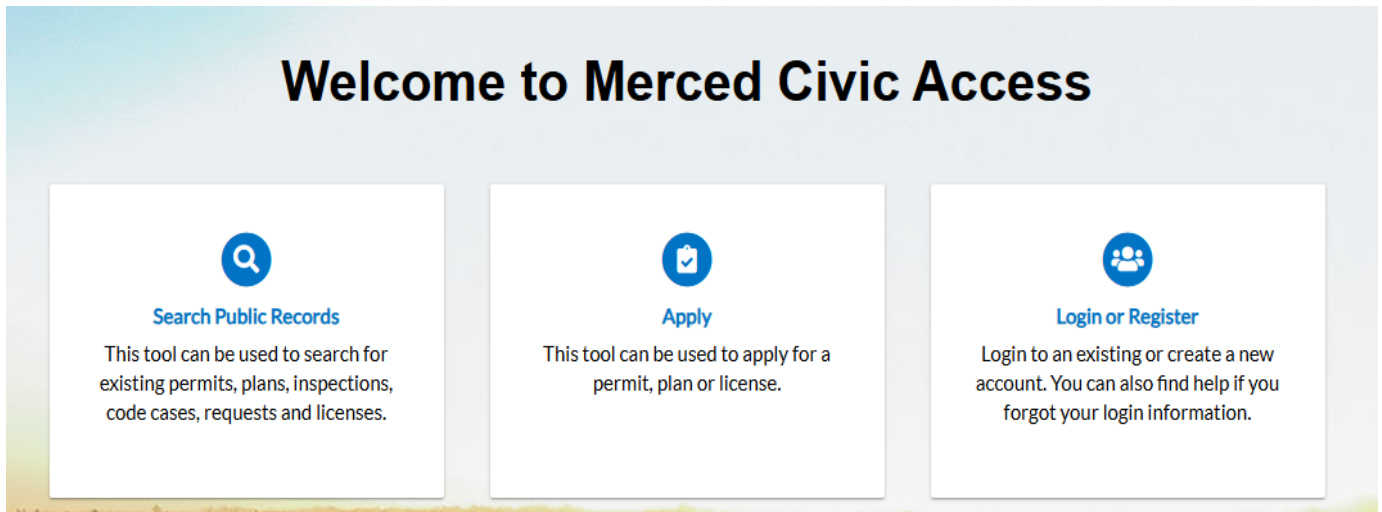


CITY OF MERCED ENGINEERING DEPARTMENT

Citizen Self-Service *User Guide - How to Apply for a Permit*

Navigate to City of Merced Civic Access Portal



1. Click on the **Login or Register** tile from the Home page and enter your account information to log In.
2. Enter your **Username** and **Password** in the corresponding fields.
 - a. If you do not have an account registered with Self Service, create an account.
3. Select the **Remember Me** checkbox to have the system remember your login credentials on this computer.

****This is not recommended on a public/shared computer.**

The screenshot shows the 'Log In' form. It has a title 'Log In' and two input fields: '* Username' and '* Password'. The username field contains 'KP*****' and the password field contains '*****'. Below the fields is a blue 'Log In' button. At the bottom, there are three links: 'Forgot your password? Reset it', 'Forgot your username? Email it', and 'Don't have an account yet? Register Here'.

CITY OF MERCED ENGINEERING DEPARTMENT

4. Click **“Apply”** on the welcome page, then Click **“Permits.”**

Application Assistant

All

Trending

My History

LICENSES

PERMITS

PLANS

[Show Categories](#)[Show My Templates](#)

Building (Residential) Accessory Dwelling Unit

Apply

Category Name: Building - ResidentialDescription: Accessory Dwelling unit (ADU) can be Detached, Attached or Conversion of a Single Family Dwelling Over 500 SqFt.

Building (Residential) Accessory Structure

Apply

Category Name: Building - ResidentialDescription: Accessory Structure to a Single Family Dwelling such as a Tool Shed or Storage Building

Building (Residential) Addition

Apply

Category Name: Building - ResidentialDescription: Adding Square Footage to the Footprint of a Residential Home Including 2nd Floor

5. Choose the correct **“Permit Application”** from the list provided.

NEED HELP LOCATING YOUR PERMIT TYPE?

A list of Engineering permit types is located on the City of Merced Engineering Department webpage under **“Encroachment Permits”**.

6. Select **Apply** next to the permit you wish to apply for.

Application Assistant

All

Trending


My History

LICENSES APPLICATIONS

PERMITS

PLANNING APPLICATIONS

[Show Categories](#)[Show My Templates](#)

**New Development - \$100k+**

Apply

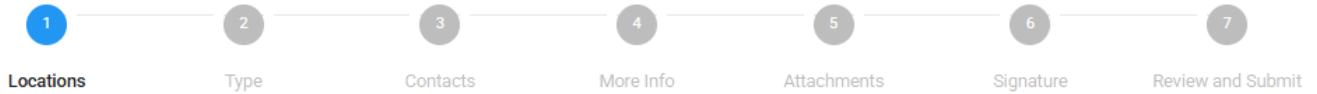
Category Name: PermitDescription: New Development - \$100k+

6. Add the **“Location”**, then click **“Next”** located at the bottom right.

CITY OF MERCED ENGINEERING DEPARTMENT

Apply for Permit - New Development - \$100k+

***REQUIRED**



LOCATIONS

Shall match building permit application address or location.

A blue rectangular button with a white border. At the top, there is a white input field with the text 'Location' and a downward arrow. Below the input field, the text 'Add Location' is centered in white. At the bottom, a large white plus sign (+) is centered.

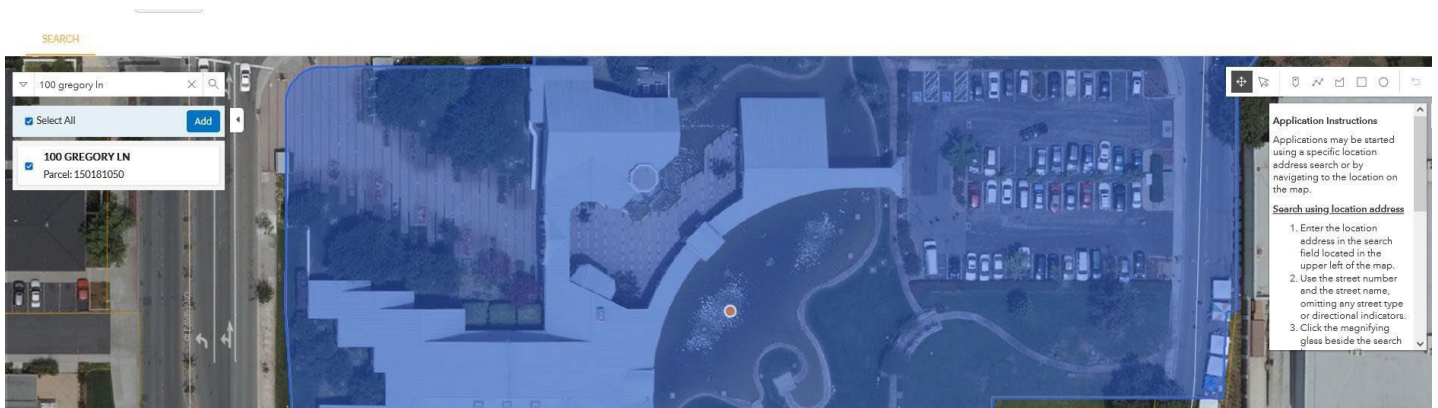
Create Template

Save Draft

Next

7. Type in the address, then search. From the list, select the correct address and click the **“Add”** button. If the search function is not working on the map, you can choose to enter the address in manually as well.

(Tip: Only enter the number and the first few letters of the street and click search for results to populate)



CITY OF MERCED ENGINEERING DEPARTMENT

8. Click **“Next”**.

9. Enter a brief description of the work. Fill in all required fields that are marked with an asterisk (*) then click **“Next”**.

Apply for Permit - New Development - \$100k+ *REQUIRED

✓

2

3

4

5

6

7

LocationsTypeContactsMore InfoAttachmentsSignatureReview and Submit

PERMIT DETAILS

* Permit Type

New Development - \$100k+ ▼

* Description

New Dev- Eng Est 100K+

Back

Create Template

Save Draft

Next

10. If you are the **“Applicant”**, please make sure your information is included. Please add additional contact information by clicking **“Add Contact”** and use the drop-down arrow to select owner/contractor/etc. Then, click **“Next”**.

✓

✓

3

4

5

6


LocationsTypeContactsMore InfoAttachmentsReview and Submit

CONTACTS

CONTRACTORS shall have a current City of Merced Business License before permit is issued. [CONTACT FINANCE: 209-385-6843](tel:209-385-6843)
[EMAIL BLInquiry@cityofmerced.org](mailto:EMAIL.BLIquiry@cityofmerced.org)

If you are an **Owner/Builder**, choose Owner/Builder under *Contractor contact type*.


Applicant



IS Test (You)

1234 Test Street


Contractor



IS Test (You)

1234 Test Street

Property Owner



IS Test (You)

1234 Test Street

Applicant ▼

Add Contact

+

Back


Create Template

Save Draft

Next

CITY OF MERCED ENGINEERING DEPARTMENT

11. Please fill in the required information, then click **“Next”** at the bottom of the page.



A progress bar with six steps: 1. Locations (green checkmark), 2. Type (green checkmark), 3. Contacts (green checkmark), 4. More Info (blue circle with number 4), 5. Attachments (grey circle with number 5), and 6. Review and Submit (grey circle with number 6).

MORE INFO

If you need assistance with this application process, please contact our office (925) 671-5200 during regular city hall business hours.

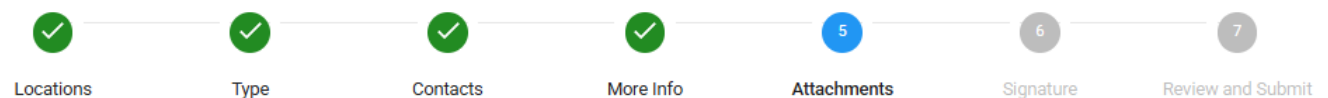
Buttons: Back, Create Template, Save Draft, Next. A yellow arrow points to the Next button.

12. Please **“Add Attachments”**, then click **“Next”**.

Note: This is where Construction, Planning/Zoning, Engineering Documents are uploaded for Plan Review.


Apply for Permit - New Development - \$100k+

*REQUIRED



A progress bar with seven steps: 1. Locations (green checkmark), 2. Type (green checkmark), 3. Contacts (green checkmark), 4. More Info (green checkmark), 5. Attachments (blue circle with number 5), 6. Signature (grey circle with number 6), and 7. Review and Submit (grey circle with number 7).

Attachments



Four blue cards for adding attachments:

- Business License**
Add Attachment
Supported: .pdf
REQUIRED
- Conditions of Approval...**
Add Attachment
Supported: .pdf
REQUIRED
- Site Plan - New Construction &...**
Add Attachment
Supported: .pdf
REQUIRED
- Select Type**
Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

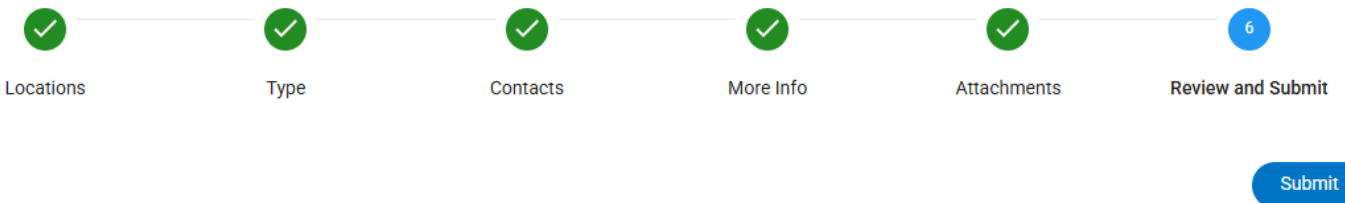
Buttons: Back, Create Template, Save Draft, Next

CITY OF MERCED ENGINEERING DEPARTMENT

13. Please review your information, then click **“Submit”** at the bottom of the page.

Upon completion of the review, City of Merced Staff will process an invoice indicating the fees are due and payable and advise the amount of the permit fees due. These fees can be paid in the portal. The permit will not be issued until the fees have been paid.

In some instances, Plan review will not begin until the Plan review fees are paid.



After payment has been made, you will receive an email receipt, forward the email receipt to encroachmentpermit@cityofmerced.org

RECEIPT@CITYOFMERCED.ORG
City of Merced Receipt

3:49 PM

City of Merced Receipt
RECEIPT@CITYOFMERCED.ORG

Receipt_Invoice_000208_0013.pdf
53 KB

You don't often get email from receipt@cityofmerced.org. [Learn why this is important](#)

Dear City of Merced Customer,

Your payment has been successfully made. As a proof of your payment, the receipt is attached to this email in PDF format. This email address does not accept inbound messages. Should you need assistance please contact the number below.

Best regards,

City of Merced

678 W 18th Street

Merced, CA 95340

209-388-7900

[NOTICE: This message originated outside of City of Merced -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]