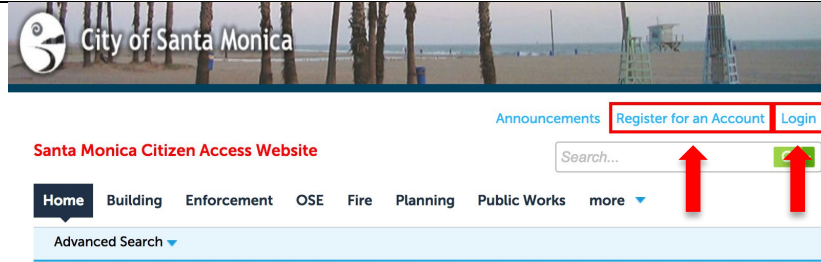




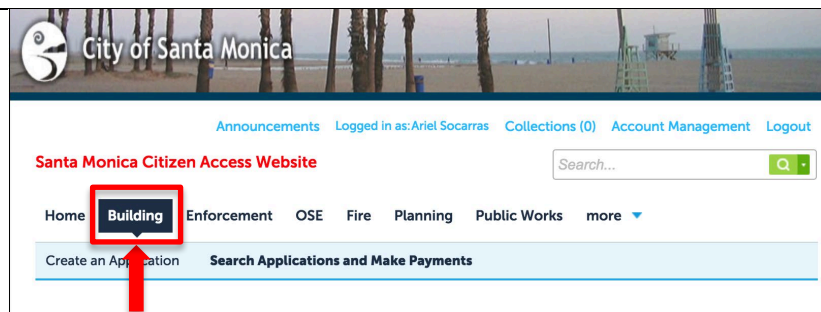
HOW TO SUBMIT A SolarAPP+ PERMIT APPLICATION IN CITIZEN ACCESS

1. Visit Santa Monica Citizen Access website at epermit.smgov.net/CitizenAccess;

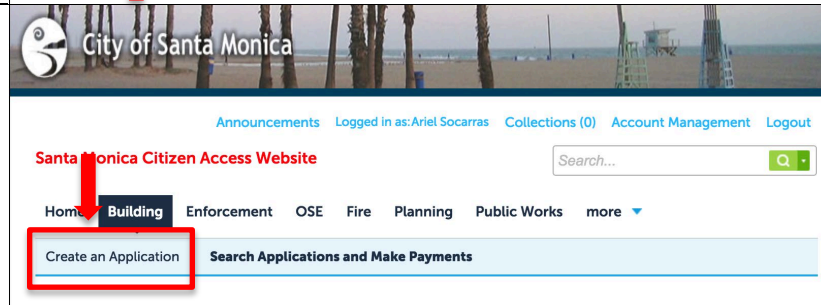
2. First-time users of Citizen Access must register a new account and login using new account.



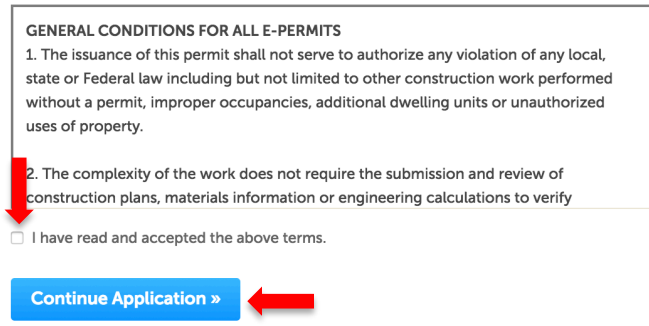
3. Select the 'Building' tab from the horizontal menu atop the active window;



4. Click 'Create an Application'



5. Check box to confirm acceptance of the website terms and click 'Continue Application'



6. Select 'Solar Permit with Solar APP Plus' project type and click 'Continue Application'

Note: Do not select any of the other available options.

- City Report - Residential Building Report
- Civil Unrest Repair Permit
- Commercial Building Permit Application
- New Mixed Use Building Permit Application
- Residential Building Permit Application
- Single Family e-Permit – Electrical Panel Upgrades and Rewiring up to 400 AMP Only
- Single Family e-Permit – Gas Shut Off Valve or Sewer Repair Only
- Single Family e-Permit – Kitchen and Bath Remodel (Non-Structural and Interior Work Only)
- Single Family e-Permit – Wall Heater Replacement Only
- Solar Permit with Solar App Plus

Continue Application »

7. Enter only the project Street Number and Street Name then select 'Search.' Parcel Number, Zoning, and Use Code fields should automatically be completed by system. Click 'Continue Application.'

1 Location 2 Contacts 3 Job Information 4 Review 5 Pay Fees 6

Step 1: Location > Page 1

* indicates a required field.

Address

Enter "Street No" and "Street Name" and click "Search" button. The program will auto enter the rest of the fields including Parcel and Owner Information.

*Street No.: 1685 *Street Name: MAIN ST Unit No.:
City: State: --Sel Zip:

Search **Clear**

Parcel

*Parcel Number: Zoning: Use Code:

Search **Clear**

8. Enter the requested project details. Click 'Continue Application.'

Step 2: Detail Information > Details

Additional Information

*Job Value(\$):

Custom Fields

SOLAR PERMIT WITH SOLARAPP

*Solar App: Yes No
*Solar App ID:
*Project Type: Solar
*System Size:
*Number of Panels:
*Inverter Equipment Rating:
*Inverter Model Numbers:
spell check

Continue Application »

9. Enter the contact information for the Licensed Professional. Select 'Add New' to create new contact information, or select 'Look Up' to search for prior contact information.

Step 2: Contacts > Page 1
 You are required to enter Licensed Professional Information. If you are a HOMEOWNER, please choose CSLB for the License Type and enter HOMEOWNER as the License Number. * indicates a required field.

Licensed Professional

If you are a HOMEOWNER, please choose CSLB for the License Type and enter HOMEOWNER as the License Number.

Add New **Look Up**

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Select from Account **Add New**

Contact

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Select from Account **Add New**

Continue Application » **Save and resume later**

10. In the 'Licensed Professional' tab, licensed contractors should fill in their information.

Licensed Professional Information x

*License Type: *State License Number: First: Last:

Name of Business: Business License #:

*Address Line 1: *City: *State: *Zip:

Primary Phone: Mobile Phone: E-mail:

Save and Close **Clear** [Discard Changes](#)

10. Upload the SolarAPP+ Approval document and the project plans, details, and specifications.

Click 'Add' button and follow prompts to upload documents.

Solar Permit with Solar App Plus


1 2 Detail Information 3 **Licensed Professional** 4 Documents 5 Review

Step 4: Documents > Documents

Attachment

The maximum file size allowed is 16 MB.
 html,htm,mht,mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add 

Continue Application »

11. After documents have been uploaded, identify the document type (e.g., approval, plans, etc.) and provide a document description for each uploaded document. Click 'Save' and then click 'Continue Application.'

Step 4: Documents > Documents

Attachment

The maximum file size allowed is 16 MB.
html,htm,mht,mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:
 --Select--
 Interconnection Agreement
 Other
 SolarApp Approval
 SolarApp Spec Sheets

100%

*Description:
 Provide a document description here

spell check

*Type:
 --Select--

File:
 Withdrawal.pdf
 100%

*Description:
 Provide a document description here

spell check

Save Add Remove All

Continue Application »

12. Upon completion of the steps above, you will be asked to review information prior to formal submittal. If correct, select 'Continue Application.'

13. Pay fees – Follow prompts to pay permit fees.

14. Permit confirmation is provided upon successful completion of fee payment.

15. Building permit is not considered issued until this last step is completed:

- The licensed contractor is required to complete the Required Permit Declarations for Licensed Contractors at <https://declarations.smgov.net/>.