

Citizen Self-Service

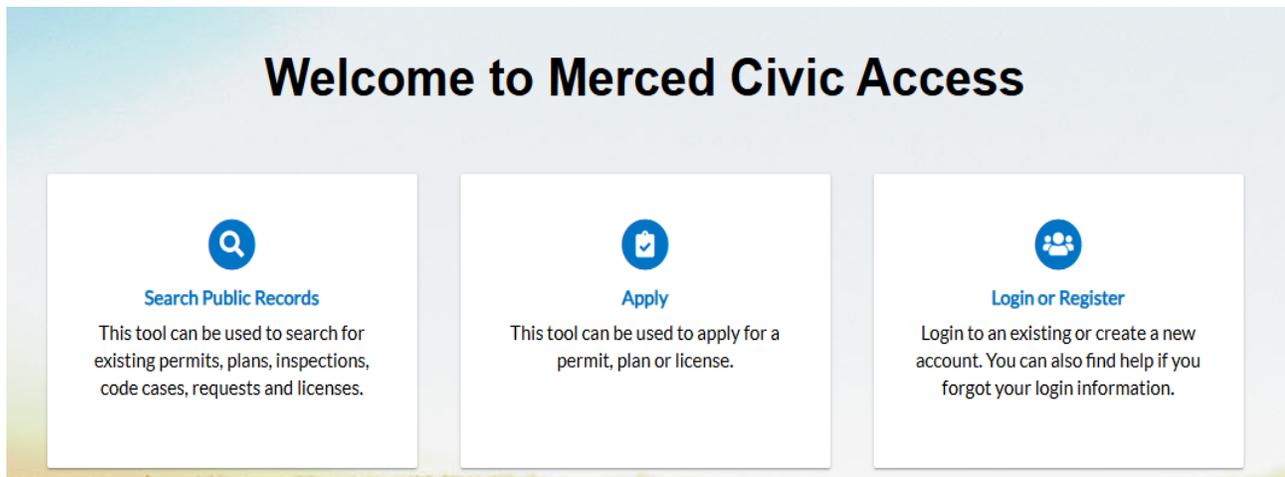
User Guide

How to Apply for a Permit

The online component of our Civic Access Guide that allows citizens to view basic information related to Permits, Plans, Inspections, Business Licenses, and Code Cases.

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.

STEP 2: Log in with your credentials.

CITY OF MERCED BUILDING DEPARTMENT

How to Apply for a Permit

Log In

* Username

* Password

[Log In](#)

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

STEP 3: 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 - Residential	Description: 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 - Residential	Description: Accessory Structure to a Single Family Dwelling such as a Tool Shed or Storage Building
Building (Residential) Addition	Apply
Category Name: Building - Residential	Description: Adding Square Footage to the Footprint of a Residential Home Including 2nd Floor

STEP 4: Choose the correct “Permit Application” from the list provided.

CITY OF MERCED BUILDING DEPARTMENT

How to Apply for a Permit

Application Assistant

Search for application names and keywords

[All](#) [Trending](#) [My History](#) [LICENSES](#) **PERMITS** [PLANS](#)

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

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NEED HELP LOCATING YOUR PERMIT TYPE?

Click here to find a list of permit types for a specific Category

[2. Find a permit type.pdf](#)

STEP 5: Add the “Location”, click “Next” located at the bottom right.

Apply for Permit - Alteration/Repair (Residential) *REQUIRED

1 Locations 2 Type 3 Contacts 4 More info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

This application can generally be used for only 1 parcel.

Location

Add Location

+

REQUIRED

← “Add”

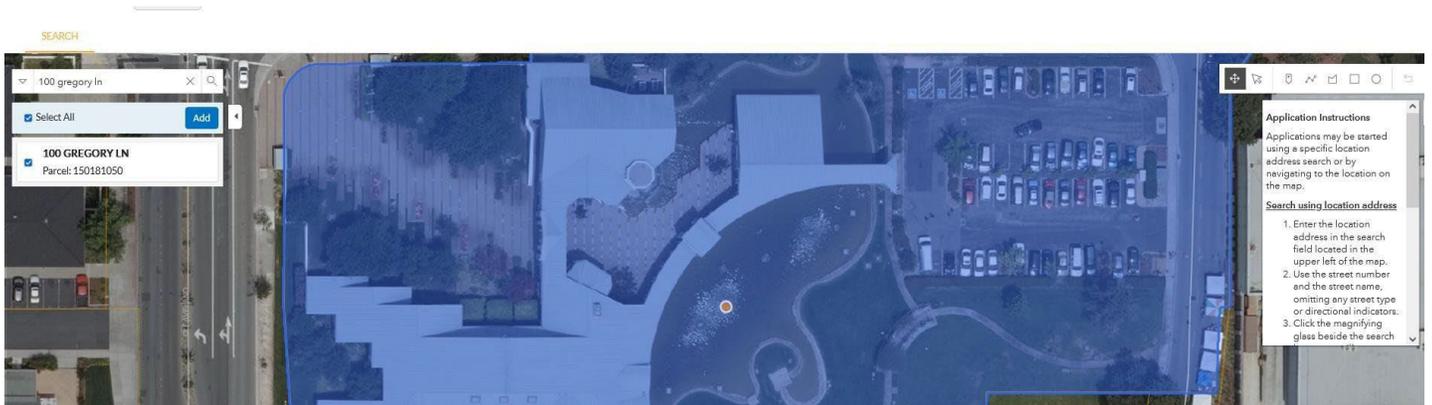
[Create Template](#) [Save Draft](#) [Next](#) ←

CITY OF MERCED BUILDING DEPARTMENT

How to Apply for a Permit

STEP 6: Type in the address, then search. From the list, select the correct address and click the **“Add”** button.

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



STEP 6: (Cont.) Click **“Next”**.

STEP 7: Enter a brief description of the work. **If required**, please add the valuation and square footage, then click **“Next”**. *Note: All building and trade permits require a “Valuation”, this number should reflect the value for materials and labor for the scope of labor.*

CITY OF MERCED BUILDING DEPARTMENT

How to Apply for a Permit

Apply for Permit - Alteration/Repair (Residential)

*REQUIRED



PERMIT DETAILS

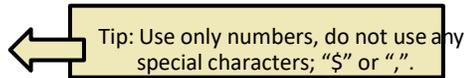
This information is generally not required for residential projects.

* Permit Type: Alteration/Repair (Residential) [v]

* Description: [Text Area]

* Square Feet: [Text Field]

* Valuation: [Text Field]



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STEP 8: If you are the **“Applicant”**, please make sure your information is included. Please add owner contact information by clicking **“Add Contact”** and use the drop-down arrow to select owner. Then, click **“Next”**.



CONTACTS

CONTRACTORS shall have a current City of Merced Business License before permit is issued. **CONTACT FINANCE:** 209-385-6843
EMAIL: BLInquiry@cityofmerced.org

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

<p>Applicant</p> <p>IS Test (You)</p> <p>1234 Test Street</p>	<p>Contractor</p> <p>IS Test (You)</p> <p>1234 Test Street</p>	<p>Property Owner</p> <p>IS Test (You)</p> <p>1234 Test Street</p>	<p>Applicant [v]</p> <p>Add Contact</p> <p>+</p>
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CITY OF MERCED BUILDING DEPARTMENT

How to Apply for a Permit

STEP 9: Please enter any relevant information, then click “Next” at the bottom of the page.

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

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

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STEP 10: Please “Add Attachments”, then click “Next”.

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

Locations Type Contacts More Info **Attachments** Review and Submit

Attachments

If you are the Contractor doing the work, you shall complete (sign and date) the Contractor Declaration and attach this section, otherwise your application will be deemed incomplete.

If you are an Owner/Builder doing the work, you shall complete (sign and date) the Owner/Builder declaration and attach this section, otherwise your application will be deemed incomplete.

PICK FROM THE DROP-DOWN MENU TO UPLOAD ANY OTHER DOCUMENT TYPE NEEDED-IF THE DOCUMENT TYPE IS NOT AVAILBALE CONTACT INSPECTION SERVICES FOR ASSISTANCE 209-385-4773.

Declaration

2024 Approved Holiday Tree Plan.pdf

Size: 219.82 KB

Remove

Select Type

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

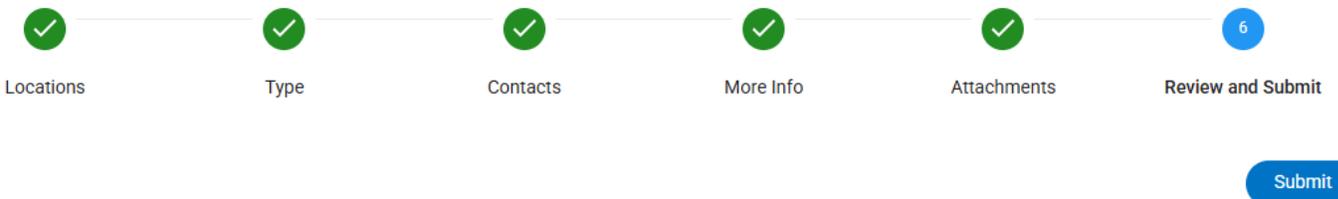
Back Create Template Save Draft **Next**

CITY OF MERCED BUILDING DEPARTMENT

How to Apply for a Permit

STEP 12:

Please review your information, then click “**Submit**” at the bottom of the page. Upon completion of the review of the construction documents, City of Merced Staff will typically send an invoice indicating the plan review fees or building permit 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 for Building permits to inspectionsservicesweb@cityofmerced.org

