

Permit Submittals – Residential Minor & Over-The-Counters

Online Permit Submittal Guidelines -

Residential Minor Permits & Over-The-Counters – Solar, Patio Covers, Pools, Sheds, Re-Roofs, HVAC Replacements, Water Heater MEPs, Etc :

1. Navigate to the [ePermits Portal](#)
2. Click “Request Permit”
3. Start typing Address. **Address should not be typed in. Type the numbers and first 3 letter of street and wait for it to auto populate. If multiple addresses populate, select the best fit.**
4. Call the Building Dept., (209)941-7270, to obtain the Parcel Number for your address.
5. Continue and fill out the required fields
6. Upload the required documents:
 - a. [Building Permit Application](#) (**Required to Upload or permit request will be rejected**)
 - b. Residential Permit Submittal Requirements
 1. Include all plans necessary per hand out. Title 24 Certifications & other documents requested. For additional information on what is required in your submittal package: [Building: Forms, Permits & Applications](#).
7. Once documents are uploaded, complete a submittal notification form using this link [Submittal/Resubmittal/ Payment Notifications](#) to notify the Building Dept. of resubmission.
Failure to complete the notification process will result in the submittal not being processed.
 - a. You will be emailed with instructions to pay fees and/or upload any additional documents required for permit issuance.
8. **No Physical Submissions**

Required Document Naming Convention:

When uploading document **PDF files**, it will ask for your First/Last Name.

Use these fields as follows:

First Name = Plan Check cycle (PC1 or PC2 or PC3) (stands for PC1=Plan Check Cycle One, ETC.)

Last Name = Street Address (1234 Easy St.)

Please label all documents as shown below. Include the Plan Check Cycle (PC1 or PC2 or PC3) Examples:

PC1_Application
PC1_Plans
PC1_Structural Calculations
PC1_Engineering Calculations
PC1_Special Inspections Form
PC1_Soils Report
PC1_Title 24 / Energy Calculations
PC1_ESCP Form
PC1_Encroachment Permit
PC1_CCR / Home Owner Association Approval
PC1_Notice to Owner (only if residential owner builder)