

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>

Instant Residential Solar and Energy Storage System Permits

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Automated residential solar permits will be available to licensed contractors on July 15, 2024. Symbium's online, automated permitting platform automatically checks for code compliance and issues permits in real time for residential solar and energy storage systems. To watch a video on the application process, go [here](#).

How to Apply?

1. Enter your property address in the bar below. Symbium will provide data about the property and assist you through the permit process.

Apply for a residential solar or energy storage system permit
 Enter a Manteca address to check for code compliance and apply for an instant permit.

Powered by Symbium

2. Enter the project address in box where prompted and click the address desired.

Instant Residential Solar and Energy Storage System Permits

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x

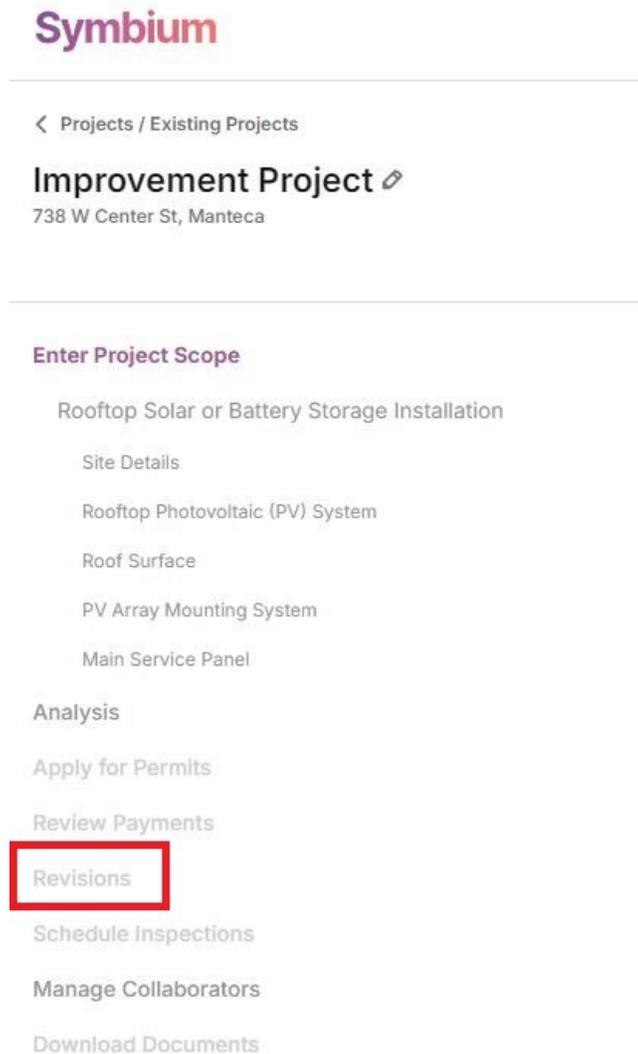
1215 W Center St

Powered by Symbium

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.



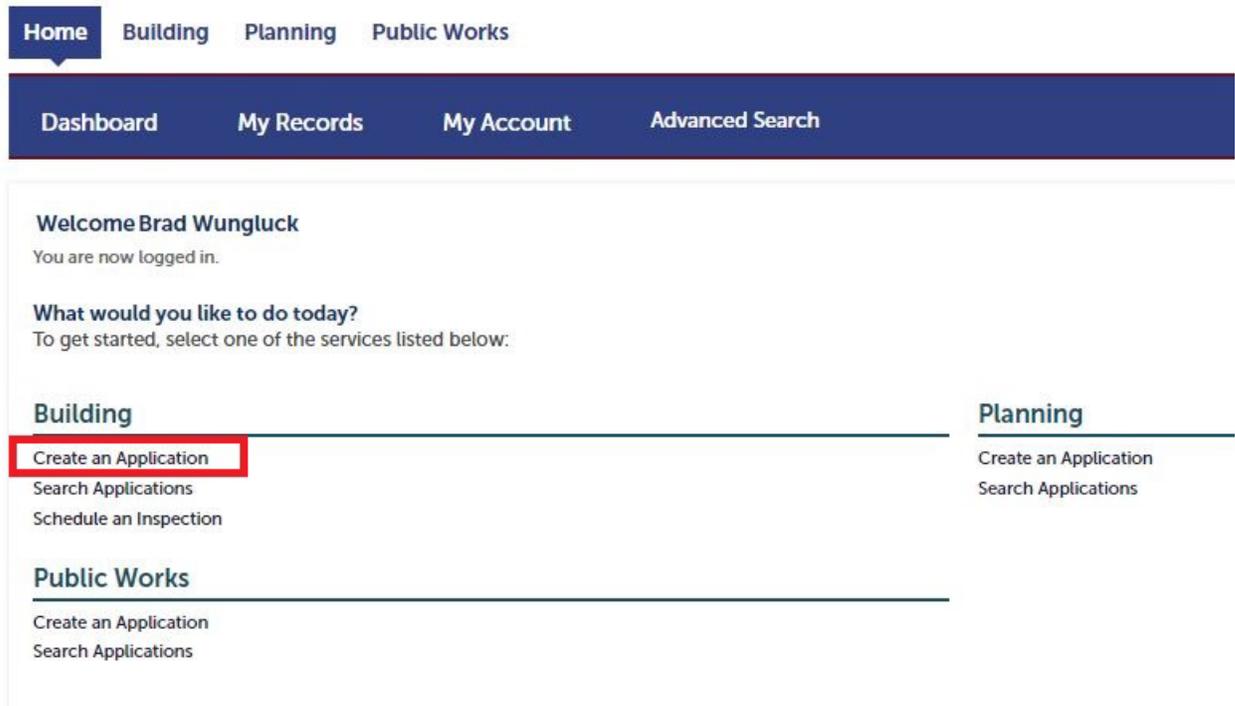
4. Once logged into your account and the project you will see the “Revisions” tab on the left side of the screen. Complete the revision application and make payment when prompted.



- 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."

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Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

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

Search

- ▶ **Building Permits**
 - Commercial New Construction or Remodel
 - Demolition
 - Fire Suppression
 - HVAC
 - Master Plan
 - Pool or Spa
 - Reroof
 - 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

Continue Application »

- 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.”

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Revision/Addendum Request

1 Revision Work Description	2 Documents	3 Review	4 Pay Fees	5 Record Issuance
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Step 1: Revision Work Description > Revision Details * indicates a required field.

Revision

GENERAL

* Permit Number:

* Residential or Commercial:

Is this revision for a previously permitted residential solar permit through Symbium? Yes No

Please describe the scope of the revision

* Application Name:

Description of Work:

spell check

Continue Application > Save and resume later

- 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.

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Step 2: Documents > Upload Revised Documents * indicates a required field.

Digital Project Submission

Submission Package Files Comments Approved Plans / Documents [?](#) Help

Status: Received

Upload files. The following Document Types must be uploaded for this application: • Electrical line diagram, • Revision Letter, • Site Plan, • Symbium Inspection Checklist, • Symbium Scope and Compliance Details, • Symbium Spec Sheets

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

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.”

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
<input type="checkbox"/> Capture9.JPG	Enter file descri...	Revision Letter	Brad Wungluck	10-23-2024 13:55:48	Ready to Submit	
<input type="checkbox"/> Capture9a.jpg	Enter file descri...	Site Plan	Brad Wungluck	10-23-2024 13:55:48	Ready to Submit	
<input type="checkbox"/> Capture10.JPG	Enter file descri...	Symbium Insp...	Brad Wungluck	10-23-2024 13:55:48	Ready to Submit	
<input type="checkbox"/> Capture11.JPG	Enter file descri...	Symbium Sco...	Brad Wungluck	10-23-2024 13:55:48	Ready to Submit	
<input type="checkbox"/> Capture12.JPG	Enter file descri...	Symbium Spe...	Brad Wungluck	10-23-2024 13:55:48	Ready to Submit	

6 of 6 files are ready for submittal

[EXPORT LIST](#)

Continue Application »

[Save and resume later](#)

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

Create an Application Search Applications Schedule an Inspection

Revision/Addendum Request

1 Revision Work Description 2 Documents 3 Review 4 Pay Fees 5 Record Issuance

Step 3: Review

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Revision/Addendum Request

Revision

GENERAL Edit

Permit Number: 24-2424
 Residential or Commercial: Residential
 Is this revision for a previously permitted residential solar permit through Symbium?: Yes

Please describe the scope of the revision Edit

Application Name: Revision to Permit BLD24-2424
 Description of Work: Added 1 Panel to Permit

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: 10/23/2024

Continue Application » [Save and resume later](#)

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

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Listed below are fees invoiced for your application. Some fees are based on the quantity of work items installed or repaired. Review your project information input or call agency staff if you find the quantity incorrect.

Application Fees

Fees	Qty.	Amount
Res & Com New Construction and Additions (Permit Fee)	1	\$977.78

TOTAL FEES: \$977.78
 Note: Additional fees may be assessed later.

Continue Application »

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

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Please select a payment method and then fill in all required information.
 The available payment methods are:

- Credit/Debit Card
- Bank Account

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

Use the dropdown menu to change the payment type.

Depending on the speed of your internet connection, payments may take several minutes to process, so please click the “SUBMIT PAYMENT” button once or multiple payments may occur.

* Indicates a required field.

Payment Options

Amount to be charged: \$977.78

- Pay with Credit Card
- Pay with Bank Account

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)
<input type="text" value="John"/>	<input type="text"/>
Last Name	Daytime Phone Number
<input type="text" value="Smith"/>	<input type="text" value="2094568500"/>
ZIP Code:	
<input type="text" value="95337"/>	

Pay this Amount \$

Payment Method

 eCheck / Bank Account

  Debit Card

Card Number CWV

Expiry Month Expiry Year

Card Holder Name

   Credit Card

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.

Confirm Payment

Payment Method VISA *****1111

Payment Date Now (10/22/2024)

Use this payment method for future payments.

Payment Amount \$977.78

Click to read the [Payment Authorization Terms](#) and [Privacy Notice](#)

authorize and agree per Payment Authorization Terms.

Click the **PAY** button to complete your payment.

BACK **PAY \$977.78** CANCEL

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

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Record Issuance

You have paid one or more fees associated to this Record.
Please print a copy of this receipt and retain a copy for your records.

Thank you for using our online services.
Your Record Number is B24-0484.

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.

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.

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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.