

## Here are steps for Contractors to apply for the SolarAPP+ permit on Accela Citizen Access

1. Once plans are approved on SolarAPP+, the contractor will be directed to our landing page here: [Accela Citizen Access](#)



### City of Chino SolarAPP+

\* SolarAPP+ is currently in a pilot mode and access is limited. It will be fully released to all qualified contractors in October 2023!

#### 1. Eligibility to use SolarAPP+

- SolarApp automatic issuance is only available for PV Solar Panel Modules, Main Panel Upgrade, Subpanel and/or Energy Storage. By selecting additional components, your permit is no longer eligible for automatic issuance. If you are applying for same day auto-issuance, you will need to uncheck any additional components prior to continuing this application. You can then apply for the other items under separate permit, as applies. If you wish to continue on this single permit, you will need to upload necessary plans along with all other information, and your plans will be reviewed accordingly.

#### 2. Submit for Automated Review Through SolarAPP+

- Submit your design to [www.solarapp.nrel.gov](http://www.solarapp.nrel.gov) .
- **Login** or **Register** to get started.
- A \$25 processing fee will be charged by the SolarAPP+ website.
- [Click here](#) for a demonstration on SolarAPP+.

#### 3. Apply for Permit

- Apply for your [permit](#) .
- Click **New** → Click **Building Permit Application** → Accept the terms & conditions and click **Continue Application** → Click **Residential** and Select **Residential Solar**
- Provide your SolarAPP+ approval ID number and upload your plans and SolarAPP+ documents.

## 4. Getting an Inspection

- [Click here](#) to schedule an inspection once your project is complete.

2. The contractor will click the permit link from the landing page above and be taken to Accela Citizen Access "Online Permit Center" where they will **Log In** and **Apply**:

Home Search + New Schedule

Announcements Register for an Account Login

Home Building Planning Engineering Service Requests

Advanced Search

Sign In

USER NAME OR E-MAIL: \*

PASSWORD: \*

Forgot Password?

Sign In

Remember me on this device

Not Registered?  
CREATE AN ACCOUNT

3. The contractor will then **Apply** for a New Building Permit:

Home Building Planning Engineering Service Requests

Apply for a Permit Search Applications Schedule Inspection

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

4. And **Select Residential** → **Residential Solar**

Home Building Planning Engineering Service Requests

Apply for a Permit Search Applications Schedule Inspection

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

For New Address, Special Inspections, Special Inspector Registration, Refund Request, Permit Extension, Plan Review Extension, please select "Administration"  
For Master Tract or Master Solar Records, Please Select "Building Project"

Search

5. The contractor will input the **Information>Details** (i.e. SolarAPP ID) to begin the application.

1 Information 2 Contacts 3 Location 4 Work Details 5 Attachments 6 7 8

**Step 1: Information > Details** \* indicates a required field.

### Custom Fields

**SOLAR APP INFORMATION**

Solar App:  Yes  No

SolarApp ID: \*

PV Solar Panel Modules:

PV Solar Roofing Modules:

Roofing Modifications Required:

PV Solar Ground Modules:

System Size: \*  KW

Energy Storage System:

Main Service Panel:

Subpanel:

EV Charger:

Project Type:

[Save and resume later](#) [Continue Application »](#)

6. Input **Contact** and **Licensed Professional** information.

1 Information 2 Contacts 3 Location 4 Work Details 5 Attachments 6 7 8

**Step 2: Contacts > Contacts** \* indicates a required field.

### Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#)

### Licensed Professional List

To find a licensed professional, click the Look Up button. To edit a licensed professional, click the Edit link.

[Look Up](#)

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Business License #	Main Phone	Fax	Action
No records found.							

[Save and resume later](#) [Continue Application »](#)

7. Input **Location** of project and **Owner** information.

1 Information 2 Contacts 3 Location 4 Work Details 5 Attachments 6 7 8

Step 3: Location > Location \* Indicates a required field.

### Address

For best search results, only enter a Street No. and Street Name, then click Search and select appropriate address from the result list.

\*Street No.:  Direction:  \*Street Name:  Street Type:  Unit No.:

### Parcel

\*Parcel Number:

### Owner

Owner Name:  ⓘ

Address Line 1:

Address Line 2:

City:  State:  Zip:

8. Include a brief description for scope of work under **Work Details**.

Residential Solar

1 2 Contacts 3 Location 4 Work Details 5 Attachments 6 Review 7 8

Step 4: Work Details > Details \* Indicates a required field.

### Detail Information

Please enter information such as how many solar arrays? Include Location (Ground, roof, etc.) and the KW.

\*Scope of Work: ⓘ  
*Please be specific as to the details related to your application submittal and tract number.*

Tract Number:

9. **Attachments:** Upload Documents: **SolarAPP+ Spec Sheet, and SolarAPP+ approval document.** Other solar permits not going through the SolarAPP+ process will be required to upload an Application, Plans, and Structural Calculations.

Residential Solar

1 2 3 Location 4 Work Details 5 Attachments 6 Review 7 Pay Fees 8

**Step 5: Attachments > Documents**  
An electronic upload of a Completed Application form is required in order to complete your online application. To download a current copy of this forms, please click the following:  
[Application Form](#)

In addition, a Fire Permit may be required to be submitted prior to permit issuance.

\* Indicates a required field.

**Attachment**

Please Note: The following characters are **not accepted within the file name:** ! \* ' ; : @ & = + \$ , / ? % # [ ] " < > | The use of any special characters within the file name will result in an incomplete submittal, which could delay your application process and review timeline.

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Save and resume later](#) [Continue Application »](#)

10. **Review Application** and check certification box to proceed.

Residential Solar

1 2 3 4 Work Details 5 Attachments 6 Review 7 Pay Fees 8 Record Issuance

**Step 6: Review**

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 08/10/2023

[Save and resume later](#) [Continue Application »](#)

## 11. Pay Fees.

### Residential Solar

1	2	3	4 Work Details	5 Attachments	6 Review	7 Pay Fees	8 Record Issuance
---	---	---	----------------	---------------	----------	------------	-------------------

#### Step 7: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Note: Customers paying with cash or check receive a cash discount by paying the Cash or Check Total. Other methods of payment must pay the Grand Total.**

If you choose to pay by check; please include record number on check and make check payable to the City of Chino, and mail check to:

Attn: Development Services Building division.  
13220 Central Ave  
Chino Ca. 91710

If you choose to pay by cash: all cash payments shall be made at City Hall cashier department. please visit 13220 Central Ave Chino Ca, 91710.

**Please note: the building permitting process will begin after initial payment is received. Final payment will be assessed at a later date after the project is approved by all required divisions.**

#### Application Fees

Fees	Qty.	Amount
Solar Panel - Residential	1	\$520.00

TOTAL FEES: \$520.00

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

## 12. At Record Issuance the contractor will be able to view and print **Permit/Job Card, Receipt, and Invoice**. The **Permit** will include information on how to schedule an inspection.

### Residential Solar

1	2	3	4 Work Details	5 Attachments	6 Review	7 Pay Fees	8 Record Issuance
---	---	---	----------------	---------------	----------	------------	-------------------

#### Step 8: Record Issuance



Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is B23-0207.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your records.

[Print/View Permit/Job Card](#)

[Print/View Receipt](#)

[Print/View Invoice\(s\)](#)

Choose "View Record Details" to check status, or view other details.

[View Record Details »](#) (You must post the record in the work area.)