

BUILDING AND SAFETY DIVISION - DRAINAGE AND GRADING SECTION NEW DATABASE GUIDELINES

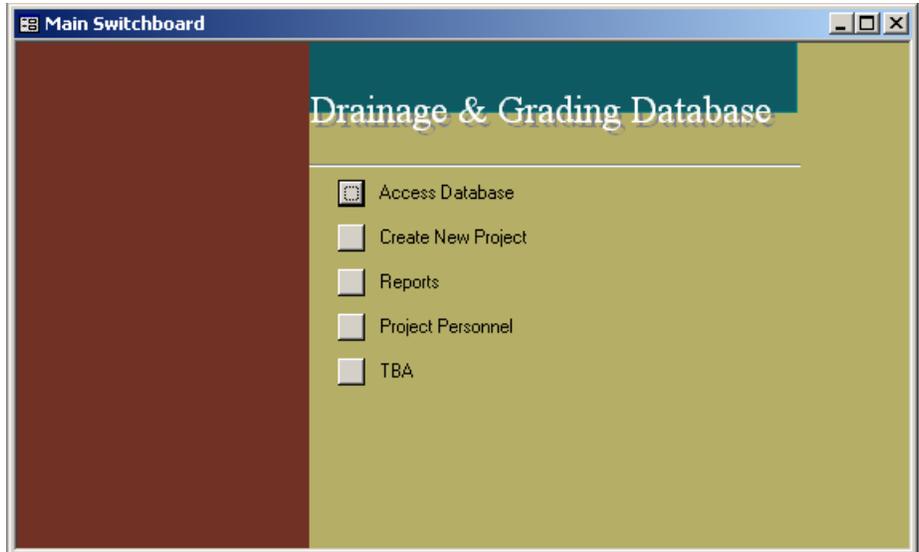
MAIN SWITCHBOARD

A. Access Database: Opens the Entry Selector screen for displaying existing data.

Selecting **Create New Project** generates a blank form for entering a new record.

B. Reports: Opens the Report Designer for running reports.

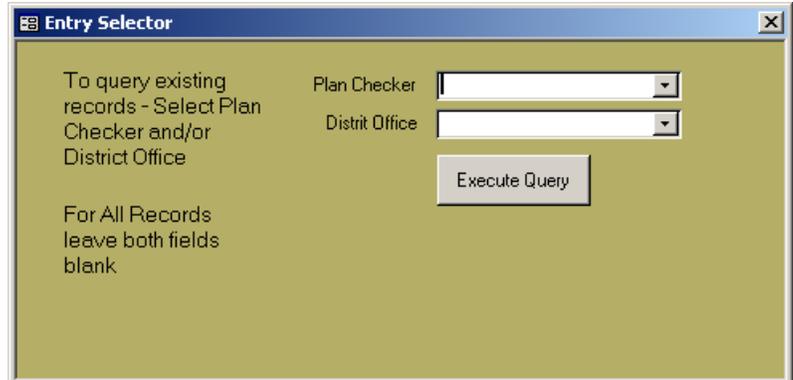
C. Project Personnel. This application is still in development. See Project Personnel Tab in Part A for entering people.



A. ACCESS DATABASE

After selecting Access Database, the Entry Selector will open. Selecting Plan Checker or District Office is optional. But, for querying existing data, selecting Plan Checker will improve database performance and will display your data sorted by the Status field in the following order:

1. In Review
2. Waiting For Resubmittal
3. Approved
4. Issued
5. Expired
6. Finaled
7. Other
8. Cancelled



Clicking the Execute Query button will generate the Drainage and Grading View form.

DRAINAGE AND GRADING VIEW Form

Application Info

PC No.: GR0710010002 Erosion Control
 District Office: 9900 Elevation Certificate
 PlanChecker: Sancho, Randall Other
 Valuation: 121,797 CY
 Status: Waiting for Resubmittal
 Approved Date: _____

Project Info

Project Name: LAUSD South Region High School #2
 Project Descript: Soil Remediation, 60-foot depth
 Address: _____ 6100 S. Central Av
 City: LA
 Tract: _____ Phase: _____ Lots: _____
 APN: _____ LIW

Permittee

Name: LAUSD
 Phone: _____ ext: _____

Required Inspections

Issuance: _____
 Pre-Grade Meeting: _____
 Last RGA: _____ NOV
 Initial Grading: _____
 Rough Grading: _____
 Final Grading: _____

Date	Actions	Person	Notes
08/27/2007	First Submittal		
10/17/2007	First Review		
*			

Data Entry Date: 08/27/2007 FileSys ID: 34345 Type: Grading

APPLICATION INFO

PC No.: Enter the number as it appears in Dapts by including GR, BL, CB or MS before the number. This will help when linking to Dapts in the future. Enter only one application number. If you are reviewing multiple permits on a single review (e.g., a drainage review of a SFR with a detached garage), please enter them separately. The two-letter designation has been added to our existing records. Some data cleanup may be necessary. Ali: the CB permits will say BL. As you do your work, please revise anything that needs to be changed.

District Office and Plan Checker: May be typed in or selected from pull-down list.

Valuation: Enter quantity as shown in Dapts. May be revised if quantities change.

Status: May be typed in or selected from pull-down. This field generates the backlog report when the status is In Review. Pending GMED has been removed - use Waiting for Resubmittal instead.

Approved Date: Enter approval date.

Erosion Control Check Box: When reviewing yearly erosion control plans, search for the existing permit and select this box. Do not create a new application. Afterwards, treat it as any other review by changing the status to In Review and creating a Plan Check Action (see Plan Check Tab below) of First Submittal or Resubmitted and enter "WWECP" in the Notes field.

Elevation Certificate Check Box: When reviewing an Elevation Certificate, search for the existing permit and select this box. Do not create a new application. Afterwards, treat it as any other review by changing the status to In Review and creating a Plan Check Action (see Plan Check Tab below) of First Submittal or Resubmitted and enter "EC" in the Notes field.

Other Check Box: Select this box for any work not relating to a permit application.

PROJECT INFO

Project Name: This field is displayed on backlog report.

Project Description: Our Comments field that we had is now as a separate Comments tab. But, for the data conversion, the first line from the Comments field has been copied into the Project Description. This field may be edited as necessary.

Address: For the data conversion, the address field was moved to the street field. For new jobs, please parse the address: number in the first field, direction in the second, and street name in the third. For the web-based version of the database, ITD says they might be able to write a routine that will automatically parse our old addresses. This will help when linking to Dapts in the future.

City: City

Tract: If applicable, enter the five-digit number only. No "TR" before the number.

Phase, Lots: If applicable.

APN: Enter the APN (optional). Click on the LIW button. After Internet Explorer is launched, click Login at the LIW page. The parcel should appear.

PLAN CHECK TAB

Used for entering all plan check activity. Enter Date, Action, Person and any notes if applicable. The Notes are optional. Enter all plan check activity including any plan checking for anything other than a grading or drainage review. For reviewing erosion control plans, enter WWECPP in the Notes field. For elevation certificate, enter EC. Our existing dates from Chronology were transferred into this tab. There was a lot of bad and missing data. So, if you see anything that is not correct, feel free to make any revisions.

Date	Actions	Person	Notes
08/27/2007	First Submittal		
10/17/2007	First Review		
*			

NPDES TAB

Used for entering NPDES data. Data entry is the same as our old database.

WWECP TAB

Used for our yearly erosion control letters. This tab is not yet functional.

GMED TAB

Used to track all Soils and Geology review activity. We will make the determination if GMED review is required for the permit and select the check box if applicable. GMED will use a separate web-based application to enter the Plan Approval date, the Rough Grade Approval date, and their individual plan reviews and grading progress reports in the table.

PROJECT PERSONNEL TAB

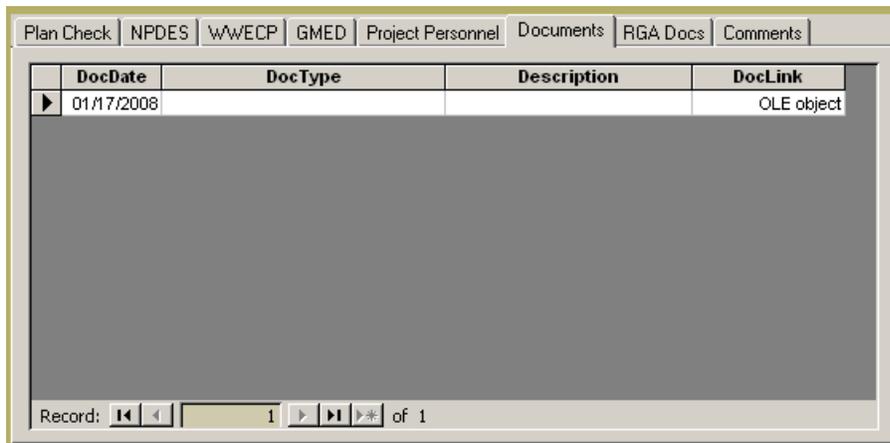
Used for tracking all personnel. Select if the person is the **applicant** and/or **contact person**. Then select their Role:

1. Parcel Owner – Also used for converting over our existing Owners.
2. Design Engineer
3. Soils Engineer
4. Engineering Geologist
5. Architect
6. Project Manager
7. Expediter
8. Developer
9. Contractor
10. Bonding Agency
11. Field Engineer
12. Eng/Arch - Used only for the Eng/Arch field we converted from the old database. Do not use this role in the future.

For now, the remaining fields (Company, Phone, Ext, Email) should be entered here directly. Enter a person’s name in the Company field even if they are not a company. In the future, the Project Personnel button at the Main Switchboard will be used to enter detailed personnel information. Afterwards, that person will be selected from a pull-down list in this Project Personnel Tab.

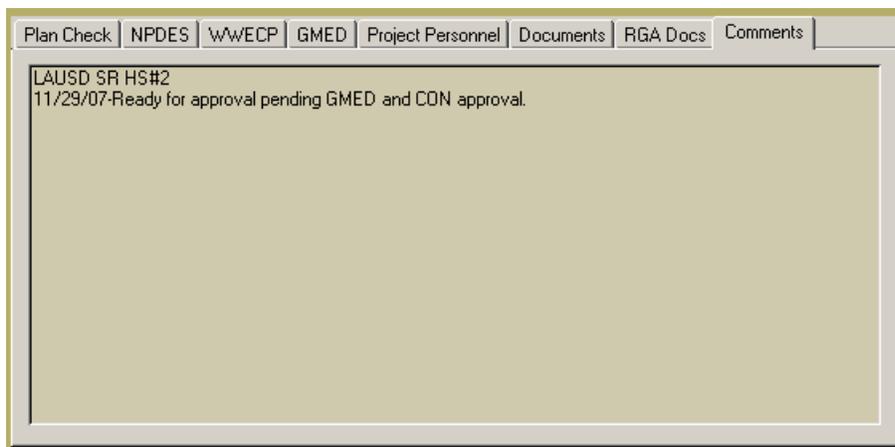
DOCUMENTS TAB

Used to upload any scanned document like our review sheets. Enter the date, select the document type and type in any description if applicable. To upload a document, right-click the DocLink field and select Insert Object. Then, select Create From File and Browse for the document.



COMMENTS TAB

This tab is similar to our old Comments box. Our existing comments should be in this field.



PERMITTEE

To be used in the future. For now, the owner is displayed.

REQUIRED INSPECTIONS

In the future, the Issuance and Final Grading dates will be updated automatically from Dapts. The Last RGA field will be updated manually by Ed Acosta for the required submittal of the Report of Grading Activities. The other fields are to be used in the future.

Note: Until the database is linked with Dapts, we need to enter the Issuance date. Otherwise the Report of Grading Activities Program will not work properly.

Permittee
Name:
Phone: ext:

Required Inspections
Issuance:
Pre-Grade Meeting:
Last RGA:
Initial Grading:
Rough Grading:
Final Grading:

FOOTER SECTION

Data Entry Date: FileSys ID: Type:

The **Data Entry Date** is the date the record was created. For our data conversion, we used the first review date from Chronology if it was provided. Otherwise, this date may not be accurate. New records will contain correct data.

The **FileSys ID** field is a unique number to the record. When this number is known, it is a quick way of searching for a particular record. This field is displayed on our backlog reports.

The **Type** field is from our old data. It is read-only and shown in case this information is needed.

B. REPORTS

After clicking on the Reports button, the Report Designer window is displayed. For now, only the backlog report is available.

Select a Plan Checker and click on the Back Log button to launch report. At this point in the development of the database, it may take a few minutes for the report to generate.

