



**City of Lathrop
Building Department**

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January 21, 2025

**2025 MANTECA UNIFIED SCHOOL DISTRICT (MUSD) SCHOOL FORM COMPLIANCE -
BULLETIN**

**NOTICE TO ALL APPLICANTS WHO APPLY FOR NEW CONSTRUCTION PERMIT APPLICATIONS, BOTH
RESIDENTIAL AND COMMERCIAL, SUBJECT TO SCHOOL DEVELOPER FEES.**

Due to an increasing number of non-compliant Certificates of Compliance (School Forms), an immediate process effective January 21, 2025, is now in place.

In compliance with Education Code §17620(b), The City of Lathrop Building Department upholds its responsibility to collect and complete the City portion of Certificate of Compliance (School Forms), as well as ensure payment of Developer Fees to the local School Districts before issuance of any Building Permit subject to Developer Fees. In River Islands, the Banta School District handles the process with Applicants on New Home Construction, and the City is required to verify School Forms and Developer Fee Payment for ADUs and other Residential Additions. Outside of River Islands, for the greater majority of Lathrop, Manteca Unified School District (MUSD) verifies Compliance on all New Residential AND Commercial Construction.

Recently, there has been difficulty between the School District, City Department, and Applicant regarding School Forms being submitted. School Forms are being submitted through the Lathrop Civic Access Portal (LCAP) have been losing fillable field function and are being deemed non-compliant per MUSD.

A new process – [MUSD School Forms Upload Requirements](#), is now available under the City of Lathrop Building Department's Applications and Forms Page, with instructions on how to correctly upload School Forms. Please review this new process, effective now, and submit accordingly. Any School Form submitted that does not comply with these requirements will be rejected by both the City and MUSD, and Applicants will need to reupload according to the new process. All uploaded School Forms must retain fillable fields, as outlined in the process.

Regards,

Ed Short

Ed Short, P.E., CBO, CFM
Chief Building Official