How to Apply for and Instantly Receive a Revision to a Symbium Solar Permit or Solar Permit w/ Energy Storage System

1. Visit the City of Manteca's Instant Residential Solar and Energy Storage System Permit webpage - https://www.manteca.gov/departments/development-services/building-safety/instant-automated-solar-permits

2. Enter the project address in box where prompted and click the address desired.
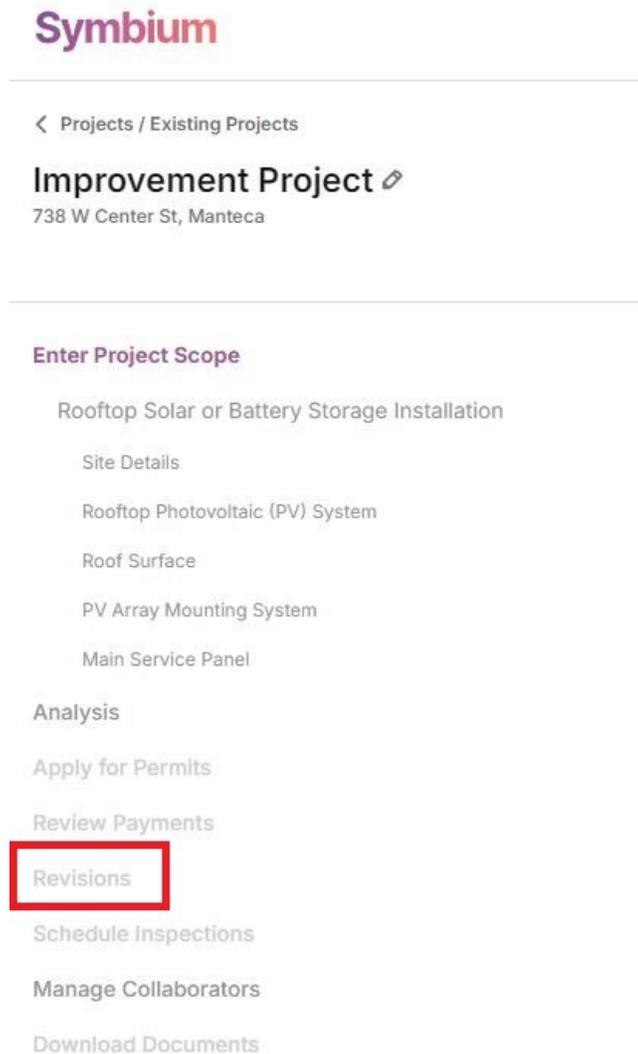
3. A page will load that shows the property. At the top left is the "Login" link. Click the link and log into your account.
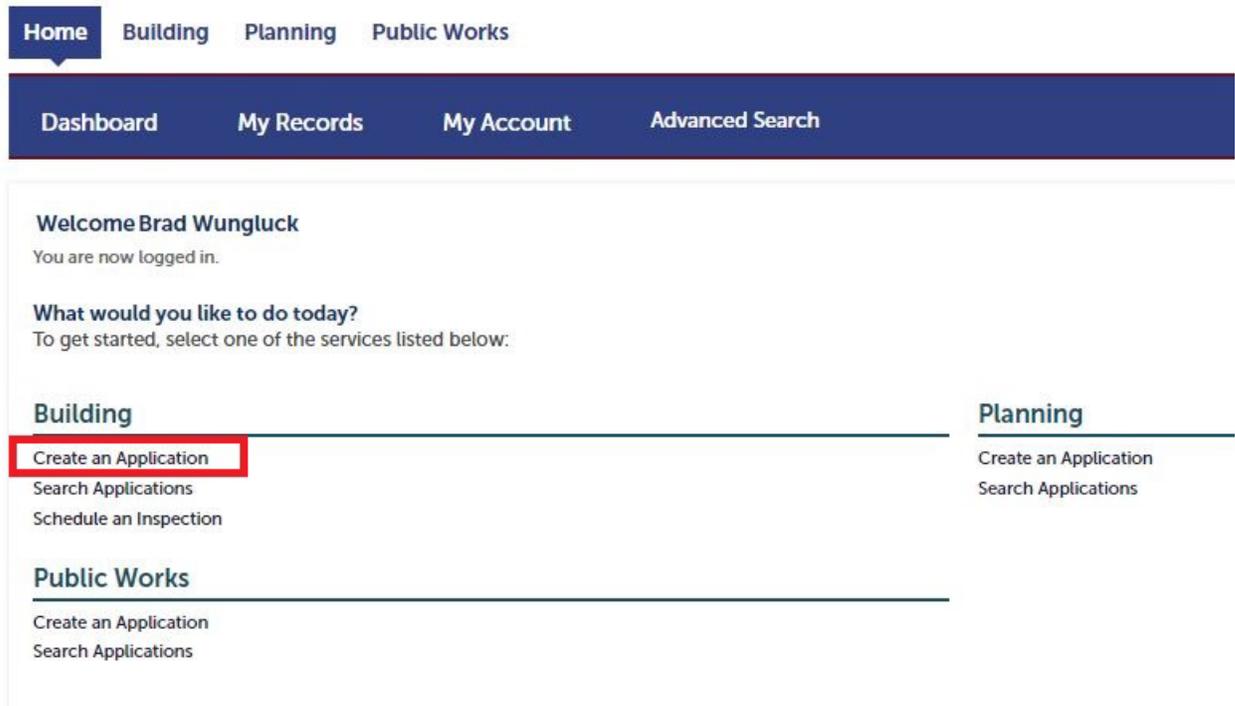

4. Once logged into your account and the project you will see the "Revisions" tab on the left side of the screen. Complete the revision application and make payment when prompted.

5. Now visit the City of Manteca's Citizen Portal - https://aca-prod.accela.com/MANTECA and log into your Citizen Access Portal account.

6. Once logged in click on "Create an Application."

7. Read the Disclaimer, check the box that you've read it and accept the terms, and then click "Continue Application."

8. Scroll to the bottom of the next page and click on record type "Revision/Addendum Request" and then "Continue Application."

9. On the next screen, input your previously approved permit number, residential (since Symbium applications are only available for residential properties), and then check the box "Yes" since a permit was previously issued for the solar permit through Symbium. Click "Continue Application."

10. Upload the required documents by dragging them and dropping them in the dashed box on the page. The required documents include the Electrical Line Diagram, Site Plan, Symbium Inspection Checklist, Symbium Scope and Compliance Details, and Symbium Spec Sheets that were approved through Symbium. A Revision Letter is also required that explains any revisions being made to the previously approved permit.

11. Once all documents have been uploaded and identified under the "Doc Type" tab you can scroll to the bottom of the page and click "Continue Application."

12. Review all permit record information for accuracy and then click "Continue Application."

13. Verify the fees and the fee amount and then click "Continue Application."

14. For Payment Options select either "Pay with Credit Card" or "Pay with Bank Account" and then click "Submit Payment."

15. A new payment screen will load and then input all of the required payment information
    and click "Continue."

Enter Payment Information

Online payments are only accepted for permit invoices that are $10,000 or less.

First Name   Middle Name (Optional)

John

Last Name   Daytime Phone Number

Smith   2094568500

ZIP Code:

95337

Pay this Amount $

977.78

Payment Method

○ 🏛   eCheck / Bank Account

◉ VISA ⬤   Debit Card

Card Number   CVV ⑦

Enter card number   CVV

Expiry Month   Expiry Year

MM ▼   YYYY ▼

Card Holder Name

Enter card holder name

○ VISA ⬤ DISCOVER   Credit Card

[CONTINUE]   (CANCEL)

16. A payment confirmation screen will then be displayed. Check the appropriate box agreeing to the Payment Authorization Terms and then click "Pay." Note: there is a maximum credit card payment amount of $10,000 for each permit.

17. A payment confirmation screen will then appear back in the Citizen Access Portal.

18. If you click the "Print/View Receipt" link you can then view the receipt for the payment that has just been made for the permit.

RECEIPT

CITY OF MANTECA
1215 W. Center St, Suite 201, Manteca, California 95337 (209) 456-8550

JOHN SMITH

Record #: B24-0484
Address: 1215 W CENTER St, MANTECA, CA 95337
Invoice #: 165544
Invoice Date: 10/22/2024

Fee Item	Quantity	Total Fee
Res & Com New Construction and Additions (Permit Fee)	1.00	$977.78
	Total Fee:	$977.78

Receipt No: 170161
Payment Method: Debit Card
Amount Paid: $977.78
Payment Date: 10/22/2024

Owner Info.:
SMITH INVESTMENT COMPANY ETA
821 17TH ST SUITE A
MODESTO, CA 95354

Cashier ID: PUBLICUSER1342

19. Your application has now been approved and you can view record details or request inspections at any time by clicking the "View Record Details" link.

Home   **Building**   Planning   Public Works

Create an Application   Search Applications   Schedule an Inspection

Revision/Addendum Request

1 Revision Work Description	2 Documents	3 Review	4 Record Issuance

✓ Your application has been successfully submitted.

Thank you for using our online services.
Your Record Number is B24-0509.

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 »   Click this button to view details of your application.