



# PRODUCTION HOME ONLINE SUBMITTAL INSTRUCTIONS

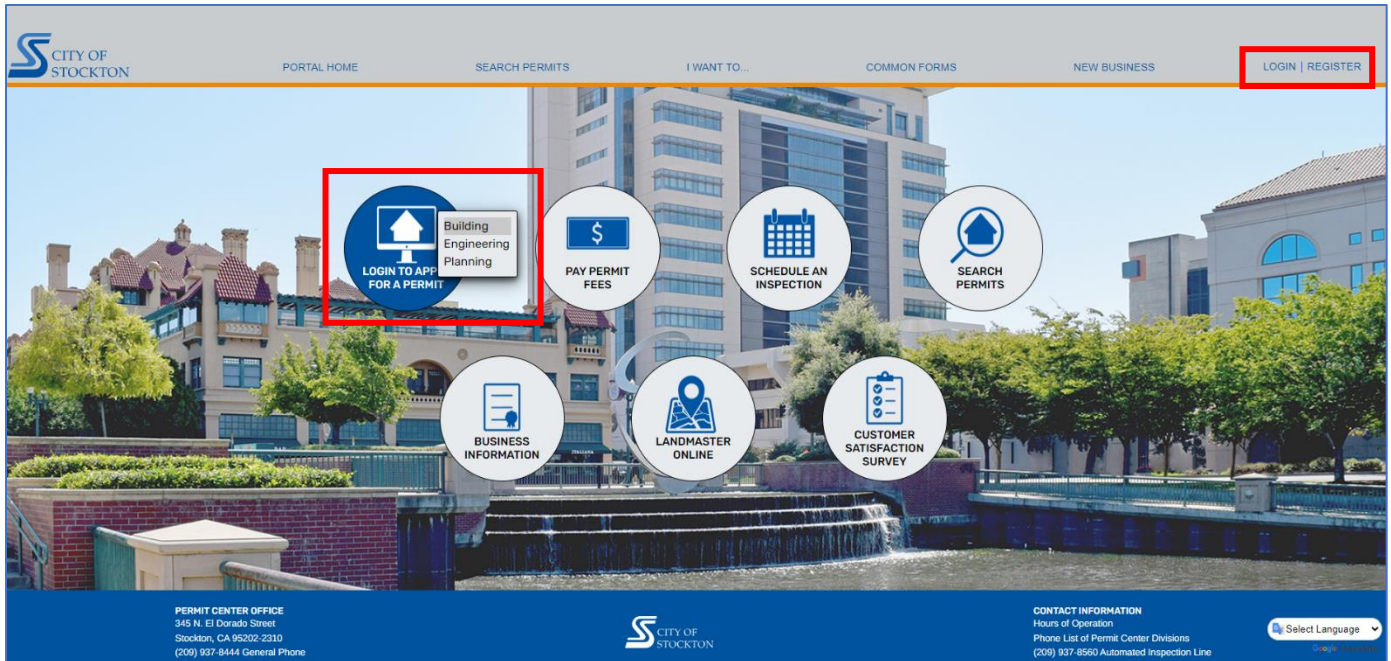


COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561  
[www.stocktonca.gov/buildinginspection](http://www.stocktonca.gov/buildinginspection)

In the Fall of 2023, the City of Stockton's Building Division launched a streamlined process for electronic submittal and processing of production home permit applications. The automation allows developers to apply for production home permit applications online through the simple process outlined below.

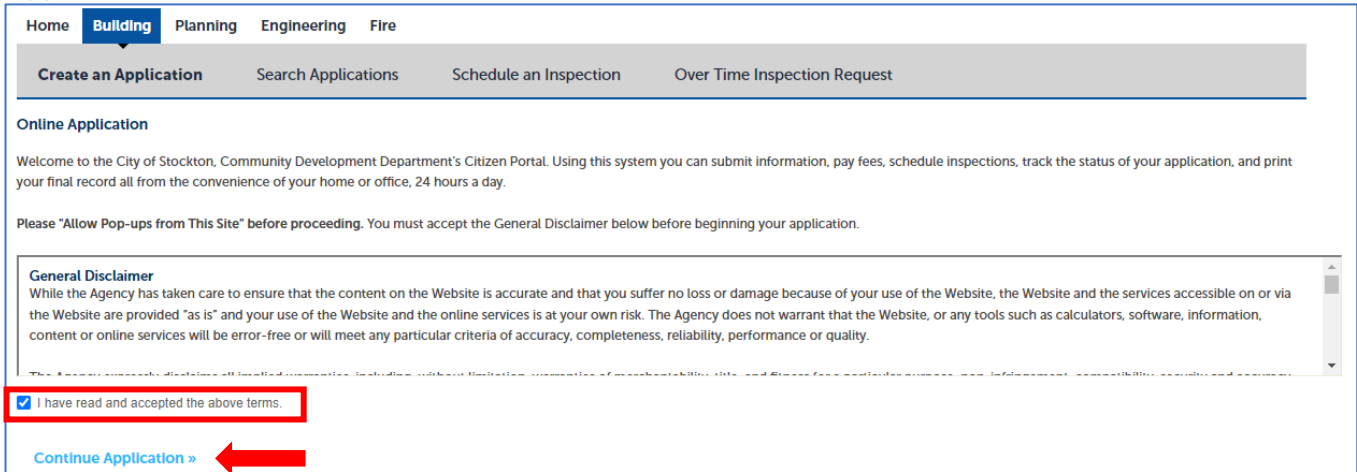
→ **STEP 1:** Navigate to the City's online permit portal: [www.aca-prod.accela.com/stockton](http://www.aca-prod.accela.com/stockton)

→ **STEP 2:** Register for a free account by clicking on the "Login | Register" button in the top right corner, follow the prompts to create your account. If you have an existing account, login with your credentials. Once you've registered, navigate back to the home screen and hover over the "Login to Apply for a Permit" button and select "Building."



→ **STEP 3:** Sign in with your credentials.

→ **STEP 4:** Read and accept the terms and conditions for using the online permit portal, click on “Continue Application.”



Home **Building** Planning Engineering Fire

Create an Application Search Applications Schedule an Inspection Over Time Inspection Request

**Online Application**

Welcome to the City of Stockton, Community Development Department's Citizen Portal. Using this system you can submit 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.

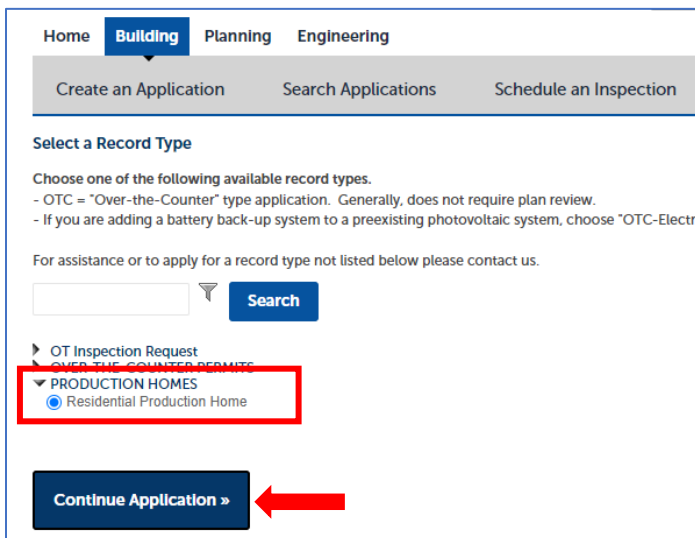
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**  
While the Agency has taken care to ensure that the content on the Website is accurate and that you suffer no loss or damage because of your use of the Website, the Website and the services accessible on or via the Website are provided "as is" and your use of the Website and the online services is at your own risk. The Agency does not warrant that the Website, or any tools such as calculators, software, information, content or online services will be error-free or will meet any particular criteria of accuracy, completeness, reliability, performance or quality.

☒ I have read and accepted the above terms.

Continue Application »

→ **STEP 5:** Click on “Production Homes” and select “Residential Production Home”, click on “Continue Application.”



Home **Building** Planning Engineering

Create an Application Search Applications Schedule an Inspection

**Select a Record Type**

Choose one of the following available record types.

- OTC = "Over-the-Counter" type application. Generally, does not require plan review.
- If you are adding a battery back-up system to a preexisting photovoltaic system, choose "OTC-Electrical".

For assistance or to apply for a record type not listed below please contact us.

Search

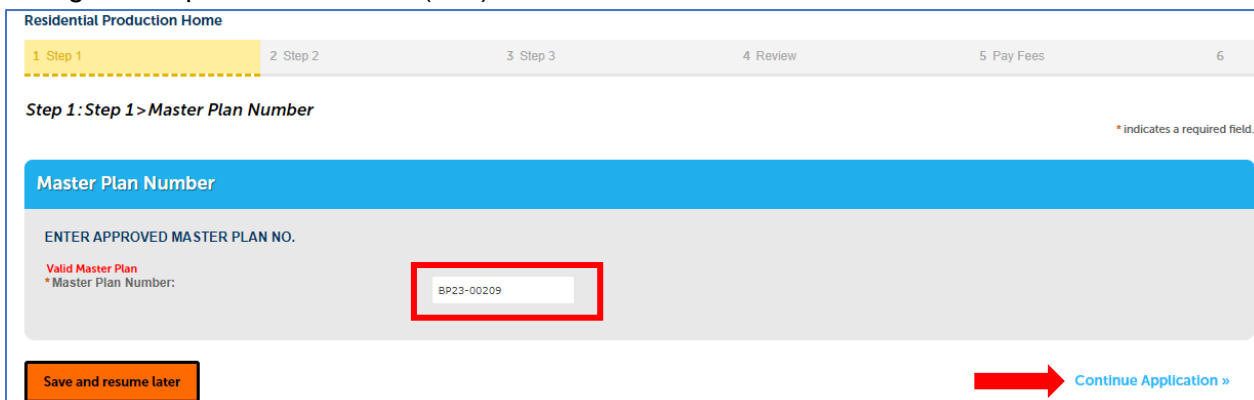
OT Inspection Request  
OVER THE COUNTER PERMITS

**PRODUCTION HOMES**

☒ Residential Production Home

Continue Application »

→ **STEP 6:** Enter the permit number for the approved master plan you intend to build (list of approved master plan numbers for the development are provided during master plan review process), click on “Continue Application.” The system will validate that the selected master plan is approved, if you receive an error during this step call the office at (209) 937-8561.



**Residential Production Home**

1 Step 1 2 Step 2 3 Step 3 4 Review 5 Pay Fees 6

**Step 1: Step 1 > Master Plan Number**

\* indicates a required field.

**Master Plan Number**

ENTER APPROVED MASTER PLAN NO.

Valid Master Plan  
\* Master Plan Number: BP23-00209

Save and resume later Continue Application »

→ **STEP 7:** Select which template of options will be built for the particular lot (list of option templates are provided during master plan review process).

Residential Production Home

1 Step 1 2 Step 2 3 Step 3 4 Review 5 Pay Fees 6

Step 1: Step 1 > Production Template

\* indicates a required field.

Select Template to Be Built

PRODUCTION TEMPLATES

Showing 1-3 of 3

Select Option	Name/Description	Valuation	1st Floor SqFt	2nd Floor SqFt	3rd Floor SqFt	Garage	Other SqFt	Other Desc	Porch and Patio	Deck and Balconies	Total SqFt	Units	Stories	Actions
<input checked="" type="checkbox"/>	No	Template 1 - Test	250000	700	700	400			100		1400	2	2	Actions ▼
<input type="checkbox"/>	No	Template 2 - Test	300000	850	850	420			150		1700	2	2	Actions ▼
<input type="checkbox"/>	No	Template 3 - Test	350000	1100	1000	500			250		2100	2	2	Actions ▼

Review Selection

Save and resume later

Continue Application »

After selecting the template, you must click on the “Review Selection” button and click on “Select Option” in the popup window, click “Submit.” Note: The information in the popup window is established during the master plan review process and cannot be edited here.

PRODUCTION TEMPLATES

☒ Select Option

\* Name/Description: Template 1 - Test

\* Valuation: 250000

\* 1st Floor SqFt: 700

2nd Floor SqFt: 700

3rd Floor SqFt:

Garage: 400

Other SqFt:

Other Desc:

Porch and Patio: 100

Deck and Balconies:

\* Total SqFt: 1400

Units:

Stories: 2

Submit

Cancel

You should see that the “Select Option” field now indicates “Yes”, click on “Continue Application.”

Residential Production Home

1 Step 1 2 Step 2 3 Step 3 4 Review 5 Pay Fees 6

Step 1: Step 1 > Production Template

\* indicates a required field.

Select Template to Be Built

PRODUCTION TEMPLATES

Showing 1-3 of 3

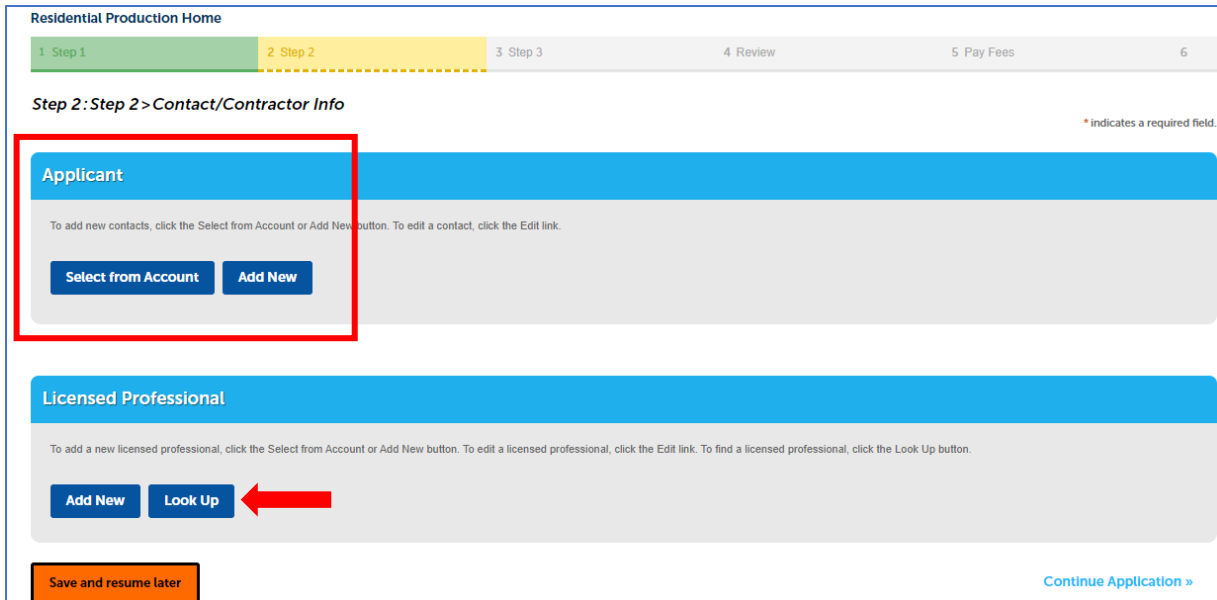
Select Option	Name/Description	Valuation	1st Floor SqFt	2nd Floor SqFt	3rd Floor SqFt	Garage	Other SqFt	Other Desc	Porch and Patio	Deck and Balconies	Total SqFt	Units	Stories	Actions
<input checked="" type="checkbox"/>	Yes	Template 1 - Test	250000	700	700	400			100		1400	2	2	Actions ▼
<input type="checkbox"/>	No	Template 2 - Test	300000	850	850	420			150		1700	2	2	Actions ▼
<input type="checkbox"/>	No	Template 3 - Test	350000	1100	1000	500			250		2100	2	2	Actions ▼

Review Selection

Save and resume later

Continue Application »

→ **STEP 8:** Enter the Applicant and contractor information. If you will be the applicant on the permit record, click on “Select from Account”, if not select “Add New” and enter the applicant’s contact information.



Residential Production Home

1 Step 1 2 Step 2 3 Step 3 4 Review 5 Pay Fees 6

Step 2: Step 2 > Contact/Contractor Info

\* indicates a required field.

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

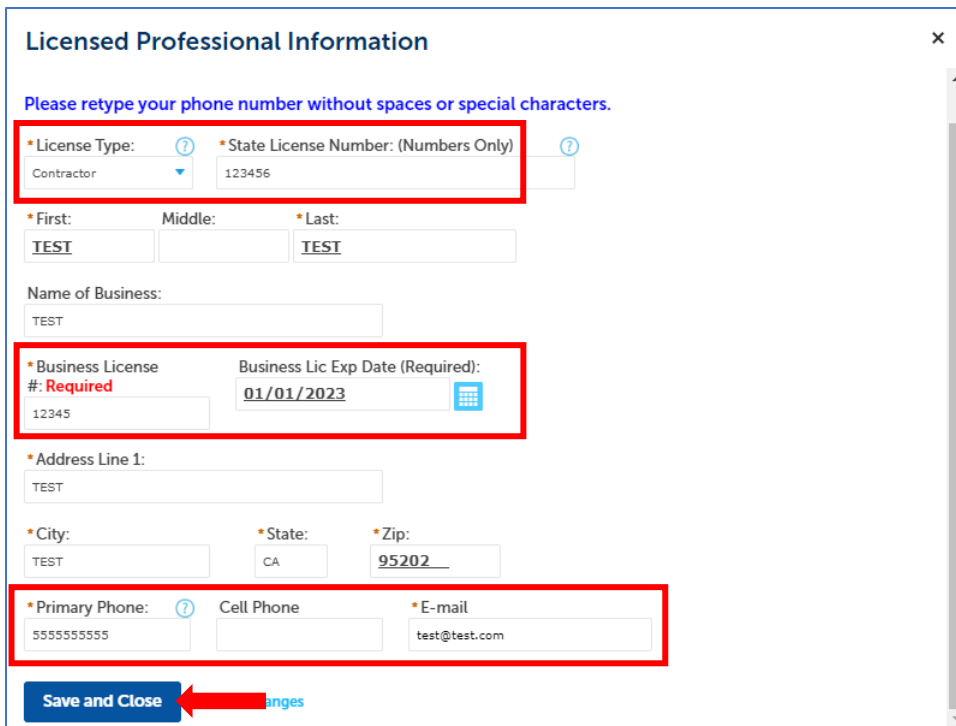
**Licensed Professional**

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Add New Look Up

Save and resume later Continue Application »

Complete the contractor’s information in the Licensed Professional section. Click on the “Look Up” button, in the popup window change the “License Type” to “Contractor”, enter the “State License Number”, click on the “Look Up” button. Much of the information will populate from the State License Board, complete or update any missing information. Enter city business license information and expiration date. Provide the best contact number and email for this application. Click on “Save and Close.”



Licensed Professional Information

Please retype your phone number without spaces or special characters.

\* License Type: Contractor \* State License Number: (Numbers Only) 123456

\* First: TEST \* Middle: \* Last: TEST

Name of Business: TEST

\* Business License #: Required 12345 Business Lic Exp Date (Required): 01/01/2023

\* Address Line 1: TEST

\* City: TEST \* State: CA \* Zip: 95202

\* Primary Phone: 5555555555 Cell Phone \* E-mail: test@test.com

Save and Close

→ **STEP 9:** Enter the address information. Enter the street # and street name, click on “Search.”

**Address**

Note: % can be used as a wildcard when searching streetname (i.e. el dor%)

\* Street No.:

Direction:  
--Select--

\* Street Name:

Street Type:  
--Select--

Search

Clear

Parcel Number will automatically populate. Enter the “Lot #” and click on “Continue Application.”

**Parcel**

\* Parcel Number:

\* Lot#:

APN HISTORY:

Search

Clear

Save and resume later

[Continue Application >](#)

→ **STEP 10:** Attach documents. Review the list of documents that may be applicable, to continue the application you must upload the lot specific plot plan and floor plan. Providing all necessary documents at time of application will expedite review and processing.

**Step 3: Step 3 > Documents**

Please provide the following documents. The plot plan and floor plan must be uploaded to start the review of your submittal.

- Plot Plan (to scale) for the specific lot
- Copy of the approved Floor Plan with the specific options to be built marked on the plan
- [Construction Debris Recycling Form](#)
- Receipt of payment for school district developer fees
- Receipt of fees paid or Certificate of Exemption form from SJCOG, Inc. for [habitat mitigation](#)
- FEMA Elevation Certificate (if applicable)
- City of Stockton 200-Year Flood Elevation Certificate (if applicable)
- Stockton Economic Stimulus Program (SESP) affidavit (if applicable)

Click on the “Add” button. In the popup window, click on the “Add” button again. Select your document and click on the “Continue” button.

**Attachment**

The maximum file size allowed is 100 MB.  
PDF file types are allowed.

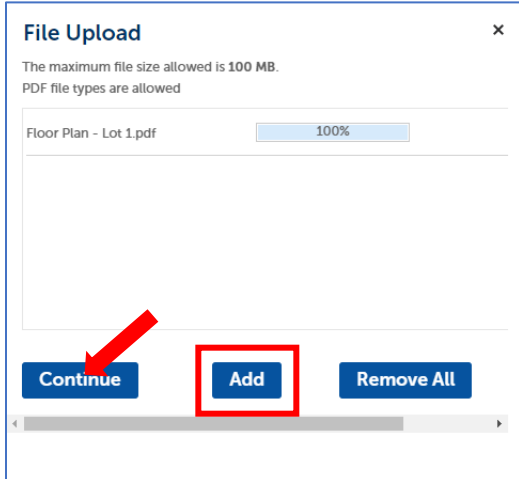
This application type requires you to submit the following types of documents: Plans/Drawings. Subject to the collected information, you may be required to submit additional documents prior to approval.

File Name	Action	Type	Size	Latest Update	Description	Document Status	Status Date	Upload Date	Virtual Folders
Plot Plan - Lot 1.pdf	<a href="#">Actions</a>	Plans/Drawings	1.02 MB	09/12/2023	Plot Plan for Lot #1	Uploaded	09/12/2023	09/12/2023	
Floor Plan - Lot 1.pdf	<a href="#">Actions</a>	Plans/Drawings	1.02 MB	09/12/2023	Floor Plan - Lot #1	Uploaded	09/12/2023	09/12/2023	

Add

Save and resume later

[Continue Application >](#)



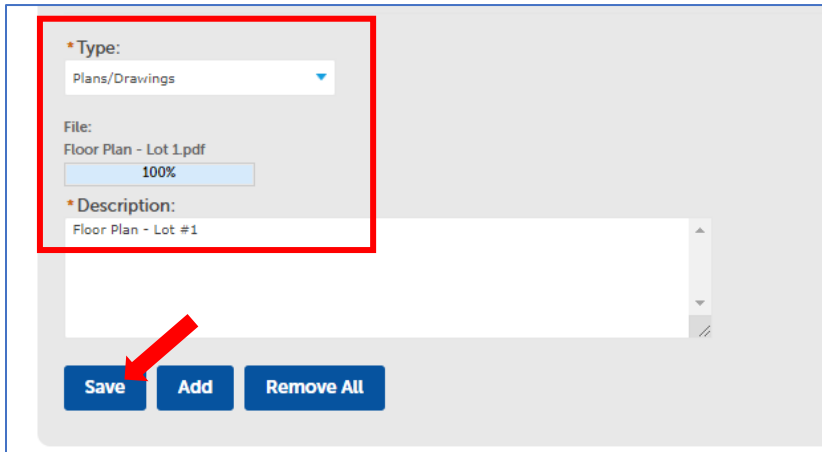
**File Upload**

The maximum file size allowed is 100 MB.  
PDF file types are allowed

Floor Plan - Lot 1.pdf 100%

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

Scroll down on the page and fill in the document information. Change the “Type” as applicable for the document uploaded and complete the “Description” field, click on the “save” button.



**\*Type:**  
Plans/Drawings

**File:**  
Floor Plan - Lot 1.pdf  
100%

**\*Description:**  
Floor Plan - Lot #1

**Save** **Add** **Remove All**

Once all documents have been uploaded, click on “Continue Application.”

→ **STEP 11:** Review application information and submit. Scroll down the page to review all inputs, contact info, address, and document information is correct. Check the box at the bottom of the page certifying your application and click on “Continue Application.”



I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

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


Date:

**Save and resume later** **Continue Application »**

Your application has been successfully completed, as indicated by receiving the message below.

Residential Production Home

1 Step 1
2 Step 2
3 Step 3
4 Review
5 Record Submittal



Your application has been successfully submitted.  
Please note your Record Number as you will need this number to check on processing status and to schedule inspections (if applicable).  
At any time, you may use the "View Record Details" button below to check the processing status of your application.  
Once issued/approved you will receive an email containing your permit.

Thank you for using our online services.  
**Your Record Number is BP23-00273.**

## **Next Steps:**

City staff will review your application for completeness. If all necessary information and documents are provided staff will send an invoice for payment of plan review fees. These fees can be paid online or by coming into the Permit Center. Once payment is received your application will be routed for review. During the review process, additional information or documents may be requested. Once the review is complete, city staff will follow up with additional instructions for permit issuance.