



## PROCESSING GUIDE Over the Counter (OTC) Electrical Permit

*This document provides detailed step-by-step instructions for submitting a permit application online, including required documents, how to navigate the application portal, and troubleshooting tips for common errors encountered during the application process.*

**When you are on the Accela portal at [permits@sjgov.org](mailto:permits@sjgov.org), start by 1) Hovering over “Building” 2) Then hover over “Applications” 3) Then click on “Residential Permits” as indicated in the picture below.**

The screenshot shows the Community Development Department website. The navigation menu is open, and the 'Building' dropdown is visible. The 'Applications' dropdown is also visible, and the 'Residential Permits' option is highlighted. Red arrows indicate the steps: 1) Hover over 'Building', 2) Hover over 'Applications', and 3) Click on 'Residential Permits'.

Community Development Department

1

Home Building Code Enforcement Fire Prevention Planning Feedback

2

3

Documents

Permit Search

Today's Inspections

Applications

Residential Permits

Commercial Permits

Structure Damage or Relocation

Inspections

JJ Jennifer Jolley, Director

Visit our Facebook Page!

Seasonal Topics +

Board of Housing Appeals - NOW ACCEPTING APPLICATIONS

[Click Here](#)

Please make sure you select 'Housing Appeals Board' in the Profile section of the application.

















4) Scroll down and click on the Electrical tile.

## Community Development Department

[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	

## Community Development Department

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

### Electrical

A permit is required for installation, alteration, replacement, and repair of electrical services and systems, including:

- Repair or replacement of electrical service panels
- Alteration of existing electrical systems
- Similar work

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.

5

#### Documents

[Adopted Fee Schedule](#)  
[Smoke & CO2 Alarm Verification](#)  
[Owner-Builder Verification Form](#)

**Make sure to read this before beginning.**

## **6) Press the APPLY ONLINE button.**

### **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**

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

The following items are required to submit an application:


**The items specific to your Permit will be shown here.**

### **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](#)



**6**



**Be sure to read the terms. 7) Check the box to acknowledge your Agreement. 8) Then press the "Continue Application" button.**

## Electrical

### Online Application

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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#### Communications via Web Site

Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Agency or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Agency or any of its agencies, officers, employees, agents, or representatives, where notice to the Agency is required by any federal, state or local laws, rules or regulations. Additionally, no communications made through e-mail or messaging systems shall be deemed to be legal or professional advice.

☐ I have read and accepted the above terms.

**Continue Application »**

9) Press "Select from Account" and continue to the next page in this guide.

## Electrical

### Over the Counter Electrical Permit

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



#### 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

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

Save and resume later

Continue Application »

10) Select your mailing address. 11) Press "Continue"

## Select Contact from Account

×

CDD Building  
Applicant

Select contact addresses for this contact to attach to the record.

Required contact address type(s): Mailing

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		1810 E Hazelton

10

Continue

Discard Changes

11

- 12 ) A) Click to add additional contact address, if needed.  
B) If you are an authorized agent for the contractor, complete this section.  
C) If you are a contractor, or a licensed contractor is signing the permit, complete this section.  
D) Then press “Continue Application”

✔ Contact added successfully.

**CDD Building**  
**San Joaquin County**  
building@sjgov.org  
Home phone: 209-4683121  
Mobile Phone: 209-4683121  
Work Phone: 209-4682098  
Fax:  
[Edit](#) [Remove](#)

▼ Contact Addresses

**Add Additional Contact Address** A Click here to add additional contact address, if needed.

To edit a contact address, click the address link.  
Required contact address type(s) Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action	Pri
Mailing		1810 W Euclid Ave	<a href="#">Actions ▼</a>	No

◀ ▶

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

[Save and resume later](#)

**Continue Application »** D



13) When searching for the address of the jobsite, please only put A) the street number, or street name and nothing else. B) Then press search.

#### 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

#### Address

\* Indicates a required field.

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

Unit Type:  Unit No.:  Fraction:

City:  State:  Zip:

Search

Clear

#### Parcel

Parcel Number:

Lot:  Block:  Subdivision:

Legal Description:

Land Value:  Improved Value:  Exemption Value:

Search Clear

#### Owner

Complete the Change of Owner section on the next page if owner is different than shown here. Please upload proof of ownership.

Owner Name:

Address Line 1:

Address Line 2:

City:

State:  Zip:

Clear

Save and resume later

Continue Application »

14) A box will pop up showing all of the properties with that number in the county Find your address on the list. A) Select the address by clicking on the circle next to it. B) Then press select.

\*If you cannot find your address, you may not be in county jurisdiction, Call (209) 468-3121 and we can check for you.

**Parcel**

\* Parcel Number:

Lot:

Legal Description:

Land Value:

Search

**Owner**

Complete the Chart

Owner Name:

Address Line 1:

Address Line 2:

**Address Search Result List** ×

**Addresses**

Showing 1-8 of 8

	Address	City	State	Zip
<input type="radio"/>	1810 E ANITA ST STOCKTON CA 95205	STOCKTON	CA	95205
<input type="radio"/>	1810 E HAZELTON AVE #PC STOCKTON CA 95205	STOCKTON	CA	95205
<input type="radio"/>	1810 E HAZELTON AVE DAVE STOCKTON CA 95205	STOCKTON	CA	95205
<input checked="" type="radio"/>	1810 E HAZELTON AVE STOCKTON CA 95205	STOCKTON	CA	95205
<input type="radio"/>	1810 E TENTH ST STOCKTON CA 95206	STOCKTON	CA	95206
<input type="radio"/>	1810 N SUTRO AVE STOCKTON CA 95205	STOCKTON	CA	95205
<input type="radio"/>	1810 S POCK LN STOCKTON CA 95205	STOCKTON	CA	95205
<input type="radio"/>	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**

15) A) Make sure this is the correct address.

B) Then press “Continue Application”

A →

\* indicates a required field.

### Address

* Street No.:	Direction:	Street Name:	Street Type:
1510	E	HAZELTON	AVE

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

City:	State:	Zip:
STOCKTON	CA	95203

---

### Parcel

\* Parcel Number:

Let:

Block:

Subdivision:

Legal Description:

Land Value:	Improved Value:	Exemption Value:

---

### Owner

Complete the Change of Owner section on the next page if owner is different than shows here. Please upload proof of ownership.

Owner Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

B →

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

B) Press “Continue 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.

### General Information

#### GENERAL PROJECT INFORMATION

\* Project Description :

spell check

\* Use Type:

\* Type of Work:

Estimated Cost (Job Value):

A

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

### Electrical Information

#### OTC ELECTRICAL

\* Service, Switchboard, sub-panel, and transformer up to 400 amps, units:  # Units

\* Panel Amp Size (Max. 400 Amps):  # Amps

\* Will this be for an Ag Pump: ☐ Yes ☒ No

\* General Lighting and Receptacles (Residential Only):  Square Ft

If Application is for an AG Pump, provide a site plan showing location of the AG Pump.

### Mountain House

#### MOUNTAIN HOUSE

\* Is this project located in the Mountain House Community Services District?: ☐ Yes ☒ No

Save and resume later

B

Continue Application »

17) Click on the add button.

## Electrical

### Over the Counter Electrical Permit

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

If the electrical service is for an Ag Pump, please upload the "Site Plan" showing the location of the electrical service for the Ag Pump.

A

\* indicates a required field.

#### Attachment

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

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;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

B

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

Add

17

Save and resume later

Continue Application »



## 18) Click Add

\*Please note only **PDF** file type is allowed.

The maximum file size allowed is 500 MB.

### 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;jsc  
are disallowed file types to upload.

\*Only PDF files accepted\*

Continue

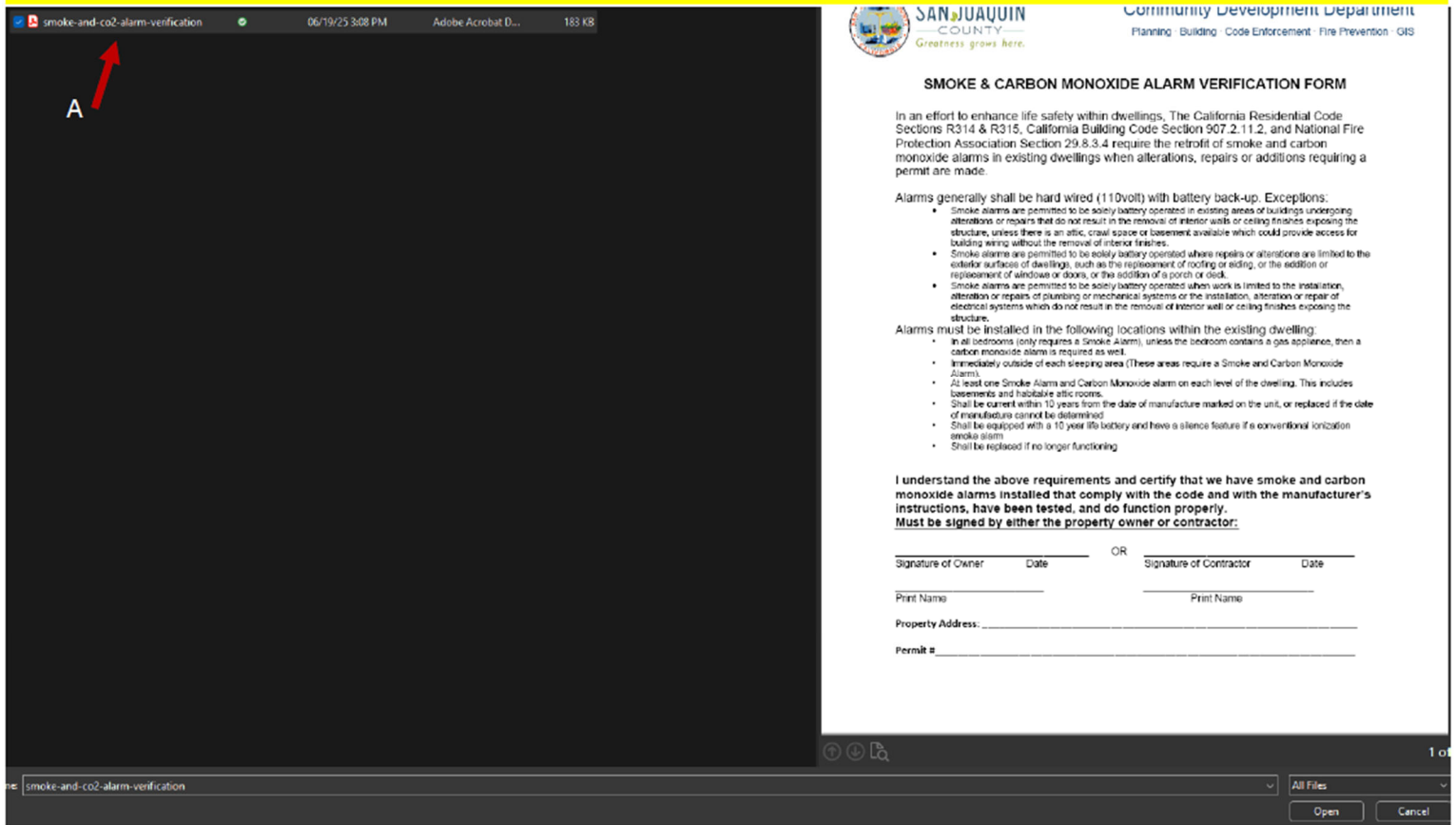
Add

Remove All

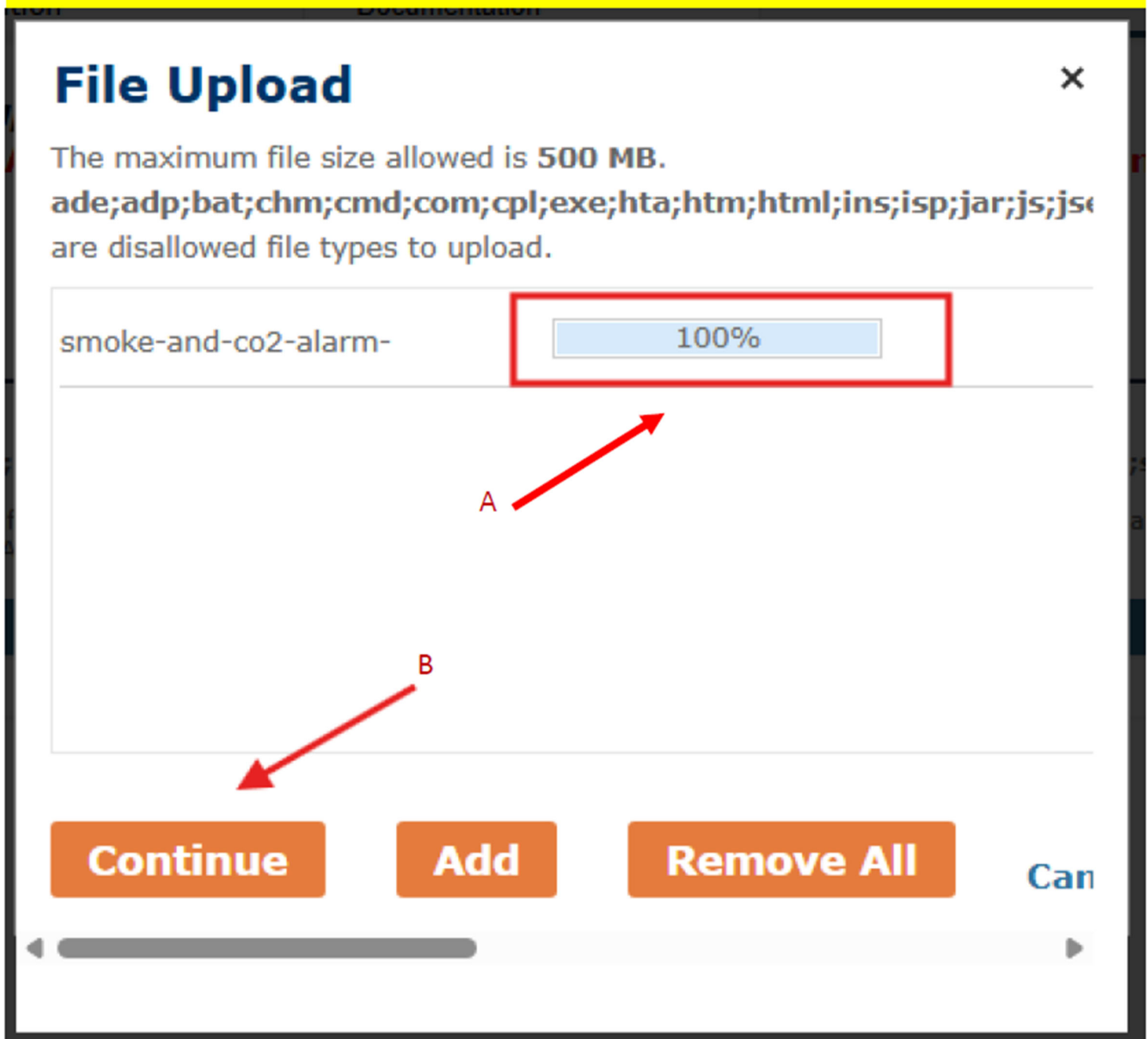
Cancel

19) A) Select the form from where you have saved your completed document.

B) Press open.



- 20) A )Wait until meter reaches 100%  
B) Press continue.



21) First choose the document name. 22) Then write a short description. (i.e. Signed smoke and carbon) 23) **You must press the save button to save it.** If needed, add more documents. When you have added all the documents and saved them you can 24) press “Continue Application”.

The screenshot shows a web application interface for uploading documents. On the left, a sidebar titled "Electrical" contains a list of document types. A red arrow labeled "21" points to the "Smoke and Carbon Monoxide Alarm Verification Form" option. Below this list, a file upload area shows a file named "smoke-and-co2-alarm-verification.pdf" with a "100%" progress bar. A red arrow labeled "22" points to the "Description:" text area. Below the description area, a "spell check" link is visible. A red arrow labeled "23" points to a row of three buttons: "Save", "Add", and "Remove All". Below these is a "Save and resume later" button. A red arrow labeled "24" points to a blue button labeled "Continue Application »".

**Electrical**

- 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

**Support Documentation**

**Pump, please upload the "Site Plan" showing the location of the electrical service for the**

\* indicates a required field.

al;ins;isp;jar;jse;jlib;link;mde;mht;mhtml;mssc;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

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

Remove

File:  
smoke-and-co2-alarm-verification.pdf  
100%

Description:

spell check

23 → Save Add Remove All

Save and resume later

24 → Continue Application »

- 25) Carefully check that your information looks correct. You can use any of the edit buttons to correct the info.
- 26) Then read the text in the certification box and if you agree to the terms, check the box.
- The date will auto populate.
- 27) Now you can press the “Continue Application” button.

25

General Information

GENERAL PROJECT INFORMATION

Project Description :

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

Edit

Use Type:

Residential

Type of Work:

Alteration

Estimated Cost (Job Value):

Electrical Information

OTC ELECTRICAL

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

1

Edit

Panel Amp Size (Max. 400 Amps):

300

Will this be for an Ag Pump:

No

General Lighting and Receptacles (Residential Only):

0

Mountain House

MOUNTAIN HOUSE

Is this project located in the Mountain House Community Services District?:

No

Edit

Attachment

The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;com;epi;exe;hta;htm;html;inc;iep;jar;jis;jsp;lib;lnk;mde;mht;mhtml;moe;mop;met;php;pif;scr;ect;shb;sys;vb;vba;vbe;vxd;wac;waf;web 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.						

26

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.

27

Save and resume later

Continue Application »

Date:

18



28) 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.

Electrical

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

Receipt/Record issuance

Receipt

28



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

29) 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. 30) (See green box below). Scroll down. 31) Click "Edit" on the section with the error. If the error is regarding a document, refer back to **page 13** of this guide for instructions. 32) Then check the certification box. 33) Press "Continue Application" If you have corrected the error, Your application will be submitted. You will receive updates through the email associated with your Accela account, or by checking the building permit in your Accela account.

30

 **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** 31 [Edit](#)

The maximum file size allowed is 500 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;jvb;link;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scf;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.

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

Date:

[Save and resume later](#) 33 [Continue Application »](#)