# Community Development Department

Planning · Building · Code Enforcement · Fire Prevention

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# PROCESSING GUIDE
# Generic Residential Application

*This document provides detailed instructions for applying for residential permits. It guides users through selecting the appropriate permit, entering necessary information, and uploading required documents.*

**Choose the permit that you need for your project and click on it. If you are unsure about which Permit you need, call Community Development (209) 468-3121**

Home    Building ∨    Code Enforcement    Fire Prevention    Planning ∨    Feedback

# Residential Permits

Please select one of the permit categories below for more information.

| | | | |
|---|---|---|---|
| ⚡ Electrical | 🔧 Plumbing | ⚙ Mechanical | Roofing |
| Siding | Window/Door Replacement | Accessory Structure | + Addition/Remodel |
| Manufactured Home | Residential Dwelling | Multi-Family Unit | Grading |
| Demolition | Fire Safety Systems | Pool/Spa | Solar |
| Fence/Retaining Wall | Master Plans | Electrical Vehicle Charging | |

# Plumbing

A permit is required to install, repair, or replace plumbing fixtures, including:

- Water heaters
- Plumbing fixtures
- Valves
- Water and sewer lines
- Similar fixtures

You must apply online through San Joaquin County's Online Permitting System. First time users will need a valid email address to set up an account. It takes about 5 minutes to create a new account.

## Exemptions

A plumbing permit is not required for the following:

- The stopping of leaks in drains, soil, waste, or vent pipe, provided that should any trap, drainpipe, soil, waste, or vent pipe become defective and it becomes necessary to remove and replace the same with new material, the same shall be considered as new work and a permit shall be procured and inspection made as provided by the California Building Code.
- The clearing of stoppages, including the removal and reinstallation of water closets
- The repairing of leaks in pipes, valves, or fixtures, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures

Please contact **Building Division** staff for more information.

**Documents**

Adopted Fee Schedule

Smoke & C02 Alarm Verification

Owner-Builder Verification Form

**Please read all of the steps for your specific Permit Application before you begin.**

## Step 1: REGISTER AS A USER

For first time users, as noted above, you will need to register for a new account with our Online Permitting System. If you have an account, please continue with Step 2 below.

To create an account, click on "Apply Online" below to be routed to the Online Permitting System login page. Click on "CREATE AN ACCOUNT" in the lower right corner, and register with your email address.

You will be asked to provide the following information to open an account.

1. Choose a username and password
2. Personal and Contact Information
3. License Numbers if you are registering as a licensed professional

After you register, you'll receive a confirmation email.

Once you confirm your account, you're ready to apply.

## Step 2: MAKE SURE YOU HAVE TIME TO APPLY

Building Permit applications take about 20 minutes to complete. If you are unable to complete the application you can save your progress and return at a later time, however, the application will not be reviewed until it is submitted.

## Step 3: SUBMIT APPLICATION

The following items are required to submit an application:

**The items specific to your Permit will be shown here.**
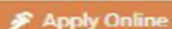
Step 3 will contain the different items that are required to submit your specific Permit Application.

## Step 4: INTAKE

Building staff may contact you for more information, and for payment of the permit fee. You will be contacted through the Online Permitting System, and receive emails when you have new correspondence regarding application submittal. We encourage you to collaborate with staff through the Online Permitting System, and via email.

## Step 5: NEXT STEPS

1. Staff will contact you by email to complete the intake process.
2. When your application is accepted, you will be notified to pay fees online.
3. Upon approval, staff will contact you for applicable permit issuance steps.

⚡ Apply Online          Press apply.

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.

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☐ I have read and accepted the above terms.   Be sure to read the terms. Check the box to acknowledge your

Agreement. Then press the "Continue Application" button.

**Continue Application »**

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## Contact Information > Contact Information

*indicates a required field.

## Applicant

To add new contacts, click the Select from Account

**Select from Account**

**Press "Select from Account" and choose from the popup box.**

**Select contact addresses for this contact to attach to the record. Required contact address type(s):Mailing .**

**Press Continue and the popup box will close.**

## Contact List

Under the Contact List, please provide contact information for all parties associated with this application (i.e. Architect, Engineer, Authorized Agent, Designer, Developer, Property Owner).

**Add New**

**\*If you are an authorized agent for the contractor, complete this section.**

Showing 0-0 of 0

| Full Name | Business Name | Contact Type | Work Phone | Fax | E-mail | Action |
|-----------|---------------|--------------|------------|-----|--------|--------|

No records found.

## Licensed Professional

A Licensed Professional is a licensed contractor with an active license issued by the Contractor State Licensed Board.

To search for your Contractor State License, click "New" and select "Contractor" then enter your "State License Number".

**Add New**

**\*If you are a licensed contractor, or a licensed contractor is signing the permit, complete this section.**

**When finished adding information, press "Continue Application"**

**Save and resume later**

**Continue Application »**

**You can save the Application and resume later.**

## Application Information > Work Location

To search for the project address, please enter the Street Number and/or the Street Name below and click Search

**Only enter the street number or the name.**

Show Map

* indicates a required field.

### Address

| * Street No.: | Direction: | Street Name: | Street Type: |
|---|---|---|---|
| 1810 | --Select-- | | --Select-- |

| Unit Type: | Unit No.: | Fraction: |
|---|---|---|
| --Select-- | | |

| City: | State: | Zip: |
|---|---|---|
| | --Select-- | |

Search    Clear

### Address Search Result List ✕

#### Addresses

Showing 1-8 of 8

| | Address | City | State | Zip |
|---|---|---|---|---|
| ○ | 1810 E ANITA ST STOCKTON CA 95205 | STOCKTON | CA | 95205 |
| ○ | 1810 E HAZELTON AVE #PC STOCKTON CA 95205 | STOCKTON | CA | 95205 |
| ○ | 1810 E HAZELTON AVE DAVE STOCKTON CA 95205 | STOCKTON | CA | 95205 |
| ● | 1810 E HAZELTON AVE STOCKTON CA 95205 | STOCKTON | CA | 95205 |
| ○ | 1810 E TENTH ST STOCKTON CA 95206 | STOCKTON | CA | 95206 |
| ○ | 1810 N SUTRO AVE STOCKTON CA 95205 | STOCKTON | CA | 95205 |
| ○ | 1810 S POCK LN STOCKTON CA 95205 | STOCKTON | CA | 95205 |
| ○ | 1810 W ROSELAWN AVE STOCKTON CA 95204 | STOCKTON | CA | 95204 |

#### Associated Parcels

Showing 0-0 of 0

| Parcel Number | Lot | Block | Subdivision |
|---|---|---|---|
| No records found. | | | |

Select    Cancel

**When you press "Search" a popup box will open. Then scroll to find your address. Click on the circle next to address. Then press select. When the box closes, Press "Continue Application" at the bottom of the page.**

than shows here. Please upload proof of ownership.

City:

Continue Application ▶

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**Fill out all with an asterisk (\*) and that apply to your scope of work.**

## Change of Owner Information

CHANGE OF OWNER INFORMATION

Owners Name:

Address:

City:

State:

Zip:

**If there is no change of owner information, just leave it blank.**

## Landscaping Information

MWELO INFORMATION

\* Does this project include landscaping?:
○ Yes ○ No

\* Please enter Landscaping Area.: [ 0 ] Square Ft

\* Does this project include new irrigated landscaping exceeding 500 square feet:
○ Yes ○ No

Irrigated Landscaping Area (Square Feet): [ 0 ] Square Ft

\* Does this project include rehabilitated irrigated landscaping exceeding 2499 square feet:
○ Yes ○ No

\* Rehabilitated Irrigated Landscaping Area (Square Feet): [ 0 ] Square Ft

**In this box you will need to enter the information specific to your type of Permit.**

**It will be different for each type of Permit.**

**Fill out all with an asterisk (\*) and that apply to your scope of work.**

## General Information

General Project Information

\* Project Description:

spell check

\* Dwelling Type:
--Select--

Building Height (Ft): [    ] Feet

If the Dwelling Type is Replacement, please provide the demolition permit number:

Is this a relocated structure?:
○ Yes ○ No

If this permit is associated with any expired permit(s), please enter the permit number(s) below:

\* Total Building Area (Sq. Ft):

Estimated Cost (Job Value):

\* Building Height (Stories):

Is this a Farm Employee Dwelling:
○ Yes ○ No

Number of existing Farm Employee dwellings:

Master Plan Activity Number:

**In this box you will need to enter the information specific to your type of Permit.**

**It will be different for each type of Permit.**

**Fill out all with an asterisk (\*) and that apply to your scope of work**

Save and resume later

**Press "Continue Application"** → Continue Application »

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# *Residential Dwelling Example*

**Residential Dwelling**

| 1 Contact Information | 2 Application Information | 3 Support Documentation | 4 Review | 5 Pay Fees | 6 |
|---|---|---|---|---|---|

## *Application Information > Project Info Continued*

*indicates a required field.

### Custom Fields

**SOLAR**

*Does this include Solar:

○ Yes  ○ No

Number of AMPs:

[                    ] Amps

### Plumbing

**PLUMBING**

*Does this project include Plumbing:

◉ Yes  ○ No

**Fill out all with an asterisk (*) and that apply to your scope of work.**

### Mechanical

**MECHANICAL**

*Does this project include Mechanical:

◉ Yes  ○ No

### Electrical

**ELECTRICAL**

*Does this project include Electrical:

◉ Yes  ○ No

**Press "Continue Application"**

[ Save and resume later ]        [ Continue Application » ]

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# *Residential Addition-Remodel Example*

| 1 Contact Information | 2 Application Information | 3 Support Documentation | 4 Review | 5 Pay Fees | 6 |
|---|---|---|---|---|---|

## Application Information > Project Information

In this page, fill in detailed information for your proposed work. The information in this page needs to be complete in order for the agency's staff to review your application.

*indicates a required field.

### Change of Owner Information

CHANGE OF OWNER INFORMATION

Owners Name:

Address:

City:

State:

Zip:

**If there is no change of owner information, just leave it blank.**

### Project Details - Part 1

General Project Information

*Project Description:

*Project Type: --Select--

spell check
*Total Building Area (Sq. Ft):

Estimated Cost (Job Value):

*New Floor Area (Sq. Ft):

*Remodel Floor Area (Sq. Ft):

*Is this a new dwelling unit located within or attached to an existing residence?:
○ Yes ○ No

Building Height (Feet): ___ Feet

*Building Height (Stories):

If this permit is associated with any expired permit(s), please enter the permit number(s) below:

*Is this structure for AG use?:
○ Yes ○ No

**In this box you will need to enter the information specific to your type of Permit.**

**It will be different for each type of Permit.**

**Fill out all with an asterisk (*) and that apply to your scope of work.**

### Mechanical

MECHANICAL

*Does this project include Mechanical:
○ Yes ○ No

### Plumbing

PLUMBING

*Does this project include Plumbing:
○ Yes ○ No

### Electrical

ELECTRICAL

*Does this project include Electrical:
○ Yes ○ No

### Window-Door Replacement

OTC WINDOW REPLACEMENT

Total number of windows/doors to be replaced:

New or change to framed openings:
○ Yes ○ No

### Solar

SOLAR

*Does this include Solar:
○ Yes ○ No

Number of AMPs: ___ Amps

**In this box you will need to enter the information specific to your type of Permit.**

**It will be different for each type of Permit.**

**Fill out all with an asterisk (*) and that apply to your scope of work.**

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## MWELO Information

**MWELO INFORMATION**

\* Does this project include landscaping?:

◯ Yes ◉ No

\* Please enter Landscaping Area.:

`0` Square Ft

\* Does this project include new irrigated landscaping exceeding 500 square feet:

◯ Yes ◉ No

\* Irrigated Landscaping Area (Square Feet):

`0` Square Ft

\* Does this project include rehabilitated irrigated landscaping exceeding 2499 square feet:

◯ Yes ◉ No

\* Rehabilitated Irrigated Landscaping Area (Square Feet):

`0` Square Ft

**In this box you will need to enter the information specific to your type of Permit.**

**It will be different for each type of Permit.**

**Fill out all with an asterisk (\*) and that apply to your scope of work.**

**Save and resume later**

**Press "Continue Application"** → **Continue Application »**

# Residential Addition-Remodel Permit

**Residential Addition-Remodel Permit**

| 1 Contact Information | 2 Application Information | 3 Support Documentation | 4 Review | 5 Pay Fees | 6 |
|---|---|---|---|---|---|

*Support Documentation > Support Documentation*

In this page, upload documents to support your application. **A**

A Complete Set of Constructions plans is required to submit for this type of Building permit. A complete set of plans could include a site plan, floor plan, elevations, foundation plan, electrical plan, mechanical plan, plumbing plan, landscape plans and fire sprinkler plans. If applicable, also provide Truss calculations, structural plans and calculations, Title 24 Energy Report, MWELO Form, Metal Building Plans and Calculations, AG Addendum Form, Soils Report and Accessibility Equipment and Plans.

*indicates a required field.

## Attachment

**If a specific document is needed for your permit, it will be listed here. (A) Or here (B)**

Documents can be batch uploaded then individually labeled, or uploaded one at a time and then labeled. For each document uploaded, indicate the document type, provide a description, and click the **"Save"** button to attach it to your application.

The maximum file size allowed is **500 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents in PDF format. Subject to the collected information, you may be required to submit additional documents prior to approval. Complete Set of Construction Plans, Smoke and Carbon Monoxide Alarm Verification Form. **B**

| Name | Type | ~~Size~~ | Latest Update | Document Status | Status Date | Action |
|---|---|---|---|---|---|---|

No records found.

**Add** ← **Press "Add" and a box will popup.**

**Save and resume later**

**Continue Application »**

---

**File Upload** ×

The maximum file size allowed is **500 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse are disallowed file types to upload.

Press "Add" and choose your document from wherever you have it saved.

**Continue** **Add** **Remove All** Can

---

***Only PDF files accepted***

---

**File Upload** ×

The maximum file size allowed is **500 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse are disallowed file types to upload.

cool-roof-certificate-of-    100%

Wait for meter to reach 100%

Press "Continue" when you are finished

**Continue** **Add** **Remove All** Can

| | | | |
|---|---|---|---|
| | --Select-- | | |
| | APCD Air Pollution Control | | |
| | **Cool Roof Form** | | |
| | Engineered Plan | | |
| | Flood Elevation Certificate | | |
| | Floor Plan | | |
| | Other Plans | | |
| | Other Supporting Documents | | |
| | Owner Builder Form | | |
| | Permit | | |
| | Permit Ready For Signature | | |
| | Permit With Signatures | | |
| | Photos | | |
| | Plot Plan for Sewer Connection | | |
| | Pool Backfill Certificate | | |
| | Proof of Ownership | | |
| | Public Works Release | | |
| | Site Plan/Location Map | | |
| | Smoke and Carbon Monoxide Alarm Verification Form | | |
| | Solid Waste Diversion Plan | | |

3 Support Documentation   |   4 Review   |   5 Pay Fees   |   6

**...port Documentation**

...ection, please provide "Plot Plan for Sewer connection" showing the location of the sewer line.

*indicates a required field.

...l;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are

...wing types of documents in PDF format. Subject to the collected information, you may be required to submit additional documents
...n Verification Form

| ...e | Latest Update | Document Status | Status Date | Action |
|---|---|---|---|---|

**1) Select to choose which type the document is.**

**2) Enter a description.**

**3) Press "Save".**

Remove

**4) Press "Add" if you have other documents to upload.**

**5) When you have finished uploading and saving, press "Continue Application"**

--Select-- ▼ ← **1**

**File:**
cool-roof-certificate-of-compliance-
residential.pdf
`100%`

Description:   **2**

spell check

**3**   **4**

[ Save ]   [ Add ]   [ Remove All ]

[ Save and resume later ]

**5**

[ Continue Application » ]

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## General Information

GENERAL PROJECT INFORMATION      [Edit]

Project Description :      ELECTRICAL SERVICE UPGRADE FOR SFR (300 AMP) WITH SUBPANEL TO AG BUILDING

Use Type:      Residential

Type of Work:      Alteration

Estimated Cost (Job Value):

## Electrical Information

OTC ELECTRICAL      [Edit]

Service, Switchboard, sub-panel, and transformer up to 400 amps, units:      1

Panel Amp Size (Max. 400 Amps):      300    **1**

Will this be for an Ag Pump:      No

General Lighting and Receptacles (Residential Only):      0

## Mountain House

MOUNTAIN HOUSE      [Edit]

Is this project located in the Mountain House Community Services District?:      No

## Attachment

[Edit]

The maximum file size allowed is **500 MB**.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

This application type requires you to submit the following types of documents in PDF format. Subject to the collected information, you may be required to submit additional documents prior to approval. Smoke and Carbon Monoxide Alarm Verification Form

| Name | Type | Size | Latest Update | Document Status | Status Date | Action |
|------|------|------|---------------|-----------------|-------------|--------|
| No records found. | | | | | | |

---

By my signature below, I certify to one of the following:

I am a California licensed contractor or the property owner or authorized to act on the property owner's behalf (requires written approval and Owner/Builder Verification Form signed and submitted).

I have read this construction permit application and certify the information I have provided is correct. I also agree to comply with all applicable county ordinances and state laws which govern this project. During the course of construction, I will also take steps to preserve all survey monuments. In addition, I authorize representatives of this county to enter the above identified property for inspection purposes.

**2**

☐ By checking this box, I agree to the above certification.    **3**      Date:

[Save and resume later]      [Continue Application »]

---

**1) Carefully check that your information looks correct. You can use any of the edit buttons to correct the info.**

**2) Then read the text in the certification box and if you agree to the terms, check the box. The date will auto populate.**

**3) Now you can press the "Continue Application" button.**

Congratulations! Your application has been submitted. You will receive updates through the email associated with your Accela account, or by checking the building permit in your Accela account.

| 1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance |
|---|---|---|

## *Receipt/Record issuance*

### Receipt

✓ Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

## 1810 E HAZELTON AVE, STOCKTON CA 95205

OTC-ELEC-2502445                                    **Copy Record**

After you press continue application, if you have any missing required documents (attachments), or incomplete required fields, the system will give you an error message. (1) See green box below). Scroll down 2) Click "Edit" on the section with the error. If the error is regarding a document, refer back to page 12 for    instructions. 3) Then check the certification box. 4) Press "Continue Application"

**1**

⊗ **An error has occurred.**
Missing required documents for this application. Before you can save this application, you must attach the following documents:
Smoke and Carbon Monoxide Alarm Verification Form

**Over the Counter Electrical Permit**

| 1 | 2 Application Information | 3 Support Documentation | 4 Review | 5 Pay Fees | 6 Record Issuance |

**Review**

[ Save and resume later ]                                    [ Continue Application » ]

Please review all information below. Click the "Edit" buttons to make changes to sections, or check the certification checkbox at the bottom of page and select "Continue Application".

**Attachment**                                                              **2**  →  [ Edit ]

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
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| Name | Type | Size | Latest Update | Document Status | Status Date | Action |
| --- | --- | --- | --- | --- | --- | --- |
| No records found. | | | | | | |

By my signature below, I certify to one of the following:
I am a California licensed contractor or the property owner or authorized to act on the property owner's behalf (requires written approval and Owner/Builder Verification Form signed and submitted).
I have read this construction permit application and certify the information I have provided is correct. I also agree to comply with all applicable county ordinances and state laws which govern this project. During the course of construction, I will also take steps to preserve all survey monuments. In addition, I authorize representatives of this county to enter the above identified property for inspection purposes.

**3**

☐ By checking this box, I agree to the above certification.        **4**                    Date:

[ Save and resume later ]                                    [ Continue Application » ]

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