



ONLINE PERMITTING SYSTEM HELP GUIDES

HOW TO REGISTER FOR AN ACCOUNT

Accela Citizen Access:

Accela Citizen Access(ACA) is Stanislaus County's online tool that allows the public to perform several tasks online. Tasks such as applying for a permit, submitting plans, checking the status of a permit, scheduling inspections, and conducting research are available to the public at any time.

Our Building Permit Services Division offers online permit applications and plan submittals through the ACA platform to homeowners, design professionals, and licensed contractors for the following permit types:

Over the Counter permit types (No plans Required):

- Electrical Services under 600 Amps
- Woodstove Insert
- Wall or Floor Furnace Change Out
- Gas Service Reconnect
- HVAC
- Pre-Move
- Residential Reroof
- Sewer Line Repair
- Stucco and Siding
- Water Heater Replacement
- Post Fire Inspection / General Inspection
- Water Line Repair

Full Review permit types (Plans Required):

- Agricultural Storage Buildings
- Cell Towers
- Commercial Signs
- Garages Converted to Living Space
- Manufactured Homes
- Residential Additions
- Residential and Commercial Building Permits
- Residential Garages under 3000 sq. ft
- Residential Patio Covers
- Residential Pools
- Residential Remodel
- Residential Storage Sheds
- Photovoltaic (Solar) systems

Currently, the following permit types are not available online. Please contact our office at (209)525-6557 and staff can assist you with these permit types:

- Commercial Reroof
- Demolition Permits
- Grading
- Master Plans
- Move In Dwelling
- Sewer or Water Connection **New Connections**

1. Go to the Stanislaus County Accela Citizen Access (ACA) home page at www.scplanning.org click on “Register for an Account”.

Stanislaus County

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Welcome to the Stanislaus County and City of Ceres Citizen Portlet
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

To apply for Stanislaus County permits you must register and create a user account. The City of Ceres does not currently offer online permits. You can view information and have limited services as an anonymous user. By creating an account you will find you have more access and detailed information when researching permits. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

General Information	County Building
Lookup Property Information	Search Applications Schedule an Inspection
County Planning	County Fire
Search Applications	Search Applications
Ceres Building	
Search Applications	

Login
User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

2. After reading the online account registration disclaimer, check the box that indicates you have read and accepted the terms and then click the "Continue Registration" button.

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Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

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I have read and accepted the above terms.

[Continue Registration »](#)

3. Once fields are populated review all information, click “Add New” at the bottom of the screen.

The screenshot shows a web application interface for account registration. At the top, there is a navigation menu with links for Home, County Building, County Planning, County Fire, and Ceres Building. A search bar is located in the top right corner. Below the navigation is a blue bar with the text "Advanced Search". The main heading is "Account Registration Step 2: Enter/Confirm Your Account Information".

The form is divided into two sections: "Login Information" and "Contact Information".

Login Information

- * User Name: (with a help icon)
- * E-mail Address:
- * Password: (with a help icon)
- * Type Password Again:
- * Enter Security Question: (with a help icon)
- * Answer: (with a help icon)

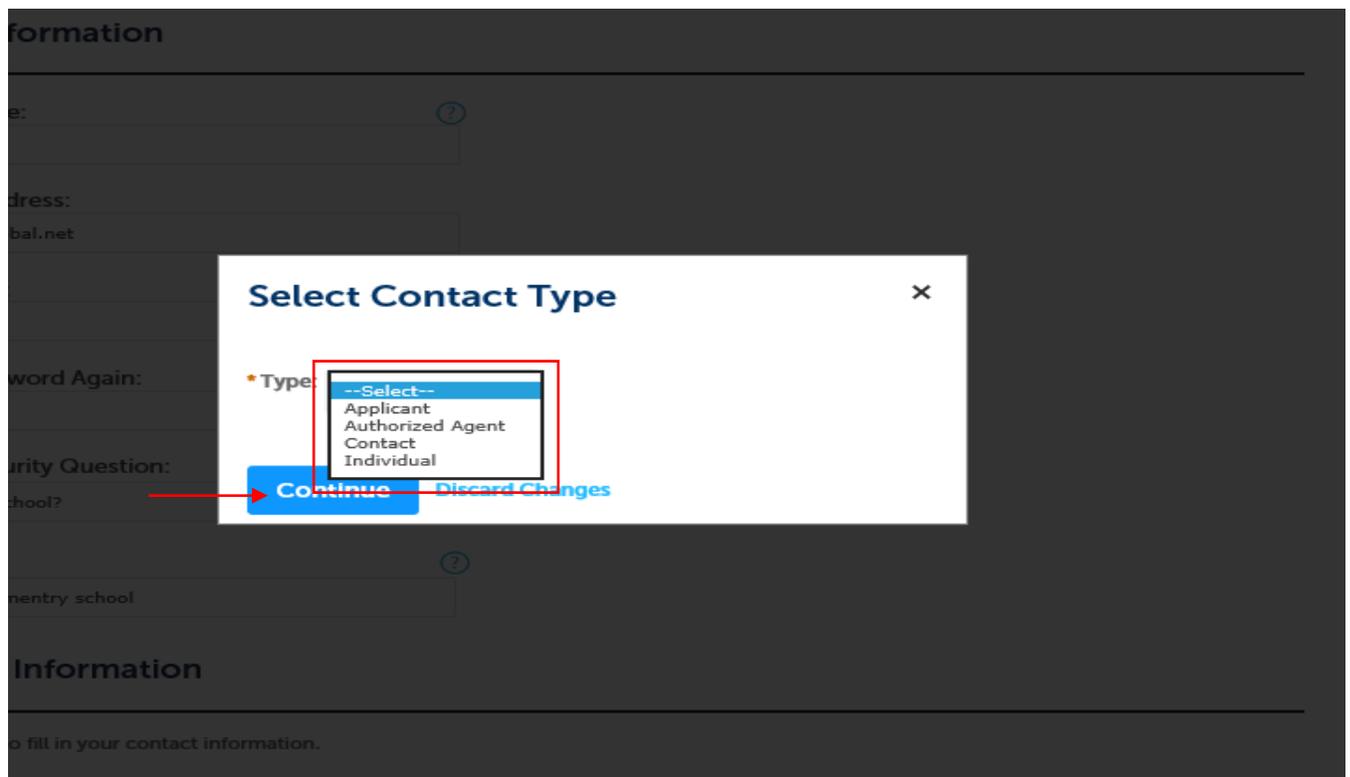
A red bracket groups the asterisked fields, and a callout box contains the text: "Please note all fields with a red asterisk (*) are mandatory."

Contact Information

Choose how to fill in your contact information.

At the bottom left, a red arrow points to a blue button labeled "Add New", which is also enclosed in a red box.

4. Select the specific contact type in which you will want to be associated to each record and click “continue”.



The screenshot shows a web form titled "Select Contact Type" with a close button (X) in the top right corner. The form contains a dropdown menu labeled "Type:" with the following options: "--Select--", "Applicant", "Authorized Agent", "Contact", and "Individual". The "Applicant" option is currently selected. Below the dropdown menu are two buttons: "Continue" (highlighted in blue) and "Discard Changes". A red arrow points from the "Continue" button to the "Applicant" option in the dropdown menu. The background of the form is dark gray, and the text is white. The form is overlaid on a larger form with fields for "e:", "dress:", "bal.net", "word Again:", "urity Question:", "chool?", "nentry school", and "Information".

Applicant= Licensed Contractors and Design Professionals applying for a permit that may or may not be a point of contact for County staff.

Authorized Agent = Person authorized by a licensed professional or a home owner that has been granted the permissions to apply for a permit.

Contact=Any significant party (excluding licensed professionals) who participates in the application process, such as the applicant, billing contacts, or legal contacts. These are individuals or entities that are associated with an application/record but do not have a license number attached to them that provides a regulatory function in relation to the record. Licensed professionals are treated as distinct entities within the permitting system.

Individual= Property Owner

5. Once the contact information fields are populated review all information, click “Continue”.

Contact Information ×

* First: Middle: * Last:

Name of Business:

Country:

* Address Line 1:

* City:

* State:

* Zip:

Home Phone: Work Phone: Mobile Phone:

Fax:

E-mail:

Continue **Clear** Discard Changes

Please note all fields with a red asterisk (*) are mandatory.

6. Once the contact detail fields are populated review all information, check the box confirming the information is yours then click "Confirm".

Contact Detail ✕

*Address Line 1:
1010 10th street ste 3400

*City:
Modesto

*State:
CA

*Zip:
95354-

Home Phone: Work Phone: 209-525-6557 Mobile Phone:

Fax:

E-mail:
ferreirad@stancounty.com

I confirm the displayed contact as my own identity.

[Back](#)

Please note all fields with a red asterisk (*) are mandatory.

7. Once confirmed you will be added to the system. Complete your individualized login information and review the contact information at the bottom of the screen. You may choose to edit this information at this time

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field

Login Information

* User Name: ?

* E-mail Address:

* Password: ?

* Type Password Again:

* Enter Security Question: ?

* Answer: ?

Please note all fields with a red asterisk (*) are mandatory.

Contact Information

Choose how to fill in your contact information.

✔ **Contact added successfully.**

Denny Ferreira
ferreirad@stancounty.com
Home phone:
Mobile Phone:
Work Phone: 209-525-6557
Fax:

Edit [Remove](#)

Continue Registration »

[Home](#)
[County Building](#)
[County Planning](#)
[County Fire](#)
[Ceres Building](#)

Advanced Search ▾


Your account has been created successfully.

Your account has been successfully created.
 Congratulations. You have successfully created an account with the Agency. Please login to start using the citizen access system.

Account Information

User Name:
 E-mail:
 Password:
 Security Question:

Your information displayed here

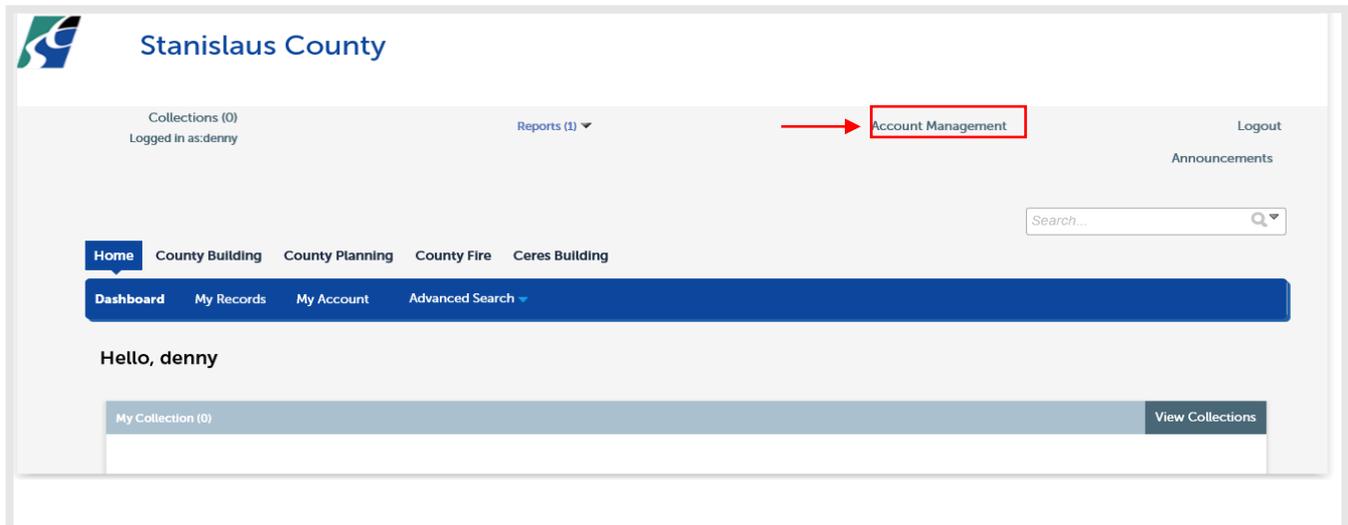
Contact Information

Denny Ferreira 1010 10th street ste 3400 ferreirad@stancounty.com	Home Phone: Work Phone: 209-525-6557 Mobile Phone: Fax:
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NOTICE:

DESIGN AND/OR LICENSED PROFESSIONAL, ONCE YOUR ACCOUNT IS CREATED CONTACT BUILDING PERMIT STAFF INORDER TO LINK YOUR NEW ACCOUNT WITH EXISTING CONTACT INFORMATION WITHIN THE PERMITTING SYSTEM.

Now that your account has been successfully created you can sign into your account and add any addition information needed specific to your user profile by utilizing the “Account Management” link.



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Collections (0) Logged In as:denny Reports (1) ▾ Account Management Logout

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Hello, **denny**

#My Collection (0) View Collections

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

Edit

User Name: [blacked out]
E-mail: ferreirad@stancounty.com
Password: *****
Security Question: What is the name of your elementary school?

License Information

Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

Contact Information

Add a Contact

Showing 1-2 of 2 | Download results

First Name	Last Name	Business Name	Contact Type	Work Phone	Action	Preferred Channel
Denny	Ferreira		Contact		Actions	Email
Denny	Ferreira	Stanislaus County Building	Applicant		Actions	Email

Contact Information

Add a Contact

Showing 1-2 of 2 | Download results

First Name	Last Name	Business Name	Contact Type	Work Phone	Action	Preferred Channel
Denny	Ferreira		Contact		Actions	Email
Denny	Ferreira	Stanislaus County Building	Applicant		Actions	Email

Trust Account Information

Showing 0-0 of 0

Account ID	Agency	Balance	Description	Status	Action
[blacked out]					

Delegates

Add a Delegate

People who can access my account

None