



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.

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

1. Create an account at <https://duarte.cts.city/>
2. Login and begin a New Application
3. From the Project Type field, select SOLAR PANELS via SolarAPP+.
4. Fill out the required fields for the rest of the application.
5. Upload the SolarAPP+ Checklist to the document upload area.
6. Review the application and click the Submit 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.