



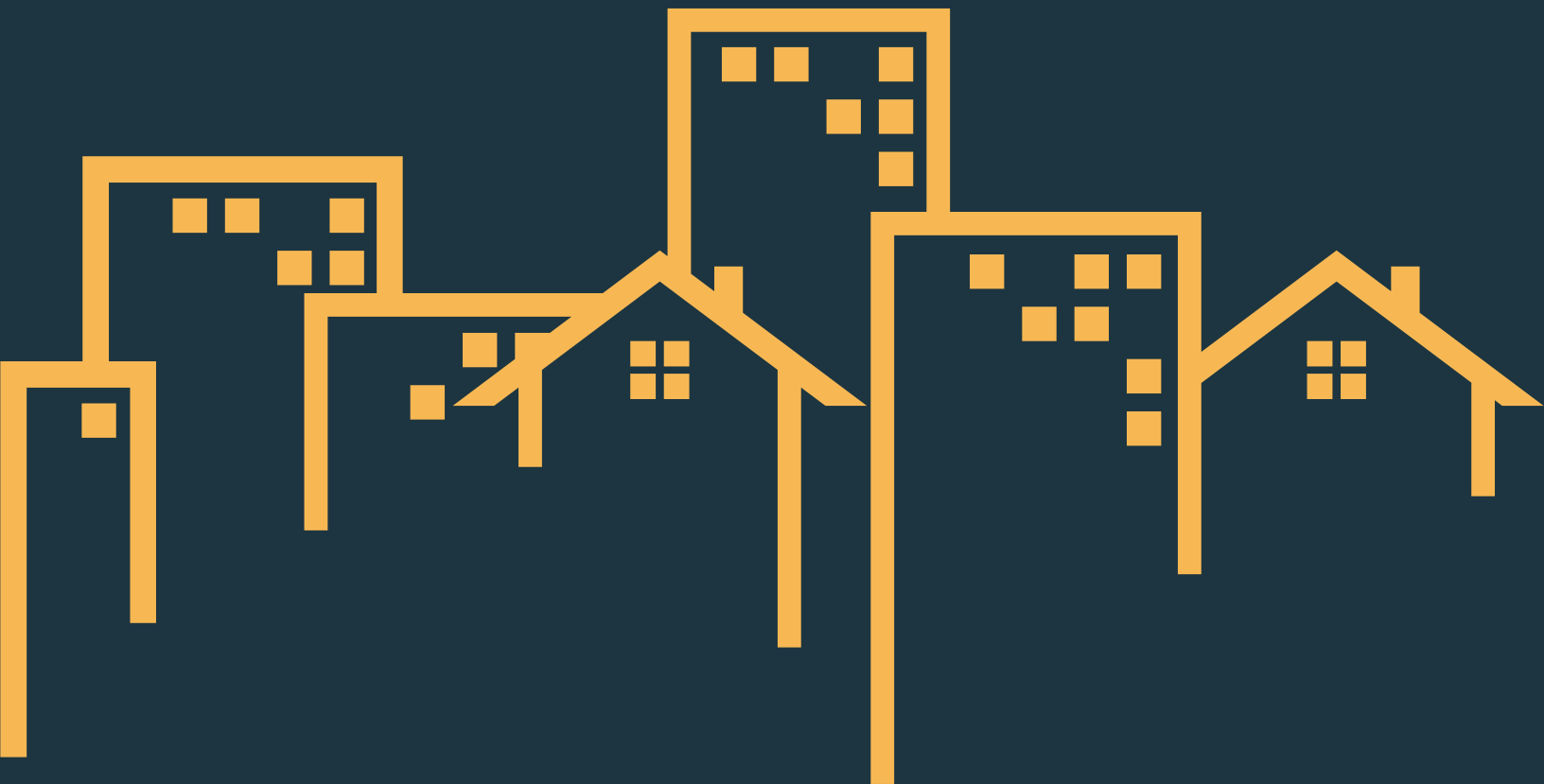
CITY OF MANTECA
DEVELOPMENT SERVICES DEPARTMENT
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CITY OF MANTECA

BUILDING PERMIT

AMNESTY PROGRAM

www.manteca.gov/departments/development-services/building-safety



CITY OF MANTECA BUILDING PERMIT AMNESTY PROGRAM



The Building Permit Amnesty Program creates a streamlined process to legalize unpermitted construction and bring it into compliance with zoning and building regulations.

After acceptance into the Building Permit Amnesty Program enforcement activities will be paused while the project is actively in the permitting process.

<https://www.manteca.gov/departments/development-services/building-safety>

PROGRAM HIGHLIGHTS

- APPLICATIONS FOR AMNESTY WILL BE ACCEPTED FROM JANUARY 1, 2026 THROUGH DECEMBER 31, 2026
- ALL TYPES OF RESIDENTIAL PROJECTS WILL BE CONSIDERED FOR ACCEPTANCE INTO THE BUILDING PERMIT AMNESTY PROGRAM
- ONCE AN APPLICATION FOR THE PROGRAM IS SUBMITTED ALL CODE ENFORCEMENT FINES AND FEES WILL BE PAUSED WHILE THE APPLICANT IS ACTIVELY WORKING TOWARDS COMPLETION (NOT APPLICABLE TO CURRENT CODE ENFORCEMENT CASES)
- PROJECTS WILL BE REQUIRED TO COMPLY WITH ALL ZONING AND BUILDING CODES
- AT COMPLETION OF THE PROJECT IT WILL BE IN FULL COMPLIANCE AND WILL RECEIVE AN UPDATED CERTIFICATE OF OCCUPANCY



CITY OF MANTECA BUILDING PERMIT AMNESTY PROGRAM



What is eligible for the Building Permit Amnesty Program?

The Building Permit Amnesty Program is designed to ensure public safety while offering a practical solution for homeowners with unpermitted structures or improvements on their property. It balances the need for compliance with the difficulties of retrofitting older buildings, making it feasible for homeowners to bring their properties up to code with minimum financial burdens. The program will allow the City to permit and approve unpermitted construction work. Property owners who apply to the Building Permit Amnesty Program may have the unpermitted construction at their property permitted by the City, provided that the work and materials comply with all minimum program and building code requirements as defined by the Health and Safety Codes and the California Building Standards Code (Title 24, California Code of Regulations) and City of Manteca Zoning Regulations. It is important to note that only residential structures or improvements that do not have existing Code Enforcement cases qualify under this program.

What is unpermitted construction work?

Unpermitted construction work is any work completed at a property for which no building permit was obtained. This might include an ADU, kitchen remodel, addition, replaced water heater, or more. Please call Building Safety for more information..

What Zoning and Building Codes must be complied with?

It will be necessary for the unpermitted construction to comply with all Zoning Regulations and Building Codes in effect at the time the construction occurred.



CITY OF MANTECA BUILDING PERMIT AMNESTY PROGRAM



Will the City need to perform any inspections as part of the program enrollment process?

Yes, a critical part of the program will involve a City building inspector assessing the unpermitted construction to determine whether any health or life safety violations need to be corrected. Inspections will be conducted as necessary, and the property owner must consent to these inspections as a condition of participating in the program.

How quickly must corrective work be completed?

Significant health and life safety violations as defined by California Health and Safety Code Section 17920.3 must be corrected within thirty (30) days. All necessary building permits and zoning approvals must be obtained to correct violations and any other work required to legalize undocumented construction within one year from the date of program application. All construction or modifications to the unpermitted work, if required, must be completed within one year from the date the building permits are issued.

Is it possible to “back out” of the program?

It is possible to “back out” of the program before the city inspects the unpermitted construction to determine whether any health or life safety violations require correction. Potential program applicants are encouraged to participate in pre-application discussions with City staff to educate and inform themselves of their rights and obligations once they enroll in the program so that they may make informed decisions.



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Will any permit or development fees need to be paid as part of the Amnesty Program?

Yes, as per California Government Code Section 66014, building permit or development fees will need to be paid. The amount of the required fee would be based upon the current city fee schedule. However, all potential Code Enforcement Fines will be paused provided there is continued progress towards permitting and permit completion as determined by the City.

Will it be necessary to prepare any building plans?

Possibly. Depending upon the work being applied for, plans completed by a design professional may be required. At minimum, a fully dimensioned plot plan and floor plan(s) of the existing building are required. The plot plan and floor must be drawn to scale in compliance with the California Building Code and must meet the submission standards provided by the city. Please see the attached submittal checklist.

What happens if a property is sold after enrollment in the program?

If the property is sold after the program enrollment, the seller must obtain all the required building permits for repairs or correction work before the transfer of property title. The seller is required to disclose any unpermitted work, and the permits must be transferred to the new owner, who will then be responsible for completing all necessary corrective work.



CITY OF MANTECA BUILDING PERMIT AMNESTY PROGRAM



Relevant State Law References:

Senate Bill 1226:

Provides guidelines for retroactive permits and sets standards for evaluating existing unpermitted structures under current building codes.

California Building Code (CBC):

Outlines safety standards and requirements for all buildings.

Chapters related to structural, health & safety, and egress are crucial for this program.

California Existing Building Code (CEBC):

Specializes in the application of current codes to existing buildings, including historic buildings, and outlines alternative compliance paths.

Health and Safety Code:

Defines substandard conditions and gives local authorities the power to enforce corrections on structures that pose risks to health and safety.



CITY OF MANTECA BUILDING PERMIT AMNESTY PROGRAM



Initial Application Procedures

1. Complete the "Application for Building Permit Amnesty Program" and submit it along with all documents included in the "Unpermitted Construction Submittal Checklist" via the City's online permit portal (<https://aca-prod.accela.com/MANTECA/Default.aspx>) as a "Residential Amnesty" permit application.
2. After reviewing the application and the supporting documents for completeness the City will apply the \$77 administrative fee to the application via the online permit portal. This fee is required to be paid to proceed in the program.
3. The City will review the application and determine if the application can be approved for the program.
 - a. If approved, staff will contact the applicant to pay the amnesty inspection fee of \$75.50 and work with the applicant to arrange an inspection of the unpermitted work.
 - b. If denied – further processing ceases, and the applicant is advised of reasons for the denial and possible options.
4. Inspection: A mutually agreeable date and time will be set for City staff to conduct the investigation inspection of the unpermitted work to:
 - a. Determine the date of construction (if necessary).
 - b. Identify any immediate health or fire and life safety issues that need to be resolved prior to permit issuance



CITY OF MANTECA BUILDING PERMIT AMNESTY PROGRAM



Inspection Procedures

1. Inspections of unpermitted work are conducted Monday through Thursday. The applicant or an adult representative of the applicant must be present at these inspections. Inspections will be conducted in compliance with the California Building Code and may include the need for pictures of the existing work to be taken.
2. Within the seven (7) days following the Inspection, the applicant will be provided with a written inspection report that identifies all health and life safety violations and other issues that must be resolved for the City to permit the unpermitted construction. The inspection report will identify the necessary building permits and planning approvals for the unpermitted construction to be permitted by the City. The inspection report will be uploaded to the City's online permit portal.
3. The applicant will then submit the necessary documentation and information (if any needed) to obtain required permits and approvals.
4. Permits are reviewed and issued in accordance with the California Building Codes.
5. Any corrective work for the project to comply with the California Building Codes must be completed within one year from the date permits are issued.
6. City finalizes the Permit Amnesty Program building permit and updates City records.





Application for Building Permit Amnesty Program

Property Address: _____

Property Owner Information:

Name: _____

Phone Number: _____

Mailing Address (Street, City, State, Zip): _____

**Description of Work Requested to be Permitted by the Building Permit Amnesty Program
(Describe specifically all work to be included):**

**Supporting Information (Please include additional pages if necessary and attach copies of
any supporting information as “Supporting Documents” in Accela):**

Date of Construction (Provide copies of receipts, contracts, etc. with application):

Does the application include the permitting of a dwelling unit? ☐ Yes ☐ No

Applicant's Certification

I certify that I have read all information in this application package and state that the information given in this application is true and correct to the best of my knowledge. I hereby authorize representatives of the City to enter upon the above-mentioned property for inspection purposes related to this application.

Signature of applicant

Date

Print name



Settlement Agreement

This application package, upon approval by the City of Manteca, constitutes a settlement agreement between the property owner(s) and the City of Manteca to resolve all building and housing violations or non-compliance associated with the subject project and that, absent propertyowner's breach of this settlement agreement, the City willnot assess or collect any ordinary investigative fees on any "as built" unpermitted work or otherrequired permits issuedfor any work associated with this project provided there is continual progress by the applicant towards permit issuance and completion. As a term of this Settlement Agreement, the property owner agrees to defend, indemnify, and hold harmless the City its officers, officials, agents, employees, and volunteers from and against any and all claims, demands, actions, losses, damages, injuries, and liabilities directly or indirectly (including any and all costs and expenses in connection therewith) arising out of or related to the property owner's application package and subsequent approval by the City, or the property owner's failure to comply with any of their obligations arising out of or related to this application package and approvals by the City. This provision does not apply to the active negligence or willful misconduct of the City, its officers, agents, employees, or volunteers arising out of or related to this application process and approvals by the City.

Property Owner:

Signature of applicant

Date

Print name

City of Manteca:

Signature of applicant

Date

Print name

CITY OF MANTECA BUILDING PERMIT AMNESTY PROGRAM



Unpermitted Construction Submittal Checklist

- Building Permit Application through the City's online permit portal.
<https://aca-prod.accela.com/MANTECA/Default.aspx>
- Site Plan (as applicable) – fully dimensioned and drawn to scale (showing the location of the main home, other structures, setbacks, and utilities). A site plan is not necessary for improvements only made to the interior of a dwelling or garage.
- Floor Plans (as applicable) – all floors of the subject structure that are fully dimensioned and drawn to scale, Floor Plans (existing and proposed), Elevations, Roof Plan, Cross Sections, Structural Plans (framing, foundation, etc.), Title 24 Energy Compliance Documents. Depending on the structure and type of construction these may be required to be done by a licensed design professional, please contact staff for more information.
- Photos (if available)
- Copies of construction contracts, receipts, etc. (if available) – Showing approximate date of construction if previous code cycles are being proposed for use and determination of code requirements.



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Typical Health and Life Safety Violations

The City of Manteca requires all Health and Life Safety violations to be corrected within 30 days from the date the city building inspector identifies them. Health and Life Safety violations include but are not limited to the following:

1. Lack of adequate means of egress (exiting)
2. Lack of smoke detectors in each sleeping room and each hallway or room leading to sleeping rooms
3. Holes or gaps in wall and ceiling finish in occupied rooms
4. The door which swings open over a step without landing
5. Stairways with rise heights that vary more than 3/8-inch
6. Excessive stairway rise height or substandard stairway run length
(Apartments: Rise < 7", Run > 11") (Single Family Dwelling: Rise < 8", Run > 9")
7. Enclosed usable space under stairs without 1-hour fire-rated protection
8. Lack of rescue windows in sleeping rooms and basement (openable area > 5.7 square feet, opening height > 24", opening width > 20")
9. Lack of handrails and/or guards at stairs
10. Lack of guardrail at porch, deck, or landing more than 30" above grade
11. Gas appliance with pilot light in sleeping room (water heater, furnace, etc.)
12. Lack of address numbers visible from the street
13. Lack of 1-hour occupancy separation between attached garage and living space
14. Lack of 1-hour occupancy separation between any common storage area or laundry room and any living space in an apartment building
15. Lack of a door between toilet room and food preparation area
16. Exit door without thumb latch (key required to exit)



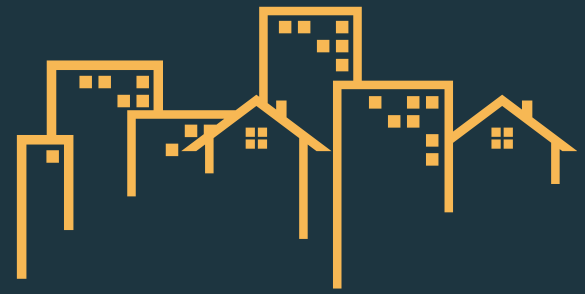
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17. Lack of natural light and ventilation in occupied room (windows > 10 % of floor area, openings > 5% of floor area)
18. Lack of hot and cold-water supply
19. Lack of adequate air gap at tub or sink (faucet discharge <1-½" above flood rim)
20. Lack of earthquake bracing at the water heater
21. Lack of combustion air in the water heater or furnace room
22. Lack of adequate heating in occupied rooms (70 degrees at point 3 feet above the floor)
23. Lack of or inadequate venting of the sewer system
24. Lack of adequate flue from water heater or gas heater / furnace
25. Plastic sewer drain exposed at the exterior of the building
26. Lack of adequate gas shutoff valve at water heater or furnace
27. Lack of adequate temperature & pressure relief valve (T&P Valve) at water heater
28. Open sewer pipe or sewer clean out without proper cap or plug
29. Lack of approved dryer exhaust vent
30. Lack of p-trap at the sink drain
31. Missing or damaged light fixtures, receptacles, and/or switches
32. Lack of ground fault protected (GFI) receptacles in wet areas (within 6 feet of kitchen or bathroom sink and bathtub or shower)
33. Exposed and/or damaged wiring
34. Reverse polarity at receptacles
35. Unsafe electrical equipment
36. Damaged or missing cover plates
37. Open conductors
38. Wire splice/connection outside of approved junction box
39. Lack of proper cover at electrical panel



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MINIMUM CEILING HEIGHTS IN DWELLING UNITS

Codes	Effective Dates	Habitable Rooms	Sleeping Rooms	Kitchens	Toilet Rooms	Laundry, Storage, Utility Rooms	Corridors & Hallways	Basement with no habitable space or hallways
1927 - 1940	5/21/29-8/5/46	None	None	None	None	None	None	None
1946	8/6/46-8/14/50	7'-6" in 40 sq. ft. min.	7'-6" in 40 sq. ft. min.	7'-6" in 25 sq. ft. min.	None	None	None	None
1949 - 1964	8/15/50-1/17/72	7'-6" in 40 sq. ft. No portion may be less than 5'0"	7'-6" in 40 sq. ft. No portion may be less than 5'0"	7'-6" in 25 sq. ft. No portion may be less than 5'0"	7'-6" No portion may be less than 5'0"	None	None	None
1970 - 1973	1/18/72 - 10/31/77	7'-6" Exceptions #1 & #2	7'-6" Exceptions #1 & #2	7'-6" Exceptions #1 & #2	7'-0" Exceptions #1 & #2	7'-6" Exceptions #1 & #2	7'-0" Exceptions #1 & #2	None
1976 - 1979	11/1/77 - 12/16/85	7'-6" Exceptions #1 & #2	7'-6" Exceptions #1 & #2	7'-6" Exceptions #1 & #2	7'-0" Exceptions #1 & #2	7'-0" Exceptions #1 & #2	7'-0" Exceptions #1 & #2	None
1985 - 2007 CBC	12/17/85 - 12/31/07	7'-6" Exceptions #1, #2 & #3	7'-6" Exceptions #1, #2 & #3	7'-0" Exceptions #1, #2 & #3	7'-0" Exceptions #1, #2 & #3	None	7'-0" Exceptions #1, #2 & #3	None
2008 - 2010 CBC	1/1/08 - 12/31/16	7'-6" Exceptions #1 & #2	7'-6" Exceptions #1 & #2	7'-0" Exceptions #1 & #2	7'-0" Exceptions #1	7'-0" Exceptions #1	7'-6" Exceptions #1, #2, #4, & #5	None
2010 CBC - 2013 CRC	12/31/2016	7'-0" Exceptions #1, #6, & #7	7'-0" Exception #1	7'-0" Exception #1	7'-0" Exceptions #1 & #6	7'-0" Exception #1	7'-0" Exception #1	6'-8"
2016 CBC / 2019 CBC / 2022 CBC	1/1/2017	7'-6" Exception #1	7'-6"	7'-0"	7'-0"	7'-0"	7'-6"	6'-8" Exceptions #1, #6, & #7
2016 CRC / 2019 CRC / 2022 CRC	1/1/2017	7'-0" Exceptions #1, #6, & #7	7'-0" Exceptions #1, #6, & #7	7'-0" Exceptions #1, #6, & #7	6'-8" Exceptions #1, #6, & #7	6'-8" Exceptions #1, #6, & #7	7'-0" Exceptions #1, #6, & #7	6'-8"



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Exception #1 -- If any room in a building has a sloping ceiling, the prescribed ceiling height is required in only one-half the area. No portion of the room measuring 5 feet from the finished floor to the finished ceiling shall be included in any computation of the minimum area.

Exception #2 -- If any room has a furred ceiling, the prescribed ceiling height is required in two-thirds of the area thereof, but in no case shall the height of the furred ceiling be less than 7 feet.

Exception #3 -- Where exposed beam ceiling members are spaced at less than 48" on center, ceiling height shall be measured to the bottom of these members; where exposed beam ceiling members are spaced at 48" or more on center, ceiling height shall be measured to the bottom of the deck

Exception #4 -- In one- and two-family dwellings, beams or girders spaced at least 4 feet on center, projecting not more than 6 inches below the required ceiling height.

Exception #5 -- 7'-0" minimum ceiling height allowed in residential buildings built prior to 1942. (AMC Section 13-2.2).

Exception #6 – The ceiling height above bathroom and toilet room fixtures shall be such that the fixture can be used for its intended purpose. A shower or tub equipped with a showerhead shall have a ceiling height of not less than 6'-8" (2032 mm) above an area of not less than 30 inches (762 mm) by 30 inches (762 mm) at the showerhead.

Exception #7 – Beams, girders, ducts, or other obstructions in basements containing habitable space shall be permitted to project to within 6'-4" (1931 mm) of the finished floor.



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REQUIREMENTS FOR REPLACING BEDROOM WINDOWS IN EXISTING HOMES

Minimum of one (1) window per bedroom unless there is a door to the exterior. Every sleeping room below the fourth story and dwelling units in basements and shall have at least one operable window or door approved for emergency escape or rescue that opens directly into a public street, public alley, yard, or exit court. The emergency door or window shall be operable from the inside to provide a complete, clear opening without using separate tools.

Requirements:

1. The net clear opening shall have a minimum net clear openable area of 5.7 square feet.
2. The minimum net clear open width dimension shall be 20 inches.
3. The minimum net clear open height dimension shall be 24 inches.
4. The finished sill height shall be at most 44 inches above the floor.
5. Allow for the size of the frame when calculating or measuring for the required opening area.

Year House Constructed	Does CBC require bedroom egress?	Net Opening Size	Minimum Opening Dimensions (see below)	Sill Height (maximum from finished floor)
Prior to 1964	Window Size Only	6 sq. ft.(Window size only)	None	None
1964 to 1980	Yes	5 sq. ft.	22 inches – height 22 inches - width	48 inches
1980 to Present	Yes	5.7 sq. ft.	24 inches – height 20 inches – width	44 inches



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Minimum Opening Sizes of at Least One (1) Bedroom Window to Meet Requirements for Emergency Escape and Rescue (in inches)

Width	20.0	20.5	21.0	21.5	22.0	22.5	23.0	23.5	24.0	24.5	25.0	25.5	26.0	26.5	27.0
Height	41.0	40.0	39.1	38.2	37.3	36.5	35.7	34.9	34.2	33.5	32.8	32.2	31.6	31.0	30.4
Width	27.5	28.0	28.5	29.0	29.5	30.0	30.5	31.0	31.5	32.0	32.5	33.0	33.5	34.0	34.2
Height	29.8	29.3	28.8	28.3	27.8	27.4	26.9	26.5	26.1	25.7	25.3	25.1	24.9	24.1	24.0

EXAMPLES OF BUILDING PERMIT AMNESTY PROJECT TYPES



CITY OF MANTECA BUILDING PERMIT AMNESTY PROGRAM



AMNESTY INSPECTION REPORT

INSPECTION LOCATION: _____

INSPECTION DATE: _____

HEALTH AND SAFETY VIOLATIONS FOUND: _____

TIMEFRAME FOR CORRECTION OF VIOLATIONS: _____

FURTHER OCCUPANCY RESTRICTED BASED ON IMMEDIATE LIFE SAFETY
VIOLATIONS? ☐ YES ☐ NO

TYPE OF PERMIT(S) REQUIRED: _____

INSPECTOR: _____ DATE: _____

