

Dear Development Community,

We are excited to announce effective January 2, 2024, all Tract Development Building permits will be processed through the Menifee Permit Portal - [Accela Citizen Access](#). This process aims to streamline our workflow and drive better results for Tract Development permitting within the City of Menifee.

Please review the attached PowerPoint for a quick overview and helpful information for the new process. Please use the information below for reference when submitting permits online.

**Account Requirements:**

- Register for an account on Menifee Permit Portal - [Accela Citizen Access](#).

**Document Requirements:**

- The required documents for Repeat Tract Homes are Building Permit Application, Licensed Declaration, and Processing Spreadsheet.
  - Information for the home, walls and solar must be included on both the Building Permit Application and the Processing Spreadsheet.

**Data Entry Requirements:**

- For Repeat Tract Homes, select Permit Type: Residential New.
- All information must be entered in ALL CAPS.
- Under Detail Information - Project Name: the information must be entered in the following format: **COMMUNITY NAME-NSFR-LOT #** (THE WILLOWS -NSFR-LOT 6). See image below.
- Under Detail Information – Description of Work: the information must be entered in the following format:

**NSFR THE WILLOWS TR 32100 PH 1  
2300/420 SQ FT PORCH 71 SQ FT PLAN 3B  
LOT 60**

**SOLAR: 4.00 KW, 9 KWH ESS INTERIOR OF GARAGE  
WALL: 6 FT H X 55 L FT**

## Detail Information

**Project Name:**

THE WILLOWS-NSFR-LOT 6

**\*Description of Work:**

NSFR THE WILLOWS TR 32100 PH 1  
2300/420 SQ FT PORCH 71 SQ FT PLAN 3B  
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SOLAR: 4.00 KW, 9 KWH ESS INTERIOR OF GARAGE  
WALL: 6 FT H X 55 L FT

We understand that this transition may come with its challenges, be assured that staff will be available for your assistance during this time.

If you have any questions or need further clarification please reach out to Paradise Winters [pwinters@cityofmenifee.us](mailto:pwinters@cityofmenifee.us) or Bernice Watts [bwatts@cityofmenifee.us](mailto:bwatts@cityofmenifee.us).

Scan the QR code below to Register for a Menifee Permit Portal Account.

