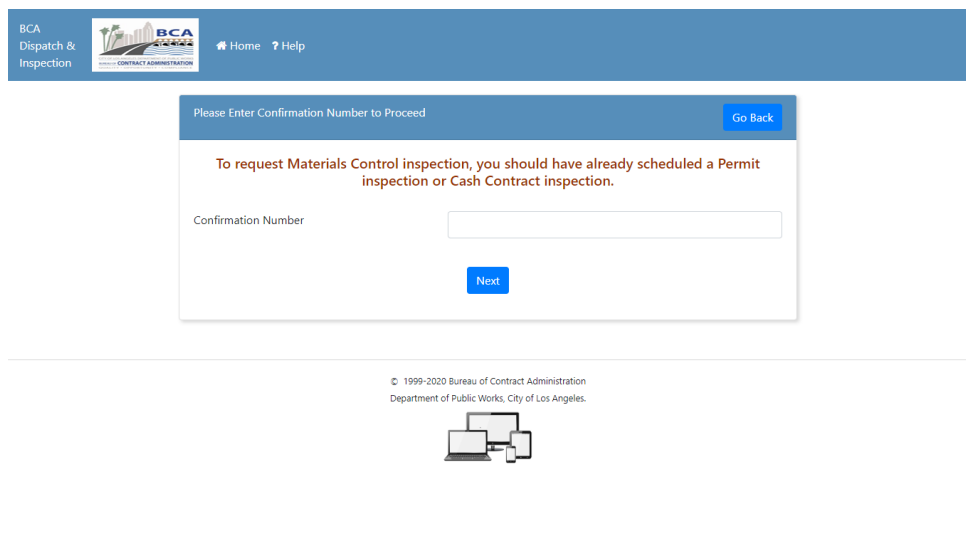
Once a time is confirmed, you will be brought to a confirmation screen listing all important information associated with the inspection.

#### 4. Requesting a Materials Control Inspection

Requesting a Materials Control inspection can only be done in 2 ways and can only be made if an inspection was already made with the following prerequisites:

- Permit Inspection (A, B, E, S, SD, U)
- Project Inspection (Cash Contract Inspection)

If an inspection request was made that match any of these criteria, there will be an option to start a materials control inspection from the confirmation screen. The other option is to select **Materials Control** from the inspection landing page.



Once clicked, you will be asked to provide the confirmation number of an applicable inspection. Once provided, click **Next** and then you will be navigated to a form with some fields already filled out based off the inspection request provided.

The screenshot shows the 'Request for Materials Control Inspection' form. The header includes the BCA logo and navigation links for Home and Help. The form title is 'Request for Materials Control Inspection'. The fields are as follows:

Work Order	E170182F
This is a request for Batch Plant Inspection	<input type="radio"/> Yes <input checked="" type="radio"/> No
Material Type	<input type="radio"/> Asphalt Concrete <input type="radio"/> Concrete (PCC)
Plant Location	A & A Ready Mix (AA-GAR)
Contractor	John Johnson
Work Start Time	10/28/19 10:00 AM
Onsite Contact Name	Demofirstname Demolastname
Onsite Contact Phone	9998887777
Contact Email	demo@demo.com
Mix Design	
Quantity (Number only)	

Make sure to select either **Asphalt Concrete** or **Concrete (PCC)** to get a full list of appropriate materials in the **dropdown** below the selection. Once this form is submitted, you will be navigated to the same calendar screen as the permit inspection to choose your time(s) for inspection.

## 5. Requesting a Shop Fabrication Inspection

Requesting a shop fabrication inspection requires no previous inspection or permit number.

The screenshot shows the 'Request for Shop Fabrication Inspection' form. The header includes the BCA logo and navigation links for Home and Help. The form title is 'Request for Shop Fabrication Inspection'. The fields are as follows:

Work order	UR401075
Shop Location (Full Address)	1234 Los Angeles St, Los Angeles CA 93000 <a href="#">View on Map</a>
Materials to Fabricate	
Contractor	
Work Start Time	
Onsite Contact Name	
Onsite Contact Phone	

Once this form is submitted, you will choose your time(s) for inspection and confirm.

## 6. Requesting a Project Inspection (Cash Contract Inspection)

Like a Permit or Materials Control Inspection, an identification number is needed to request a project inspection. In this case, a valid work order number must be provided to proceed with the request.

BCA Dispatch & Inspection

Home Help

### Inspection Appointment Request (Project Inspection or Cash Contract)

**Please Enter Work Order Number:**

If you are requesting an inspection for an Excavation/Utility (U) Permit, please submit your request under "Permit Inspection".

In order to do that, please make sure that you submitted an Excavation/Utility (U) Permit application at <https://engpermits.lacity.org/excavation>.

A U-Permit reference number or a U-Permit number is required to submit such inspection requests.

Cancel Continue

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Type in the work order number in the first line, then click **Continue**. If the system can find data on the work order, you will be navigated to the form page with the basic fields filled out. If no data was found, the whole form will have to be manually filled. If location data is not entered, you will not be able to proceed.

BCA Dispatch & Inspection

Home Help

Press F11 to exit full screen

### Dispatch & Inspection System

#### Request Project Inspection

Project name: ALLEY LINCOLN AVE SD AVE 49

Project Type: Select Project Type

Work Order: Select Project Type

Work location: Capital Improvement Project

ESDR - Emergency Storm Drain Repair

ESR - Emergency Sewer Repair

**LADWP - Emergency Blow-out**

Major Sewer Construction

MTA - METRO TRANSIT AUTHORITY

SEWERS 5 & 6

Sidewalk Repair Program - CASH CONTRACTS

SSRP - Secondary Sewer Replacement Program

View on Map

Nearest Valid US Address to meet Inspector

Contractor

In the below box, enter the nearest valid "Work Location" shown above. The address must be a valid street address in Los Angeles, CA. Please use directional texts ("s/o", "n/o", "e/o", "w/o") to specify the location. Click the "View on Map" button to see the location on the map.

In the form there is a **dropdown** for **Project Type**. Select the project type that is most appropriate for the inspection. Other project types may be added by BCA later. If the job being requested has had a previous inspection performed, click **Yes** and provide the name



of the previous inspector. Once this form is submitted, you will be navigated to the same calendar screen as the permit inspection to choose your time(s) for inspection.

## 7. Additional Help

If you encounter any error messages or if you need additional help on using this application, please contact Bureau of Contract Administration (BCA) dispatch (213) 485-5080.