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.”

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

<table>
<thead>
<tr>
<th>Select Option</th>
<th>Name/Description</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Template 1 - Test</td>
<td>250000</td>
</tr>
<tr>
<td>No</td>
<td>Template 2 - Test</td>
<td>500000</td>
</tr>
<tr>
<td>No</td>
<td>Template 3 - Test</td>
<td>300000</td>
</tr>
</tbody>
</table>

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.

You should see that the “Select Option” field now indicates “Yes”, click on “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. 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.”
→ **STEP 9:** Enter the address information. Enter the street # and street name, click on “Search.”

![Address form](image)

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

![Parcel form](image)

→ **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: Documents](image)

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

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.”

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