



COMMERCIAL | BRICK & MORTAR PERMIT REVIEW PROCESS

Building Division | 209.456.8550 | matecapermits@manteca.gov
Planning Division | 209.456.8540 | planning@manteca.gov

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Discuss with Building and Planning staff members if your prospective business is allowed at the proposed business location.

Remember to ask:

- Is the proposed business location zoned for my business type?*
- Will I need a Planning or Building permit before moving forward with anything else?*
- What should I consider if I plan to make modifications to my business in the future that may involve more services, expand operations, or increase the buildings footprint?*



2

Determine which City, County, or State Agency approvals and/or requirements apply to your business.

Things to consider:

Businesses that involve the sale and/or preparation of food, alcohol: the storage or handling of hazardous/toxic/combustible materials, will likely require approval, licenses, and/or certifications from San Joaquin County and/or State Regulatory Agencies.



3

Determine requirements if your business will be a new building tenant or make building improvements.

What to expect:

- If you are a new business tenant to an existing building, a Certificate of Occupancy from the Building Division is required before beginning business operations.*
- Most building improvements that involve moving walls, installing equipment, and plumbing or electrical work require a building permit and assistance from a licensed professional.*

4

Once all applicable City requirements, including Building, Planning, and any other County or State requirements have been satisfied, you will be instructed to apply for a Business License.

Disclaimer:

- Most Building and Planning permits are a one-time processing fee. The Business License is an annual fee.*

