

## **SolarAPP+ Application Process**

1. Create an account with [Solar App+](#) if you don't already have an account.
2. Complete Solar App+'s application process.
3. Retain the confirmation information for use in the County's permitting portal.

## **County of Fresno's SolarAPP+ Application Process**

1. Go to County of Fresno's permitting site [here](#).
2. To login or register for a new account, click on "Member Area."
3. Either login with an existing account or you may create a new account by clicking the orange button "Create an account."
4. You may see a list of existing permits there already or if you need to apply for a new permit click on "Apply for New Public Works Permit."
5. Select your Application Type. In this case we are doing Solar so select "Solar Permit."
6. Next, for the Sub Type select "Solar Installation with SolarAPP+." This Sub Type is only for solar applications that have been approved through SolarAPP+, all other applications go through "Solar Installation without SolarAPP+" or "Addendum without SolarAPP+."
7. Enter in your application details information. Provide kW rating of system and note any batteries being installed as well if applicable.
8. Next, search up the property this permit will be for. You can use the address or the APN number (do not enter any spaces or dashes in the number). Click "Continue."

9. Fill out the information on this “Additional Information” section. If you have already applied with Solar APP+ and have a confirmation number from them that number will be entered into the box labeled “Solar App Reference #.” Press “Continue.”
  
10. If you have the confirmation information from Solar APP+ upload that information here by selecting Document Type “Approved SolarAPP+ Documents.” Enter in a description and detailed information if needed.
  - a. To upload the file, you can drag the file from your device into the box or click “Browse” to select the file from its location.
  - b. Once the file is selected it will say \*filename\* – 0%, click on “Upload Document” to upload the file or if you need to change the file/remove it click on the green delete button that looks like a trash can.
  
11. If you are a Licensed Contractor applying for a permit, you will also need to upload a “Customer Contract” document.
  
12. To pay your fees, click on the checkbox showing the “Invoice Number.” Once selected click on “Pay Selected Fees.” There is an additional charge of 2.29% for paying online.
  - a. This will take you to our Payment Processor. Complete their payment process by inputting your contact information and payment information.
  
13. After paying for your permit, it will be emailed to you. You have the option to save and print your Receipt also by clicking “Print Receipt.” Click “Continue” to go to the “Completion” screen.
  
14. Plans will not be reviewed as part of the SolarAPP+ process. The only documents we will have at inspection are the approved documents you are provided through SolarAPP+.
  
15. When you are ready for an inspection you can submit an [“Inspection Request Form”](#) or call (559) 600-4131 to request an inspection.

## **Permit Revisions**

1. If your permit was approved through Solar APP+ then you will have to submit your revisions through them.
2. Once your revisions are completed on Solar APP+ you will come back to the County's permitting page and upload the approved revision to your existing application. Fees will be applied after the third revision uploaded.