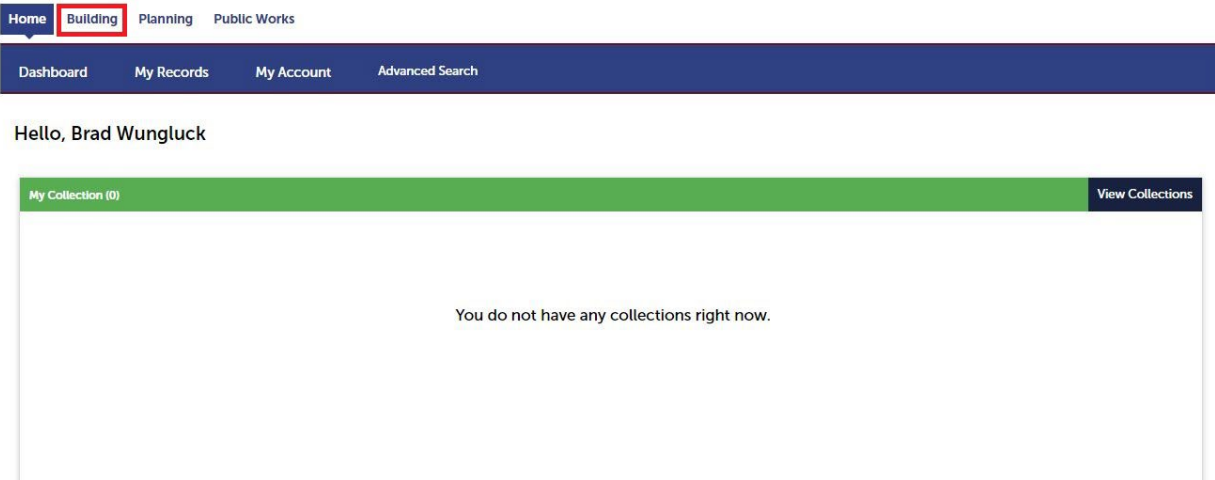


## How to Download and Print Approved Plans and Documents

1. Visit the City of Manteca’s Citizen Portal - <https://aca-prod.accela.com/MANTECA> and log into your account.



2. Click on the “Building” heading at the top of the page.



3. Click on the record number for the permit documents you are attempting to print.

Home **Building** Planning Public Works

Create an Application Search Applications Schedule an Inspection

**Records**

Showing 1-5 of 5 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Status	Action
<input type="checkbox"/>	10/22/2024	<b>B24-0484</b>	Residential New Construction or Remodel or ADU		Issued	
<input type="checkbox"/>	10/21/2024	B24-0479	Residential New Construction or Remodel or ADU	Single Family Dwelling, Machado Ranch, Lot 112, Production, Plan 4F, Elevation 1, 2.2 kw solar, no options	Received	
<input type="checkbox"/>	10/15/2024	24TMP-000881	Revision/Addendum Request			Resume Application
<input type="checkbox"/>	10/15/2024	24TMP-000878	Revision/Addendum Request			Resume Application
<input type="checkbox"/>	10/10/2024	B24-0393	Residential New Construction or Remodel or ADU		Fees Due	Pay Fees Due

Enter any of the information below to search records on file:

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

4. After the new page loads, click on the “Digital Projects.”

Home **Building** Planning Public Works

Create an Application Search Applications Schedule an Inspection

Record B24-0484: Add to collection  
 Residential New Construction or Remodel or ADU  
 Record Status: Issued

Record Info ▾ Payments ▾ **Digital Projects**

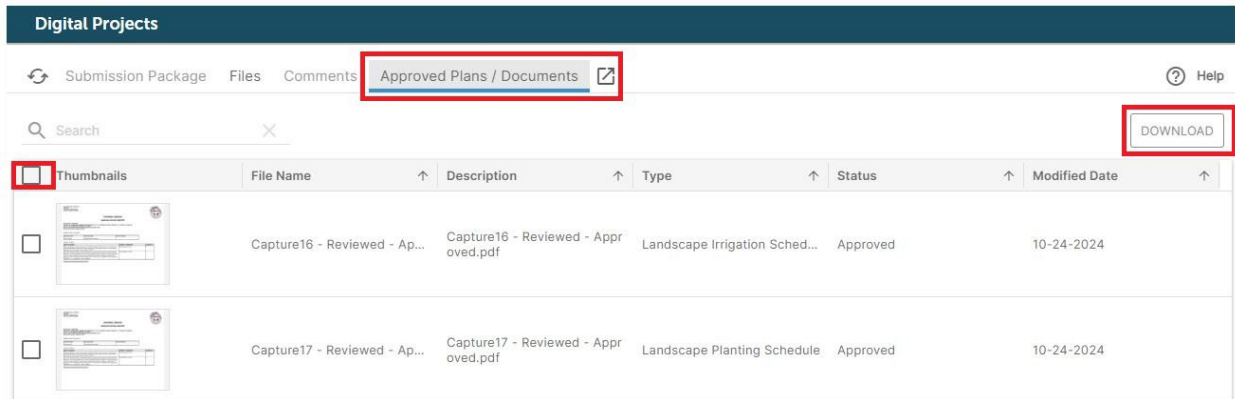
**Work Location**

1215 W CENTER St \*

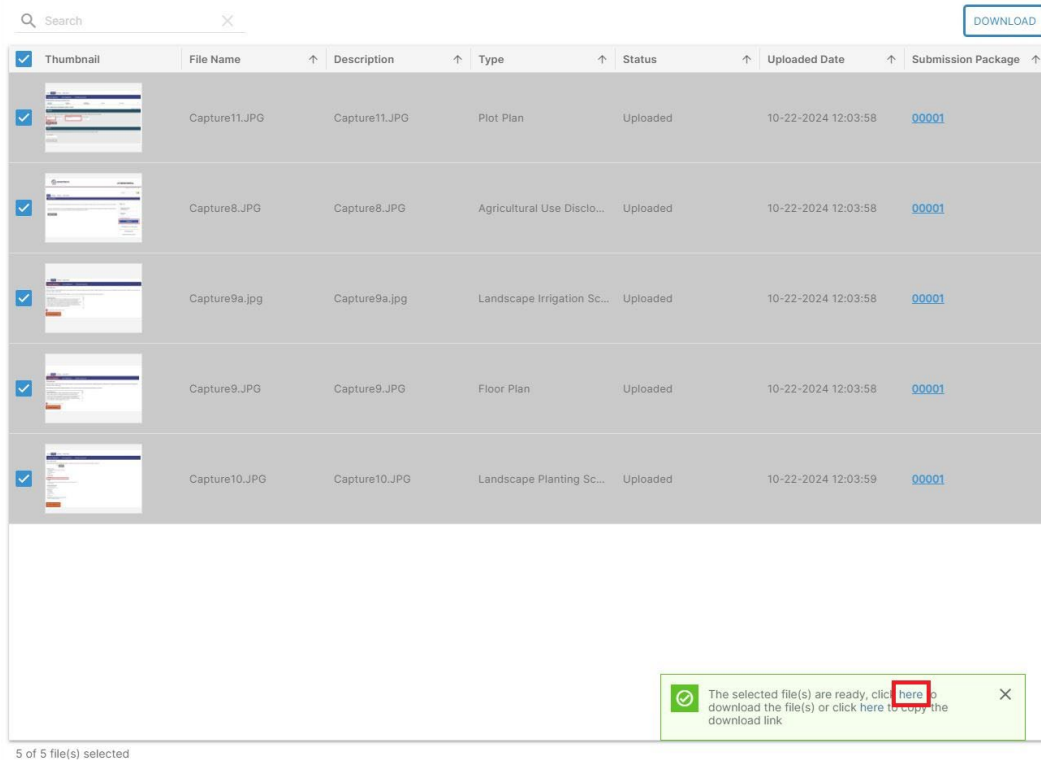
**Record Details**

<p><b>Applicant:</b>                  Brad Wungluck                  bwungluck@_manteca.gov</p>	<p><b>Licensed Professional:</b>                  bw@manteca.gov                  TONI MARIE RAYMUS                  1433 MOFFAT BLVD, STE 13                  MANTECA, CA, 95336                  Mobile Phone:(209) 456-8500                  Contractor 727427</p>
<p><b>Project Description:</b>                  SFD</p>	<p><b>Owner:</b>                  HENSLEY INVESTMENT COMPANY ETA *                  821 13TH ST SUITE A                  MODESTO CA 95354</p>

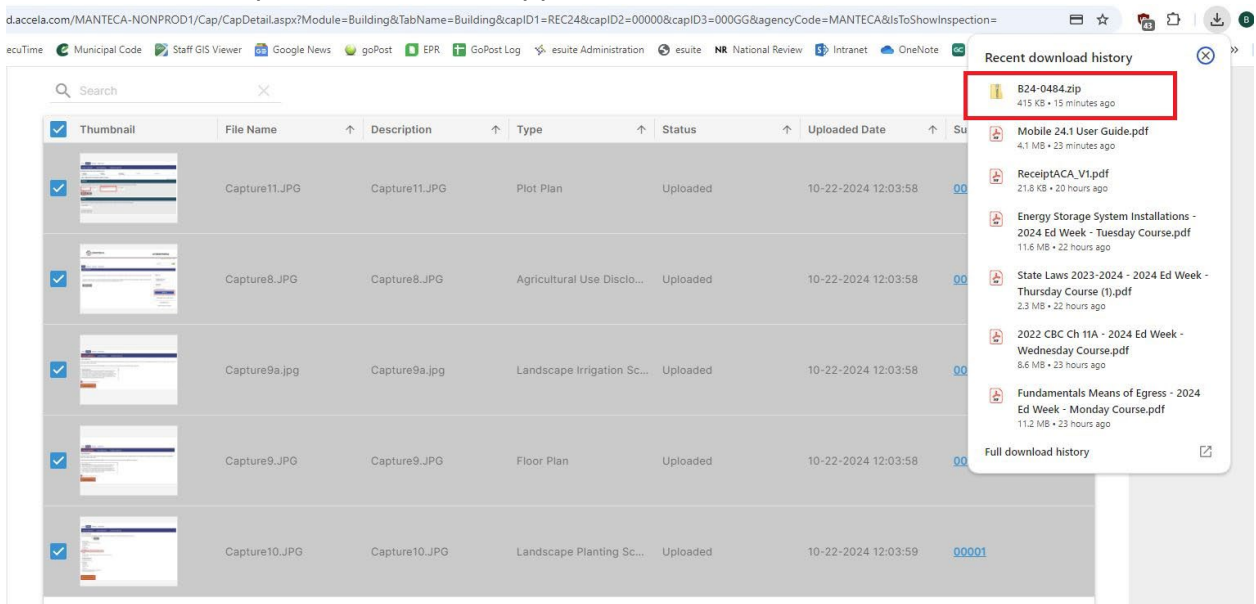
- Click on “Approved Plans / Documents” and then check the box adjacent to the “Thumbnail” heading. This will select all documents for the permit. Then click “Download” which will prepare the documents for download.



- Scroll down and you will find a green box which will allow you to download all documents by clicking on the “Click **Here** to download the files.”

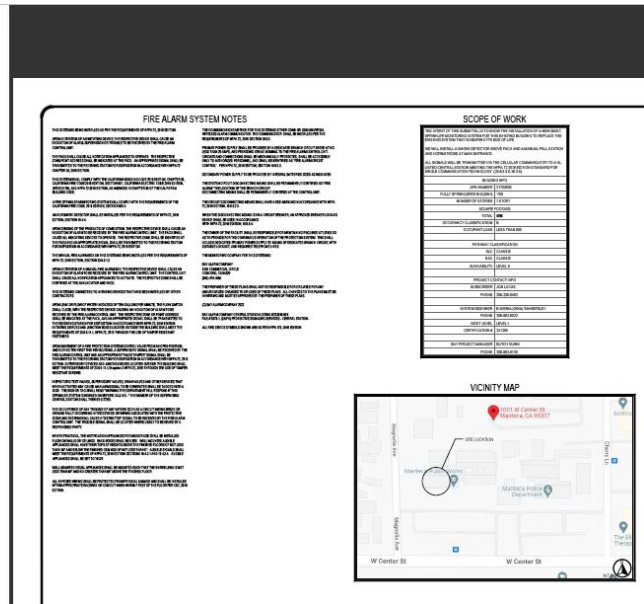


- Your download will begin. Once completed you can click the download icon at the top of your screen, followed by the folder for the building permit you're downloading and a new window will open with all of the approved documents.

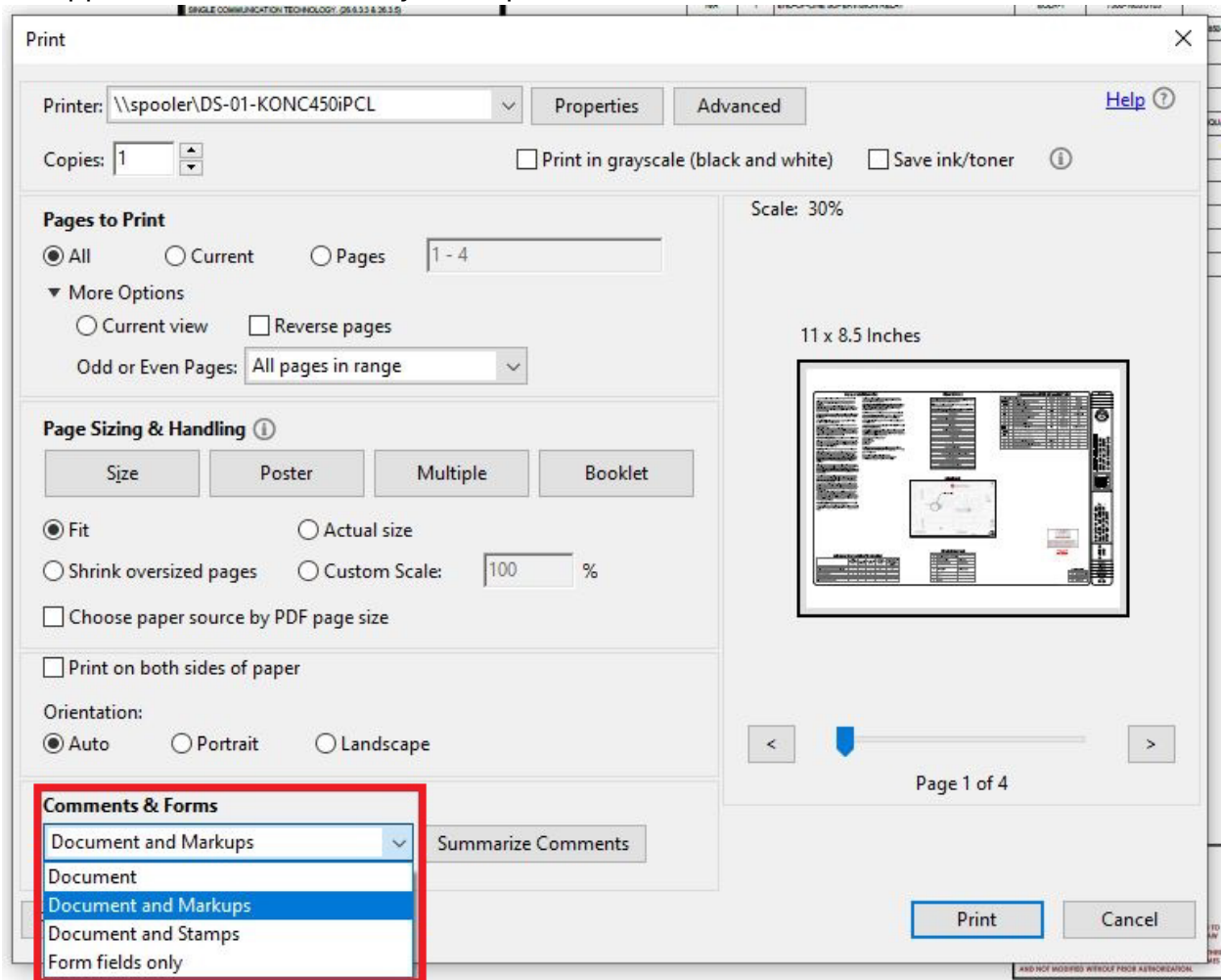


- You can then open and print each file that has been downloaded.

Name	Date modified	Type	Size
<input type="checkbox"/> 1001 W Center St Permit	11/16/2022 1:55 PM	Adobe Acrobat D...	160 KB
<input checked="" type="checkbox"/> 20221019A-FIRE_Drawings	11/17/2022 9:06 PM	Adobe Acrobat D...	1,418 KB
<input type="checkbox"/> 20221019A-FIRE_Spec Book	11/17/2022 9:06 PM	Adobe Acrobat D...	5,979 KB
<input type="checkbox"/> Building Permit Application	11/17/2022 9:06 PM	Adobe Acrobat D...	438 KB
<input type="checkbox"/> Building Permit Issuance Application	11/17/2022 9:06 PM	Adobe Acrobat D...	241 KB
<input type="checkbox"/> Electronic Signature Disclosure	11/17/2022 9:06 PM	Adobe Acrobat D...	30 KB



9. Please be aware that when printing you will need to select “Documents and Markups” or “Documents and Stamps” to ensure that all approval documents and markups will be printed. Without this the inspector may fail the inspection for not having the Approved Plans onsite for your inspection.



### **Tips for Printing Approved Plans and Documents**

- All plans shall be printed in color and in its original drawing size for the field set.
- Plans that have been approved with stamps and/or comments will need to select “Documents and Markups” or “Documents and Stamps” within the print window (see above) to ensure that all approval documents and markups will be printed. Without this the inspector may fail the inspection for not having the Approved Plans onsite for your inspection.