

Applying for a SolarApp+ Reviewed Online Permit through El Monte

Introduction

The following guide is intended to demonstrate the step-by-step process for applicants intending to apply for a new Solar Permit that has already been reviewed and approved through the SolarAPP+ plan check process.

Information regarding the SolarApp+ permit process is available from both the City of El Monte's webpage <https://www.ci.el-monte.ca.us/697/SolarAPP> as well as the website <https://solarapp.nrel.gov/>

It is recommended that first-time applicants carefully read through the two links above as they will provide all requirements and details to better equip for a smooth permit process through the City.

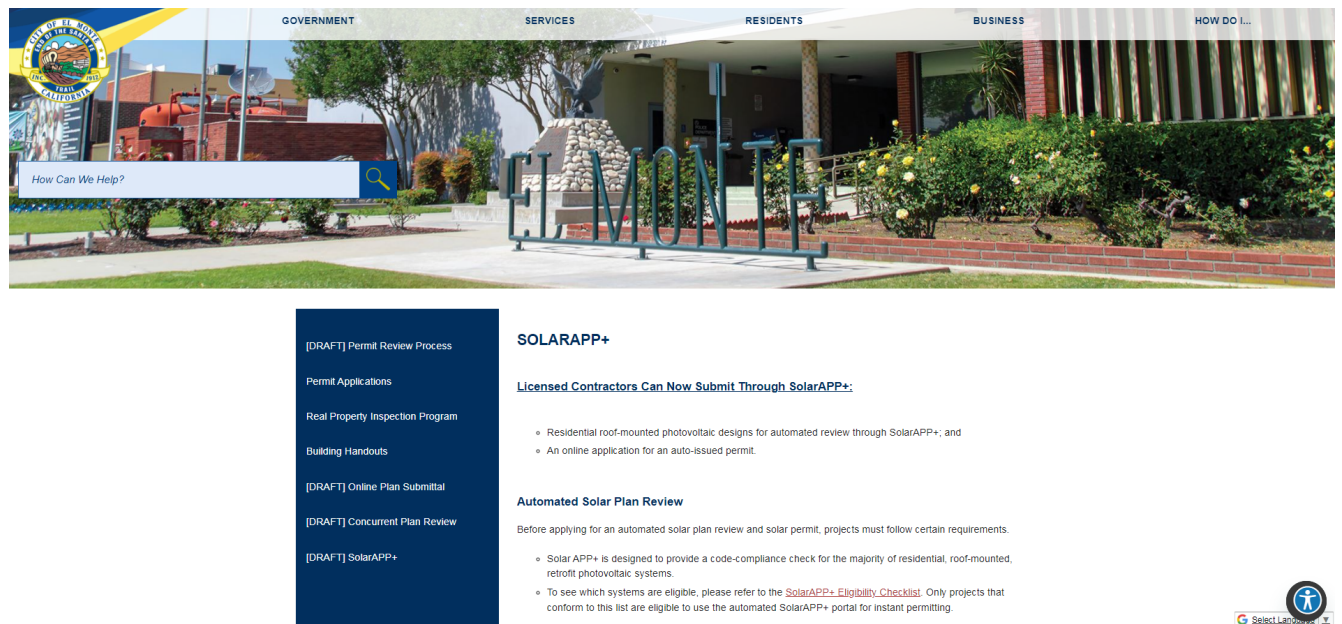


Figure 1 – City of El Monte’s webpage detailing the SolarAPP+ online permit process.

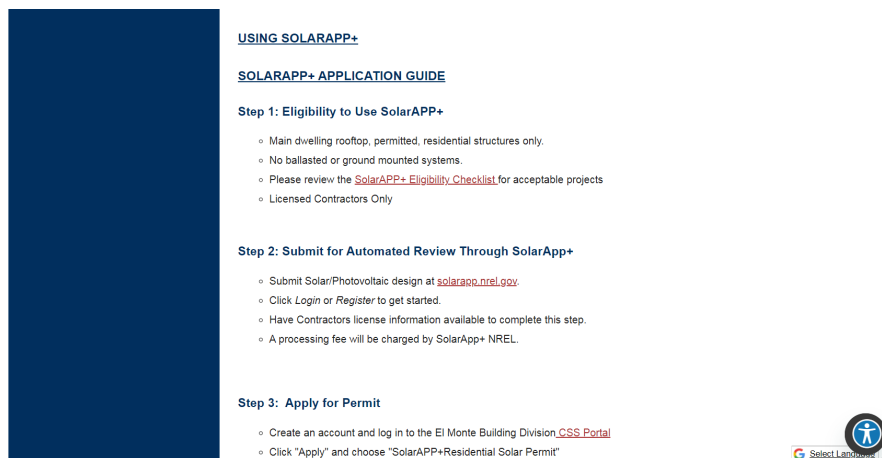


Figure 2 – Further down this webpage, there is a quick guide assisting applicants with the permit process.

Getting Started

Applicants that would like to apply online with the City of El Monte will need to have completed the SolarApp+ registration/plan check through <https://solarapp.nrel.gov/>

Immediately after the plan check is approved, the applicant will visit <https://elmonteca-energovweb.tylerhost.net/apps/selfservice#/home> to submit the City permit application through the City's online portal for permit submittals and payments.

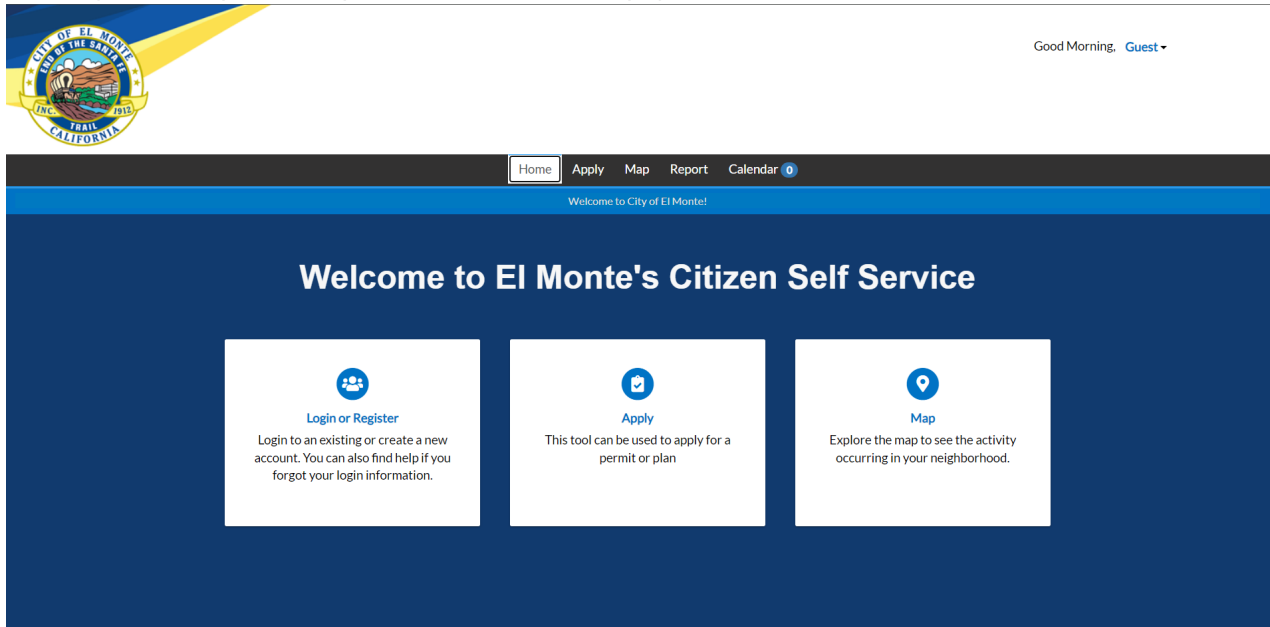


Figure 3 – Home Page of El Monte

If the applicant already has an existing account, they should log in using the Log In button found on the home page

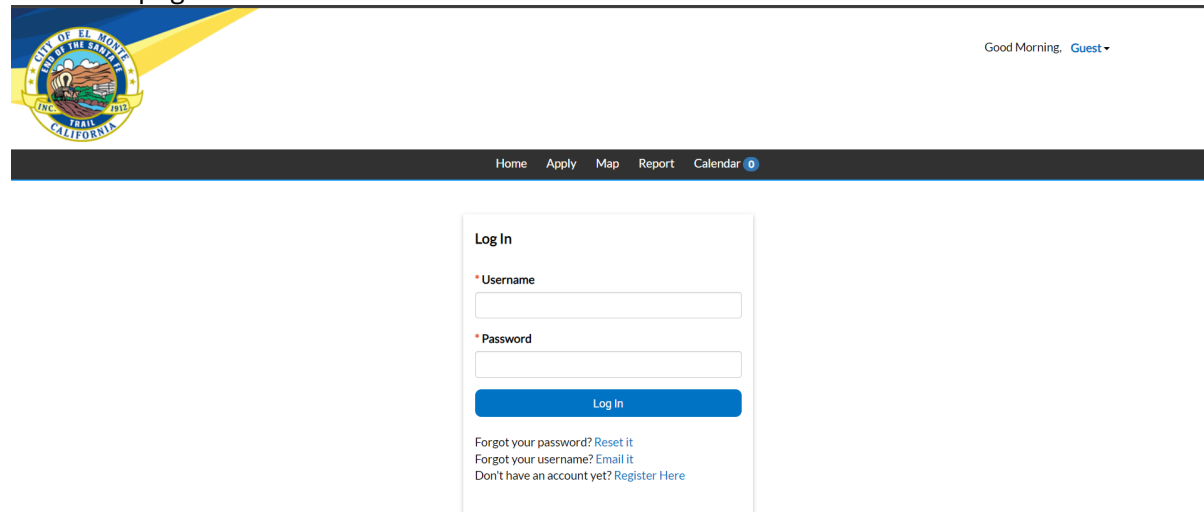


Figure 4 – Log in screen or Register



Application Assistant

SolarAPP+ Residential Solar Permit

All Trending PERMITS

Show Categories

SolarAPP+ Residential Solar Permit

Category Name: Solar Description: Use this permit to apply for a SolarApp+ Residential permit

Apply

City of El Monte, CA 2022

Figure 5 – Immediately after logging in, the applicant should click the Apply menu option as indicated here. Then click the SolarApp+Residential Solar Permit option from the menu that appears.

Application Submittal Process

Step 1 - Locations

Once the permit selection is made, the applicant will see the Application process as shown below.

Dashboard Home Apply My Work Map Report Calendar

Apply for Permit - SolarAPP+ Residential Solar Permit

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

REQUIRED

LOCATIONS

City of El Monte is now accepting SolarAPP+ applications from all solar companies.

Important: SolarAPP+ Permit Submittals requires a completed SolarApp+ Plan Review. Please visit the solarapp.nrel.gov/ website to complete a plan review for each project site.

Please provide the residential address where solar installation will occur.

Click the large blue button below to search for an existing El Monte residential address.

If you are unable to find the address through the Search option, please contact the Building Division at (626) 580-2050 to confirm the address is within our jurisdiction.

Location

Add Location

+

REQUIRED

Create Template Save Draft Next

Figure 6 – The Application submittal process.

The applicant will use the + button above to provide an address. This first step requires an existing El Monte residential address. As the test description indicates above, the applicant should always try to search for the existing residential address.

Search for the address on the box below and select .

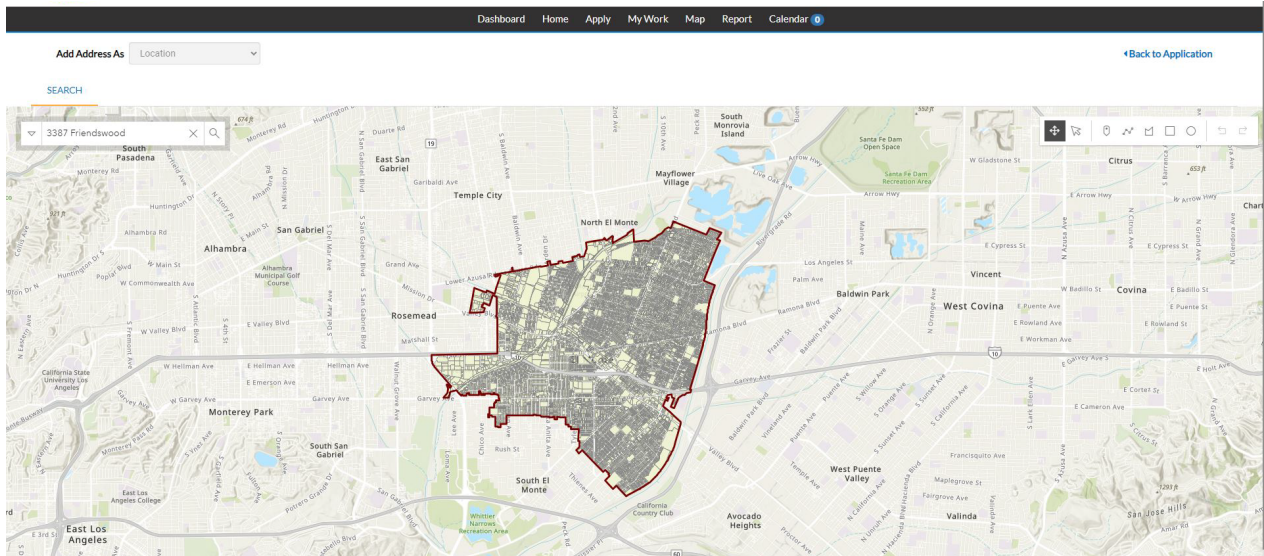


Figure 7 – Search is the first option.



Figure 8 – Searching for Pal Mal address (as an example) once the address is found. Please click the Add button.

Apply for Permit - SolarAPP+ Residential Solar Permit

*REQUIRED



LOCATIONS

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Type: Location
AVE,
EL MONTE, CA - 917331117

Main Address

Parcel Number

Main Parcel

Remove

Create Template

Save Draft

Next



Figure 9 – After adding the address, this is what the applicant will see.

If the applicant is unable to find address through the search, they will need to contact the Building and Safety Division (626)580-2050 to confirm if the address is under the jurisdiction.

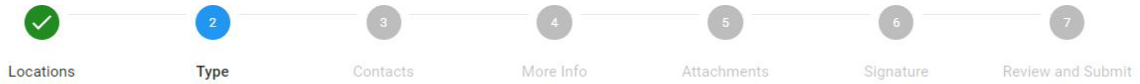
Step 2 – Type

Entering in the general information about the project:

The applicant will complete the Permit Details

Apply for Permit - SolarAPP+ Residential Solar Permit

*REQUIRED



PERMIT DETAILS

Please **copy and paste** the following text in the Description field below and insert the correct values for the blanks:

INSTALL__KW ROOF MOUNTED PV SYSTEM WITH__MODULES,__INVERTER(S), __ARRAY SF.

Note: Fields with an asterisk (*) are required.

* Permit Type

* Description

* Valuation

Back

Create Template

Save Draft

Next

Figure 10 – Step 2

PERMIT DETAILS

Please **copy and paste** the following text in the Description field below and insert the correct values for the blanks:

INSTALL 8.4 KW ROOF MOUNTED PV SYSTEM WITH 13 MODULES, 13 INVERTER(S), 1500 ARRAY SF.

Note: Fields with an asterisk (*) are required.

* Permit Type

* Description

* Valuation

Figure 11 – An example of the entry type

Step 3: Contacts

Add in the Contractor, and Owner. The applicant info is already inputted (it is the applicant info tied to the log in account). Use the search option to first find if the contact exists by selecting the + if available select Add

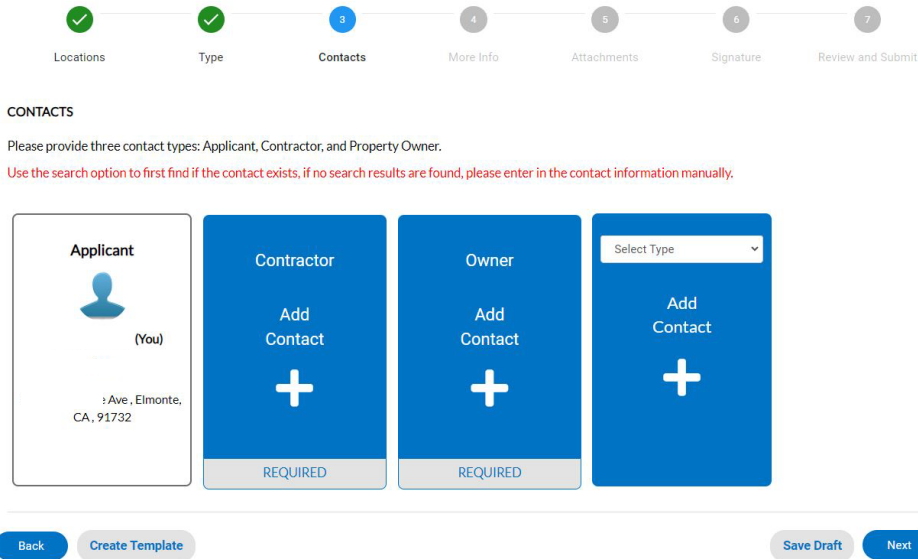


Figure 12 – Step 3

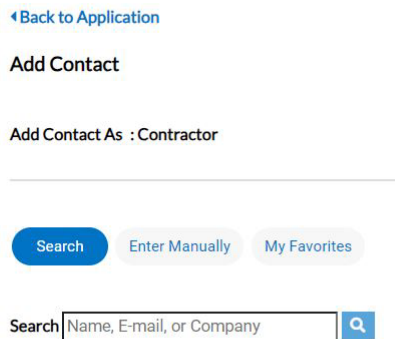


Figure 13 – Search for an existing contact profile. Similar to the address, if you are unable to find one after a few attempts, please “Enter Manually”.

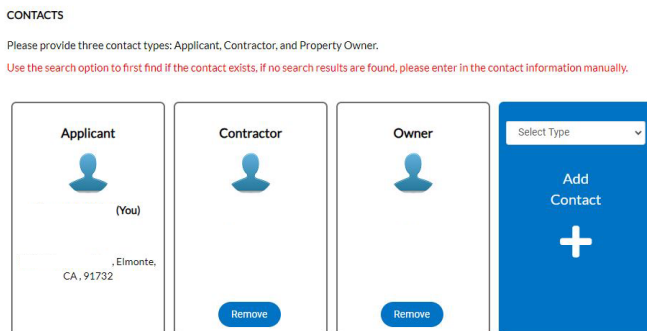


Figure 14 – Example of contacts used.

Step 4: More Info

Step 4 and step 5 are two important steps before submittal. Applicant will enter in the project details, starting with the approval number provided by SolarApp+ for a successful plan check for the same solar project that is being submitted to the City. All other details that follow are basic details of the project.

Apply for Permit - SolarAPP+ Residential Solar Permit *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ✓, 3 (Contacts) ✓, 4 (More Info) 4, 5 (Attachments) 5, 6 (Signature) 6, 7 (Review and Submit) 7

MORE INFO

Please fill in the following information about the project.
The SolarAPP+ Approval ID will begin with "SA" (example: SA20230810-XXXX-XXXX-XX-A)

IMPORTANT NOTE:
If you require a main panel upgrade to accommodate this solar installation, you will need to pull a separate Electrical Permit with the City of El Monte.

General Solar Details - Important: Please Enter the Numeric Values Only

Information | Top | Main Menu

*SolarAPP Approval Number

*Total Area of Array (In Sq. Ft.)

*System Size D/C (kW)

*Number of Modules

Buttons: Back, Create Template, Save Draft, Next

Figure 15 – All fields are required.

Step 5: Attachments

Applicant will provide the attachments required per the list as shown below.

Apply for Permit - SolarAPP+ Residential Solar Permit *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ✓, 3 (Contacts) ✓, 4 (More Info) ✓, 5 (Attachments) 5, 6 (Signature) 6, 7 (Review and Submit) 7

Attachments

The following documents are required for your solar project. PDF files are preferred.

- SolarAPP+ Inspection Checklist PDF file ([link to SolarAPP+ website](#))
- SolarAPP+ Speck Sheets PDF file
- Contractor's Active California License
 - B, C-10, C-46 for Solar Systems or Solar Systems including ESS
 - C-10 for Standalone ESS Permits
- Contractor's Agent Authorization Letter (must be notarized)
- Workers Compensation Declaration
- Liability Acknowledgement Form ([link to form](#))

Important note: Inaccurate or incorrect attachments will result in delays or revoking of issued permits. No refunds will be issued for revoked permits.

Figure 16 – Step 5. As noted above, it is imperative that the applicant provide the correct documentation tied to this project. Staff will work with the applicant for any mistakes or issues found with the permit attachments or details from the submittal but extreme circumstances due to incorrect documentation or other issues that arise, staff will have the right to revoke the permit without a refund.

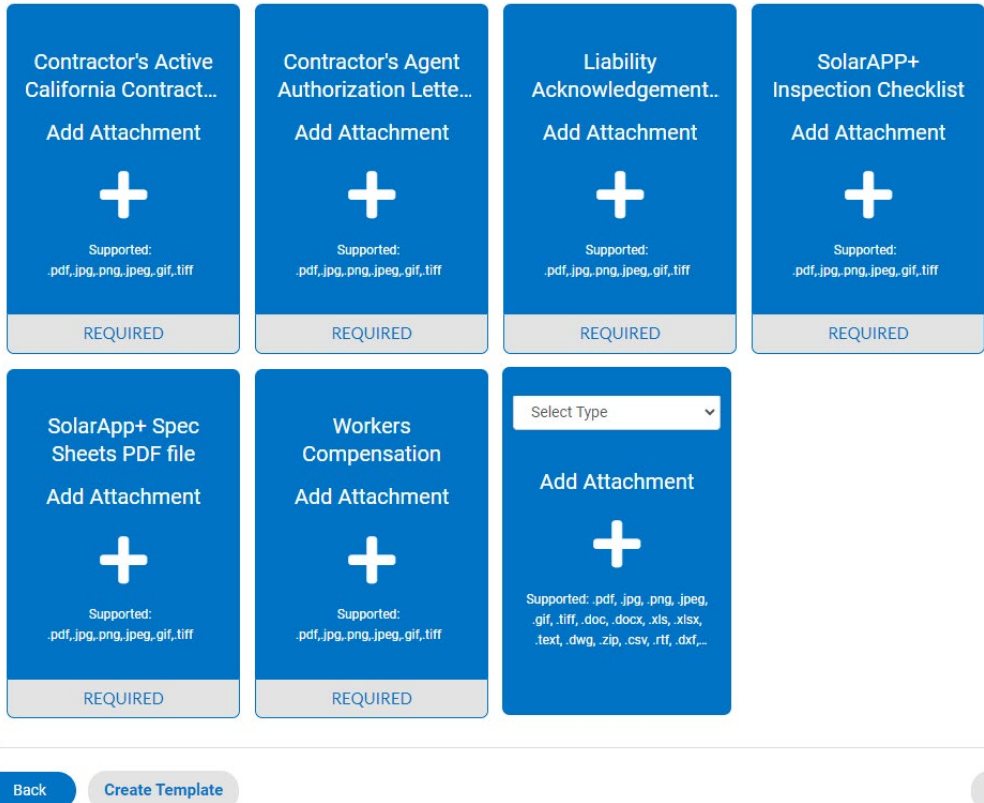


Figure 17 – Applicant will click each button to then find the appropriate file documents on their PC.

Step 6 – Signature required for submitting the application.

Apply for Permit - SolarAPP+ Residential Solar Permit *REQUIRED

✓ Locations
 ✓ Type
 ✓ Contacts
 ✓ More Info
 ✓ Attachments
 6 Signature
 7 Review and Submit

SIGNATURE

By my signature below, I certify to each of the following:

Expiration of Application: When no permit is issued within 1 year following the date of application therefore, the application shall automatically expire.

Permit Expiration: The permit expires by time limitation and becomes null and void if work authorized by permit is not commenced within 1 year from the date of permit issuance.

I am the property owner or authorized to act on the property owner's behalf.

I have read this application and the information I have provided is correct.

I agree to comply with all applicable city and county ordinances and state laws relating to building construction.

I authorize representatives from the City of El Monte to enter the identified property for inspection purposes.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

X Draw Signature Here

←

Back Create Template Save Draft Next

Figure 18 – Step 6

Step 7 – Review and Submit

The final step is simply a summary of the details provided in all previous steps. Applicant will carefully review the details found on this page before completing the submittal process.

Apply for Permit - SolarAPP+ Residential Solar Permit *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit [Submit](#)

Locations

Location	AVE, EL MONTE, CA - 917331117
Parcel Number	85E

Basic Info

Type	SolarAPP+ Residential Solar Permit
Description	Install 8.4 KW ROOF MOUNTED PV SYSTEM
Valuation	13000
Applied Date	03/07/2024

Contacts

Applicant	Elmonte, CA., 91732
Contractor	Solar Optimum
Owner	Solar Optimum

More Info

Information [Top](#) | [Main Menu](#)

SolarAPP Approval Number	SA20230810-XXXX-XXX-XX-A
Total Area of Array (In Sq. Ft.)	800
System Size D/C (kW)	5
Number of Modules	13

Attachments

Contractor's Active California Contractor License	Capture.JPG
Contractor's Agent Authorization Letter -notarized	RUSH OVERHEAD.pdf
Liability Acknowledgement Form	El Monte Rental Assistance Checklist English (2).pdf
SolarAPP+ Inspection Checklist	Transit Bus Routes Map (2020-05-04) - 04.pdf
SolarApp+ Spec Sheets PDF file	Transit Bus Routes Map (2020-04-20) - 03.pdf
Workers Compensation	El Monte RFP Cohort_SGVCOG_Final.pdf

[Back](#) [Create Template](#) [Save Draft](#) [Submit](#)

Figure 18 – Bottom of Step 7. Please click the “Submit” button if all information was verified correct. Please note, the details in the summary are for demonstration purposes only as the applicant will be expected to submit the correct details and file information with more relevant/specific file names.

Final steps

After clicking the Submit button, the applicant will see the following page:

✓ Your permit application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

Permit Number: SOLAR-00148-2024 Add to Cart

Permit Details | Tab Elements | Main Menu

Type: Solar APP- Residential Solar Permit Status: Submitted - Online

Applied Date: 03/07/2024 Issue Date:

District: El Monte, CA Expire Date:

Valuation: \$13,000.00 Finalized Date:

Description: Install 8.4 KW ROOF MOUNTED PV SYSTEM

Summary Locations Fees Inspections Attachments Contacts Sub-Records More Info

Progress
0% Completed
● Completed
● In Progress
● Not Started

Fees
\$443.84
View Details Add to Cart

Workflow

- BD - Electrical Release -
- BD - Rough Electrical -
- BD - Electrical Service -
- BD - Sub Panel -
- BD - Miscellaneous -
- BD - Final Electrical -
- Final Solar -

Available Actions

▲ Unpaid Fees
\$443.84
03-14-2024 Pay Now

Figure 19 –The permit was submitted successfully through the El Monte Online Portal. Applicant will then process on to the online payment process.

At this point, the applicant will take note of the new permit number. The applicant will also immediately receive an automated email from the online system through the email address donotreply@elmonteca.gov


Proceeding on to the Online Payment

The applicant will then use either the “Add to Cart” button or “Pay Now” button found in the screenshot above. Either option will work if the cart is currently empty. Note, the only difference is “add to cart” will add the permit fees/invoice to any existing pending fees/invoice(s) already stored in the cart for check out.

Applicant should review the fees as listed below step before they get to the payment submittal page.

Important note: The fees listed below will be slightly different than the actual fees for the applicant’s project as the fees are calculated based on various factors.

[Back](#)

Invoice Number: INV-00003194 [Pay Now](#) 

Invoice Total: \$443.84

Status: Due Invoice Date: 03/07/2024 Due Date: 03/14/2024

Description: SOLAR-00148-2024

[Primary Fees](#) [Misc Fees](#) [Payments](#) [Attachments](#) [Contacts](#)

Primary Fees Sort: Fee Name ▾

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Building Permit Issuance Fee	\$46.70	\$46.70	SOLAR-00148-2024	Permit	
Electrical Inspection for SolarAPP+	\$235.41	\$235.41	SOLAR-00148-2024	Permit	
SMIP Fee (Residential)	\$1.69	\$1.69	SOLAR-00148-2024	Permit	
Solar Permit Fee (Residential)	\$160.04	\$160.04	SOLAR-00148-2024	Permit	Solar Permit Fee (Residential), \$207 + \$15 per kw above 15

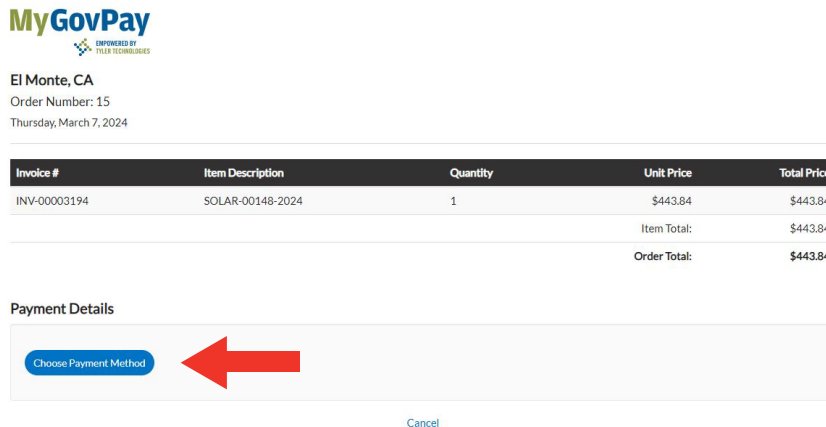
Results per page: 10 ▾ 1 - 4 of 4 << < 1 > >>

Figure 20 –The payment summary page before “Pay Now” is clicked.

Final step – Payment

The applicant will then be navigated to a site operated by MyGovPay (Tyler Technologies).

The applicant will click the “Choose Payment Method” enter in all payment details carefully and will click the “Pay Now” button found on the bottom.




MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

El Monte, CA
 Order Number: 15
 Thursday, March 7, 2024

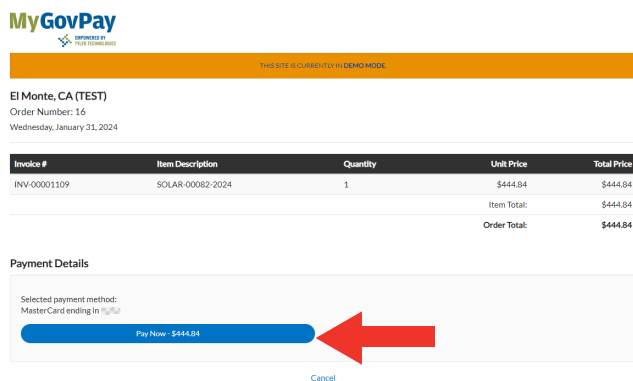
Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00003194	SOLAR-00148-2024	1	\$443.84	\$443.84
Item Total:				\$443.84
Order Total:				\$443.84

Payment Details

[Choose Payment Method](#) 

[Cancel](#)

Figure 21 –The applicant will be taken to an online payment portal via MyGovPay.



MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES


THIS SITE IS CURRENTLY IN DEMO MODE

El Monte, CA (TEST)
 Order Number: 16
 Wednesday, January 31, 2024

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001109	SOLAR-00082-2024	1	\$444.84	\$444.84
Item Total:				\$444.84
Order Total:				\$444.84

Payment Details

Selected payment method:
 MasterCard ending in 101010

[Pay Now - \\$444.84](#) 

[Cancel](#)

Figure 22 – Example of the “Pay Now” button.

Once the payment is successfully submitted, the applicant will an automatic email from donotreply@elmonteca.gov with attached copy of the receipt.

Automatic emails will also be sent to the City Staff responsible for the intake of the Online Solar permit process. Please read any and all emails received through this permit submittal process.

Final step – Print Permit

MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

THIS SITE IS CURRENTLY IN DEMO MODE.

El Monte, CA (TEST)
Order Number: 16
Wednesday, January 31, 2024

The site is running in demo mode therefore the credit card was NOT actually charged for this transaction.

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001109	SOLAR-00082-2024	1	\$444.84	\$444.84
Item Total:				\$444.84
Order Total:				\$444.84

[Continue to site](#)

Figure 23 – Continue to site to print permit.

Dashboard Home Apply My Work Map Report Fee Estimator Search Q Calendar

Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.

Figure 24 – Sample of screen

Dashboard Home Apply My Work Map Report Fee Estimator Search Q Calendar

My Work

MY INVOICES MY PERMITS

Search... Export to Excel

Display	Records	Updated	In	Last 1 Year			
Permit Number	Project	Address	Permit Type	Status	State		
SOLAR-00082-2024		PAL MAL 4608 PAL M...	Solar-APP- Residential Solar Permit	Issued	Active, Recent		

Figure 25 – Select information above to print permit.

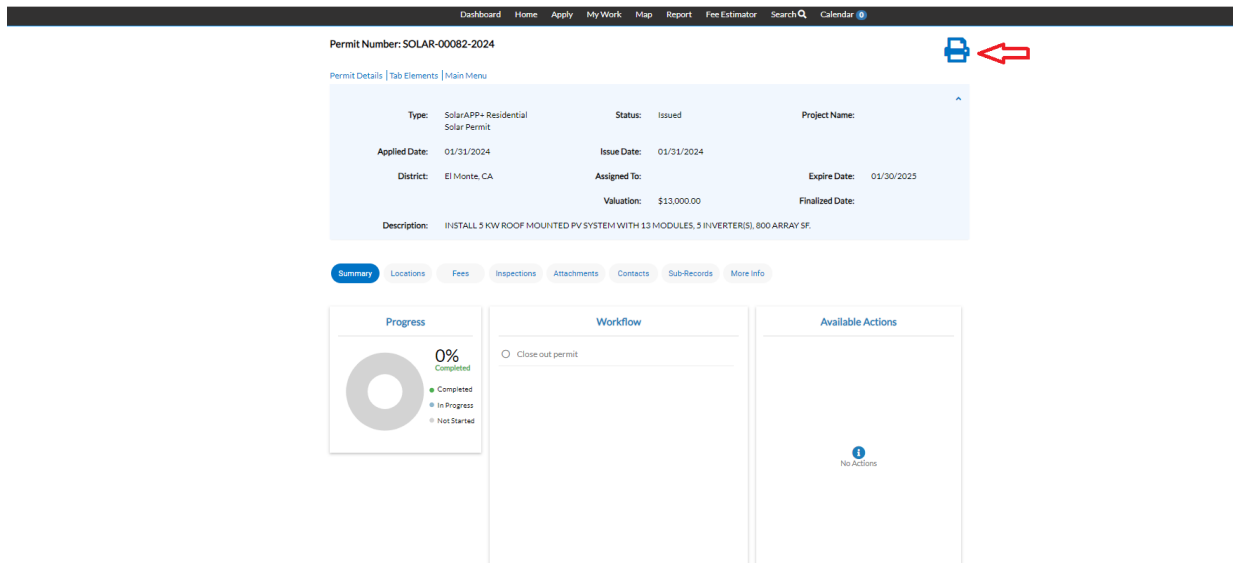


Figure 26 – Select the print icon to print permit.

The applicant may email building@elmonteca.gov to request a copy of the job card by providing the address and the permit number.

To Schedule on-site inspections, contact the Building and Safety Division Monday – Thursday 7:00am -5:30pm at (626) 580-2050.

This concludes the online submittal process for Solar Permits that have been reviewed through the SolarAPP+NREL site.

For any questions, please contact building@elmonteca.gov

Thank you for taking the time to read through this guide.

