Bureau of Contract Administration Inspection Scheduler Application

Public User Manual

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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

	Inspection Appointment Request	
	This request is for:	
	Permit Inspection (A, B, E, S, SD or U permit)	0
	Material Control Inspection	0
	Shop Fabrication Inspection	0
	Project Inspection	0
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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

BCA Dispatch & Inspection	# Home ? Help	
	Inspection Appointment Request	
	Please Enter P	ermit Number:
	U-18-850013	
	Cancel	Continue
	"A" Permit Number look like:	AYYYY-NNNNN
	"B" Permit Number look like:	BCNNNNNN, BDNNNNNN, or BRNNNNNN
	"E" Permit Number look like:	E-NNNN-NNNN
	"U" Permit Number look like:	U-NNNN-NNNN
	"S" Sewer Permit Number look like:	SYYYYNNNNNN
	"SD" Storm Drain Permit Number look like:	SDYYYYNNNNNN
	N is a nun	4-digit year. neric value. t number represent the permit type.

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**.

BCA Dispatch & Inspection	CONTRACT ADD	BCA # Home ? Help	
		Request for (U) Permit Inspection	
			th city and state included. Ex: 123 Los Angeles St, Los Angeles, CA. You can also provide a X. Ex: 2nd St and Los Angeles St, Los Angeles, CA. Use the View on Mayr button to validate your
		Work location	3709 Globe Dr. Los Angeles CA View on Map
		Inspection for Reference number	U-Permit 2017013853
		Permit number	2018850013
		Work Order number BCA District	N/A Metro
		Inspection District	3
		Inspection Type	Street Re-surfacing
		ONLY, PRIME CONTRACTOR AGREE	ORK DAY/SHIFT FOR "E" AND "U" PERMITS OYes ON NO ES WITH CITY OF LOS ANGELES, BUREAU OF MENT SECTION 1452 1.1 A. FOR THE

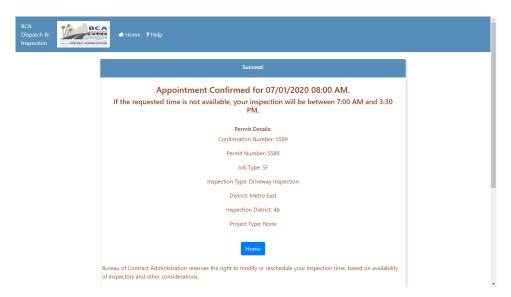
If a permit was found with the given number, the next page should have all relevant information filled out from BOE. There are some fields that can be changed. Contact info must be filled out before continuing.

h & BC	Home 7 Help					
		Insp. Type Insp. ID BCA District Insp. District Lat. Lon. Address	U Permits 144 Ab 34.D4584148068433 -118.25448399922738 700 S. HILL ST, Los Angeles CA	×		
Please Select I	nspection Time for this Inspection	-				Go Back
Please Select I		ste			Available times to meet in	
Please Select I		ate (Wednesday) Available: 8 s Available: 10		0 07 0 10	Available times to meet In: 7:00 AM 08:00 AM 0:00 AM 11:00 AM 1:00 PM 02:00 PM	

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.

BCA Dispatch & Inspection	🖶 Home	9 Help	
		Confirm Overflow Inspection Request for 07/01/2020	Go Back
		Work Starting Time Select Time	~
		Reason for Overflow (Max: 250 characters)	
			k
		Save	
		I 1999-2020 Bureau of Contract Administration Department of Public Works, City of Los Angeles.	

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.

BCA Dispatch & Inspection	Home ? Help
	Please Enter Confirmation Number to Proceed Go Back
	To request Materials Control inspection, you should have already scheduled a Permit inspection or Cash Contract inspection.
	Confirmation Number
	Next
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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.

ispatch &	👫 Home 🤋 Help	
	Dispatch	& Inspection System
	Request for Materials Control Inspection	
	Work Order	E170182F
	This is a request for Batch Plant Inspection	Ves 💿 No
	Material Type	Asphalt Concrete 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.

BCA Dispatch & Inspection	# Home ? Help		
	D	ispatch & Inspection System	
	Request for Shop Fabrication Ins	spection	
	Work order	UR401075	
	'Work Location' shown above. The a	alid US address to meet the inspector. This is not necessarily the ddress format should be like 123 Main St. Los Angeles, CA or Main St. emake sure to enter the City Name and State Name . Click on the stion on the Map.	
	Shop Location (Full Address)	1234 Los Angeles St, Los Angeles CA 93000 View on Map	
	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 & Contraction	off 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
	Dis	spatch & Inspection System
	Request Project Inspection	
	Project name	ALLEY LINCOLN AVE SD AVE 49
	Project Type	Select Project Type
	Work Order	Select Project Type Capital Improvement Project
	Work location	ESDR - Emergency Storm Drain Repair ESR - Emergency Sewer Repair
	In the below box, enter the nearest va Work Location' shown abow. The ad- and Cross St, Los Angeles, CA. Please directional texts ("so", "no", "eo", "y Map' button to see the location on th Nearest Valid US Address to meet Inspector	Major Sewer Construction MTA - METRO TRANSIT AUTHORITY SEWERS 5 & 6 Sidewalk Repair Program - CASH CONTRACTS t SSRP - Secondary Sewer Replacement Program
	Contractor	View on 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.