One Stop Building Permit Center
Step by step Guide

https://aca-prod.accela.com/MONTEREYPARK/Default.aspx

To begin submitting your application please:

1. Create a user account and once complete Login.

   Note: if creating an account the initial page does not scroll down, **please hit the "tab" button** on your keyboard to go to the next step.

2. Select the "Building Tab".

3. Select "Create an Application".

4. Read the Disclaimer, check the box "I have read and accepted the above terms", select "Continue Application".

5. In the "Building" dropdown menu, select the appropriate Record Type for the proposed scope of work, then select "Continue Application".

   Record Types:

   Non-Residential Building Additions: Commercial Additions that increase condition space

   Non-Residential Building Alteration-Repair: Commercial Tenant Improvements, repairs, reroofs, revision, etc.…

   Non-Residential Building Demo: Demolition of the entire commercial building including the foundation.

   Non-Residential Building New: New commercial building

   Non-Residential Building Pool-Spa: New commercial pool or spas

   Non-Residential Building Sign: Commercial Signs

   Non-Residential Building Solar: Commercial Solar Only. For Storage Battery or electrical work create the application under **Non-Residential Building Alteration-Repair.**

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Residential Building Addition: Residential additions, new ADU, and conversions of exiting garage into ADU.

Residential Building Alteration-Repair: Residential Interior remodel, residential repair, foundation retrofit, windows, bathroom/kitchen remodel, revisions etc.…

Residential Building Demo: Demolition of the entire residential building including foundation.

Residential Building New: New detached residential building (ADU apply under **Residential Building Addition**)

Residential Building Pool-Spa: New residential pool or spas

Residential Building Solar: Residential Solar Only. For Storage Battery or electrical work, create the application under **Residential Building Alteration-Repair.**

HOW TO CREATE AN APPLICATION

Step 1: People>Contact Details

Applicant

- Click **Select from Account** to enable you to track and process this permit application.
- If there are Licensed Professionals involved (Engineer, Architect, Contractor, then click **Look Up** to find them, or click **Add New** if they are not found in the Look Up.
- Click **Continue Application**

Step 2: Location>Location Details

Address

- Enter the **Street Address** information and click **Search**. When a parcel is found, the **Parcel Number** field will fill in automatically.
- Verify the Owner's Information section and update accordingly*enter the owner's phone number-the curser must be at the beginning of the field box*
- Click **Continue Application**

Step 3: Information>Details

- Enter the Application Name – a brief description of the application

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- Enter the Detailed Description – provide the complete scope of work including square footage, amps…
- Select **Permit Type -**
  - **Building** – New, Remodel, Additions, Repairs…
  - **Mechanical** – mechanical equipment
  - **Plumbing** – plumbing equipment
  - **Electrical** – electrical equipment, energy storage…
  - **Reroof** – replace roof cover
- Valuation – the job valuation is required when **Building** or **Reroof** is selected
- Project Area – the square footage of the addition, remodel…
- Fire Sprinklers
- Stories
- Roofing Information
- Electrical, Mechanical, and Plumbing (EMP) Fees – the number of associated fixtures for your application.
- Occupancy Group – Click on Add a Row then select the appropriate occupancy group
- Type of Construction – Click on Add a Row then select the appropriate type of construction
- Click Continue Application

Step 4: Documents>Documents

Attachment

Please upload the following documents, as separate PDF files and select the appropriate Type of document description. Click **Add** and upload the following documents:

For applications that require plans to be submitted:

- Complete set of plans:
  New Construction, addition, alterations, repairs, windows, foundation, demolitions, pools/spa, sign..
- Supporting Documents: structural, energy calculations…
- Click **Continue.**
- Click on the dropdown menu **Type** and select the appropriate document type, then click **Submit** and **Continue Application**.

*For ADU please contact the Engineering Division for the Address Change processing. PWPermitcounter@montereypark.ca.gov or by phone at (626) 307-1320.

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For applications that do not require plans to be submitted:

- Complete a Declaration Form: https://www.montereypark.ca.gov/DocumentCenter/View/455/Declaration-Application?bidId=

- Provide a copy of the contractor's license; OR provide a letter an authorization if an agent is obtaining the permit on behalf of the licensed contractor.
- Click **Continue.**
- Click on the dropdown menu **Type** and select the appropriate document type, then click **Submit** and **Continue Application**.

*For mechanical, electrical or plumbing equipment proposed to be installed or replaced inside the garage or outside the building, a Planning Department stamped approved site plan is required to be uploaded. Please contact the Planning Department at Planningpermitcounter@montereypark.ca.gov or by phone at (626) 307-1315.

For SOLAR and FOUNDATION RETROFIT applications:

- Complete set of plans
- Supporting Documents: structural calculations…
- Complete a Declaration https://ca-montereypark.civicplus.com/DocumentCenter/View/455/Declaration-Application?bidId=
- Provide a copy of the contractor's license; OR provide a letter an authorization if an agent is obtaining the permit on behalf of the licensed contractor.
- Click **Continue.**
- Click on the dropdown menu **Type** and select the appropriate document type, then click **Submit** and **Continue Application**.

Step 5: Review the application and click “By checking this box, I agree to the above certificate. Click **Continue Application**

Step 6: Record Submittal - After submittal, please allow time for us to process your application and provide email instructions for payment.