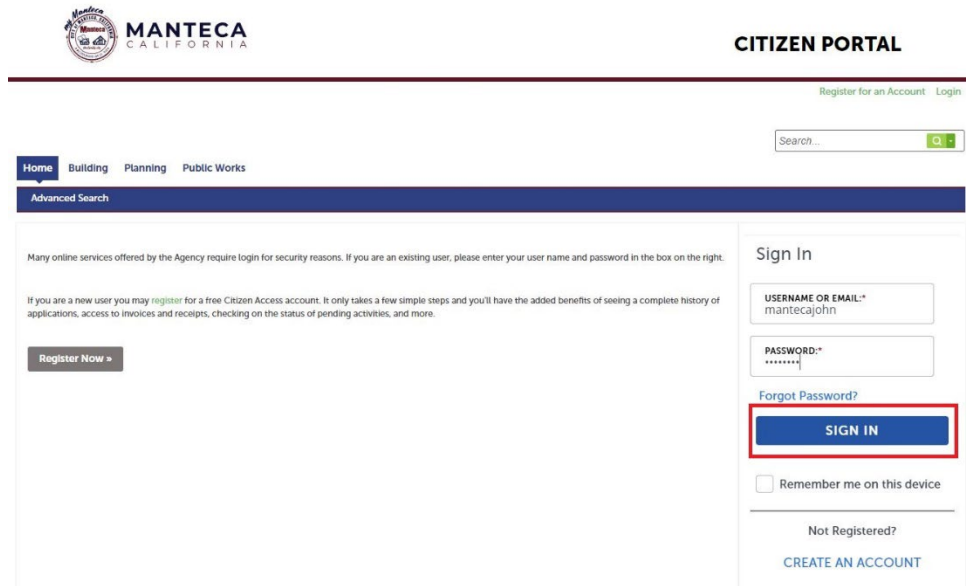


## How to Apply for a Permit (General) and Upload Plans/Documents

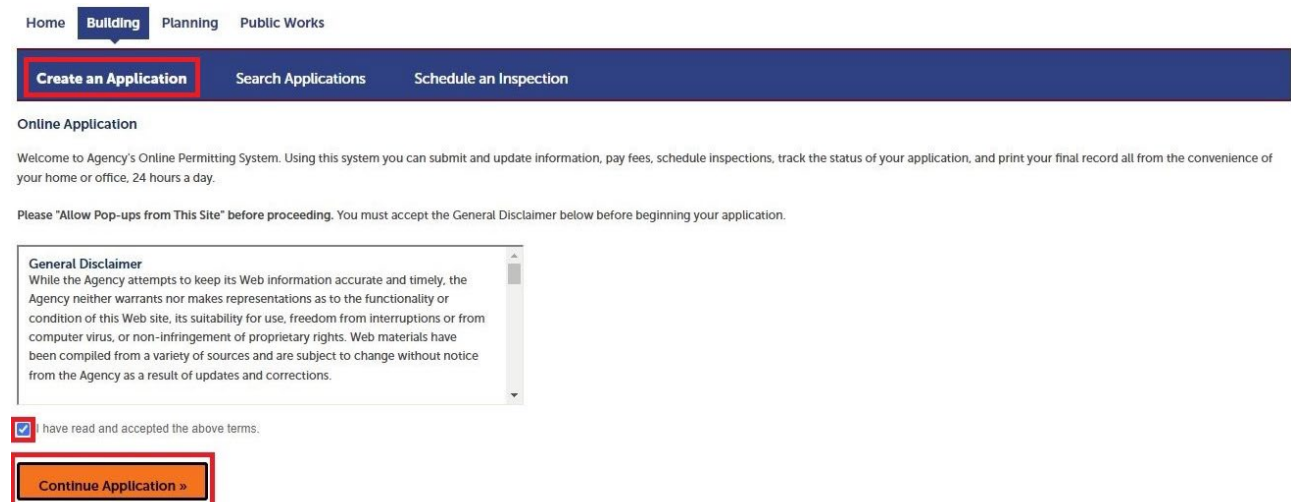
### General Notes

- Files must be saved on your computer that can be easily accessed
- Files must be in PDF, XLS, XLSX, DOC, DOCX, DWG, JPG, JPEG, PDF/A, 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 - <https://aca-prod.accela.com/MANTECA> and log into your account.



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.”

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Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▶ Building Permits
  - Commercial New Construction or Remodel
  - Demolition
  - Fire Suppression
  - HVAC
  - Master Plan
  - Pool or Spa
  - Remodel
  - Residential New Construction or Remodel or ADU
  - Sign
  - Solar
  - Trade (includes Energy Storage, Electrical Service, Stucco, Antenna, etc.)
  - Water Heater
- ▶ Building Administration
  - Deferred Submittal
  - Special Inspection App
- ▶ Building Site
  - Grading
  - Landscape
  - Onsite Utilities
  - Park
  - Parking Lot
- ▶ Building Revision Request for an Issued Permit
  - Revision/Addendum Request

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

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Residential New Construction or Remodel or ADU

1 Application Information	2 Contact Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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Step 1: Application Information > Work Location \* Indicates a required field.

**Address**

To search for an address, enter criteria for address search then click the "Search" button. Select address from the search results.

\* Street No.:  Direction:  \* Street Name:  Street Type:

**Parcel**

If address is not found, please enter parcel number then click the "Search" button. Select parcel from the search results.

\* Parcel Number:

- 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."

The screenshot displays the 'Address Search Result List' modal window. The first image shows a list of 10 addresses, with the first address selected. The second image shows the same list with the 'Associated Parcels' and 'Associated Owners' sections visible below, and the 'Select' button highlighted.

**Address Search Result List**

Showing 1-10 of 10

Address	City	State	Zip
<input checked="" type="radio"/> 1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 101, 1215 W CENTER ST STE 101	MANTECA	CA	95337
<input type="radio"/> 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
<input type="radio"/> 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
<input type="radio"/> 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
<input type="radio"/> 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
<input type="radio"/> 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
<input type="radio"/> 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
<input type="radio"/> 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
<input type="radio"/> 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
<input type="radio"/> 1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST, 1215 W CENTER ST	MANTECA	CA	95337

**Associated Parcels**

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 20015011			

**Associated Owners**

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> HENSLEY INVESTMENT COMPANY ETA	821 13TH ST SUITE A MODESTO CA 95354

**Select** **Cancel**

- 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 then click the "Search" button. Select parcel from the search results.

\* Parcel Number:

---

**Owner**

\* Owner Name: ?  
 HENSLEY INVESTMENT COMPANY ETA

Address Line 1:

Address Line 2:

City:  State:  Zip:

---

**Ownership**

OWNERSHIP

Ownership has Changed:

Save and resume later

- On the next screen under the “Application Name” please include the scope of work for the project.

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Step 1: Application Information > Project Information \* indicates a required field.

**General Information**

Please enter Application Name in the format of "Construction type, Lot Number, Subdivision" (for example: Single Family Dwelling, Lot 12, Subdivision: Greenwood Trail). In addition, enter a detailed Description of Work.

\* Application Name:

Description of Work:

spell check

9. Scroll down and complete all fields required.

**Detailed Information**

General Information

Parcel Acreage:  Acres

\* Solar Required?:  Yes  No

Expiration Date:

Detailed Information

\* Category:

\* Type:

\* Sub-Type:

Options:

\* Is this being built from a previously submitted Master Plan?:  Yes  No

\* Master Plan Number:

\* Total Square Feet:  Square Ft

\* Porch/Patio Space:  Square Ft

\* Garage Space:  Square Ft

\* Total Habitable Space:  Square Ft

\* Number of Bedrooms:

\* Number of Baths:

\* Garage:

\* Total Landscape Area (front yard landscape area only):  Square Ft

\* Is this Single-Family Dwelling located within the flood plain?:  Yes  No

DECLARATION

\* Please indicate to whom this permit will be issued:

\* Select License Type:

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

**Additional Information**

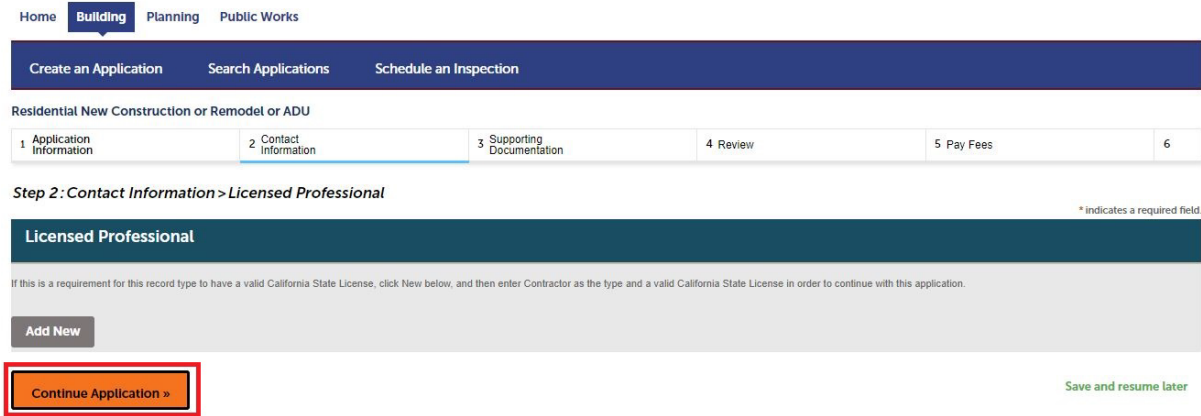
\* Valuation (\$):

Housing Units:

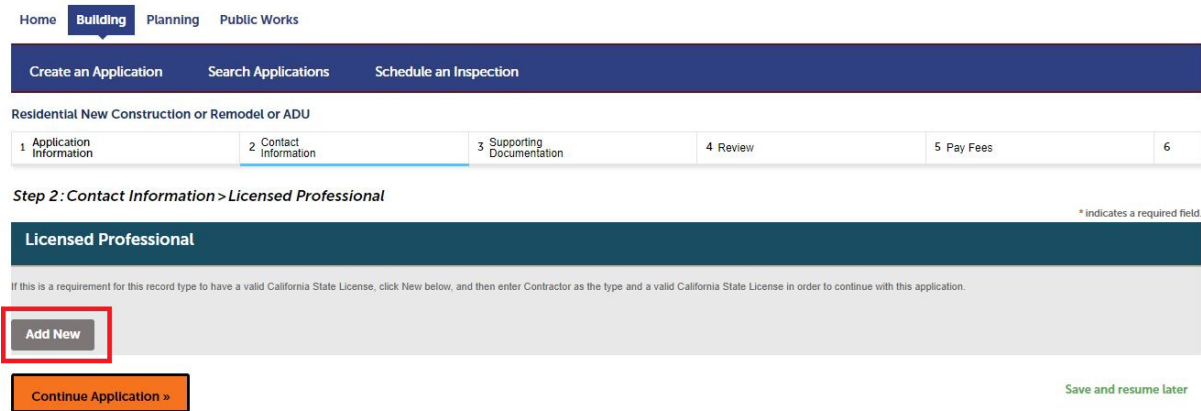
Number of Buildings:

[Save and resume later](#)

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.



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

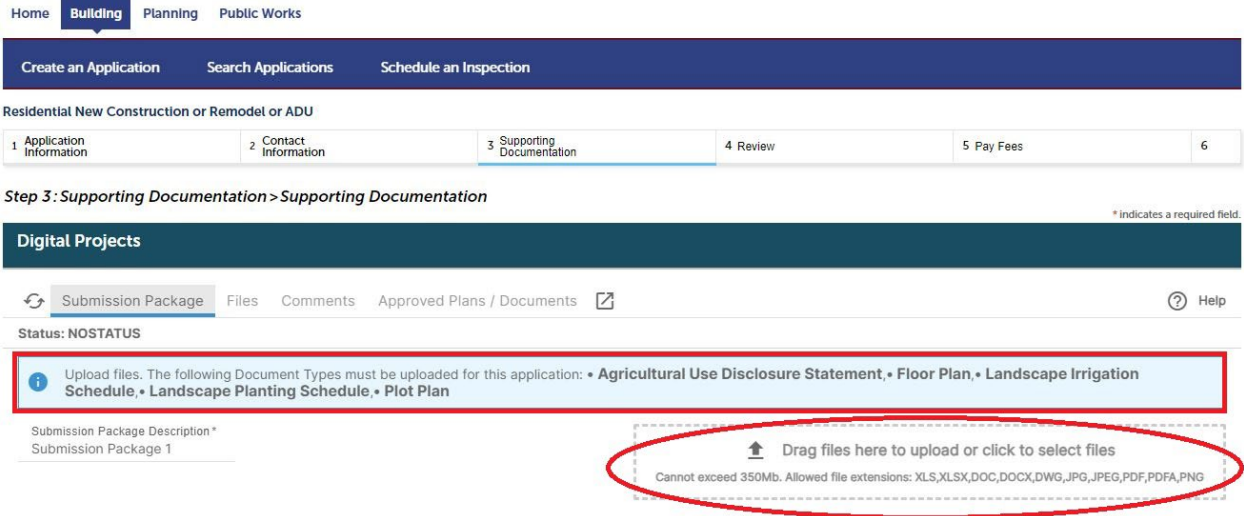


13. A new window will populate that will allow you to select the License Type, input the Contractor State License Number. The system will look up your license information and prepopulate the information in the fields below. However, please ensure that the contact email and mobile-phone number are included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

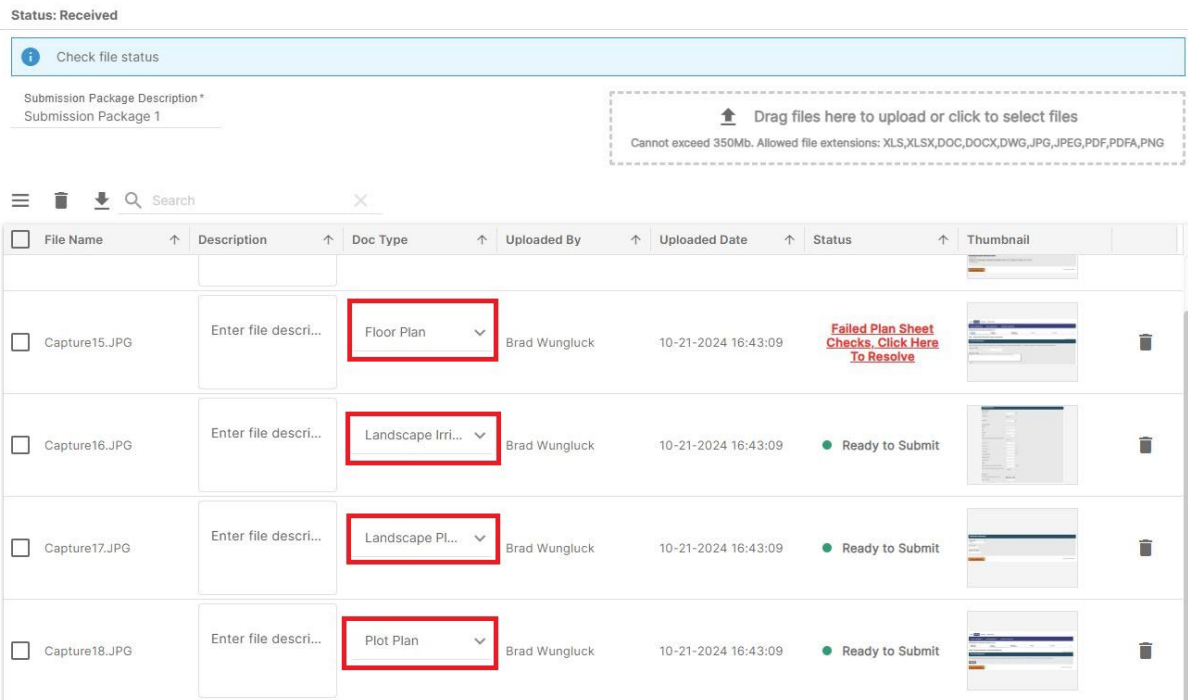
14. The window will close and the information will be input on the next screen. You can now click “Continue Application.”



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.



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.





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.

Status: Received

Check file status

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,PDF,PDFA,PNG

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
Capture15.JPG	Enter file descri...	Floor Plan	Brad Wungluck	10-21-2024 16:43:09	<a href="#">Failed Plan Sheet Checks. Click Here To Resolve</a>	
Capture16.JPG	Enter file descri...	Landscape Irri...	Brad Wungluck	10-21-2024 16:43:09	Ready to Submit	
Capture17.JPG	Enter file descri...	Landscape Pl...	Brad Wungluck	10-21-2024 16:43:09	Ready to Submit	
Capture18.JPG	Enter file descri...	Plot Plan	Brad Wungluck	10-21-2024 16:43:09	Ready to Submit	

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

Plan

No sheets have errors

1A

Sheet Title

Show Only Sheets With Errors

SAVE

19. Once all documents are ready, scroll to the bottom, and select “Continue.”

Submission Package Files Comments Approved Plans / Documents Help

Status: Received

Package is ready to submit, or upload additional 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,PDF,PDFA,PNG

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
Capture20.JPG	Enter file descri...	Agricultural U...	Brad Wungluck	10-21-2024 16:43:09	Ready to Submit	
Capture15.JPG	Enter file descri...	Floor Plan	Brad Wungluck	10-21-2024 16:43:09	Ready to Submit	
Capture16.JPG	Enter file descri...	Landscape Irri...	Brad Wungluck	10-21-2024 16:43:09	Ready to Submit	
Capture17.JPG	Enter file descri...	Landscape Pl...	Brad Wungluck	10-21-2024 16:43:09	Ready to Submit	

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** [Edit](#)

Valuation (\$):255,000.00  
Housing Units:1 Number of Buildings:1

**Licensed Professional** [Edit](#)

TONI MARIE RAYMUS  
1433 MOFFAT BLVD, STE 13  
MANTECA, 95336  
Mobile Phone:(209) 456-8500  
Contractor -727427  
john@manteca.gov

**Applicant** [Edit](#)

Brad Wungluck  
Contact E-mail:bwungluck@\_manteca.gov  
Preferred Channel:

**Contact List** [Edit](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 10/21/2024

**Continue Application »** [Save and resume 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.

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Residential New Construction or Remodel or ADU

1 Application Information	2 Contact Information	3 Supporting Documentation	4 Review	5 Record Issuance
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 Your application has been successfully submitted and will be reviewed for next steps.

Thank you for using our online services.  
**Your Record Number is B24-0479.**

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 »](#)