



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.

Community Development Department

Hover over Building, then Applications and choose Residential Permits

[Home](#) [Building](#) [Code Enforcement](#) [Fire Prevention](#) [Planning](#) [Feedback](#)

B

Documents

Permit Search

Today's Inspections

Applications

Residential Permits

Commercial Permits

Structure Damage or Relocation

Inspections



JN

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Adopted Fee Schedule
[Building Fee Schedule](#)

1

Current Codes
2022 California Building Standards Code,
California Code of Regulations Title 24,
Parts 1-12

What We Do

The Building Division helps to ensure health, safety and welfare of the citizens, property owners and visitors of San Joaquin County. We are responsible for plan review and permitting of all new construction, additions and remodels for both commercial and residential properties, and construction inspection services for all projects including electrical, plumbing and mechanical installations. We ensure compliance with state and local codes, policies, guidelines and standards of all residential and commercial structures within the County.

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

The name of whichever Permit you've clicked on.

You'll find the different documents you may need for your Permit submittal in this box. Download them before you begin. The ones for your Permit may be different than those shown.

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

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

The description of your Permit, and any exemptions that pertain to your Permit are found here.

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 & CO2 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.

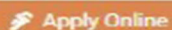
Step 3 will contain the different items that are required to submit your specific Permit Application.

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 »

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

Save and resume later

You can save the Application and resume later.

When finished adding information, press "Continue Application"

Continue Application »

Application Information > Work Location

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

Show Map

Only enter the street number or the name.

* Indicates a required field.

Address

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

Unit Type: Unit No.: Fraction:

City: State: Zip:

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.			

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.

What shown here. Please upload proof of ownership.

Residential Dwelling Example

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.

General Information

General Project Information

*Project Description:

*Total Building Area (Sq. Ft):

spell check
*Dwelling Type:

Estimated Cost (Job Value):

Building Height (Ft): Feet

*Building Height (Stories):

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

Is this a Farm Employee Dwelling: ☐ Yes ☐ No

Is this a relocated structure?: ☐ Yes ☐ No

Number of existing Farm Employee dwellings:

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

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

Landscaping Information

MVELO INFORMATION

*Does this project include landscaping?: ☐ Yes ☐ No

*Please enter Landscaping Area.: Square Ft

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

*Irrigated Landscaping Area (Square Feet): Square Ft

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

*Rehabilitated Irrigated Landscaping Area (Square Feet): 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 Dwelling Example

Residential Dwelling

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

Mechanical

MECHANICAL

* Does this project include Mechanical:

☒ Yes ☐ No

Electrical

ELECTRICAL

* Does this project include Electrical:

☒ Yes ☐ No

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

Press "Continue Application"

Save and resume later

Continue Application »

Residential Addition-Remodel Example

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

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.

Residential Addition-Remodel Example

MWEL Information

MWEL 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

Save and resume later

Press "Continue Application" →

Continue Application »

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.

Residential Addition-Remodel Permit

Residential Addition-Remodel Permit

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

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

A Complete Set of Construction 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, MWEL 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

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

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.

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

--Select--

	3 Support Documentation	4 Review	5 Pay Fees	6
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Support Documentation

In order to complete your application, please provide "Plot Plan for Sewer connection" showing the location of the sewer line.

* indicates a required field.

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

	Latest Update	Document Status	Status Date	Action
--	---------------	-----------------	-------------	--------

1) Select to choose which 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"

File:
cool-roof-certificate-of-compliance-residential.pdf

100%

Description:

spell check

Save

Add

Remove All

Save and resume later

5

Continue Application »

General Information

GENERAL PROJECT INFORMATION

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):

[Edit](#)

Electrical Information

OTC ELECTRICAL

Service, Switchboard, sub-panel, and transformer up to 400 amps, units: 1
Panel Amp Size (Max. 400 Amps): 300
Will this be for an Ag Pump: No
General Lighting and Receptacles (Residential Only): 0

[Edit](#)

Mountain House

MOUNTAIN HOUSE

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

[Edit](#)

Attachment

[Edit](#)

The maximum file size allowed is 500 MB.
adex:adp;bat;chm;cmd;com;cp;exe;hta;htm;html;jls;jsp;jar;js;jse;jlb;lnk;mde;mht;mhtml;msc;res;mat;php;plf;scr;act;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.

☐ By checking this box, I agree to the above certification.

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
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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

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
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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;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;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.						

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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.

☐ By checking this box, I agree to the above certification.

Save and resume later

Date:

Continue Application »