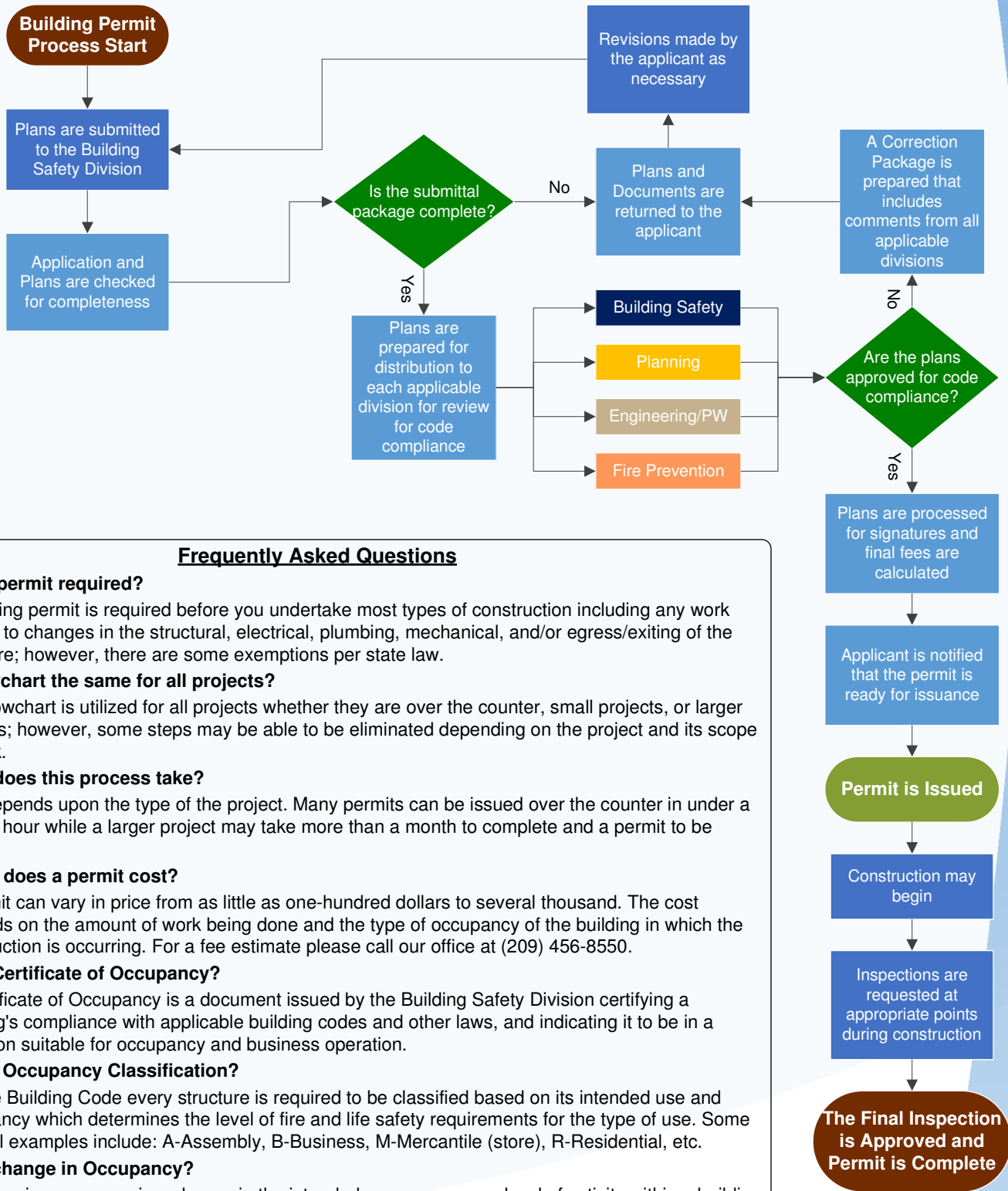


City of Manteca

Building Safety
 1001 W Center Street
 Manteca, CA 95337
 209.456.8500



Building Permit Process Flowchart (Typical)



Frequently Asked Questions

- When is a permit required?**
 A building permit is required before you undertake most types of construction including any work related to changes in the structural, electrical, plumbing, mechanical, and/or egress/exiting of the structure; however, there are some exemptions per state law.
- Is this flowchart the same for all projects?**
 This flowchart is utilized for all projects whether they are over the counter, small projects, or larger projects; however, some steps may be able to be eliminated depending on the project and its scope of work.
- How long does this process take?**
 This depends upon the type of the project. Many permits can be issued over the counter in under a half an hour while a larger project may take more than a month to complete and a permit to be issued.
- How much does a permit cost?**
 A permit can vary in price from as little as one-hundred dollars to several thousand. The cost depends on the amount of work being done and the type of occupancy of the building in which the construction is occurring. For a fee estimate please call our office at (209) 456-8550.
- What is a Certificate of Occupancy?**
 A Certificate of Occupancy is a document issued by the Building Safety Division certifying a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy and business operation.
- What is an Occupancy Classification?**
 Per the Building Code every structure is required to be classified based on its intended use and occupancy which determines the level of fire and life safety requirements for the type of use. Some general examples include: A-Assembly, B-Business, M-Mercantile (store), R-Residential, etc.
- What is a change in Occupancy?**
 A change in occupancy is a change in the intended use, purpose, or level of activity within a building. This occupancy classification determines the level of fire and life safety requirements for the type of use (such as required exits, accessibility, fire resistive construction, etc.) and all codes must be met prior to the change in occupancy is approved and the Certificate of Occupancy issued.