

ELECTRONIC DOCUMENT MANAGEMENT SYSTEM

DFCM User's Guide

For Questions Contact:

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Chris Kimball (chris@kimballeng.com; 801.547.8133)



Guide Intent

- ❑ This User's Guide is intended to assist DFCM employees in understanding how to use the DFCM EDMS. The following user types will be referenced throughout the User Guide...

PM – DFCM Project Manager

AD – DFCM Administrator

DP – Design Professional

BO – DFCM Building Official

PR – Assigned Plan Reviewer

IN – Code Inspector



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1. Begin a New Project

Application

#1 Application for Project
DFCM Project Manager
Completes and submits New Application Form

#2 Application Reviewed
DFCM Administrator
Checks application and makes sure users are properly assigned

First Submittal

#3 First Submittal
Architect/Engineer
Uploads the First Submittal, lists Deferred Items, completes the Special Inspection Form, and lists Structural Observations

#4 First Submittal Review
DFCM Project Manager
Ensures the First Submittal is correct, making changes if needed

#5 Plan Reviewers Assigned
DFCM Building Official

Plan Review

#6 Plan Review
Reviewers
Plan Review begins:
If the plans require corrections, comments are issued, otherwise approval letters are uploaded

#7 Resubmittal
Architect/Engineer
Should corrections be required, the Architect is notified and asked to upload a new submittal

#8 Permitted
DFCM Building Official
When a Submittal Phase or Deferred Item is Accepted, and a Final Set has been uploaded, the Building Official uploads the Permitted Docs

Inspections & CO

#9a Inspections Start
DFCM Building Official
Building Official assigns Inspectors

#9b Inspection Reports Uploaded
Code Inspectors
Code Inspectors upload daily and final inspection reports

#10 CO Issued
DFCM Building Official
Building Official issues a CO when all requirements have been met



Begin a New Project

- ❑ The DFCM Project Manager (PM) logs into the EDMS...

DFCM v2

Division of Facilities Constructions and Management
State of Utah Department of Administrative service

Login Help

THE GREAT SEAL OF THE STATE OF UTAH
1896
Division of
**Facilities Construction
& Management**

Login [Sign Up](#)

E-Mail

Password

Login

[If you've forgotten your password, enter only your e-mail address and press Login.](#)

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Begin a New Project

- ❑ The default screen displays all active projects currently assigned to that PM. Click on "Permit Requests" in the upper left tab to submit a new permit request.

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State of Utah Department of Administrative service

Zach Freitag DFCM System Administrator

Permit Requests | Inspections | Projects | Agencies | Users | E-mails | Profile | Log Out | Help

Report Menu | Print | Download

1/38

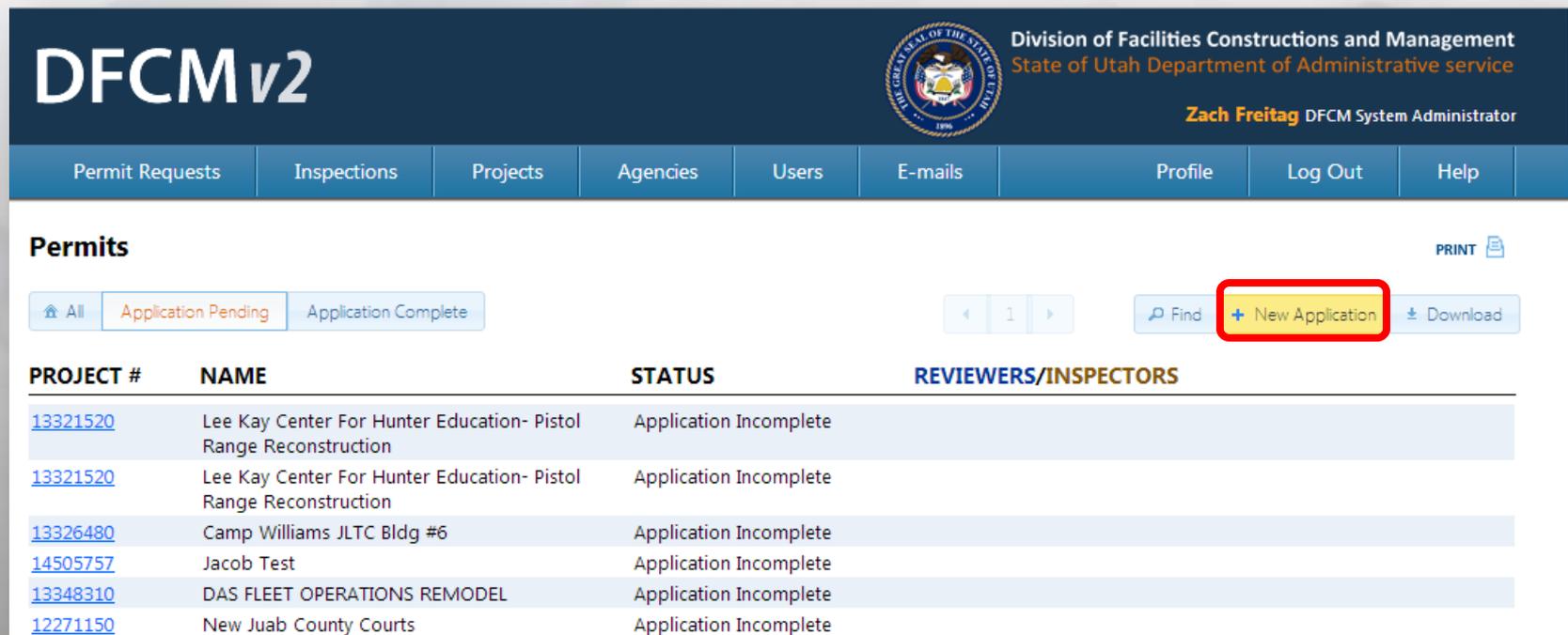
filter PRINT

PROJECT #	NAME	STATUS	REVIEWERS/INSPECTORS	PROJ. MANAGERS	DELETE
16515756	deferred checkoff test	Under Review		Jacob Privalsky	delete
14515759	New Notifications Test	Under Review	C. Kimball	Jacob Privalsky, Chris Kimball	delete
14505759	New Download Test	Final Issued	R. Cranston, B. Juszczak, A. Pavoni	Jacob Privalsky	delete
14505758	Test 2	TCO Issued	A. Mahtinkah, C. Kimball	Jacob Privalsky, Alex Booth	delete
14505757	Jacob Test	Final Issued	A. Mahtinkah	Jacob Privalsky	delete



Begin a New Project

- ❑ This screen lists permit requests that have not yet been accepted by the Administrator. Click on the "+ New Application" button on the right side of the screen.



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Permit Requests | Inspections | Projects | Agencies | Users | E-mails | Profile | Log Out | Help

Permits PRINT

All | Application Pending | Application Complete

Find | **+ New Application** | Download

PROJECT #	NAME	STATUS	REVIEWERS/INSPECTORS
13321520	Lee Kay Center For Hunter Education- Pistol Range Reconstruction	Application Incomplete	
13321520	Lee Kay Center For Hunter Education- Pistol Range Reconstruction	Application Incomplete	
13326480	Camp Williams JLTC Bldg #6	Application Incomplete	
14505757	Jacob Test	Application Incomplete	
13348310	DAS FLEET OPERATIONS REMODEL	Application Incomplete	
12271150	New Juab County Courts	Application Incomplete	



Begin a New Project

- ❑ The PM then needs to fill out the permit application and click on the "Submit" button once the application is completed.

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Zach Freitag DFCM System Administrator

Permit Requests | Inspections | **Projects** | Agencies | Users | E-mails | Profile | Log Out | Help

DFCM Building Permit Application: Step 1

You will remain logged in while you are on this page and connected to the Internet. Fields marked with an asterisk are required.

BASIC INFORMATION

Project Number* Address Line 1*
Project Name* Address Line 2
Valuation* City*
Property #* State/ZIP*
 Project Address Not Applicable

AGENCY

Agency Other Organization
Agency*

SPECIFY COMPANY SUBMITTING PLANS

Company*

WORK DESCRIPTION

Project Category* Addition Remodel New Construction Other
Brief Description of Project*

USE Not Applicable

Occupancy* A-1 A-2 A-3 A-4 A-5 B E F-1 F-2
 H-1 H-2 H-3 I-1 I-2 I-3 I-4 M R-1
 R-2 R-3 R-4 S-1 S-2 U

Construction Type* Stories* Building Floor Area* ft² Building Height* ft
Design Occupant Load*

FIRE PROTECTION Not Applicable

Required* Yes No Unknown Type* Other
Provided* Yes No Unknown

ELEVATOR No Yes
Will an elevator be installed as part of this work?

BOILER No Yes
Will a boiler be installed as part of this work?

WATER No Yes
Will potable water piping be installed as part of this work?

NFRC No Yes
Will this project require any site-built fenestration, or will all glazing include an NFRC label?

SMOKE CONTROL No Yes
Will a smoke control system be required for this project?

SUBMITTAL TYPE

Complete/Phased: Complete Submittal Phased Submittal



Begin a New Project

- ❑ After submitting the application the PM needs to list the Design Professional (DP). Once completed an automatic email notification will be sent to the DFCM Administrator (AD).

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Permit Requests Inspections Projects Agencies Users E-mails Profile Log Out Help

DFCM Building Permit Application: Step 2 PRINT

You will remain logged in while you are on this page and connected to the Internet.

PROJECT CONTACT **CONTRACTOR: HFS ARCHITECTS**

The person specified here will be given privileges to upload submittals on behalf of **HFS Architects**. They will receive instructions for logging in and submitting documents after a DFCM Administrator has approved the permit request.

Contact Name* Jim Moore (435) 734-9700 Search... Add New Contact **1st**

SUBMITTAL PHASES

Complete Submittal (No Phases)

Complete Submittal Edit

2nd

Submit for Approval Revise Step 1



2. Accept Application

Application

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#9a Inspections Start
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Building Official assigns Inspectors

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Code Inspectors
Code Inspectors upload daily and final inspection reports

#10 CO Issued
DFCM Building Official
Building Official issues a CO when all requirements have been met



Accept Application

- ❑ The AD will receive an automated email once the permit request has been completed notifying them to review the request.



The screenshot displays the DFCM v2 web application interface. At the top, there is a dark blue header with the text "DFCM v2" on the left and the Great Seal of the State of Utah on the right. Below the header is a navigation bar with six tabs: "Permit Requests", "Inspections", "Projects", "Agencies", "Users", and "E-mails". The main content area is white and contains the following text:

DFCM: New Permit Request

DFCM: New Permit Request

Project Number: 14505757
Project Title: Jacob Test
Agency: University Of Utah
Date: 2014-05-09 14:58:24

A new permit request has been received for the project referenced above.

DFCM Administrator: Please login to review and approve this permit request.

URL: <http://dfcmdev.eprocess360.com/permits/view/440>



Accept Application

- ❑ The AD will first need to login to access the permit request screen.

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Login Help

THE GREAT SEAL OF THE STATE OF UTAH
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Division of
Facilities Construction
& Management

Login

Sign Up

E-Mail

Password

Login

If you've forgotten your password, enter only your e-mail address and press Login.

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov.

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Accept Application

- ❑ Click on the "Permit Requests" tab to see complete applications. Then click on the particular project for the permit request in question. The AD then verifies that all needed information has been provided, including the Design Professional (DP).

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Zach Freitag DFCM System Administrator

Permit Requests Inspections Projects Agencies Users E-mails Profile Log Out Help

Permits 1st PRINT

All Application Pending Application Complete 1 Find + New Application Download

PROJECT #	NAME	STATUS	REVIEWERS/INSPECTORS
14505757*	Jacob Test	Application Complete	

2nd * Indicates you are specifically involved with a project.

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Accept Application

- ❑ If complete, the AD clicks on the "Accept Application" button at the bottom of the screen. An automatic email is then sent to the DP notifying them that they can now upload the project documents.

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Zach Freitag DFCM System Administrator

Permit Requests | Inspections | Projects | Agencies | Users | E-mails | Profile | Log Out | Help

Permit Request [Zip and Download \(Custom\)](#)

BASIC INFORMATION

Project Number: 14505757
Project Name: Jacob Test
Valuation: \$10,000,000
Property #: 2425235
Agency: University Of Utah

WORK DESCRIPTION

Type of Work: New Construction
Brief Description of Project: svsdsvsvsdsv

USE

Occupancy Type: A-1
Construction Type: IA
Design Occupant Load: 100

FIRE PROTECTION

Required: No
Provided: Yes
Type: NFPA 13

ELEVATOR

An elevator will be installed as part of this work.

BOILER

A boiler will be installed as part of this work.

BOILER

A boiler will be installed as part of this work.

WATER

Potable water piping will be installed as part of this work.

NFRC

The project will require site-built fenestrations or glazing will include an NFRC label.

SMOKE CONTROL

A smoke control system will be required for this project.

SUBMITTAL TYPE

Complete/Phased: Complete Submittal [Edit Submittal Phases](#)

PROJECT USERS

CONTRACTOR: HFS ARCHITECTS *				
Jim Moore*	jim@mvengr.net	(435) 734-9700	Architect	5 Permission(s)
Zach Freitag	zach@kimballeng.com	(801) 807-8423	DFCM Project Manager	6 Permission(s)

[Accept Application](#) [Edit Application](#) [Edit Users](#)

3. Upload Documents

Application

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Code Inspectors
Code Inspectors upload daily and final inspection reports

#10 CO Issued
DFCM Building Official
Building Official issues a CO when all requirements have been met



Upload Documents

- The DP and PM will receive an automated email once the permit request has been accepted by the AD.

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Zach Freitag DFCM System Administrator

Permit Requests

Inspections

Projects

Agencies

Users

E-mails

Profile

Log Out

Help

Application Approved

PRINT

An email has been sent to the Architect listed for the project and they have been notified to upload the first submittal.



Upload Documents

- ❑ If it is the first time using the system, the DP should now log into the EDMS and type in their email address and temporary password that was provided in an email from the system. A permanent password will be provided after logging in the first time.

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State of Utah Department of Administrative service

Login Help


Division of
Facilities Construction
& Management

Login

Sign Up

E-Mail

Password

Login

If you've forgotten your password, enter only your e-mail address and press Login.

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov.

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Upload Documents

- ❑ Once logged into the system the DP will see a list of projects assigned to them. Simply click on the DFCM number for the project in question.

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Permit Requests Inspections **Projects** Agencies Users E-mails Profile Log Out Help

Report Menu Print Download

filter PRINT

PROJECT #	NAME	STATUS	REVIEWERS/INSPECTORS	PROJ. MANAGERS
<u>14505757</u>	Jacob Test	Awaiting 1st		Zach Freitag



Upload Documents

- It is important for the DP to know that there are four steps to uploading a new project. The EDMS walks you through each one of those steps as shown below. No one will be notified that a partial submittal has been uploaded. All four steps must be completed.

Application Submittals Deferred Submittals Special Inspections Structural Observations Add/Edit Users Inspections C.O./Final

Submittals

Click the "View/Upload Submittal" button to complete your first submittal to the first phase. ↓ ↓ ↓

Done

Application Submittals Deferred Submittals Special Inspections Structural Observations Add/Edit Users Inspections C.O./Final

Structural Observations

List structural observations, if applicable, then click Done.

Done

Generally, structural observations will be listed during the first submittal and a 'Final Report' will be uploaded towards the end of the project. A Final Report is required for



Upload Documents

- ❑ To upload the construction documents to the EDMS click on the "Submittals" tab at the top of the screen and then click on the "View/Upload Submittal" button under the "Action" tab.

The screenshot shows the DFCM v2 web application interface. At the top, there is a navigation bar with the following tabs: Permit Requests, Inspections, Projects, Agencies, Users, E-mails, Profile, Log Out, and Help. The main header displays "14505757 - Jacob Test" and a "PRINT" icon. Below the header, there is a horizontal menu with tabs: Application, Submittals (highlighted with a red box), Deferred Submittals, Special Inspections, Structural Observations, Add/Edit Users, Inspections, and C.O./Final. A progress indicator shows the "Submittals" step as the first of four steps, labeled "1st".

Below the progress indicator, there is a "Submittals" section with a table. The table has the following columns: Phase Item, 1st Sub., Newest, Sub. #, Review Type, Status, and ACTION. The first row of the table is:

Phase Item	1st Sub.	Newest	Sub. #	Review Type	Status	ACTION
Complete Submittal	Not Submitted			Assign Reviewers...	Awaiting Submittal	View/Upload Submittal (highlighted with a red box)

Below the table, there are two buttons: "Edit Submittal Phases" and "Edit Reviewers". A yellow tooltip box is visible over the table, containing the text: "Submittals Click the 'View/Upload Submittal' button to complete your first submittal to the first phase. ↓ ↓ ↓ Done". The "View/Upload Submittal" button in the table is also highlighted with a red box and labeled "2nd".

At the bottom of the page, there is a footer with the text: "Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov. DFCM v2.1.4 ©2012 West Coast Code Consultants, Inc."

Upload Documents

- ❑ To add a new submittal click on the "+ New Submittal" button on the right-hand side of the screen. In this screen you can now upload the construction documents. Each set of submittals that are uploaded to the EDMS may be accompanied with a transmittal letter listing the items that are uploaded, but this is not required.

REVIEWS + New Comment Modify Reviewers

Review Type	By	Status	History
	Not Assigned...	Awaiting Submittal	<input type="checkbox"/>

SUBMITTALS + New Submittal Expand Collapse

Submittal #	Status	Date	Files	By	Regarding	Action
-------------	--------	------	-------	----	-----------	--------

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Upload Documents

- ❑ After uploading all necessary documents for that particular submittal (i.e. plans, calculations, specifications, energy/geotechnical reports, etc.) ***please click on the checkbox noting that the submittal is complete.*** If this is not done the system will think that additional items need to be uploaded to that particular submittal and the process cannot be completed.

Complete Submittal:

Yes

Complete a submittal when you are sure that all files for this submittal have been provided.

- *The next page shows the submittals screen.*





Permit Requests

Inspections

Projects

Agencies

Users

E-mails

Profile

Log Out

Help

14505757 - Jacob Test

PRINT

Application

Submittals

Deferred Submittals

Special Inspections

Structural Observations

Add/Edit Users

Inspections

C.O./Final



First Submittal: Complete each of the four steps

Complete Submittal: Submittal #1 (New)

Upload First Submittal

Add and select files for upload. Check 'Complete Submittal' to indicate no more files will be added, and then click 'Upload Files'.

UPLOAD SUBMITTAL DOCUMENTS ^{1st}

[+ Add More Files](#)

Type	File	Type	Description	Remove
Transmittal Letter	<input type="button" value="Choose File"/> Transmitta...etter.pdf		<input type="text" value="Transmittal Letter.pdf"/>	
Plans	<input type="button" value="Choose File"/> Plans.pdf		<input type="text" value="Plans.pdf"/>	<input type="button" value="X"/>
Structural Calculations	<input type="button" value="Choose File"/> Structural...tions.pdf		<input type="text" value="Structural Calculations.pdf"/>	<input type="button" value="X"/>
Geotechnical Reports	<input type="button" value="Choose File"/> Geotechni...port.pdf		<input type="text" value="Geotechnical Report.pdf"/>	<input type="button" value="X"/>
Specifications	<input type="button" value="Choose File"/> Specifications.pdf		<input type="text" value="Specifications.pdf"/>	<input type="button" value="X"/>
Energy Reports	<input type="button" value="Choose File"/> Energy Co...orts.pdf		<input type="text" value="Energy Compliance Reports.pdf"/>	<input type="button" value="X"/>

UPLOAD OPTIONS

Related to Review(s):

If left empty, all reviewers are notified. Otherwise, the checked reviewers will be notified when this submittal is complete.

Complete Submittal:

Yes

Complete a submittal when you are sure that all files for this submittal have been provided.

Remember to mark the upload 'Complete Submittal' if it's complete. You can also mark it from the submittal summary page by clicking the 'View' button.

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov.

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Upload Documents

- ❑ After the files have been uploaded to the system the DP will see the following screen. Simply click on the “Click here” hyperlink to continue on to Step 2 of the submittal process.



The screenshot displays the DFCM v2 web application interface. At the top left, the text "DFCM v2" is prominently displayed. To the right of this is the official seal of the State of Utah, featuring a figure holding a scale and a sword, surrounded by the text "THE GREAT SEAL OF THE STATE OF UTAH" and the year "1896". Further right, the text reads "Division of Facilities Constructions and Management" and "State of Utah Department of Administrative service". Below this, the name "Zach Freitag" is listed as the "DFCM System Administrator".

A horizontal navigation bar contains several menu items: "Permit Requests", "Inspections", "Projects", "Agencies", "Users", "E-mails", "Profile", "Log Out", and "Help".

The main content area shows a "Success" message. The text reads: "Your upload and/or setting submission was successful. [Click here](#) to continue." The "Click here" link is highlighted with a red rectangular box. To the right of the message is a "PRINT" button with a printer icon.

Below the success message, the text "The following items were uploaded:" is followed by a list of document names:

- Transmittal-Letter.pdf
- Plans.pdf
- Structural-Calculations.pdf
- Geotechnical-Report.pdf
- Specifications.pdf
- Energy-Compliance-Reports.pdf



Upload Documents

- ❑ The DP is then taken to the "Deferred Submittals" screen. At this point all deferred submittals should be noted. If deferred submittals do not apply to this project the "Not Applicable" button should be selected.

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State of Utah Department of Administrative Service
Zach Freitag DFCM System Administrator

Permit Requests | Inspections | Projects | Agencies | Users | E-mails | Profile | Log Out | Help

14505757 - Jacob Test PRINT

Application | Submittals | **Deferred Submittals** | Special Inspections | Structural Observations | Add/Edit Users | Inspections | C.O./Final

Deferred Submittals
There are no submittals to show. *1st*

Deferred Submittal Items

	due date	Add Item
<input type="text"/>		

First Submittal: Complete each of the four steps

Deferred Submittals *2nd*
List all Deferred Submittals, if applicable, then click Done.

Done

Note: the progress bar shows the submittals step is complete.

Upload Documents

- ❑ The DP is then taken to the "Special Inspections" screen. At this point all special inspections required for the project should be noted. If special inspections do not apply simply select "Not Applicable".

Application Submittals Deferred Submittals Special Inspections Structural Observations Add/Edit Users Inspections C.O./Final

First Submittal: Complete each of the four steps

Special Inspections

This form is saved automatically every time a change is made.

Anyone with the permissions to modify the Special Inspections may do so until a phase item has been marked as Permitted. After that, only Administrators may change this form.

SPECIAL INSPECTION AND TESTING ITEMS REQUIRED BY CHAPTER 17 OF THE 2009 IBC

Indicate items requiring special inspection or structural testing by checking the appropriate box. All items not requiring inspection/testing should be removed from the form. This page simply lists the items that will require special inspections. All permitted construction documents must have a completed DFCM "Special Inspection, Material Testing & Structural Observation" form. This form can be obtained at the following web site: <http://dfcm.utah.gov/dfcm/building-official.html>.

- FABRICATORS
- WELDING
- DETAILS OF STEEL FRAME
- HIGH-STRENGTH BOLTING
- STRUCTURAL STEEL

1st - Check the boxes of any required Special Inspections

2nd

Upload Documents

- ❑ The DP is then taken to the "Structural Observations" screen. At this point all structural observations should be noted. If observations do not apply to this project the "Not Applicable" button should be selected.

Application Submittals Deferred Submittals Special Inspections Structural Observations Add/Edit Users Inspections C.O./Final

First Submittal: Complete each of the four steps

Structural Observations

Generally, structural observations will be listed during the first submittal and a 'Final Report' will be uploaded towards the end of the project. A Final Report is required for a Certificate of Occupancy unless Structural Observations were originally marked as N/A.

OBSERVATION ITEMS

Done

1st *2nd*



Upload Documents

- ❑ After all four submittal steps has been completed (*1. Submittals; 2. Deferred Submittals; 3. Special Inspections; & 4. Structural Observations*) the screen will notify you that the submittal was successfully uploaded and an automated email will be sent to the DFCM PM informing them that these files are now in the system.

DFCM: First Submittal Completed by Architect

DFCM: First Submittal Completed by Architect

Project Number: 14505757

Project Title: Jacob Test

Agency: University Of Utah

Date: 2014-05-09 15:38:26

The first submittal for the project referenced above has been submitted for review.

Project Manager: Please login to review and approve this submittal.

URL: <http://dfcmdev.eprocess360.com/project/view/440>



4. Verify Complete Submittal

Application

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DFCM Building Official
Building Official assigns Inspectors

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Code Inspectors
Code Inspectors upload daily and final inspection reports

#10 CO Issued
DFCM Building Official
Building Official issues a CO when all requirements have been met



Verify Complete Submittal

- ❑ After the submittals have been uploaded the PM will receive an automated email notifying them to review the submittals for completeness.

DFCM: First Submittal Completed by Architect

DFCM: First Submittal Completed by Architect

Project Number: 14505757

Project Title: Jacob Test

Agency: University Of Utah

Date: 2014-05-09 15:38:26

The first submittal for the project referenced above has been submitted for review.

Project Manager: Please login to review and approve this submittal.

URL: <http://dfcmdev.eprocess360.com/project/view/440>



Verify Complete Submittal

- ❑ The PM then logs into the EDMS and selects the project in question.

DFCM v2  Division of Facilities Constructions and Management
State of Utah Department of Administrative service
Zach Freitag DFCM System Administrator

Permit Requests | Inspections | **Projects** | Agencies | Users | E-mails | Profile | Log Out | Help

Report Menu | Print | Download | 1/1 | filter [] PRINT

PROJECT #	NAME	STATUS	REVIEWERS/INSPECTORS	PROJ. MANAGERS
14505757	Jacob Test	Verifying 1st		Zach Freitag



Verify Complete Submittal

- ❑ To review the submittals click on the "Submittals" button at the top of the screen and then click on the "View/Upload Submittal" button under the "Action" tab.

DFCM v2 Division of Facilities Constructions and Management
State of Utah Department of Administrative service
Zach Freitag DFCM System Administrator

Permit Requests Inspections Projects Agencies Users E-mails Profile Log Out Help

14505757 - Jacob Test PRINT

Application **Submittals** Deferred Submittals Special Inspections Structural Observations Add/Edit Users Inspections C.O./Final

1st + + + + **First Submittal:** Inspect submittal

Submittals

Verify Complete First Submittal
Check to make sure the Architect/Engineer completed the first submittal, and then click Done. Done

Phase Item	1st Sub.	Newest	Sub. #	Review Type	Status	ACTION
Complete Submittal	05.09	05.09	1	Assign Reviewers...	Awaiting Submittal	View/Upload Submittal

2nd

Edit Submittal Phases Edit Reviewers

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov. DFCM v2.1.4 ©2012 West Coast Code Consultants, Inc.



Verify Complete Submittal

- ❑ The PM should review each of the items uploaded by the Project Contact and verify that a complete submittal has been provided.
- ❑ Once it has been confirmed that all documents required by the Building Official have been uploaded click on the "Submittal Complete" button at the bottom of the screen. At this point an automatic email is sent to the Building Official (BO) informing them that reviewers can now be assigned to this project.



5. Assign Plan Reviewers

Application

#1 Application for Project
DFCM Project Manager
Completes and submits New Application Form

#2 Application Reviewed
DFCM Administrator
Checks application and makes sure users are properly assigned

First Submittal

#3 First Submittal
Architect/Engineer
Uploads the First Submittal, lists Deferred Items, completes the Special Inspection Form, and lists Structural Observations

#4 First Submittal Review
DFCM Project Manager
Ensures the First Submittal is correct, making changes if needed

#5 Plan Reviewers Assigned
DFCM Building Official

Plan Review

#6 Plan Review
Reviewers
Plan Review begins:
If the plans require corrections, comments are issued, otherwise approval letters are uploaded

#7 Resubmittal
Architect/Engineer
Should corrections be required, the Architect is notified and asked to upload a new submittal

#8 Permitted
DFCM Building Official
When a Submittal Phase or Deferred Item is Accepted, and a Final Set has been uploaded, the Building Official uploads the Permitted Docs

Inspections & CO

#9a Inspections Start
DFCM Building Official
Building Official assigns Inspectors

#9b Inspection Reports Uploaded
Code Inspectors
Code Inspectors upload daily and final inspection reports

#10 CO Issued
DFCM Building Official
Building Official issues a CO when all requirements have been met



Assign Plan Reviewers

- ❑ Please be aware that projects ***will not move forward*** for the Building Official to perform a review unless they have been first approved by the PM.
- ❑ After the PM has verified that all submittals have been uploaded an automated email will be sent to the Building Official notifying them that the project is ready to be reviewed.
- ❑ The Building Official logs into the EDMS and selects the appropriate project.



Assign Plan Reviewers

- ❑ Click on the "Add/Edit Users" tab at the upper left-hand portion of the screen and then add the appropriate reviewers from the drop-down menu at the bottom of the screen. An automated email will then be sent to each reviewer notifying them of their assignment.
→ See next two pages for additional steps...

The screenshot displays the DFCM v2 web application interface. At the top left, the logo 'DFCM v2' is visible. To the right, the header identifies the 'Division of Facilities Constructions and Management' and 'State of Utah Department of Administrative Service', with 'Zach Freitag DFCM System Administrator' listed below. A navigation bar contains tabs for 'Permit Requests', 'Inspections', 'Projects', 'Agencies', 'Users', 'E-mails', 'Profile', 'Log Out', and 'Help'. The main content area is titled '14505757 - Jacob Test' and includes a 'PRINT' icon. A secondary navigation bar features tabs for 'Application', 'Submittals', 'Deferred Submittals', 'Special Inspections', 'Structural Observations', 'Add/Edit Users' (highlighted with a red box and a red '1st' annotation), 'Inspections', and 'C.O./Final'. Below this is a 'Project Description' section with a 'Zip and Download (Custom)' button. The 'BASIC INFORMATION' section contains the following data:

Project Number:	14505757	Address:	2400 Camino Ramon
Project Name:	Jacob Test		



Assign Plan Reviewers

DFCMv2



Division of Facilities Constructions and Management
State of Utah Department of Administrative service

Zach Freitag DFCM System Administrator

Permit Requests

Inspections

Projects

Agencies

Users

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Profile

Log Out

Help

14505757 - Jacob Test

PRINT

Application

Submittals

Deferred Submittals

Special Inspections

Structural Observations

Add/Edit Users

Inspections

C.O./Final

Modify Project Users

Users marked red do not have activated accounts. In many cases they will be automatically activated, like when the permit is approved. You can also manually activate them by editing the user directly.

EXISTING USERS

CONTRACTOR: HFS ARCHITECTS *

Jim Moore*	jim@mvengr.net	(435) 734-9700	Architect	5 Permission(s)
Zach Freitag	<i>2nd</i> zach@kimballeng.com	(801) 807-8423	DFCM Project Manager	6 Permission(s)

ADD USER TO PROJECT

Chris Kimball <chris@kimballeng.com>

Plan Reviewer

Add To Project

Create New Contact

View Application

Edit Application



Assign Plan Reviewers

DFCMv2



Division of Facilities Construction and Management
State of Utah Department of Administrative Service

Zach Freitag DFCM System Administrator

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14505757 - Jacob Test

PRINT

Application

Submittals

Deferred Submittals

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Structural Observations

Add/Edit Users

Inspections

C.O./Final

Project Reviews & Assigned Reviewers

This project is in the main submittal/comment cycle, so make sure that reviews are properly assigned to the first Submittal for all required reviews. If necessary, you may add additional reviewers.

Potential reviewers only appear in the drop-downs below when they are given the 'Plan Reviewer' role on the [Add/Edit Users](#) page. Setting an option to 'New Review' will delete any review data for that item/review type. Setting an option to 'Unassigned' will not clear existing data and will require that the review be completed before the Submittal or Deferred Submittal can be marked as complete.

SUBMITTALS

3rd

	Building Code	Structural	Fire & Life Safety	Risk Management	Other
Complete Submittal	Chris Kimball	Chris Kimball	Chris Kimball	Chris Kimball	Unassigned

DEFERRED SUBMITTALS

	Building Code	Structural	Fire & Life Safety	Risk Management	Other
--	---------------	------------	--------------------	-----------------	-------

If a reviewer is assigned one or more reviews, they will receive an email notification.

4th

[Back to Table of Contents](#)



6. Perform Review

Application

#1 Application for Project
DFCM Project Manager
Completes and submits New Application Form

#2 Application Reviewed
DFCM Administrator
Checks application and makes sure users are properly assigned

First Submittal

#3 First Submittal
Architect/Engineer
Uploads the First Submittal, lists Deferred Items, completes the Special Inspection Form, and lists Structural Observations

#4 First Submittal Review
DFCM Project Manager
Ensures the First Submittal is correct, making changes if needed

#5 Plan Reviewers Assigned
DFCM Building Official

Plan Review

#6 Plan Review
Reviewers
Plan Review begins:
If the plans require corrections, comments are issued, otherwise approval letters are uploaded

#7 Resubmittal
Architect/Engineer
Should corrections be required, the Architect is notified and asked to upload a new submittal

#8 Permitted
DFCM Building Official
When a Submittal Phase or Deferred Item is Accepted, and a Final Set has been uploaded, the Building Official uploads the Permitted Docs

Inspections & CO

#9a Inspections Start
DFCM Building Official
Building Official assigns Inspectors

#9b Inspection Reports Uploaded
Code Inspectors
Code Inspectors upload daily and final inspection reports

#10 CO Issued
DFCM Building Official
Building Official issues a CO when all requirements have been met



Perform Review

- ❑ After the Building Official has assigned the Reviewers for the project an automated email will be sent out notifying the Reviewers of their assignment.
- ❑ The Reviewers then log into the EDMS and click on the project in question.

DFCM v2 Division of Facilities Constructions and Management
State of Utah Department of Administrative service
Zach Freitag DFCM System Administrator

Permit Requests Inspections **Projects** Agencies Users E-mails Profile Log Out Help

Report Menu Print Download 1/1 filter PRINT

PROJECT #	NAME	STATUS	REVIEWERS/INSPECTORS	PROJ. MANAGERS
14505757	Jacob Test	Verifying 1st		Zach Freitag



Perform Review

- ❑ All submittals can be found when clicking on the "Submittals" button at the top of the screen and then on the "View/Upload Submittal" button under the "Action" tab. Submittals can be reviewed using Adobe Acrobat, Bluebeam®, or other software.
 - *The next page shows the submittals view screen.*





Permit Requests

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14505757 - Jacob Test

PRINT

Application

Submittals

Deferred Submittals

Special Inspections

Structural Observations

Add/Edit Users

Inspections

C.O./Final

Complete Submittal^{1st}

REVIEWS

+ New Comment

Modify Reviewers

Review Type	By	Status	History
	Not Assigned...	Awaiting Submittal	<input type="checkbox"/>

SUBMITTALS

+ New Submittal

Expand

Collapse

Submittal #	Status	Date	Files	By	Regarding	Action
1	Complete	05-09-14	6	Zach Freitag	All Review Types	<input type="button" value="View"/> <input type="button" value="Unlock"/>

Uploads for Submittal #1

^{2nd}

Transmittal Letter	Transmittal Letter.pdf	<input type="button" value="Open"/>
Plans	Plans.pdf	^{3rd} <input type="button" value="Open"/>
Structural Calculations	Structural Calculations.pdf	<input type="button" value="Open"/>
Geotechnical Reports	Geotechnical Report.pdf	<input type="button" value="Open"/>
Specifications	Specifications.pdf	<input type="button" value="Open"/>
Energy Reports	Energy Compliance Reports.pdf	<input type="button" value="Open"/>



Perform Review

- ❑ Plan review comments are then uploaded to the system by clicking on the "View/Upload Submittal" button under the "Action" tab and then on the "+ New Comment" button in the upper left-hand portion of the screen. Either MSWord or PDF documents can be uploaded to the system.

The screenshot displays the DFCM v2 web application interface. At the top, the header includes the DFCM v2 logo, the Utah State seal, and the text "Division of Facilities Construction and Management, State of Utah Department of Administrative Service". The user is identified as "Zach Freitag, DFCM System Administrator". A navigation bar contains links for "Permit Requests", "Inspections", "Projects", "Agencies", "Users", "E-mails", "Profile", "Log Out", and "Help".

The main content area shows a submittal titled "14505757 - Jacob Test" with a "PRINT" icon. Below this is a menu of submittal types: "Application", "Submittals", "Deferred Submittals", "Special Inspections", "Structural Observations", "Add/Edit Users", "Inspections", and "C.O./Final".

The "Complete Submittal" section features a "REVIEWS" heading. A red box highlights the "+ New Comment" button. To its right is a "Modify Reviewers" button. Below the buttons is a table of reviews:

Review Type	By	Status	History
Building Code	Chris Kimball	Reviewing Submittal(s)	
Structural	Chris Kimball	Reviewing Submittal(s)	

The "SUBMITTALS" section includes a "+ New Submittal" button and "Expand" and "Collapse" buttons. Below is a table of submittals:

Submittal #	Status	Date	Files	By	Regarding	Action
1	Complete	05-09-14	6	Zach Freitag	All Review Types	View, Unlock

Perform Review

- ❑ When uploading comments please note the review you have performed (i.e. Building Code, Structural, Fire, etc.) and the specific submittal number the comments are in relation to.

Complete Submittal: Comments

UPLOAD COMMENTS

1st

Type	File	Description	Remove
Comments	<input type="button" value="Choose File"/> Comment Letter.pdf	Comment Letter.pdf	

UPLOAD OPTIONS

Related to Review:

Indicates what type of review you are submitting for. Should auto-fill.

2nd

Related to Submittal: 1

Please indicate what submittals this response is for. Not necessary if you are approving the plans.

Require Final Plans: Yes

When all reviews are complete, this will require the Architect to upload a final set of plans. Formally known as Conformed Documents.

Approve Review: Yes

Approving the review requires that an Approval Letter be attached.

Approve Without Letter: Yes

3rd



Perform Review

- ❑ After clicking on the "Upload Files" button at the bottom of the page an automatic email will be sent to the DP notifying them that comments in relation to their submittal need to be addressed.



The screenshot displays the DFCM v2 web application interface. At the top left, the text "DFCM v2" is prominently displayed. To the right of this is the official seal of the State of Utah, featuring a figure holding a scale and a sword, surrounded by the text "THE GREAT SEAL OF THE STATE OF UTAH" and the year "1896". Further right, the text "Division of Facilities Constructions and Management" and "State of Utah Department of Administrative service" is shown, along with the name "Zach Freitag" and the title "DFCM System Administrator". Below the header is a navigation menu with buttons for "Permit Requests", "Inspections", "Projects", "Agencies", "Users", "E-mails", "Profile", "Log Out", and "Help". The main content area shows a "Success" message with a "PRINT" icon. The message states: "Your upload and/or setting submission was successful. [Click here](#) to continue." Below this, it lists "The following items were uploaded:" followed by "Comment-Letter.pdf". At the bottom of the page, there is a footer with contact information: "Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov." and the version information "DFCM v2.1.4 ©2012 West Coast Code Consultants, Inc."



7. Revise and Resubmit

Application

#1 Application for Project
DFCM Project Manager
Completes and submits New Application Form

#2 Application Reviewed
DFCM Administrator
Checks application and makes sure users are properly assigned

First Submittal

#3 First Submittal
Architect/Engineer
Uploads the First Submittal, lists Deferred Items, completes the Special Inspection Form, and lists Structural Observations

#4 First Submittal Review
DFCM Project Manager
Ensures the First Submittal is correct, making changes if needed

#5 Plan Reviewers Assigned
DFCM Building Official

Plan Review

#6 Plan Review
Reviewers
Plan Review begins:
If the plans require corrections, comments are issued, otherwise approval letters are uploaded

#7 Resubmittal
Architect/Engineer
Should corrections be required, the Architect is notified and asked to upload a new submittal

#8 Permitted
DFCM Building Official
When a Submittal Phase or Deferred Item is Accepted, and a Final Set has been uploaded, the Building Official uploads the Permitted Docs

Inspections & CO

#9a Inspections Start
DFCM Building Official
Building Official assigns Inspectors

#9b Inspection Reports Uploaded
Code Inspectors
Code Inspectors upload daily and final inspection reports

#10 CO Issued
DFCM Building Official
Building Official issues a CO when all requirements have been met



Revise and Resubmit

- ❑ Once comments from the Reviewers have been uploaded to the EDMS an automated email is sent out to the DP and copied to the PM notifying them of issues that need to be resolved.



Revise and Resubmit

- ❑ The Project Contact then logs into the EDMS and uploads written responses to the plan review comments as well as any necessary revisions, similar to Step #3. Please note that only revised sheets should be uploaded in subsequent submittals.

Complete Submittal

REVIEWS

[+ New Comment](#) [Modify Reviewers](#)

Review Type	By	Status	History
Building Code	Chris Kimball	Comments Issued	05-09-14 #1: Comments Issued
Structural	Chris Kimball	Comments Issued	05-09-14 #1: Comments Issued

SUBMITTALS

[+ New Submittal](#) [Expand](#) [Collapse](#)

Submittal #	Status	Date	Files	By	Regarding	Action
1	Complete	05-09-14	6	Zach Freitag	All Review Types	View Unlock

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov.

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Permit Requests

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14505757 - Jacob Test

PRINT

Application

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Add/Edit Users

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C.O./Final

Complete Submittal: Submittal #2 (New)

UPLOAD SUBMITTAL DOCUMENTS

1st

Add More Files

Type	File	Description	Remove
Transmittal Letter	<input type="button" value="Choose File"/> Transmitta...etter.pdf	<input type="text" value="Transmittal Letter.pdf"/>	
Plans	<input type="button" value="Choose File"/> Plans.pdf	<input type="text" value="Plans.pdf"/>	<input type="button" value="X"/>

UPLOAD OPTIONS

Related to Review(s):

Building Code Structural

If left empty, all reviewers are notified. Otherwise, the checked reviewers will be notified when this submittal is complete.

Complete Submittal:

Yes

Complete a submittal when you are sure that all files for this submittal have been provided.

2nd

Remember to mark the upload 'Complete Submittal' if it's complete. You can also mark it from the submittal summary page by clicking the 'View' button.

3rd

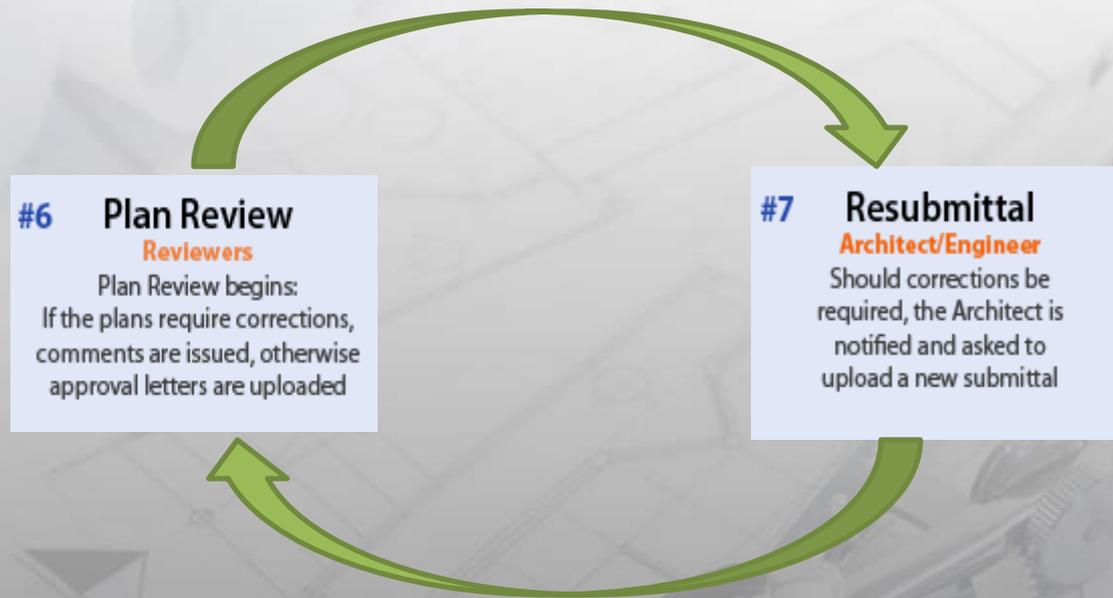
Upload Files

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov.

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Revise and Resubmit

- ❑ Steps 6 & 7 are repeated until all plan review comments have been addressed.



8. Issue Permit

Application

#1 Application for Project
DFCM Project Manager
Completes and submits New Application Form

#2 Application Reviewed
DFCM Administrator
Checks application and makes sure users are properly assigned

First Submittal

#3 First Submittal
Architect/Engineer
Uploads the First Submittal, lists Deferred Items, completes the Special Inspection Form, and lists Structural Observations

#4 First Submittal Review
DFCM Project Manager
Ensures the First Submittal is correct, making changes if needed

#5 Plan Reviewers Assigned
DFCM Building Official

Plan Review

#6 Plan Review
Reviewers
Plan Review begins:
If the plans require corrections, comments are issued, otherwise approval letters are uploaded

#7 Resubmittal
Architect/Engineer
Should corrections be required, the Architect is notified and asked to upload a new submittal

#8 Permitted
DFCM Building Official
When a Submittal Phase or Deferred Item is Accepted, and a Final Set has been uploaded, the Building Official uploads the Permitted Docs

Inspections & CO

#9a Inspections Start
DFCM Building Official
Building Official assigns Inspectors

#9b Inspection Reports Uploaded
Code Inspectors
Code Inspectors upload daily and final inspection reports

#10 CO Issued
DFCM Building Official
Building Official issues a CO when all requirements have been met



Issue Permit

- ❑ If a "conformed" set of construction documents is required prior to issuing the building permit, Reviewers must note this prior to "Approving" their review. When uploading review comments or an acceptance letter the Reviewer simply checks the box noting that final conformed plans will be required.

UPLOAD COMMENTS

Type	File	Description	Remove
Comments	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	

UPLOAD OPTIONS

Related to Review:

Indicates what type of review you are submitting for. Should auto-fill.

Related to Submittal: 1 2

Please indicate what submittals this response is for. Not necessary if you are approving the plans.

Require Final Plans: Yes

When all reviews are complete, this will require the Architect to upload a final set of plans. Formally known as Conformed Documents.

Approve Review: Yes

Approving the review requires that an Approval Letter be attached.

Approve Without Letter: Yes



Issue Permit

- ❑ Once the BO receives notice that all reviews have been "Accepted" they will place the building permit stamp on the final construction documents and upload the "Approved" plans to the EDMS.

Complete Submittal

Review Type	By	Status	History
Building Code	Chris Kimball	Accepted Submittal	05-09-14 #2: Accepted ▾
Structural	Chris Kimball	Accepted Submittal	05-09-14 #2: Accepted ▾

SUBMITTALS

1st

+ Permitted Docs

↶ Expand

↷ Collapse

Submittal #	Status	Date	Files	By	Regarding	Action
2	Complete	05-09-14	2	Zach Freitag	Structural, Building Code	View Unlock
1	Complete	05-09-14	6	Zach Freitag	All Review Types	View Unlock

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov.

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14505757 - Jacob Test

PRINT

Application

Submittals

Deferred Submittals

Special Inspections

Structural Observations

Add/Edit Users

Inspections

C.O./Final

Complete Submittal: Permitted Documents

UPLOAD

2nd

+ Add More Files

Type	File	Description	Remove
Plans	<input type="button" value="Choose File"/> Permitted Set.pdf	Permitted Set.pdf	

UPLOAD OPTIONS

Complete Submittal: Yes

3rd

Complete the submittal when you are sure that all files for this submittal have been provided.

Remember to mark the upload 'Complete Submittal' if it's complete.

4th

Upload Files

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov.

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Issue Permit

- ❑ An automated email is then sent to the DFCM PM and Project Contact notifying them that the "Approved" documents are posted on the EDMS. The PM should ensure that the Contractor has one full-size hard copy of all "Approved" submittals onsite at all times during construction.



9. Perform Inspections

Application

#1 Application for Project
DFCM Project Manager
Completes and submits New Application Form

#2 Application Reviewed
DFCM Administrator
Checks application and makes sure users are properly assigned

First Submittal

#3 First Submittal
Architect/Engineer
Uploads the First Submittal, lists Deferred Items, completes the Special Inspection Form, and lists Structural Observations

#4 First Submittal Review
DFCM Project Manager
Ensures the First Submittal is correct, making changes if needed

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DFCM Building Official

Plan Review

#6 Plan Review
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Architect/Engineer
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DFCM Building Official
When a Submittal Phase or Deferred Item is Accepted, and a Final Set has been uploaded, the Building Official uploads the Permitted Docs

Inspections & CO

#9a Inspections Start
DFCM Building Official
Building Official assigns Inspectors

#9b Inspection Reports Uploaded
Code Inspectors
Code Inspectors upload daily and final inspection reports

#10 CO Issued
DFCM Building Official
Building Official issues a CO when all requirements have been met



Perform Inspections

- ❑ The Code Inspector (IN) logs into the EDMS and clicks on the "Inspections" tab and then on the project in question.
- ❑ Sometime prior to commencing construction the DFCM AD will assign the IN to the project and grant them access to the project.

DFCM v2 *1st*

Division of Facilities Constructions and Management
State of Utah Department of Administrative service
Zach Freitag DFCM System Administrator

Permit Requests **Inspections** Projects Agencies Users E-mails Profile Log Out Help

Report Menu Print Download 1/1 filter PRINT

PROJECT #	NAME	STATUS	LAST INSP.	INSPECTORS
<i>2nd</i> 14505757	Jacob Test	Permits Issued		



Perform Inspections

- ❑ The first step is to click on the "Distribution List" tab and to input the emails of the persons that should receive code inspection and special inspection reports throughout the project (i.e. BO, PM, DP, Contractor, etc.).

14505757 - Jacob Test

PRINT 

Application  Submittals  Deferred Submittals  Special Inspections  Structural Observations  Add/Edit Users  Inspections  C.O./Final

 Code Inspection Reports  Special Inspection Reports **Distribution List** *1st*

Distribution List

E-mail addresses specified here will receive an automatic email whenever an Inspection Report is uploaded. Additionally, the reports will be attached to the email and logging into the website will not be required to access the reports.

One e-mail address per line.

zach@kimballeng.com
chris@kimballeng.com
sally@construction.com
andy@inspections.com
spencer@projectmanagement.com

2nd

3rd

Save 



Perform Inspections

- ❑ To upload a code inspection report click on the gold "Code Inspection Reports" tab and then select the particular file. The system will send out automatic emails to each member of the distribution list with a PDF of the report attached.

14505757 - Jacob Test

PRINT 

Application

 Submittals

 Deferred Submittals

 Special Inspections

 Structural Observations

 Add/Edit Users

 Inspections

 C.O./Final

 Code Inspection Reports

 Special Inspection Reports

Distribution List

1st

Code Inspections

2nd

UPLOAD REPORT

Type	File	Description	Remove
Code Insp. Report	<input type="button" value="Choose File"/> Code Insp...port.pdf	<input type="text" value="Code Inspection Report.pdf"/>	

Uploaded reports will be made available to all privileged users marked to 'View Inspections'.
E-mail recipients on the Distribution List will receive an e-mail with reports attached.

 Add More Files

 Upload Files

3rd

REPORTS

Date Range:

Filter

File Type

Date

Description

Uploaded By

Options

Perform Inspections

- ❑ Special inspection reports are uploaded similarly but by clicking on the gold "Special Inspection Reports" tab at the top of the screen.

The screenshot displays the DFCM v2 web application interface. At the top left, the text "DFCM v2" is visible. To the right is the Utah state seal and the text "Division of Facilities Constructions and Management" and "State of Utah Department of Administrative service". Below this, the name "Zach Freitag" and title "DFCM System Administrator" are shown. A navigation bar contains tabs for "Permit Requests", "Inspections", "Projects", "Agencies", "Users", "E-mails", "Profile", "Log Out", and "Help". The main content area shows "14505757 - Jacob Test" with a "PRINT" icon. Below this is a secondary navigation bar with tabs: "Application", "Submittals", "Deferred Submittals", "Special Inspections", "Structural Observations", "Add/Edit Users", "Inspections", and "C.O./Final". A third navigation bar contains "Code Inspection Reports", "Special Inspection Reports" (highlighted with a red box), and "Distribution List". The text "Code Inspections" is displayed below the third bar.



Perform Inspections

- ❑ The IN will be required to upload other documents to the project that are required prior to issuing a "Final" or "C.O." One of these items is a "Final Code Inspection Report".

14505757 - Jacob Test PRINT 

Application Submittals Deferred Submittals Special Inspections Structural Observations Add/Edit Users Inspections C.O./Final

Code Inspection Reports Special Inspection Reports Distribution List

Code Inspections *1st*

UPLOAD REPORT

Type	File	Description	Remove
<div style="border: 2px solid red; padding: 5px;"><ul style="list-style-type: none">Code Insp. Final ReportCode Insp. Report<li style="background-color: #e0e0e0;">Code Insp. Final ReportCertificate of Fire ClearanceState Elevator Insp. ApprovalState Boiler Insp. ApprovalDisinfection ReportFabricator Cert. of ComplianceNFRC CertificateFinal Rep. Mech. Eng. (Smoke)Final Rep. Sp. Insp. (Smoke)</div> <input type="button" value="Choose File"/> No file chosen			

Uploaded reports will be made available to all privileged users marked to 'View Inspections'.
E-mail recipients on the Distribution List will receive an e-mail with reports attached.

+ Add More Files Upload Files

2nd Notice the 'Final' report options *3rd*

File Type	Date	Description	Uploaded By	Options
Code Insp. Final Report	05-09-14	Code Inspection Report.pdf	Zach Freitag	Open Delete 
Code Insp. Report	05-09-14	Code Inspection Report.pdf	Zach Freitag	Open Delete 

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov. DFCM v2.1.4 ©2012 West Coast Code Consultants, Inc.



10. Issue Final or C.O.

Application

#1 Application for Project
DFCM Project Manager
Completes and submits New Application Form

#2 Application Reviewed
DFCM Administrator
Checks application and makes sure users are properly assigned

First Submittal

#3 First Submittal
Architect/Engineer
Uploads the First Submittal, lists Deferred Items, completes the Special Inspection Form, and lists Structural Observations

#4 First Submittal Review
DFCM Project Manager
Ensures the First Submittal is correct, making changes if needed

#5 Plan Reviewers Assigned
DFCM Building Official

Plan Review

#6 Plan Review
Reviewers
Plan Review begins:
If the plans require corrections, comments are issued, otherwise approval letters are uploaded

#7 Resubmittal
Architect/Engineer
Should corrections be required, the Architect is notified and asked to upload a new submittal

#8 Permitted
DFCM Building Official
When a Submittal Phase or Deferred Item is Accepted, and a Final Set has been uploaded, the Building Official uploads the Permitted Docs

Inspections & CO

#9a Inspections Start
DFCM Building Official
Building Official assigns Inspectors

#9b Inspection Reports Uploaded
Code Inspectors
Code Inspectors upload daily and final inspection reports

#10 CO Issued
DFCM Building Official
Building Official issues a CO when all requirements have been met



Issue Final or C.O.

- ❑ There are several items required prior to issuing a “Final” or “Certificate of Occupancy” for a project. These items may include a final code inspection report, final special inspection report, elevator certificate, etc. These reports are added as noted in the end Step 9.
- ❑ If all required items have not been provided a “Final” or “C.O.” may not be issued. For issuance of a “T.C.O.” the BO may override this requirement.

→ See the next page for the steps involved...



Issue Final or C.O.

Application

Submittals

Deferred Submittals

Special Inspections

Structural Observations

Add/Edit Users

Inspections

C.O./Final

C.O.

Final

T.C.O.

1st

2nd

Certificate of Occupancy

Once a project is completed and all necessary inspections have been made, the State Building Official or assigned Administrators will upload a Certificate of Occupancy here. Whenever a certificate is uploaded, the Project Manager, all State Building Officials and the Architect will receive an e-mail confirmation. Certificates can be uploaded once all submittals are accepted and all final reports have been received.

Project Status

- ✓ Submittal Phases Complete: 1/1
- ✓ Deferred Submittals Complete: 0/0
- ✓ Special Inspection Final Report Not Uploaded and Not Required N/A:
- ✓ Structural Observations Final Report Not Uploaded and Not Required N/A:
- ✓ Certificate of Fire Clearance Not Uploaded and Not Required N/A:
- ✓ State Elevator Inspector Approval Not Uploaded and Not Required N/A:
- ✓ State Boiler Inspector Approval Not Uploaded and Not Required N/A:
- ✓ Disinfection Report for Potable Water System Not Uploaded and Not Required N/A:
- ✓ NFRC Certificate(s) Not Uploaded and Not Required N/A:
- ✓ Final Report From Mechanical Engineer (Smoke Control) Not Uploaded and Not Required N/A:
- ✓ Final Report From Special Inspector (Smoke Control) Not Uploaded and Not Required N/A:
- ✓ Code Inspection Final Report Uploaded

3rd

CERTIFICATE

Type	File	Description	Remove
Certificate of Occupancy	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	

+ Add More Files

Upload Files



Issue Final or C.O.

- ❑ Once everything is complete the Building Official uploads the signed "Certificate of Occupancy" form to the EDMS.



The screenshot displays the DFCM v2 web application interface. At the top left, the text "DFCM v2" is shown in a large, white, sans-serif font. To the right of this is the official seal of the State of Utah, featuring a figure holding a plow and a sheaf of wheat, surrounded by the text "THE GREAT SEAL OF THE STATE OF UTAH" and the year "1896". Further right, the text "Division of Facilities Constructions and Management" and "State of Utah Department of Administrative service" is displayed in white and orange. Below this, the name "Zach Freitag" is shown in orange, followed by "DFCM System Administrator" in white. A horizontal navigation bar contains several menu items: "Permit Requests", "Inspections", "Projects", "Agencies", "Users", "E-mails", "Profile", "Log Out", and "Help". Below the navigation bar, a white box contains a "Success" message in bold black text. To the right of the message is a "PRINT" button with a printer icon. The message text reads: "Your upload and/or setting submission was successful. [Click here](#) to continue." Below this, the text "The following items were uploaded:" is followed by a list item: "Certificate-of-Occupancy.pdf".

DFCM v2

Division of Facilities Constructions and Management
State of Utah Department of Administrative service

Zach Freitag DFCM System Administrator

Permit Requests Inspections Projects Agencies Users E-mails Profile Log Out Help

Success PRINT 

Your upload and/or setting submission was successful. [Click here](#) to continue.

The following items were uploaded:

Certificate-of-Occupancy.pdf



A. EDMS Process

Application

- #1 Application for Project**
DFCM Project Manager
Completes and submits New Application Form
- #2 Application Reviewed**
DFCM Administrator
Checks application and makes sure users are properly assigned

First Submittal

- #3 First Submittal**
Architect/Engineer
Uploads the First Submittal, lists Deferred Items, completes the Special Inspection Form, and lists Structural Observations
- #4 First Submittal Review**
DFCM Project Manager
Ensures the First Submittal is correct, making changes if needed
- #5 Plan Reviewers Assigned**
DFCM Building Official

Plan Review

- #6 Plan Review**
Reviewers
Plan Review begins:
If the plans require corrections, comments are issued, otherwise approval letters are uploaded
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Should corrections be required, the Architect is notified and asked to upload a new submittal
- #8 Permitted**
DFCM Building Official
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Inspections & CO

- #9a Inspections Start**
DFCM Building Official
Building Official assigns Inspectors
- #9b Inspection Reports Uploaded**
Code Inspectors
Code Inspectors upload daily and final inspection reports
- #10 CO Issued**
DFCM Building Official
Building Official issues a CO when all requirements have been met



B. Help Menu

- ❑ Help can be found within the system itself. The help menu contains the written instructions that are found in this guide.

DFCM v2

Division of Facilities Constructions and Management
State of Utah Department of Administrative service

Login **Help**


Division of
Facilities Construction
& Management

Login

[Sign Up](#)

E-Mail

Password

Login

If you've forgotten your password, enter only your e-mail address and press Login.

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov. [DFCM v2.1.4](#) ©2012 West Coast Code Consultants, Inc.

C. Change Password

- ❑ Passwords can be changed from the "Profile" page after login. Type in the old password and the new password, then press "Update."

DFCM v2  Division of Facilities Construction and Management
State of Utah Department of Administrative Service
Zach Freitag DFCM System Administrator

Permit Requests Inspections Projects Agencies Users E-mails **Profile** Log Out Help

Change Account Information

You can update your basic account information below.

BASIC INFORMATION

E-mail	<input type="text" value="zach@kimballeng.com"/>
First Name	<input type="text" value="Zach"/>
Last Name	<input type="text" value="Freitag"/>
Phone Number	<input type="text" value="(801) 807-8423"/>
Default Report	<input type="text" value="My Projects"/>

CHANGE PASSWORD

This can be left blank if you don't want to change it.

Current Password	<input type="password"/>
New Password	<input type="password"/>
Repeat New Password	<input type="password"/>

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov. DFCM v2.1.4 ©2012 West Coast Code Consultants, Inc.

D. See All Projects

- ❑ The report menu can be used to see all the projects. Click "Report Menu" and then based on the login credentials different options will appear in the box below. Select "Admin" in the left-hand list and "All Projects" in the right-hand list. Now all the projects will be displayed.

The screenshot shows the DFCM v2 web application interface. At the top left is the logo "DFCM v2". To the right is the official seal of the State of Utah and the text "Division of Facilities Constructions and Management, State of Utah Department of Administrative service". Below this is the name "Zach Freitag DFCM System Administrator". A navigation bar contains several tabs: "Permit Requests", "Inspections", "Projects" (highlighted with a red box and labeled "1st"), "Agencies", "Users", "E-mails", "Profile", "Log Out", and "Help". Below the navigation bar is a "Report Menu" button (highlighted with a red box and labeled "2nd"), a "Print" button, and a "Download" button. A dropdown menu is open from the "Report Menu" button, showing two columns of options. The left column has "User" and "Admin" (highlighted with a red box and labeled "3rd"). The right column has "Inspections", "By Role", "-Admin-", "All Projects" (highlighted with a red box and labeled "4th"), "All Inspections", "Completed Projects", and "Submittals Due". Below the dropdown is a table of projects. The table has columns for "STATUS", "REVIEWERS/INSPECTORS", "PROJ. MANAGERS", and "DELETE". The table contains several rows of project data, including "Awaiting 1st", "Permits Issued", "Application Incomplete", and "Permits Issued".

DFCM v2 Division of Facilities Constructions and Management
State of Utah Department of Administrative service
Zach Freitag DFCM System Administrator

Permit Requests Inspections **Projects** Agencies Users E-mails Profile Log Out Help

Report Menu Print Download

filter 2/38 filter PRINT

STATUS	REVIEWERS/INSPECTORS	PROJ. MANAGERS	DELETE	
Awaiting 1st			delete	
Permits Issued	F. Christensen, C. Kimball	Brian Bales	delete	
Application Incomplete			delete	
Permits Issued	F. Christensen, C. Kimball		delete	
13321520	Lee Kay Center For Hunter Education- Pistol Range Reconstruction	Permits Issued	F. Christensen	delete
13321520	Lee Kay Center For Hunter Education- Pistol Range Reconstruction	Application Incomplete		delete

E. Check Current Status

- ❑ The status can be found on the Projects main view page, it details what is happening with the project. The status changes automatically as the project progresses.



The screenshot displays the DFCM v2 web application interface. At the top, the header includes the Utah State Seal, the text "Division of Facilities Constructions and Management State of Utah Department of Administrative service", and the user name "Zach Freitag DFCM System Administrator". Below the header is a navigation menu with tabs for "Permit Requests", "Inspections", "Projects", "Agencies", "Users", "E-mails", "Profile", "Log Out", and "Help". The "Projects" tab is selected. Below the navigation menu is a toolbar with "Report Menu", "Print", and "Download" buttons, along with a pagination indicator showing "1/38" and a search filter box. The main content area is a table with the following columns: PROJECT #, NAME, STATUS, REVIEWERS/INSPECTORS, PROJ. MANAGERS, and DELETE. The "STATUS" column is highlighted with a red box. The table contains 10 rows of project data.

PROJECT #	NAME	STATUS	REVIEWERS/INSPECTORS	PROJ. MANAGERS	DELETE
16515756	deferred checkoff test	Under Review		Jacob Privalsky	delete
14515759	New Notifications Test	Under Review	C. Kimball	Jacob Privalsky, Chris Kimball	delete
14505759	New Download Test	Final Issued	R. Cranston, B. Juszczak, A. Pavoni	Jacob Privalsky	delete
14505758	Test 2	TCO Issued	A. Mahtinkah, C. Kimball	Jacob Privalsky, Alex Booth	delete
14505757	Jacob Test	Final Issued	A. Mahtinkah	Jacob Privalsky	delete
14505757	Jacob Test	CO Issued	C. Kimball	Zach Freitag	delete
14505756	blablalbalb	Awaiting 1st		Jacob Privalsky	delete
14505755	faefaef	Verifying 1st		Jacob Privalsky	delete
13348310	DAS FLEET OPERATIONS REMODEL	Under Review	E. Calfa		delete
13348310	DAS FLEET OPERATIONS REMODEL	Application Incomplete			delete



F. Access/Create Reports

- ❑ Reports can be created by using the “Report Menu” button on the Projects page. Click “Report Menu” and it will bring up a box. Select the type of report from the right-hand list and the Projects page will change to reflect the new report. The selected report can then be filtered, printed, or downloaded for additional sorting in Excel.

The screenshot displays the DFCM v2 web application interface. At the top, the logo for the State of Utah is visible, along with the text "Division of Facilities Constructions and Management" and "State of Utah Department of Administrative service". The user is identified as "Zach Freitag DFCM System Administrator".

The main navigation bar includes "Permit Requests", "Inspections", "Projects", "Agencies", "Users", "E-mails", "Profile", "Log Out", and "Help". The "Projects" tab is highlighted with a red box and labeled "1st".

Below the navigation bar, there is a "Report Menu" button (highlighted with a red box and labeled "2nd"), "Print", and "Download" buttons. A dropdown menu is open, showing a list of report types: "Inspections", "By Role", "-Admin-", "All Projects", "All Inspections", "Completed Projects", and "Submittals Due". The "Completed Projects" option is highlighted with a blue bar and labeled "3rd".

Below the dropdown menu, there is a table with the following columns: "STATUS", "DATE", and "EXPIRES". The table contains the following data:

STATUS	DATE	EXPIRES
CO Issued	00/00/0000	00/00/0000
Final Issued	11/27/2013	00/00/0000
TCO Issued	11/27/2013	11/15/2013
Final Issued	12/06/2013	
CO Issued	05/09/2014	

G. Archiving

- ❑ The EDMS offers the ability to “Zip” the project files and download them all in one folder for archiving. From the individual project view click “Zip and Download (Custom)”. *Continued on next page*

The screenshot displays the DFCM v2 web application interface. At the top, the header includes the 'DFCM v2' logo, the Utah State Seal, and the text 'Division of Facilities Constructions and Management, State of Utah Department of Administrative service'. Below this, a navigation bar lists various menu items: Permit Requests, Inspections, Projects, Agencies, Users, E-mails, Profile, Log Out, and Help. The main content area shows the project title '14505757 - Jacob Test' with a 'PRINT' icon. A secondary navigation bar contains icons for Application, Submittals, Deferred Submittals, Special Inspections, Structural Observations, Add/Edit Users, Inspections, and C.O./Final. Under the 'Project Description' section, a button labeled 'Zip and Download (Custom)' is highlighted with a red rectangle. Below this is the 'BASIC INFORMATION' section, which contains a table of project details.

BASIC INFORMATION			
Project Number:	14505757	Address:	2400 Camino Ramon
Project Name:	Jacob Test		
Valuation:	\$10,000,000		San Ramon, CA 55555
Property #:	2425235		
Agency:	University Of Utah		



Archiving

- ❑ The following screen will then appear. Check the boxes of files that you desire to retain for archiving purposes and click "Download as Zip." Depending on the internet browser you may have to click "Save". Check the Downloads folder on the computer to find the downloaded folder.

The screenshot displays the DFCM v2 web application interface. At the top, the logo for the State of Utah is visible, along with the text "Division of Facilities Constructions and Management" and "State of Utah Department of Administrative Service". The user is identified as "Zach Freitag DFCM System Administrator". A navigation bar contains links for "Permit Requests", "Inspections", "Projects", "Agencies", "Users", "E-mails", "Profile", "Log Out", and "Help". The main content area is titled "14505757 - Jacob Test" and includes a "PRINT" button. Below the title is a horizontal menu with tabs for "Application", "Submittals", "Deferred Submittals", "Special Inspections", "Structural Observations", "Add/Edit Users", "Inspections", and "C.O./Final". The "Submittals" tab is selected, showing a list of options with checkboxes: "Submittals:", "Comments:", "Inspections:", "Perm. Docs/Resp.Letters:", "Struct. Obs.:", "C.O./Final:", and "All". A red box highlights the checkboxes for "Submittals" and "All", with a red "1st" label next to them. To the right of the list, there is a description for each option. A "Download As Zip" button is highlighted with a red box and labeled "2nd". At the bottom, there is a footer with contact information for Gail Youngblood and the version information "DFCM v2.1.4 ©2012 West Coast Code Consultants, Inc."

DFCM v2

Division of Facilities Constructions and Management
State of Utah Department of Administrative Service

Zach Freitag DFCM System Administrator

Permit Requests Inspections Projects Agencies Users E-mails Profile Log Out Help

14505757 - Jacob Test PRINT

Application Submittals Deferred Submittals Special Inspections Structural Observations Add/Edit Users Inspections C.O./Final

Submittals: *1st* All files uploaded for all submittals including permitted docs and response letters.
Comments: All files uploaded for reviewer comments.
Inspections: All files uploaded for code and special inspection reports.
Perm. Docs/Resp.Letters: All files uploaded for permitted docs and response letters only.
Struct. Obs.: All files uploaded for structural observation reports.
C.O./Final: C.O./T.C.O./Final
All All of the above.

2nd Download As Zip

Need help? Please contact Gail Youngblood at (801) 538-3708 or gyoungblood@utah.gov. DFCM v2.1.4 ©2012 West Coast Code Consultants, Inc.

Archiving

- ❑ After the appropriate files have been downloaded and archived, the DFCM AD may access the "Report" menu and delete all files associated with that project. This is done to retain space on the cloud server for future projects.

PROJECT #	NAME	STATUS	REVIEWERS/INSPECTORS	PROJ. MANAGERS	DELETE
12216550	Highway Patrol Ballistic Window Replacement	Final Issued	F. Christensen		delete

Report Menu Print ± Download < 1/1 > highway | PRINT 

