Portal Entry for a Residential Solar PV Permit

NOTE: The permit is not automatically issued. After you submit the application we will review for approval, once approved you will be able to make a payment. After payment is made, we will process and issue the permit. You can check the status of your permit application by returning to the portal.

Step 1 Permit Application – Description and Type
1. Application Type - Electrical
2. Describe Work – A brief description of the work to be performed
3. Building Use – Choose Residential
4. Model – Skip
5. Subdivision – Skip
6. Phase – Skip
7. Filing – Skip
8. Number of Stories – skip
9. Number of Units – skip
10. Total Sq. Ft. - enter 1
11. Basement Finish check box - skip
12. Type of Work EL – Select Solar Photovoltaic from the drop down menu
13. Owner Builder – Select No (this is for our homeowner projects)
14. Next Step

Step 2 Permit Type
1. Electrical already checked
2. Next Step

Step 3 Work Items
1. Check the box adjacent to Solar Photovoltaic (EL) Electrical Permit
2. Next Step

Step 4 Description of Work
1. Enter the Valuation, Labor and Material cost for the Project.
2. Next Step

Step 5 Location of Work Being Done
1. Enter the street address for the project.
2. Next Step

Step 6 Contacts
1. The applicant will auto populate using your registration information.
2. Click the Add Business/Contact from address book hyperlink to add a contractor. Select the name from the address book. <u>DO NOT</u> USE THE ADD NEW CONTACT LINK.
   NOTE: If you are applying as a contractor you still need to add your company as the Electrical Contractor even if you are already listed as the Applicant.
3. Next Step

Step 7 Upload Files

1. Please combine all files including the application into a single PDF for upload and upload the document to the Construction Plans section. If you do not upload to the Application Form you will receive a reminder box select OK

Step 8 Review and Submit
1. Review your application and make any corrections
2. Read and sign the application using the "Do you agree?" drop down box
3. Complete the Captcha.
4. Submit application

This completes the submittal process.