# Community Development Department

Planning · Building · Code Enforcement · Fire Prevention

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

*This document provides a step-by-step guide for submitting a residential roofing permit application through the Accela portal, including instructions on navigating the website, filling out forms, and uploading required documents.*

When you are on the Accela portal at 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.

Community Development Department

Home    Building ⌄    Code Enforcement    Fire Prevention    Planning ⌄    Feedback

1

Documents

Permit Search

Today's Inspections

2    Applications    ⌄

3    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.*

## Community Development Department

Home   Building ⌄   Code Enforcement   Fire Prevention   Planning ⌄   Feedback

# Residential Permits

4

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

# Roofing

A permit is required for roofing, including:

- Roof replacement
- Roof overlay
- Roof conversion
- 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 & C02 Alarm Verification

Owner-Builder Verification Form

Cool Roof Certificate of Compliance

## 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 ⟵ 6

**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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7

8

☐ I have read and accepted the above terms.

**Continue Application »**

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

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

*Contact Information > Contact Information*

* indicates a required field.

### Applicant

To add new contacts, click the Select from Account

**9**

[ 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 » ]

## 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

| ☐ | Address Type | Recipient | Address |
|---|---|---|---|
| ✔ | Mailing | | 1810 E Hazelton |

**10**

**Continue**  **Discard Changes**

**11**

7

## Select Contact from Account

**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:2094683121
Mobile Phone:2094683121
Work Phone: 2094682098
Fax:
**Edit  Remove**
▾ Contact Addresses

**A**  Click here to add additional contact address, if needed.

**Add Additional Contact Address**  ◄

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

Showing 1-1 of 1

| Address Type | Recipient | | | |
|---|---|---|---|---|
| Mailing | | 1810 W Euclid Ave | Actions ▾ | No |

## 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).

**B**

**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 | |
|---|---|---|---|---|---|---|
| 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".

**C**  *If you are a contractor, or a licensed contractor is

**Add New**  ◄  signing the permit, complete this section.

**D**

**Save and resume later**

**Continue Application »**

**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**

* Indicates a required field.

**Address**

A

* Street No.:

Direction:
--Select--

Street Name:

Street Type:
--Select--

Unit Type:
--Select--

Unit No.:

Fraction:

City:

State:
--Select--

Zip:

**Search**  **Clear**

B

**Parcel**

* Parcel Number:

Lot:

Block:

Subdivision:
--Select--

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:
--Select--

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.**

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

## B) Then press "Continue Application"

**Address**

A →

* Street No.: 1810
Direction: E
Street Name: HAZELTON
Street Type: AVE

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

City: STOCKTON
State: CA
Zip: 95205

[Search] [Clear]

**Parcel**

* Parcel Number:

Lot:
Block:
Subdivision: --Select--

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: --Select--
Zip:

[Clear]

[Save and resume later]

B →

[Continue Application »]

## 16) A) Complete all of the fields with an asterisk(*). Once you have filled in the information, B) Press "Continue Application"

*Application Information>Project Information*

### 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 Informaiton

**GENERAL PROJECT INFORMATION**

* Project Description:

A

spell check

* Use Type:  --Select--

Estimated Cost (Job Value):

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

### OTC Re-Roofing Information

**OTC RE-ROOFING**

* Pitched roof: slopes (4:12) and greater, if not applicable please enter zero:  ⓘ  0  # squares

* Low pitched roof: flat up to (4:12), if not applicable please enter zero:  ⓘ  0  # Squares

* Type of Roof Materials:  --Select--

* Type of Roof Covering:  --Select--

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

### Mountain House

**MOUNTAIN HOUSE**

* Is this project located in the Mountain House Community Services District?:  ○ Yes  ● No

B

| Save and resume later | Continue Application » |

# Roofing

### Over the Counter Re-Roofing Permit

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

## *Support Documentation>Support Documentation*

*indicates a required field.

## Attachment

**A**

Roof alterations require Title 24 Energy Documents. Please provide a Cool Roof Certificate of Compliance.

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;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. Cool Roof Form, Smoke and Carbon Monoxide Alarm Verification Form

**B**

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

16

Add

Save and resume later

Continue Application »

13

**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;js

are disallowed file types to upload.

**\*Only PDF**

**files accepted\***

18

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

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

## B) Press open.
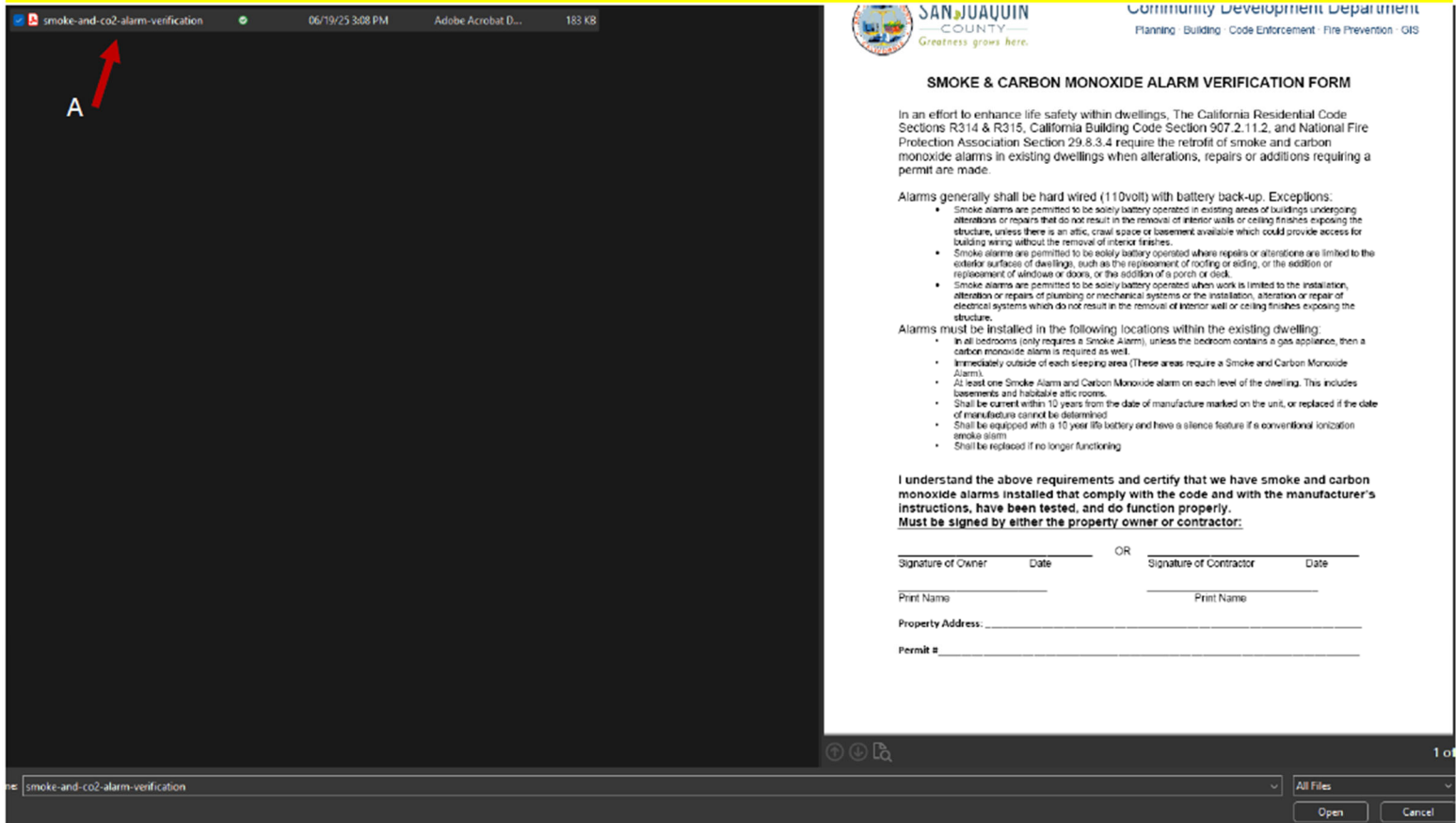
**20)  A) Wait until meter reaches 100%**

**B) Press continue.**

# 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;js**
are disallowed file types to upload.

smoke-and-co2-alarm-                    100%

A

B

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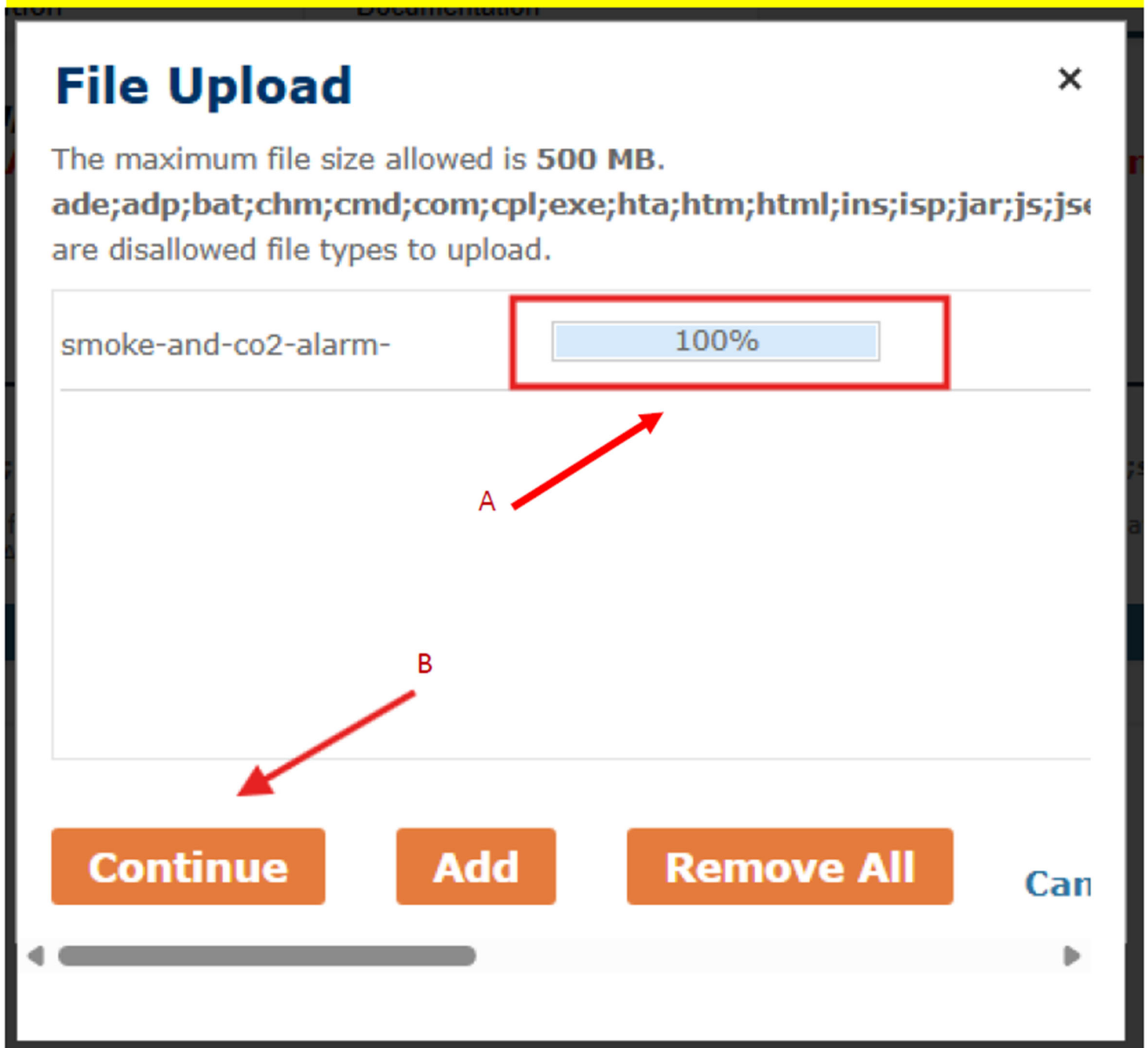
**21) First choose the document name. 22) Then write a short description. (i.e. Signed smoke and carbon) 23) You must press the save button to save it. If needed, add more documents. When you have added all the documents and saved them you can 24) press "Continue Application".**

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

**port Documentation**

* indicates a required field.

al;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;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

--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-- ◀ **21**

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

**Description:**

◀ **22**

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.**

### Change of Owner Information

CHANGE OF OWNER INFORMATION                                                                              [Edit]

Owners Name:
Address:
25 →     City:
State:
Zip:

### General Informaiton

GENERAL PROJECT INFORMATION                                                                              [Edit]

Project Description:                          1
Use Type:                                     Residential
Estimated Cost (Job Value):

### OTC Re-Roofing Information

OTC RE-ROOFING                                                                                           [Edit]

Pitched roof: slopes (4:12) and greater, if not applicable please enter   6
zero:
Low pitched roof: flat up to (4:12), if not applicable please enter zero: 6
Type of Roof Materials:                       Comp
Type of Roof Covering:                        Tear off

### Mountain House

MOUNTAIN HOUSE                                                                                           [Edit]

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

### 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. Cool Roof Form, Smoke and Carbon Monoxide Alarm Verification Form

| Name | Type | | Latest Update | Document Status | Status Date | Action |
|------|------|------|------|------|------|------|
| cool-roof-certificate-of-compliance-residential.pdf | Cool Roof Form | 184.62 KB | 06/30/2025 | Uploaded | 06/30/2025 | Actions ▾ |

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.

26 →
☐ By checking this box, I agree to the above certification.                          Date:

[Save and resume later]          27 →          [Continue Application »]

**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.**

| 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

| 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

31 →          **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 | | 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 »**