

How to Apply for a Commercial Permit (Multiple Buildings) and Upload Plans/Documents

General Notes

- Files must be saved on your computer that can be easily accessed
- Files must be in PDF, XLS, XLSX, DOC, DOCX, DWG, JPG, JPEG, PDF/A, or PNG file type.
- File names must not have any special characters (including semicolons) and maximum of 90 characters.
- Ensure that you are uploading attachments to the correct permit number.

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

The screenshot shows the City of Manteca Citizen Portal login page. At the top left is the Manteca California logo. The page title is "CITIZEN PORTAL". There are links for "Register for an Account" and "Login". A search bar is present. Below the search bar is a navigation menu with "Home", "Building", "Planning", and "Public Works". The "Building" menu item is highlighted. Below the navigation menu is an "Advanced Search" section. The main content area contains a message about login requirements and a "Register Now" button. On the right side, there is a "Sign In" section with fields for "USERNAME OR EMAIL:" (containing "mantecajohn") and "PASSWORD:" (containing "*****"). Below these fields is a "Forgot Password?" link and a blue "SIGN IN" button, which is highlighted with a red box. At the bottom of the sign-in section, there is a "Remember me on this device" checkbox and a "Not Registered? CREATE AN ACCOUNT" link.

2. Click the "Building" heading then "Create an Application."
3. A new screen will load. Please read the disclaimer, check the box that you've read and accepted the terms, and then click "Continue Application."

The screenshot shows the "Create an Application" page in the City of Manteca Citizen Portal. The navigation menu at the top has "Home", "Building", "Planning", and "Public Works". The "Building" menu item is highlighted. Below the navigation menu is a dark blue bar with "Create an Application", "Search Applications", and "Schedule an Inspection". The "Create an Application" button is highlighted with a red box. Below this bar is the "Online Application" section. It contains a welcome message and a disclaimer. The disclaimer text is: "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." Below the disclaimer is a checkbox with the text "I have read and accepted the above terms." The checkbox is checked. Below the checkbox is a red "Continue Application" button, which is highlighted with a red box.

4. Select the appropriate permit type and then click “Continue Application.”

Home **Building** Planning Public Works

Create an Application Search Applications Schedule an Inspection

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.

▶ 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
- Solar Streamlined Residential
- 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

5. Input the street number and street name for the project address and click “Search.”

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Create an Application Search Applications Schedule an Inspection

Commercial New Construction or Remodel

1 Application Information	2 Contact Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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Step 1: Application Information > Work Location

* Indicates a required field.

Address

To search for an address, enter criteria for address search then click the "Search" button. Select address from the search results.

* Street No.: Direction: * Street Name: Street Type:

Parcel

If address is not found, please enter parcel number then click the "Search" button. Select parcel from the search results.

* Parcel Number:

- A new screen will populate with a list of addresses that meet the search criteria that was input. Select the correct address and then scroll down and click “Select.”

The screenshot displays the 'Address Search Result List' modal window. The background shows the 'Step 1: Application Information' form with fields for 'Address', 'Street No.', 'Direction', 'Parcel Number', and 'Owner'. The modal window is titled 'Address Search Result List' and contains the following sections:

- Addresses:** A table showing 10 search results. The first result is selected with a radio button.

Address	City	State	Zip
1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 101, 1215 W CENTER ST STE 101	MANTECA	CA	95337
1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 102, 1215 W CENTER ST STE 102	MANTECA	CA	95337
1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 103, 1215 W CENTER ST STE 103	MANTECA	CA	95337
1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 105, 1215 W CENTER ST STE 105	MANTECA	CA	95337
1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 201, 1215 W CENTER ST STE 201	MANTECA	CA	95337
1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 202, 1215 W CENTER ST STE 202	MANTECA	CA	95337
1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 203, 1215 W CENTER ST STE 203	MANTECA	CA	95337
1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 204, 1215 W CENTER ST STE 204	MANTECA	CA	95337
1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST STE 205, 1215 W CENTER ST STE 205	MANTECA	CA	95337
1215 W CENTER ST, ST, ST, MANTECA 0171 CA 95337, 1215 W CENTER ST, 1215 W CENTER ST	MANTECA	CA	95337
- Associated Parcels:** A table showing 1 parcel.

Parcel Number	Lot	Block	Subdivision
20015011			
- Associated Owners:** A table showing 1 owner.

Name	Address
HENSLEY INVESTMENT COMPANY ETA	821 13TH ST SUITE A MODESTO CA 95354

At the bottom of the modal window, there are two buttons: 'Select' (highlighted with a red box) and 'Cancel'.

- The parcel information will load, including the address, parcel number, and owner information. Please review ownership information before proceeding, if correct click “Continue Application.”

If the ownership information is not correct click the “Ownership has Changed” box and then “Continue Application.” You will be prompted for additional information later to confirm the new owner's information.

Parcel

If address is not found, please enter parcel number then click the "Search" button. Select parcel from the search results.

* Parcel Number:

Owner

* Owner Name: ?
 HENSLEY INVESTMENT COMPANY ETA

Address Line 1:

Address Line 2:

City: State: Zip:

Ownership

OWNERSHIP

Ownership has Changed:

[Save and resume later](#)

Continue Application >

- On the next screen under the “Application Name” please include the scope of work for the project.

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Create an Application
Search Applications
Schedule an Inspection

Commercial New Construction or Remodel

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Step 1: Application Information > Project Information * indicates a required field.

General Information

* Application Name:
Example: Single Family Dwelling, Lot: 12, Subdivision: Greenwood Trail

Description of Work:

spell check

9. Scroll down and complete the fields.

Detailed Information

Detailed Information

* Category: --Select--

DECLARATION

* Please indicate to whom this permit will be issued: --Select--

Select License Type: --Select--

***If your project has multiple buildings, be sure to add a row for **each** building. (This part is critical as the system will automatically create a child permit application for each row (building) so fees and inspections can be accurate.)

Detailed Information

Structure Information

Showing 0-0 of 0

Permit Type	Building Ref Number	Building Valuation	Construction Type	Occupancy Classification	Number of Units in BLDG	Habitable Area (sq. ft.)	Non-Habitable Area (sq. ft.)	Total Area (sq. ft.)	# Bedrooms	# Bathrooms	Number of Stories	Occupancy Load	Sewer Usage (gal. per day)	Water Meter Size	Additional Water Meter Size (if applicable)	ESS (kW)	Solar (kW)	Current Use	Proposed Use	# Hotel Rooms	Are wood trusses being utilized?
No records found.																					

Add a Row | Edit Selected | Delete Selected

Example below:

Detailed Information

Structure Information

Showing 1-2 of 2

	Permit Type	Building Ref Number	Building Valuation	Construction Type	Occupancy Classification	Number of Units in BLDG	Habitable Area (sq. ft.)	Non-Habitable Area (sq. ft.)	Total Area (sq. ft.)	# Bedrooms	# Bathrooms	Number of Stories	Occupancy Load	Sewer Usage (gal. per day)	Water Meter Size	Additional Water Meter Size (if applicable)	ESS (kW)	Solar (kW)	Current Use	Proposed Use	# Hotel Rooms	
<input type="checkbox"/>	New Structure	1	10000000	IIIB(5B)	A-3 Assembly, churches		12121	12121	24242			2		121								
<input type="checkbox"/>	New Structure	2	1211231212	IIIB(2B)	A-4 Assembly, arenas		21231	0	21231			2		121								

Add a Row | Edit Selected | Delete Selected

10. Input the remaining applicable information and then click “Continue Application.”

Additional Information

* Valuation (\$) ?
 50,505,050

Housing Units:
 if applicable

Number of Buildings:
 2

Continue Application » Save and resume later

11. The next screen is for linking the “Licensed Professional” (Licensed Contractor) to the application. If this is already linked in your account, the information will appear, and you can click “Continue Application.” If not, please proceed to the next step below.

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Step 2: Contact Information > Licensed Professional * indicates a required field.

Licensed Professional

If this is a requirement for this record type to have a valid California State License, click New below, and then enter Contractor as the type and a valid California State License in order to continue with this application.

Add New Look Up

Continue Application » Save and resume later

12. If your “Licensed Professional” information is not automatically populated select “Add New.”

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Create an Application Search Applications Schedule an Inspection

Residential New Construction or Remodel or ADU

1 Application Information	2 Contact Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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Step 2: Contact Information > Licensed Professional * indicates a required field.

Licensed Professional

If this is a requirement for this record type to have a valid California State License, click New below, and then enter Contractor as the type and a valid California State License in order to continue with this application.

Add New

Continue Application » Save and resume later

- A new window will populate that will allow you to select the License Type, input the Contractor State License Number. The system will look up your license information and prepopulate the information in the fields below. However, please ensure that the contact email and mobile-phone number are included if not pre-populated. Click “Save and Close” to proceed.

- The window will close, and the information will be input on the next screen. You can now click “Continue Application.”

15. The next step is uploading the required documents. If there are no required documents this screen will not populate and proceed to step 20. As an example, for multiple new commercial buildings this will include the Construction Waste Management Form, Energy Documents, Plans, Site Plan, Soils Report, Stormwater Prevention Plan, Stormwater Quality Operation & Maintenance Plan and Truss Calculations/Plans. Your project may require different documents depending on the project type and the data entered in step 1. Drag and drop the required documents into the box.

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Create an Application Search Applications Schedule an Inspection

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1 Application Information 2 Contact Information 3 Supporting Documentation 4 Review 5 Pay Fees 6

Step 3: Supporting Documentation > Supporting Documentation * indicates a required field.

Digital Projects

Submission Package Files Comments Approved Plans / Documents Help

Status: NOSTATUS

Upload files. The following Document Types must be uploaded for this application: • Construction Waste Management Form, • Energy Documents, • Plans, • Site Plan, • Soils Report, • Stormwater Prevention Plan, • Stormwater Quality Operation & Maintenance Plan, • Truss Calculations and Plans

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

16. Once the files are uploaded a new area will populate below the blue box. Please select the “Doc Type” for each document uploaded (like plans in the first example below). Once all required document types, listed in the blue line, have been uploaded and selected you can proceed at the bottom of the screen. (“Doc Type” should match the verbiage listed in the blue line to remove requirement)

Digital Projects

Submission Package Files Comments Approved Plans / Documents Help

Status: NOSTATUS

Check file status

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

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
Site Map - 907 Davis Street.pdf	Enter file description...	Stormwater Prev	JENNIFER ZIMMERM...	12-18-2024 07:53:56	Ready to Submit	
_2064 CRESTWOOD AV E_SOILS.pdf	Enter file description...	Soils Report	JENNIFER ZIMMERM...	12-18-2024 07:53:16	Ready to Submit	
PC1 Letter (3).pdf	Enter file description...	Stormwater Q...	JENNIFER ZIMMERM...	12-18-2024 07:52:58	Ready to Submit	
NRCCLTS01E20241217 102046.pdf	Enter file description...	Energy Docu...	JENNIFER ZIMMERM...	12-18-2024 07:51:44	Ready to Submit	

19. Once all documents are ready, scroll to the bottom, and select “Continue.”

Package is ready to submit, or upload additional files

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

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
<input type="checkbox"/> NRCCLT501E20241217 102046.pdf	Enter file descri...	Energy Docu...	JENNIFER ZIMMERM...	12-18-2024 07:51:44	Ready to Submit	
<input type="checkbox"/> Struct Calcs2024.pdf	Enter file descri...	Truss Calculat...	JENNIFER ZIMMERM...	12-18-2024 07:51:41	Ready to Submit	
<input type="checkbox"/> Arch Struc MEP.pdf	Enter file descri...	Plans	JENNIFER ZIMMERM...	12-18-2024 07:47:30	Ready to Submit	
<input type="checkbox"/> Construction Waste Ma nagem.pdf	Enter file descri...	Construction ...	JENNIFER ZIMMERM...	12-18-2024 07:47:09	Ready to Submit	
<input type="checkbox"/> ECS MANTECA - THE CROSSING - Meter loc ations_.pdf	Enter file descri...	Site Plan	JENNIFER ZIMMERM...	12-18-2024 07:46:46	Ready to Submit	

8 of 8 files are ready for submittal

EXPORT LIST

Continue Application > Save and resume later

20. On the next screen, review all information including the General Permit Application Information, Detailed Information, Additional Information, Licensed Professional, Applicant, Contact List, and Certification of Understanding. Please select “Edit” to correct any errors. Once all information is correct, please select “Continue Application.”

Additional Information Edit

Valuation (\$1255,000.00)
Housing Units:1 Number of Buildings:1

Licensed Professional Edit

TONI MARIE RAYMUS
1433 MOFFAT BLVD, STE 13
MANTECA, 95336
Mobile Phone:(209) 456-8500
Contractor -727427
john@manteca.gov

Applicant Edit

Brad Wungluck
Contact E-mail:bwunglucke_manteca.gov
Preferred Channel:

Contact List Edit

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

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: 10/21/2024

Continue Application > Save and resume later


21. Congratulations your permit application has been submitted. Staff will review all materials and reach out if any additional information is needed, payment information, etc. in order to be able to issue your permit.

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Commercial New Construction or Remodel

1 Application Information	2 Contact Information	3 Supporting Documentation	4 Review	5 Record Issuance
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Your application has been successfully submitted.

Thank you for using our online services.
Your Record Number is B24-0652.

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.