## How to Search the Citizen Access Portal

Log in is required to search

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

CALIFORNIA	CITIZEN PORTAL
	Register for an Account Login
	Search Q •
Home Building Planning Public Works	
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
If you 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?
	CREATE AN ACCOUNT

2. Click on the "Building" tab at the top of the page.

Home Building	Planning Pub	lic Works			
Dashboard	My Records	My Account	Advanced Search		
Welcome Brad We You are now logged in. What would you lik To get started, select	Welcome Brad Wungluck You are now logged in. What would you like to do today? To get started, select one of the services listed below:				
Building Planning				Planning	
Create an Application			Create an Application		
Search Applications Schedule an Inspection				Search Applications	
Public Works					
Create an Application				-	
Search Applications					

34 Record results matching your search results

- 3. Once the page loads, please scroll down to the General Search area. You can search by **Record Number** (Permit Number), **Address**, or **Parcel Number** (APN).
  - When searching by **Address** you only need to utilize the street no. and street name.
  - For Address searches, if you don't know the whole street name or spelling you can use a partial spelling followed by the % sign as a search wildcard. For example, instead of Center you could type Cen% to search all streets that being with Cen which would return Center as one response.
     For Parcel Number, do not use dashes.

General Search		General Search
Record Number:	Record Type:	Search my records only
Start Date: (7) 10/24/2021	End Date: () 10/23/2024	
License Type: S Select V First: Last:	Name of Business:	
Street No.: S	treet Name: (?) enter	
Parcel No.: Search Additional Criteria		
Search Clear		

4. A list of records will be returned for the search information that was provided. The example below returned 34 results that you can find information on. Please note that only 10 results are returned per page and you can toggle between pages by clicking the bottom of the page and the associated page number.

Click an	y of the results b	elow to view more details.			
Showing	g 1-10 of 34 Dowr	nload results   Add to collection			
	Date	Record Number	Record Type	Description	Status Action
	09/19/2024	2024-00004334	Special Inspection App	KRAZAN AND ASSOCIATES ADDING 5 INSPECTORS	Received
	09/17/2024	2024-00004260	Reroof	ReRoof Police Department	Issued
	09/17/2024	2024-00004262	Reroof	ReRoof Finace Building	Issued
	07/22/2024	2024-00003202	Special Inspection App	(5) NEW SPECIAL INSPECTOR REQUEST FROM TERRACON ID 15643	Received
	07/22/2024	2024-00003203	Special Inspection App	(5) NEW SPECIAL INSPECTOR REQUEST FROM TERRACON ID 15643	Received
	07/22/2024	2024-00003204	Special Inspection App	(5) NEW SPECIAL INSPECTOR REQUEST FROM TERRACON ID 15643	Received
	04/03/2024	2024-00001343	Special Inspection App	Gularte & Associates Inc	Completed
	10/31/2023	2023-00003957	Special Inspection App	Stevens, Ferron & Bailey Engineering Company	Received
	09/25/2023	2023-00003493	Fire Suppression	UPGRADE (E) FACU & REPLACE ALL RELATED MODS & DEVICES - LIKE FOR	Permit Expired
	07/19/2023	2023-00002571	Special Inspection App	Consolidated Engineering Laboratories adding (5) inspectors	Completed
				< Prev 1 2 3 4 Next >	

- 5. Click on a "Record Number" for more information on that permit record.
- 6. The initial permit record page returns quite a bit of information that includes the licensed professional (if applicable), the project description, permit contacts, application information, permit expiration date, and more.

Home Building Planning Public W	orks		
Create an Application Search App	plications Schedule an Inspection		
Record 2024-00004262: Reroof Record Status: Issued			Add to collection
Record Info  Payments			
Work Location			
1001 W CENTER ST *			
Record Details			
Licensed Professional: BILLMANS COOL ROOFING CO INC OUT OF TOWN 2216 STEWART ST STOCKTON, CA, 95205-3232 Business 1064748 ▼More Details ■ Related Contacts Contact information BILLMANS COOL ROOFING CO INC BILLMANS COOL ROOFING CO INC BILLMANS, COOL ROOFING CO INC SILCORTS COOL ROOFING CO INC SILCORTS COOL ROOFING CO INC SILCORTS COOL ROOFING CO INC SITOCKTON, CA, 95205-3232	Project Description: Re-Roof Com ReRoof Finace Building		
Contactmisty@_billmanroofing.com E-mail: Preferred Channel:			
Application Information     General Information     Expiration Date:	03/18/2025		
Reroof Information Number of Squares: Parcel Information	5.00		

 By clicking on the "Record Info" tab you can gain even more information about the permit record, it's review or processing status, and inspections.
 Home Building Planning Public Works

Create an Application	Search Applications	Schedule an Inspection			
Record 2024-00004262: Reroof Record Status: Issued					Add to collection
Record Info 💌	Payments 💌				
Record Details					
Processing Status					
Related Records					
Inspections					
Record Details					
Licensed Professional:	Proj	ect Description:			
BILLMANS COOL ROOFING CO OUT OF TOWN 2216 STEWART ST STOCKTON, CA, 95205-3232 Business 1064748	D INC F	te-Roof Com teRoof Finace Building			
More Details					

8. Below is some information that you can find regarding the Processing Status.

Create an Application	Search Applications	Schedule an Inspection	
Record 2024-00004262	2:	Add to c	ollection
Reroot			
Record Status: Issued			
Record Info 💌	Payments 💌		
Processing Status			
Application Submittal			
Inspection Due on TBD, ass	igned to TBD		

9. Below is some information that you can find regarding the inspections.

Home Building Planni	ing Public Works		
Create an Application	Search Applications	Schedule an Inspection	
Record 2024-00004262	2:		Add to collection
Reroof			
Record Status: Issued			
Record Info 💌	Payments 🔻		
Inspections			
Upcoming			
Schedule or Request an Insp	pection		
You have not added any inspections. Click the link above to schedule or re	equest one.		
Completed			
There are no completed inspect	tions on this record.		