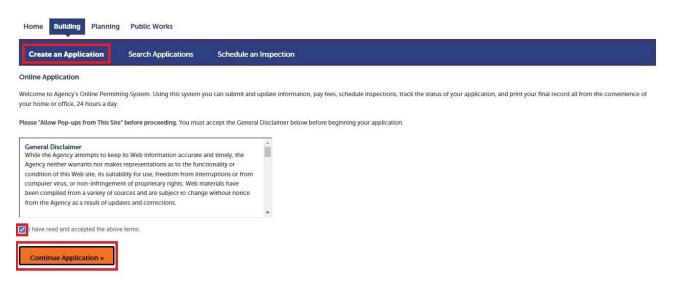
## How to Apply for a Permit (General) and Upload Plans/Documents

#### **General Notes**

- Files must be saved on your computer that can be easily accessed
- Files must be in PDF, XLS, XLSX, DOC, DOCX, DWG, JPG, JPEG, PDFA, or PNG file type.
- File names must not have any special characters (including semicolons).
- Ensure that you are uploading attachments to the correct permit number.
- 1. Visit the City of Manteca's Citizen Portal <u>https://aca-prod.accela.com/MANTECA</u> and log into your account.

	CITIZEN PORTAL
	Register for an Account Log
Home Building Planning Public Works	Search
Advanced Search	
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.	Sign In
Fyou are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.	USERNAME OR EMAIL:* mantecajohn
Register Now >	PASSWORD:*
	Forgot Password?
	SIGN IN
	Remember me on this device
	Not Registered?

- 2. Click the "Building" heading then "Create an Application."
- 3. A new screen will load. Please read the disclaimer, check the box that you've read and accepted the terms, and then click "Continue Application."



4. Select the appropriate permit type and then click "Continue Application."

Create an Application	Search Applications	Schedule an Inspection	<sup></sup>
ect a Record Type			
		ce or to apply for a record type not listed below please contact us.	
<b>T</b>	Search		
uilding Permits ) Commercial New Construction	a or Remodel		
Demolition	i or remodel		
) Fire Suppression ) HVAC			
Master Plan Pool or Spa			
Report Residential New Construction	or Remodel or ADU		
) Sign ) Solar			
) Trade (includes Energy Stora	ge, Electrical Service, Stucco, Ante	lenna, etc.)	
) Trade (includes Energy Stora ) Water Heater	ge, Electrical Service, Stucco, Ante	tenna, etc.)	
) Trade (includes Energy Stora ) Water Heater Iuilding Administration ) Deferred Submittal	ge, Electrical Service, Stucco, Ante	tenna, etc.)	
) Trade (includes Energy Stora) ) Water Heater tuilding Administration ) Deferred Submittal ) Special Inspection App	ge, Electrical Service, Stucco, Ante	tenna, etc.)	
Trade (includes Energy Stora) Water Heater Juliding Administration Deferred Submittal Special Inspection App Juliding Site J Grading	ge, Electrical Service, Stucco, Antr	tenna, etc.)	
Trade (includes Energy Stora) Water Heater uilding Administration ) Deferred Submittal ) Special Inspection App uilding Site ) Grading ) Landscape	je, Electrical Service, Stucco, Antr	tenna, etc.)	
) Trade (includes Energy Stora) ) Water Heater uilding Administration ) Deferred Submittal ) Special Inspection App uilding Site ) Landscape ) Carading ) Orasite Utilities ) Onsite Utilities	je, Electrical Service, Stucco, Antr	tenna, etc.)	
) Trade (includes Energy Stora) ) Water Heater uilding Administration ) Deferred Submittal ) Special Inspection App uilding Site ) Landscape ) Canalte Utilities ) Onsite Utilities ) Park ) Parking Lot		tenna, etc.)	
) Trade (includes Energy Stora) ) Water Heater uilding Administration ) Deferred Submittal ) Special Inspection App uilding Site ) Landscape ) Carading ) Orasite Utilities ) Onsite Utilities	n Issued Permit	tenna, etc.)	

5. Input the street number and street name for the project address and click "Search."

ng Public Works				
Search Applications	Schedule an Inspection			
n or Remodel or ADU				
2 Contact Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
rmation > Work Location	1			* indicates a required field.
on: *Street Name:	click the "Search" button. Select address from th Street Type: Select	ie search results.		
nter parcel number then click	he "Search" button. Select parcel from the search	h results.		
	Search Applications n or Remodel or ADU 2 Contact Contact Information rmation > Work Location criteria for address search then on: • Street Name: center	Search Applications     Schedule an Inspection       n or Remodel or ADU     2 Contact       2 Information     3 Supporting Documentation   remation > Work Location  criteria for address search then click the "Search" button. Select address from th  on:      • Street Name:     • Street Type:       • enter     • Street Type:	Search Applications       Schedule an Inspection         n or Remodel or ADU       2 Contact information       3 Supporting Documentation       4 Review         rmation > Work Location       3 Documentation       4 Review         criteria for address search then click the "Search" button. Select address from the search results.       on:       * Street Name:       Street Type:	Search Applications       Schedule an Inspection         n or Remodel or ADU       2 Contact. Information       3 Supporting Documentation       4 Review       5 Pay Fees         rmation > Work Location

6. A new screen will populate with a list of addresses that meet the search criteria that was input. Select the correct address and then scroll down and click "Select."

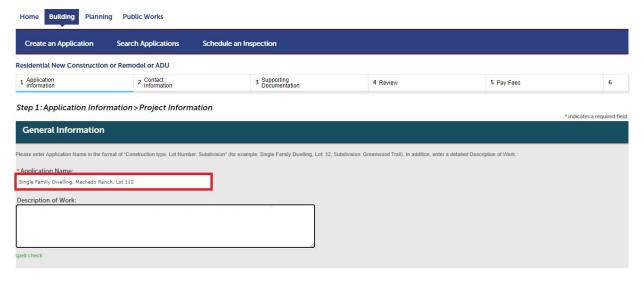
Home Building Planning Pub	lic Works					
Create an Application Searc	h Applications Schodule an Inspection					
Residential New Construction or Rem	Address Search Result List				×	
1 Application Information	Addresses				ees :	6
Step 1: Application Information	Showing 1-10 of 10 Address	City	State	Zip	4	
Address	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 101, 1215 W CENTER ST STE 101		CA	95337		* indicates a required field.
To search for an address, enter criteria for	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 102, 1215 W CENTER ST STE 102	MANTECA	CA	95337		
* Street No.: Direction:	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 103, 1215 W CENTER ST STE 103	MANTECA	CA	95337		
1215 Select *	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 105, 1215 W CENTER ST STE 105	MANTECA	CA	95337		
Search Clear	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 201, 1215 W CENTER ST STE 201	MANTECA	CA	95337		
	0 1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 202, 1215 W CENTER ST STE 202	MANTECA	CA	95337		
Parcel	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 203, 1215 W CENTER ST STE 203	MANTECA	CA	95337		
If address is not found, please enter parce	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 204, 1215 W CENTER ST STE 204	MANTECA	CA	95337		
* Parcel Number:	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 205, 1215 W CENTER ST STE 205	MANTECA	CA	95337		
November (Classic)	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST, 1215 W CENTER ST	MANTECA	CA	95337		
					· · ·	
Home Building Planning Public V						
Create an Application Search Ar	ddress Search Result List			×	ĺ	
Residential New Construction or Rem	CENTER ST STE 202, 1215 W CENTER ST STE 202					
1 Application Information	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 203, 1215 W CENTER ST STE 203 MA	NTECA CA	95337		ees	6
Step 1: Application Information	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 204, 1215 W CENTER ST STE 204	NTECA CA	95337			
Address	1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 205, 1215 W CENTER ST STE 205	NTECA CA	95337			indicates a required held.
To search for an address, enter criteria for	CENTER ST, 1215 W CENTER ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST, 1215 W CENTER ST	NTECA CA	95337			
Street No.: Direction:	Associated Parcels					
1215Select V	nowing 1-1 of 1					
Séarch Clear	Parcel Number Lot Block Subdivision					
Devel						
Parcel	Associated Owners					
f address is not found, please enter parce SI	nowing 1-1 of 1					
* Parcel Number:	Name Address HENSLEY INVESTMENT COMPANY ETA 821 13TH ST SU	ITE A MODESTO CA	95354			
Search Clear	Select Cancel			Ŧ		

7. The parcel information will load, including the address, parcel number, and owner information. Please review ownership information before proceeding, if correct click "Continue Application."

If the ownership information is not correct click the "Ownership has Changed" box and then "Continue Application." You will be prompted for additional information later to confirm the new owner's information.

Parcel				
If address is not found, please	enter parcel number	r then click the	"Search" button. Select parcel from the search results.	
* Parcel Number: 20015011				
Search Clear				
Owner				
* Owner Name: HENSLEY INVESTMENT COMPANY I	() ETA			
Address Line 1:				
821 13TH ST SUITE A				
Address Line 2:				
City: Sta		Zip:		
MODESTO CA		95354		
Search Clear				
Ownership				
OWNERSHIP				
Ownership has Changed:		C		
Continue Application »				Save and resume later

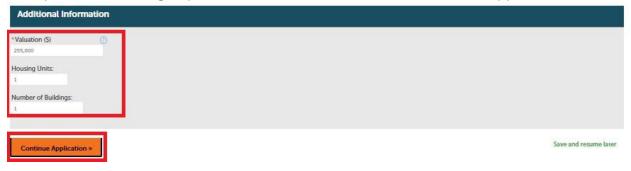
8. On the next screen under the "Application Name" please include the scope of work for the project.



9. Scroll down and complete all fields required.

Detailed Information			
General Information			
Parcel Acreage:	.25	Aores	
* Solar Required?:	Yes ○ No		
Expiration Date:	MM/DD/YYYY	3	
Detailed Information			
*Calegory:	New Single-Family Dwelt		
*Туре:	Production 🔹		
* Sub-Type:	NA 💌		
Optione:	Extended Patio		
* is this being built from a previously submitted Master Plan?:	● Yes () No		
*Master Plan Number.	4F		
*Total Square Feet:	2355	Bquare Ft	
*Porch/Patio Space: (	122	Bquar <del>e</del> Ft	
*Garage Space:	280	Bquare Pt	
*Total Habitable Space:	2100	Bquare Ft	
*Number of Bedrooms:	4		
* Number of Baths:	2		
* Garage:	2 Car 🔹		
* Total Landscape Area (front yard landscape area only):	255	8quare Ft	
* Is this Single-Family Dwelling located within the flood plain?:	🔿 Yes 🖲 No		
DECLARATION		-	
*Please indicate to whom this permit will be lesued:	Contractor 🔹		
* Select License Type:	Select		
		-	

## 10. Input the remaining required information and then click "Continue Application."



11. The next screen is for linking the "Licensed Professional" (Licensed Contractor) to the application. If this is already linked in your account the information will appear and you can click "Continue Application." If not, please proceed to the next step below.

Home Building Planni	ng Public Works				
Create an Application	Search Applications Sch	nedule an Inspection			
Residential New Construction	n or Remodel or ADU				
1 Application Information	2 Contact Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
Licensed Professiona					* indicates a required field
If this is a requirement for this record ty Add New	rpe to have a valid California State License, clic	k New below, and then enter Contractor as the type a	nd a valid California State License in order to co	ntinue with this application.	
Continue Application »	]				Save and resume later

12. If your "Licensed Professional" information is not automatically populated select "Add New."

Home Building Plann	ing Public Works				
Create an Application	Search Applications Search	chedule an Inspection			
Residential New Construction	on or Remodel or ADU				
1 Application Information	2 Contact Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
Step 2: Contact Informa	ation>Licensed Professional al				* indicates a required field.
If this is a requirement for this record t	ype to have a valid California State License, c	lick New below, and then enter Contractor as the type ar	nd a valid California State License in order to co	ontinue with this application.	
Add New					
Continue Application »					Save and resume later

# City of Manteca Development Services Department

13. A new window will populate that will allow you to select the License Type, input the Contractor State License Number. The system will look up your license information and prepopulate the information in the fields below. However, please ensure that the contact email and mobile-phone number are included if not pre-populated. Click "Save and Close" to proceed.

anning Put 🕳	Please start with just a	lding you val	d California State License Nu	the rest of this form, if your state license is valid.		
n Searc	* License Type: Contractor	×	* State License Numb 500500			
	First:		Last:			
iction or Rem	John		Smith			
	Name of Business:				ees	
	City of Manteca					
rmation > Li	Address:					
	1215 W. Center Stre	et, Suite 201				
onal	Address Line 2:					
ord type to have a						
	City:	*State:	*Zip:			
lease add one i	MANTECA	CA	• 95336			
	*Contact E-mail:		Mobile Phone:			
	john@manteca.gov	_	(209) 456-8500			
	Save and Close	Clea	Discard Changes			
Ľ						

14. The window will close and the information will be input on the next screen. You can now click "Continue Application."

Home Building Pl	anning Public Work	s					
Create an Application	n Search Applic	ations Schedule	an Inspection				
Residential New Constru	iction or Remodel or A	DU					
1 Application Information	2 Contac Inform	t ation	3 Supporting Documentation	4 Review		5 Pay Fees	6
Step 2: Contact Info	rmation > Contact	nformation					* indicates a required field.
Applicant							<ul> <li>Indicates a required neto.</li> </ul>
If you are signed into the surfam	the Applicant information will	utomatically populate. To add a	dditional contacts, click the Select from	Account or Add New button. To a	dit a contact click the Edit link		
Brad Wungluck bwunglucke_manteca.gov Home phone: Mobile Phone: Work Phone: Fax: Edit Remove							
Contact List							
If you are signed into the system	, the Applicant information will	automatically populate. To add a	dditional confacts, click the Select from	Account or Add New button. To e	dit a contact, click the Edit link.		
Select from Account	Add New NA						
Showing 0-0 of 0							
Full Name Busine	ss Name Contact Type	Work Phone Fax	E-mail Action				
No records found.							
Continue Application							Save and resume later
Continue Application							

15. The next step is uploading the required documents. If there are no required documents this screen will not populate and proceed to step 20. As an example, for a Single-Family Dwelling (Production – Repeat) this will include the Agricultural Use Disclosure Statement, Floor Plan, Landscape Irrigation Schedule, Landscape Planting Schedule, and Plot Plan. Your project may require different documents depending on the project type. Drag and drop the required documents into the box.

pplication	2 Contact Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
3: Supporting D	ocumentation > Supporting Doci	umentation			
5. Supporting De	ocumentation > supporting Doct	umentation			* indicates a required
gital Projects					
		53			0
Submission Pa	ckage Files Comments App	proved Plans / Documents 🛛 🛛			(?) H
atus: NOSTATUS					
<ul> <li>Upload files. Th</li> </ul>	e following Document Types must be u	uploaded for this application: • Agricul	Itural Use Disclosure Stateme	nt.	ation

16. Once the files are uploaded a new area will populate below the blue box. Please select the "Doc Type" for each document uploaded (like floor plan in the first example below). Once all document types required have been uploaded and selected you can proceed at the bottom of the screen.
Status: Received

Check file status						
Submission Package Descri Submission Package 1					iles here to upload or of file extensions: XLS,XLSX,DO	lick to select files C,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG
E 🗊 🛓 🔍 Sea	A Description ↑	Coc Type	↑ Uploaded By	↑ Uploaded Date ↑	Status 🔿	Thumbnail
Capture15.JPG	Enter file descri	Floor Plan	✓ Brad Wungluck	10-21-2024 16:43:09	Failed Plan Sheet Checks, Click Here To Resolve	1
Capture16.JPG	Enter file descri	Landscape Irri	💙 Brad Wungluck	10-21-2024 16:43:09	<ul> <li>Ready to Submit</li> </ul>	
Capture17.JPG	Enter file descri	Landscape Pl	Y Brad Wungluck	10-21-2024 16:43:09	<ul> <li>Ready to Submit</li> </ul>	
Capture18.JPG	Enter file descri	Plot Plan	✓ Brad Wungluck	10-21-2024 16:43:09	Ready to Submit	

17. The program will seek to identify the plan sheet numbers for you. However, if the program finds an error it will help you in resolving it. Click on the red status link.

Submission Package Descri Submission Package 1		×		Provide a second s	Dra     Cannot exceed 350Mb. Allor	-	les here to upload o			DF,PDFA,PNG
File Name	↑ Description ↑	Doc Туре	↑ Uplo	aded By	↑ Uploaded Date	$\uparrow$	Status	↑ Thu	imbnail	
Capture15.JPG	Enter file descri	Floor Plan	Brad	Wungluck	10-21-2024 16:43:0	9	Failed Plan Sheet Checks, Click Here To Resolve			ĩ
Capture16.JPG	Enter file descri	Landscape Irri	Brad	Wungluck	10-21-2024 16:43:09	9	<ul> <li>Ready to Submit</li> </ul>			T
Capture17.JPG	Enter file descri	Landscape Pl	Brad	Wungluck	10-21-2024 16:43:0	9	<ul> <li>Ready to Submit</li> </ul>			Î
Capture18.JPG	Enter file descri	Plot Plan	Brad	Wungluck	10-21-2024 16:43:0	9	<ul> <li>Ready to Submit</li> </ul>			Î

18. Include the sheet reference for the document, wait a few seconds, and then you will be able to select "Save" and continue.

-	Plan Sheets / Document Pages		×
File Na	r. Plan		
		No sheets have errors	_
Captu			Î
Captu			Ť.
Captu	1. 1.		ii i
	Sheet Title		
		_	_
Captu	< 1 >	Show Only Sheets With Errors 🔵 📳 🔍 🍳 🤤 🗐	WE
	Enter file descri		

### 19. Once all documents are ready, scroll to the bottom, and select "Continue."

Submission Package	Files Comments	Approved Plans	/ Do	ocuments 🔼							Help
Status: Received											
Package is ready to su	ubmit, or upload addition	al files									
Submission Package Description Submission Package 1	Drag files here to upload or click to select files Cannot exceed 350Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PD						)FA,PNG				
🗏 📋 🛃 Q Search		×									
File Name 🔨	Description 1	Doc Type	$\uparrow$	Uploaded By	$\uparrow$	Uploaded Date	$\uparrow$	Status	$\uparrow$	Thumbnail	
Capture20.JPG	Enter file descri	Agricultural U	~	Brad Wungluck		10-21-2024 16:43:	9	<ul> <li>Ready to Subn</li> </ul>	nit		Î
Capture15.JPG	Enter file descri	Floor Plan	~	Brad Wungluck		10-21-2024 16:43:1	99	Ready to Subr	nit		Ĩ
Capture16.JPG	Enter file descri	Landscape Irri	~	Brad Wungluck		10-21-2024 16:43:	09	Ready to Subr	nit		î
Capture17.JPO	Enter file descri	Landscape Pl	~	Brad Wungluck		10-21-2024 16:43:	09	Ready to Subr	nit		ĩ

20. On the next screen, review all information including the General Permit Application Information, Detailed Information, Additional Information, Licensed Professional, Applicant, Contact List, and Certification of Understanding. Please select "Edit" to correct any errors. Once all information is correct, please select "Continue Application."

Additional	Information	2														Edit
Valuation (\$)255,00 Housing Units:1 Nu		1														
Licensed P	rofessional															Edit
TONI MARIE RAYMU 1433 MOFFAT BLVD MANTECA, 95336			Mobile Phone:(2) Contractor -7274 john@manteca.g	127	i.											
Applicant															ļ	Edit
Brad Wungluck Contact E-mail:bwu Preferred Channel:	ingluck@_manteca	a.gov														
Contact Lis	it															Edit
Showing 0-0 of 0																
Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action	Ĵ									
No records found																
I certify that I hav omitted. By check							his app	plication are tr	ue, compl	ete, and	correct a	nd that no H	naterial infe	ormation h	as been	*
By checking this	box, I agree to the	above certificatio	n.										Da	te: 10/21/2	2024	
Continue App	dication »													Save an	nd resum	e later

21. Congratulations your permit application has been submitted. Staff will review all materials and reach out if any additional information is needed, payment information, etc. in order to be able to issue your permit.

Home Building Plann	ng Public Works			
Create an Application	Search Applications	Schedule an Inspection		
Residential New Constructio	n or Remodel or ADU			
1 Application Information	2 Contact Information	3 Supporting Documentation	4 Review	5 Record Issuance
Your application ha	s been successfully submitted an	d will be reviewed for next steps.		
Thank you for using our online servic Your Record Number is B24-04				

You will need this record number to check the status of your application or to schedule/check results of inspections.

Please refer to Record Details page of your record to find more information about your application.

View Record Details »