

SolarAPP+ Permit – CityTech Permit Center Submitting SolarAPP+ Permit Application

Process for Applying for a SolarAPP+ Permit

Once a solar project has been submitted and approved through the SolarAPP+ web site, then you may proceed to the CityTech Permit Center to fill out an application and obtain a City Permit. When applying for a permit through the CityTech Permit Center, make sure to have your SolarAPP+ ID and SolarAPP+ Checklist ready to add to submit. Applications 12345 KATELLA AVENUE 🖺 Save

To obtain a SolarAPP+ Permit, perform the following steps.

- 1. Create an account at <u>https://duarte.cts.city</u>
- 2. Login and begin a New Application
- 3. From the Project Type field, select SOLAR via SolarAPP+.
- 4. Fill out the required fields for the rest of th application.
- 5. Upload the SolarAPP+ Checklist to the doc upload area.
- 6. Review the application and click the Subm Application button.
- 7. After receiving a green checkmark that the application has been accepted, scroll down to the Invoices area of the screen to click the Pay Invoice button to pay the permit fees.
- 8. After receiving another green checkmark that the payment was successful, click Sign Permit.
- 9. All Done! Download the Permit and Job Card.

ollowing	Messages	Project Overview	Select SolarAPP+ for the Proje	ct Type
<u>ts.city/</u>	Project Overview	Project Type (required)		
	Applicant Info	SOLAR PANELS via SolarAPP+		
	Owner Info	Project Location Street # (required) Suite / Unit		
	Contractor la fe	12345 KATELLA AVEN	UE -	
	Contractor Info	City, State, Zip (required)		
	Project Info	Los Alamitos, CA 90720	Ŧ	
DLAR PANELS	Applications 12345 KA Application #2	plications 12345 KATELLA AVENUE Application ≇2325 Examples of required fields for a SolarAPP+ permit. Sav		
t of the ne document Submit	Messages	SolarAPP+ Approval ID (required)	Bedrooms	
	Project Overview	Kilowatts (required)	Number of bedrooms Stories (required)	
	Applicant Info	kW	Number of stories	
	Owner Info	New Square Footage	Existing Square Footage	
	Contractor Info	eg: 1450	eg: 1200	
		Solar - Conduit Confirmation (required)		
	Project Info	array in the most inconspicuous manner possible.		
	Project Documents	Solar - Paint Conduit Confirmation (required)		
	Review and Submit	 Confirm that the solar conduit for the solar system will be painted to match the house and roof. 		
Permit Detail	Inspections			
Plan Checks		No Inspections		
Inspections	Invoices Pay permit fees			
Invoices				
	5/4/2023 01671 \$4	50.00 \$450.00 🖃 Pay I	nvoice 🛓 Dowr	load
Messages 1	Permit Details	Permit must be signed before	it or the job card can be dowr	loaded.
Permit Detail			Sign	n Permit
Plan Checks	Status	✓ ISSUED		
Inspections				
	Application Number	0471 v	iew Application	
✓ Messages 1	Permit Details		📩 Download P	ermit
Permit Detail	Download th	e Permit and Job C	ard Download Job	Card
Plan Checks	Status	✓ ISSUED		
Inspections	Application Number	0471 Viev	w Application	