# SOLARAPP+ APPLICATION PROCESS

Updated 2/21/2024

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# **Obtaining a SolarAPP+ Building Permit**

1. Please log into your ePortal account, and click on the APPLY menu item.

	IAM				evelo	opment Se	rvices <b>e</b> l		Morning, ROSA MORAN -	۵ д
Da	ashboard	Home	Apply	View 🕶	Мар	Fee Estimator	Search <b>Q</b>	Hearings and Meetings Calendar 🧿	I Want To ◄	

2. From the list of available permits you can apply for, you can filter from the category list to narrow the list, scroll down the full list until you find the permit you need, or "search" for SolarAPP+ as shown below. Once you have found the permit you need, click on the APPLY button to start the process.

2	Please note:	Electrical	Permit sh	ould be obtained	through	the sub-records	tab of the Building	Permit.

Dashboa	ard Home Apply	My Work Today's Inspections	Map Fee Estimator	Search <b>Q</b> Hearings and Meetings	s Calendar (5) I Want To 🔻
Application	Assistant				Help me choos
SolarAPP					٩
<b>*</b> /	<b>JI</b>	🗠 Trending	Lo My History		DI PLANS
Show Categori	es				Show My Templates
	Building Residenti Category Name: Building	Description: This permit is for Reside software in advance of s		t are processed by the SolarApp+ rtal. (Note: Only County Approved Jlass.)	Apply
	Electrical Resident	ial SolarAPP+			Apply
Ē	Category Name: Electrical	Description: ELECTRICAL PERMITS BUILDING PERMIT IF C		ROUGH SUB-RECORDS TAB OF THE	
		software in advance of		t are processed by the SolarApp+ ·tal. (Note: Only County Approved ːlass.)	

3. The first step in the process is to add a location for the permit. You'll note that at least one location is required. Click on ADD LOCATION.

**Please note:** There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.

t - Building Resic		4 More Info	5 Attachments	6 Signature	*REQUIRED
			5 Attachments		7 Review and Submit
			Attachments	Signature	Review and Submit
an address, please j					
an address, please j	ust optor the street number of				
on					
	v on RED	on	on	on	on

You may either add a location using the parcel number or address. Under most circumstance the address is the way to go and the search section defaults to Address search.

In the search box enter the address you are looking for. Please limit the information to just the street number and street name. DO NOT enter a unit or suite or street type (like DR, ST, RD, etc.). You do not need to enter the full address it can be a partial address.

Dashboard	Apply 🗸	View▼	Мар	Reports	Fee Estimator
	Back to App	lication			
	Add Locati	on			
	Address	Parce	ł		
	Add Address	As Site	Address	¥	
	Search				
	Address In	formatio	n		
	Search 127 s	tone lined			٩

From the results of the search, select the address you want to add to the permit.

ddress	Action
2700 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
2733 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
2735 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
2736 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
2737 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
2738 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
2739 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
2740 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
2741 STONE LINED CIR, WOODBRIDGE, VA 22192	Add
2742 STONE LINED CIR, WOODBRIDGE, VA 22192	Add

Once you have verified the location information is correct, click on NEXT to go to the next step.

Dashboard	Home	Apply	My Work	Today's Inspections	Мар	Fee Estimator	Search <b>Q</b>	Hearings and Meetin	ngs Calendar 支	I Want To 🔻
Apply for Permi	it - Buildi	ng Resid	lential Solar	APP+						*REQUIRED
1		2	)	3		4	5	6		7
Locations		Туре	9	Contacts	Mor	e Info	Attachments	Signature	Review a	and Submit
LOCATIONS										
	r an addres	s, please i	iust enter the	street number and stre	et name.	Do not enter a str	eet type or Un	its/Suites.		
							/			
Type: Site			Site Address	~						
12740 STONE WOODBRIDGE			Ad	Ы						
			Locat							
Main Addı	ress 🗹									
Parcel Nu										
8193-22- Main Par										
Remov										
Create Template									Save Draft	Next

4. After verifying the location, the next step is Type. You'll notice the "Permit Type" is already populated for you based on the permit you selected to apply for. The fields with an asterisk, such as the Description or Valuation, are required. Enter a brief description of the work that is being performed, and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation or Square Footage fields. When you are finished, click NEXT.

Address Information

### \*REQUIRED

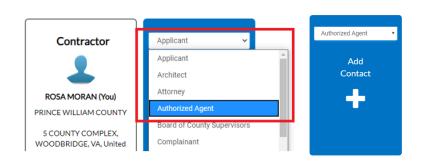
Image: A start of the start	2	3	4	5	6	7
Locations	Туре	Contacts	More Info	Attachments	Signature	Review and Submit
PERMIT DETAILS						
Fill in all required field Valuation MUST be g	ds marked with a "red" star r <mark>eater than Zero.</mark>	. In the description field t	ype in the scope of worl	ς.		
* Permit Type	Building Residential	SolarAPP+ 🗸				
* Description	Installation of solar p residential roof. 8.74 30A circuits.					
Square Feet	437					
* Valuation	10488					
Back Create	e Template				s	ave Draft Next

5. The next step is to verify and add any additional contacts related to your permit. You as the person logged into the application are automatically added as the Contractor. You are the only person/contact that cannot be removed.

		3	4	5	6	
Locations	Туре	Contacts	More Info	Attachments	Signature	Review and Submit
NTACTS						
-				-	• • •	ov.org) so that they can add
new contact to the Globa nt" for co-workers from t		ien be able to add them t	o your cases or your fav	orites for later use. When	adding a contact use	Contact Type "Authorized
Contractor	Contract	or 🗸				
		Add Contact				
	TΥ					
ROSA MORAN (You)		<b></b>				
5 COUNTY COMPLEX, WOODBRIDGE, VA, Unite						
States, 22192						
	lata				5	Save Draft Next
ck Create Temp	ate					Save Dialt

If you need to add an additional contact, first select the contact type from the dropdown list, then click on the "card" to ADD CONTACT.

**Please note:** For co-workers within the same company or organization, please select Authorized Agent.



The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.

Dashboar	d Apply 🔻	View 🔻	Мар	Reports	Fee Estimator	Search <b>Q</b>	Hearings and Me
	<ul> <li>Back to Approximate Add Cont</li> </ul>						
	Add Contac	t As Aut	horized A	gent	•	]	
	Search	My Far	vorites				
	Search Nan	ne, E-mail, d	or Compa	any	Q		

You can then "ADD" the contact... AND if it's a contact you use on a regular basis... you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.

earch Jane [	Doe	٩				Sort Relevance •
Favorite	First Name JANE (ANONYMOUS	Last Name S) DOE	Address	Company	Email	Action

add that contact to a plan, select MY FAVORITES, and your list of most used contacts appears and you don't have to search for them.

My Favorites       First Name     Last Name     Address     Company     Email     Action       JANE (ANONYMOUS)     DOE     Add	Search My Favorites						
	My Favorites						
JANE (ANONYMOUS) DOE Add	First Name	Last Name	Address	Company	Email	Action	
	JANE (ANONYMOUS)	DOE				Add	

Once you are finished adding in your contacts, select **NEXT** to move on.

<b>V</b>	S 3	4	5	6	7
Locations	Type Contacts	More Info	Attachments	Signature	Review and Submit
NTACTS					
en searching for a contact to add	d to a case, if you do not find the c	ontact you wish to add, please	contact Building Devel	opment (DDS@pwcgo	ov.org) so that they can add
	ctory. You'll then be able to add th				
The Tor Co-workers from the same	ne company.				
Contractor	Authorized Agent	Contractor	<b>~</b>		
-	<b>—</b>	Add			
	JANE DOE	Add Contact			
PRINCE WILLIAM COUNTY ROSA MORAN (You)	JANE DOE				
	JANE DOE				
5 COUNTY COMPLEX, WOODBRIDGE, VA, United	JANE DOE				
ROSA MORAN (You) 5 COUNTY COMPLEX,	JANE DOE				

- 6. The next step is to update the permit details.
  - For the Permit Name, please enter the name of the last name of the owner along with what is being built (example: SMITH PROPERTY SOLAR PANELS).
  - Remember to select the Plan Code Book (which should be IRC for residential) and Plan Code Year (2021 for the current code year) that the work is being done under.
  - SolarAPP+ Approval ID is required.
  - For Fast Track Permitting Options, select "Not Applicable" if not related to County Typical Solar Plans or Post Damage repairs.

**Please note:** There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.

### MORE INFO

eneral Information			Next Section   Top   Main Men
	Permit Name	SMITH PROPERTY - SOLAR PANELS	
	*Plan Code Book	IRC	~
	*Plan Code Year	2021	~
mit Items			Previous Section   Top   Main Men
	*SolarAPP Approval ID	SA-DEM020230426-633-1-825-A	
	*Fast Track Permit Options	County Typical Residential Deck	
		County Typical Residential Solar	
		PDR- Post Damage Repair (Residential & Commercial)	
		Vot Applicable	
Back Create Ten	nplate		Save Draft Next
Back Create Ten	nplate		Save Draft Next
Back Create Ten	nplate		Save Draft Next
		on the permit case you selected, you will see	
Please	note: Depending c		fields which are highlighted in

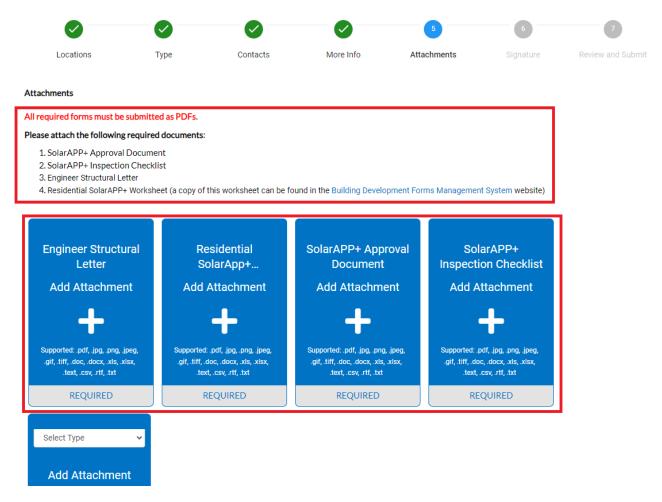
Once you are finished updating the fields, select NEXT to move on.

7. The next section is for your attachments. It is **VERY IMPORTANT** that you review the note/message at the top of the section. This note will list the documents you will need to attach to the permit to pass inspections.

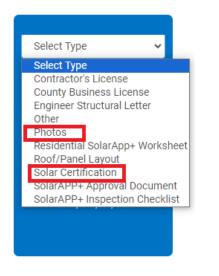
You will also notice that the list matches the 4 documents which are required in order to move on.

You **MUST** attach something in each of the categories before you'll be able to continue.

#### \*REQUIRED



In addition to the required documents, you may attach additional documents that may help in the completion of the project. There will be one block with a dropdown listing the various types of documents you may want to attach. For example, prior to requesting an inspection, you **MUST** upload Photos and Solar Certification.



Select **NEXT** to continue after you have attached your documents.

8. Prior to getting to the final "Summary" page for your review, you will be required to "sign" the application you are submitting. Please read the statement and sign the application in order to continue.

		-KEQUIKED				
				$\checkmark$	6	0
Locations	Туре	Contacts	More Info	Attachments	Signature	Review and Submit
SIGNATURE						
Enable Type Signature	Rosa Moran	l				
February, 21 2024	T					

9. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make changed you can go "BACK" by clicking on the BACK button at the bottom of the page )

	<b>Please note:</b> Do not click on the browser "back" button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the "BACK" button at the bottom of the
-	screen.

							7
Loc	ations	Туре	Contacts	More Info	Attachments	Signature	Review and Submit
							Submit
Locations							
	Site Address		12740 STONE LINE	D CIR, WOODBRIDG	GE, VA 22192		
	Parcel Number		8193-22-0877				
Basic Info							
	Туре		Building Residential	SolarAPP+			
	Description		Installation of solar 30A circuits.	panels on existing resi	dential roof. 8.74 kW.	Addition of 2 0-	
	Square Feet		437				
	Valuation		10488				
	Applied Date		02/21/2024				
Contacts							
	Contractor		ROSA MORAN				
			PRINCE WILLIAM C	COUNTY			
			5 COUNTY COMPL	EX CT, WOODBRIDG	iE, VA, United States, 2	22192	

**Please note:** The system does display "estimated fees". However, fees will not be collected or required. The Board of County Supervisors approved the establishment of a one-time Residential Solar Fee Reduction program for Fiscal Year 2023 on Board Resolution 23-377. Residential solar projects with an application date of 9/1/2023 through 6/30/2024 will see "BOCS Waived" as the payment method on all qualifying receipts.

#### Estimated Fees

Z

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Repair and Alteration - Residential (R-3,4,5)	\$104.31
Total: \$104.31	

Once you are satisfied with the application, click on the **SUBMIT** button.

#### More Info

General Information		Next Section Top   Main Menu
Permit Name	SMITH PROPERTY - SOLAR PANELS	Next Section Top (Main Ment
Plan Code Book	IRC	
Plan Code Year	2021	
Permit Items SolarAPP Approval ID	SA-DEMO20230426-633-1-825-A	Previous Section   Top   Main Menu
Fast Track Permit Options	County Typical Residential Deck	
	County Typical Residential Solar	
	DR- Post Damage Repair (Residential & Commercial)	
	Not Applicable	
ttachments		
Residential SolarApp+ Worksheet	ResidentialSolarAPPWorksheet.pdf	
SolarAPP+ Approval Document	SolarApp Approval Document.pdf	
SolarAPP+ Inspection Checklist	SolarApp Inspection Checklist.pdf	
Engineer Structural Letter	Engineer Structural Letter.pdf	
Back Create Template		Save Draft Submit

10. After a short wait, the permit screen will reappear with a permit number and all the information that was submitted. Note that the permit Status is shown as Issued, with an Issued Date listed.

Dashboard Home	e Apply M	My Work	Today's Inspections	Map	Fee Estimator	Search <b>Q</b>	Hearings and Meet	ings Calendar (	5 I Wa	nt To 🔻
✓ Your permit application	was submitted	successfully	/. No fees are due at t	his time; v	ve will review you	ır application, a	and we will be in touch	with you short	tly.	×
Permit Number: BLD202										₽
Туре:	Building Resi SolarAPP+	idential	E	Status:	Issued		Project Na	me:		^
IVR Number:	768074		Applie	ed Date:	02/21/2024		Issue D	ate: 02/21	/2024	
District:	30 - Occoqua	an	Assi	gned To:			Expire D	ate:		
Square Feet:	437.00		Va	luation:	\$10,488.00		Finalized D	ate:		
Description:	Installation o	of solar panel	Is on existing resident	tial roof. 8	.74 kW. Addition	of 2 0-30A circ	cuits.			

11. At this point, you may print your permit and view any of the attachments that were uploaded at your leisure.

				ns Map		Search <b>Q</b>	Hearings			
ermit Number: BLD20	24-00025									R
rmit Details   Tab Elemen	ts   Main Meni	1								
Туре:	Building Re SolarAPP+			Status:	Issued		Ρ	roject Name:		^
IVR Number:	768074		App	lied Date:	02/21/2024			Issue Date:	02/21/2024	
District:	30 - Occoq	uan	As	signed To:				Expire Date:		
Square Feet:	437.00		,	Valuation:	\$10,488.00		Fi	nalized Date:		
Description:	Installation	of solar panels	on existing reside	ential roof. 8.	74 kW. Addition of	2 0-30A circu	iits.			
Summary Locations	Fees	Inspections	Attachments	Contacts	Sub-Records	More Info				
tachments   Next Tab   Pe tachments	ermit Details	Main Menu							Sort Nee	eds Action
Attachment		Attachr	nent		Attachment		Atta	achment		
ResidentialSolarAPPWorl	ksheet	SolarApp A	naroval		larApp Inspection	E	ngineer Str	uctural Letter.po	df	
pdf		Docume			Checklist.pdf					
Uploaded: 02/21/202	24	Docume Uploaded: 02	nt.pdf					l: 02/21/2024		
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Vploaded: 02/21/202 PERMIT NO: BLD20 MASTER NO	24       VILLIAN       024-00025       024-00125       024-00025	Docume Uploaded: 02	NG PEI V21/2024 NG PEI CE WITH THE PRO ERVISORS OF PRI IND SITE FOR THE LDING CODE (VUSS ORIZED WORK IS N SITE IS SUSPENDED TO THIS PROPERT PERMIT PERMIT PERMIT SUBDIV MAP GI CODE V residential roof. 8.7	Up: CONTENT	Checklist.pdf Department of D Building BUED: 02/21/2024 SUED: 02/21/2024 SUED: 02/21/2024 EXAMPLE SUED: 02/21/2024 SUED: 02/21/2024 EXAMPLE SUED: 02/21/2024 SUED: 02	evelopment Serv Development Div 224 PRM STATEWIE	ices ision	t: 02/21/2024		

# **Obtaining SolarAPP+ Electrical Permit**

1. Please log into your ePortal account, and click on the **SEARCH** menu item.



2. Search for the master SolarAPP+ Building Permit and open the record.

Dashboard	Home	Apply	My Work	Today's Inspections	Мар	Fee Estimator	Search <b>Q</b>	Hearings and Meeti	ngs Calendar 5	I Want To 🔻
Public Information	I									
Search All	<b>√</b> f	or BLD	2024-00025				Exact Phrase 🗸	Q Search	Reset x E	xport
Found 1 result										
Filter Results	Pe	rmit Num	Paging Optior ber <mark>BLD202</mark> ng Residentia		in Menu		plied Date 02, ued Date 02/2			
Permit <b>1</b>	Sta Ma		ed 8193-22-08			Fir	piration Date alized Date			
				INED CIR WOODBRIE of solar panels on existi			/. Addition of 2	0-30A circuits.		
	Re	esults per	page 10 🗸	1-1of1 << <	1 >	>>				

3. Go to the SUB-RECORDS tab and look in the "Remaining Sub-Permits" section for a list of permits you are able to apply for on-line.

Permit Number: BLD2 Permit Details   Tab Eleme					8
Туре:		Status:	Issued	Project Name:	^
IVR Number:	768074	Applied Date:	02/21/2024	Issue Date:	02/21/2024
District:	30 - Occoquan	Assigned To:		Expire Date:	
Square Feet:	437.00	Valuation:	\$10,488.00	Finalized Date:	
Description:	Installation of solar panels of	on existing residential roof. 8.	74 kW. Addition of 2 0-3	DA circuits.	
Summary Locations	Fees Inspections naining Sub-Records Next Tab	Attachments Contacts	Sub-Records Mo	ore Info	
Existing Sub-Records	laining sub-records [next lab]	Permit Details   Main Menu			Sort Record Number 🗸
Record Number	Туре			Status	
lo records to display.					
Remaining Sub-Records					
Туре				Action	
Electrical Residential Sol	arAPP+			Apply	

SolarAPP+ Application Process

- 4. Click on the "**Apply**" button next to the trade permit you are obtaining to start the process. Please make sure to verify the Permit Type and Location of the master Building Permit before you apply so that the trade permit isn't linked to the incorrect building permit. You can also verify the information at the start of the application process prior to proceeding.
  - \*REOUIRED Apply for Permit - Electrical Residential SolarAPP+ Locations LOCATIONS ELECTRICAL PERMIT SHOULD BE OBTAINED THROUGH SUB-RECORDS TAB OF THE BUILDING PERMIT IF ONE EXISTS. When searching for an address, please just enter the street number and street name. Do not enter a street type or Units/Suites. Site Address Type: Site Address US 12740 STONE LINED CIR, Add WOODBRIDGE, VA, 22192 Location Main Address 🗸 Parcel Number 8193-22-0877 Main Parcel Remove Save Draft Next
- 5. Once you have verified the location information is correct, click on **NEXT** to go to the next step.

6. After verifying the location, the next step is Type. You'll notice the "Permit Type" is already populated for you, and in some cases Description and Square Feet will be as well. The fields with an asterisk, such as the Valuation, are required.

Enter or update the Description as needed, confirm/adjust square footage, and enter the Valuation (cost of the job). Please do not use commas or decimal points in the Valuation field. When you are finished, click **NEXT**.

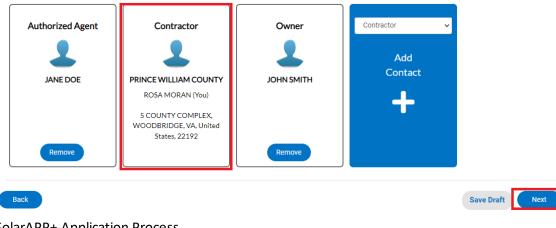
pply for Permit -	Electrical Residential	SolarAPP+				*REQUIR
	2	3	4	5	6	7
Locations	Туре	Contacts	More Info	Attachments	Signature	Review and Submit
RMIT DETAILS						
ECTRICAL PERMIT	SHOULD BE OBTAINED	THROUGH SUB-RECOR	DS TAB OF THE BUILD	ING PERMIT IF ONE EXIS	STS.	
in all required field	s marked with a " <b>red</b> " star.	In the description type in	the scope of work			
	naster building permit, plea			ou may add to the descrip	tion to further explai	n your scope of work.
luation MUST be gr		,	, , , ,		•	,
* Permit Type	Electrical Residentia					
	Electrical Residentia	-SolarAFFF +				
* Description	Installation of solar p residential roof. 8.74 30A circuits.					
Square Feet	437					
* Valuation	0					
Back					s	Save Draft Next

7. The next step is to verify/remove or add any additional contacts related to your permit. Some contacts such as the owner or tenant may also carry down from the master Building Permit. Please note, you as the "contractor" logged into the application are automatically added as the contractor. You are the only person/contact that cannot be removed.



### CONTACTS

When searching for a contact to add to a case, if you do not find the contact you wish to add, please contact Building Development (DDS@pwcgov.org) so that they can add the new contact to the Global Directory. You'll then be able to add them to your cases or your favorites for later use. When adding a contact use Contact Type "Authorized Agent" for co-workers from the same company. Please do NOT remove any contact that is not related to your company. The contacts you see are there for a reason. If you have any questions about a contact you see, please contact Building Development (DDS@pwcgov.org).



If you need to add an additional contact, please refer to the instructions above in the "<u>Obtaining a</u> <u>SolarAPP+ Building Permit</u>" section. Click the **NEXT** button once you are ready to move on.

8. The next step is to update the permit with the work you plan to perform. You do that by populating the appropriate fields on the permit. In some cases the fields will be prepopulated from data carried down from the master Building Permit. Those items often include the Permit Name, Plan Code Book and Code Year.

In this case the SolarAPP+ Approval ID also carries down from the Building Permit.

Scroll down the list of custom fields and update those that are appropriate for the work you are applying for.

MORE INFO		
For Permit Name, if not already populated, please enter t "Master Building Permit" number in the Master Permit fi	he last name of the owner (like <i>SMITH SOLAR PANELS</i> ). Select IRC for the Code B eld if a Building master exists.	ook. Make sure to enter the
Any "RED" field you see is a required field and must be po list as you may not find the field where you expect it.	pulated before you can continue. Custom fields are listed in one large column, mak	te sure to scroll down the whole
General Permit Items		Next Section   Top   Main Menu
Permit Name	SMITH PROPERTY - SOLAR PANELS	
*Plan Code Book	IRC	•
*Plan Code Year	2021	
Master Permit Number	BLD2024-00025	
*Fast Track Permit Options	County Typical Residential Deck County Typical Residential Solar	
	PDR- Post Damage Repair (Residential & Commercial)	
	Not Applicable	
Solar Panel Details	Previous Section	Next Section   Top   Main Menu
*Solar Panels	23	

	*SolarAPP Approva	al ID	SA-DEM020230426-633-1-825-A	
9	Service		Previous Section	Next Section   Top   Main Menu
	Power Comp	any	~	
	Europe Complete	C!		
	Exact Service S	Size		
	Subpar	nels	1	
	Circ	uits	3	
	Equipment/Switches		Previous Section	Next Section Top Main Menu
	Switc	hoc	1	
	Swite	1105	,	
	Stationary Equipment / A	ppl.		
(	Other Permit Items		Pre	evious Section   Top   Main Menu
	Miscellaneous II	tem		
	Miscellaneous Item Descript	tion		
	•			
	Please note: In some	case	s you will see the following fields don't worry	these are usually
	calculated "total" field w	hich	update within the application once you've subi	mitted your permit. Just
	ignore these types of fiel	lds if	you see one.	
	Total Number of Items	Custo	m field type is not supported.	
4	In other cases vou will s	ee fi	elds which are highlighted in "red" those are re	pauired custom fields and
Ľ			o proceeding to the next step. Below is an exam	
	look like.	101 0		pre of mat one man
	*Solar Panels			

Once you are finished updating the fields, select **NEXT** to move on.

Solar Panels is required.

9. The next section are attachments. You are not required to enter anything in this area for a residential electrical SolarAPP+ permit. You should check that all of the required documents were uploaded to the Building Permit. The list of the required documents that need to be uploaded to the Building Permit is shown on this page.

Apply for Permit - Ele	ectrical Residential	SolarAPP+				*REQUIRE
				5	6	7
Locations	Туре	Contacts	More Info	Attachments	Signature	Review and Submit
ttachments						
LEASE MAKE SURE THA	T ALL APPROPRIATE	DOCUMENTS HAVE BE	EN UPLOADED TO THE	E BUILDING PERMIT.		
		hed to the Building Perm	it as PDF's.:			
1. SolarAPP+ Approval						
2. SolarAPP+ Inspection						
<ol><li>Engineer Structural L</li></ol>	etter					

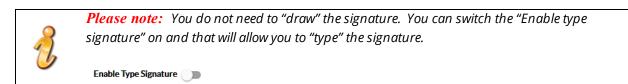
4. Residential SolarAPP+ Worksheet (a copy of this worksheet can be found in the Building Development Forms Management System website)

In addition to the required documents, you may attach additional documents that may help in the completion of the project. There will be one block with a dropdown listing the various types of documents you may want to attach. For example, prior to requesting an inspection, you **MUST** upload Photos and Solar Certification.

Select Type	~
Select Type	
Contractor's License County Business License Other Photos	
Solar Certification	
Supported: .pdf, .jpg, .png, .jpe .gif, .tiff, .doc, .docx, .xls, .xlsx .text, .csv, .rtf, .txt	

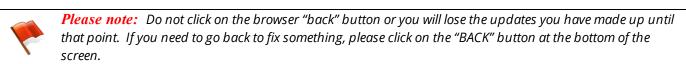
Select **NEXT** to continue after you have attached your documents.

10. Prior to getting to the final "Summary" page for your review, you will be required to "sign" the application you are submitting. Please read the statement and sign the application in order to continue.



oply for Permit - Elec	ctrical Residential	SolarAPP+				*REQUIR
<b>Ø</b>	0				6	7
Locations	Туре	Contacts	More Info	Attachments	Signature	Review and Submit
NATURE						
at all construction rmit holder is th	on will comply e responsible p	thority to make the with the Virginia Ui party for complianc le, section 108.8 Time limits	niform Statewi ce with the VUS	de Building Code BC and other ord	and applicable dinances.	e ordinances. The
ease type your name as	consent to electronic	ally sign this application.	Rosa M	oran		
ble Type Signature 🛛	Rosa Mora	1				
INCE WILLIAM COUN bruary, 21 2024	ITY					
Rosa M	loran					

11. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make a change you can go "BACK" by clicking on the BACK button at the bottom of the page ()



Apply for	Permit - Electrica	al Residential	SolarAPP+				*REQUI
	<b>S</b>		$\checkmark$				7
Loc	cations	Туре	Contacts	More Info	Attachments	Signature	Review and Submi
							Submit
ocations							
	Site Address		12740 STONE	LINED CIR, WOODBR	IDGE, VA, , 22192		
	Parcel Number		8193-22-0877	,			
asic Info							
	Туре		Electrical Resid	dential SolarAPP+			
	Description		Installation of s 30A circuits.	solar panels on existing	residential roof. 8.74 kW.	Addition of 2 0-	
	Square Feet		437				
	Valuation		8000				
	Applied Date		02/21/2024				
Contacts							
	Authorized Agent		JANE DOE				
	Contractor		ROSA MORAN	1			
			PRINCE WILLI	AM COUNTY			
			5 COUNTY CO	MPLEX CT, WOODBR	IDGE, VA, United States, 2	22192	

**Please note:** The system does display "estimated fees". However, fees will not be collected or required. The Board of County Supervisors approved the establishment of a one-time Residential Solar Fee Reduction program for Fiscal Year 2023 on Board Resolution 23-377. Residential solar projects with an application date of 9/1/2023 through 6/30/2024 will see "BOCS Waived" as the payment method on all qualifying receipts.

#### Estimated Fees

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The following is a fee estimate and totals are subject to change. Addit	cional fees may apply.	
Fee	Amount	
Electrical Existing - Res Stationary/Pumps	\$320.39	
Electrical Existing - Resi Fixtures/Recep/Switches	\$10.44	
Electrical Existing - Residential Base	\$52.16	
Electrical Existing - Residential Circuits	\$10.38	
Electrical Existing - Residential Subpanel	\$29.57	

Total: \$422.94

General Permit Items	
Permit Name	SMITH PROPERTY - SOLAR PANELS
Plan Code Book	IRC
Plan Code Year	2021
Master Permit Number	BLD2024-00025
Fast Track Permit Options	County Typical Residential Deck
	County Typical Residential Solar
	PDR- Post Damage Repair (Residential & Commercial)
	Not Applicable
Solar Panel Details Solar Panels SolarAPP Approval ID	Previous Section   Next Section   Top   Main Menu 23 SA-DEMO20230426-633-1-825-A
Service	Previous Section   Next Section   Top   Main Menu
Power Company	Previous section (react section (riop) mainment
Exact Service Size	
Subpanels	1
Circuits	3
Equipment/Switches	
Switches	Previous Section   Next Section   Top   Main Menu 1
Stationary Equipment / Appl.	

Once you are satisfied with the application, click on the SUBMIT button.

Other Permit Items Miscellaneous Item Miscellaneous Item Description	Previous Section   Top   Main Menu
Attachments	
Back	Save Draft Submit

12. After a short wait, the permit screen will reappear with a permit number and all the information that was submitted. Note that the permit Status is shown as **Issued**, with an Issued Date listed.

Dashboard Hom	e Apply MyWork	Today's Inspections Map	Fee Estimator	Search Q	Hearings and Meetings Calenda	ar 🌖 🛛 I Want To 🔻
Permit Number: ELE202	4-00006					•
Permit Details   Tab Elements	Main Menu					
Туре:	Electrical Residential SolarAPP+	Status:	Issued		Project Name:	^
IVR Number:	768075	Applied Date:	02/21/2024		Issue Date: 02	/21/2024
District:	30 - Occoquan	Assigned To:			Expire Date:	
Square Feet:	437.00	Valuation:	\$8,000.00		Finalized Date:	
Description:	Installation of solar pan	els on existing residential roof. 8	8.74 kW. Addition	of 2 0-30A cire	uits.	

More Info

13. At this point, you may print your permit and view any of the attachments that were uploaded at your leisure.

Permit Details	s   Tab Element	s   Main Menu					
	Type:	Electrical Residential SolarAPP+	Status:	Issued	Ρ	roject Name:	^
	IVR Number:	768075	Applied Date:	02/21/2024		Issue Date: 02/21/2024	
	District:	30 - Occoquan	Assigned To:			Expire Date:	
	Square Feet:	437.00	Valuation:	\$8.000.00		nalized Date:	
				. ,		nanzeu Date.	
	Description:	Installation of solar panels on exis	sting residential roof. 8.	74 KW. Addition of 20	J-30A circuits.		
Summary	Locations	Fees Inspections Att	achments Contacts	Sub-Records	More Info		
	Princ	E WILLIAM			Dep	partment of Development S Building Development I	
-		COUNTY ———					
			CTRIC/				
PERMIT N	0: <b>E</b>	LE2024-00006			ATE ISSUED:	02/21/2024	
PERMIT N MASTER N				D		02/21/2024 768075	
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## **Requesting a SolarAPP+ Inspection**

In order to schedule, cancel or check inspection status, you must be logged into your ePortal/Citizen Self Service (CSS) account and associated as a contact to the permit. If you do not have an ePortal/CSS account, please review the help document on "Registering for an ePortal/Citizen Self Service (CSS) Account". To link your contact to the associated cases, contact another person who is already linked to the case and they can log in and associate you to the appropriate permit.

1. Please log into your ePortal account, and click on the **SEARCH** menu item.



2. Search for the SolarAPP+ Building or Electrical Permit and open the record.

Dashboard	Home	Apply	My Work	Today's Inspections	Мар	Fee Estimator	Search <b>Q</b>	Hearings and Meetii	ngs Calendar (5)	I Want To 🔻
Public Information	1									
Search All	<ul><li>✓ fe</li></ul>	or BLD	2024-00025				Exact Phrase 🗸	Q Search	Reset 🗴 E	ixport
Found 1 result										
Filter Results	Per	rmit Num	Paging Option ber <u>BLD202</u> ng Residentia		in Menu		pplied Date 02/ sued Date 02/2			
Permit 1	Sta Ma		ed 8193-22-08			Fi	xpiration Date nalized Date			
				INED CIR WOODBRIE of solar panels on existi			W. Addition of 20	-30A circuits.		
	Re	esults per	page 10 🗸	1-1of1 << <	1 >	>>				

3. Go to the INSPECTIONS tab, scroll down to the Request Inspections section and check the box for the inspection you wish to schedule. Click on **REQUEST INSPECTION** button.

Dashboai	rd Home	Apply	My Work	Today's Inspections	Map	Fee Estimator	Search <b>Q</b>	Hearings and Meetings C	alendar 5	I Want To 🔻
Permit Number	: BLD2024	4-00025	]							-
Permit Details   <u>Tal</u>	<u>b Elements</u>	Main Men	u							
	Type:	Building Re SolarAPP+			Status:	Issued		Project Name:		^
IVRN	lumber:	768074		Applie	ed Date:	02/21/2024		Issue Date:	02/21/202	24
1	District:	30 - Occoc	luan	Assig	gned To:			Expire Date:		
Squa	re Feet:	437.00		Va	luation:	\$10,488.00		Finalized Date:		
Desc	cription:	Installation	n of solar pane	els on existing resident	ial roof. 8.	74 kW. Addition o	of 2 0-30A circ	uits.		
	cations	Fees	Inspection		Contacts					
Existing Inspection Existing Inspection		Inspections	Optional In	spections Next Tab	Permit De	etails   Main Menu	I		Sort Des	cription 🗸
View Inspection			Description		State	us Request	Date	Scheduled Date	Inspect	or Action
No records to display.										
Request Inspection	15							1	Sort	)rder 🗸
Description				Reinspection			Action			
a 158R Building	SolarAPP Fi	nal		No			2	1		
Results per page	10 🕶 1-	1 of 1 <<	< 1	> >>						
Ontinentin									Req	uest Inspection

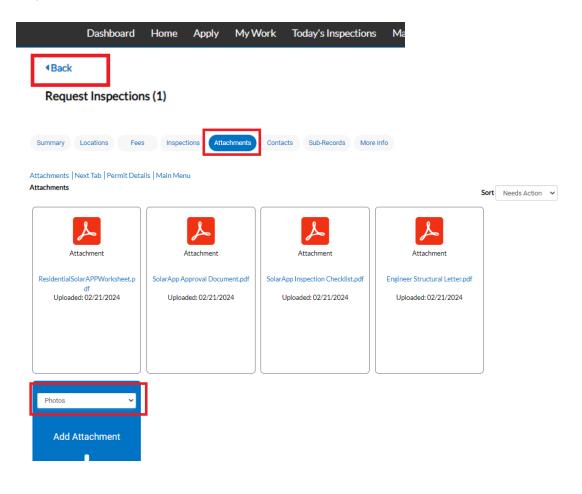
4. You have now been taken to the Request Inspection screen where you'll notice there are three required fields as well as an important note. Please read the note and then enter the requested information into the required fields. Once you are done select **SUBMIT** button.

Inspection Type:	158R Building SolarAPP Final	Case Type:	Building Residential Solar API	P+		
Address:	12740 STONE LINED CIR WOO	DBRIDGE, VA 22192				
	required documents to your <u>perr</u> ot attached to the permit.	<u>nit</u> for this inspectior	through your ePortal account.	Inspections may	be rejected if req	juired
	uired documents are due PRIOR t	o scheduling of your	inspection.			
Photos     Salar Cartifi						
<ul><li>Photos</li><li>Solar Certifi</li></ul>	ication					
	cation * Contact Name	Rosa Moran				
		Rosa Moran (555) 555-5555				
	* Contact Name					

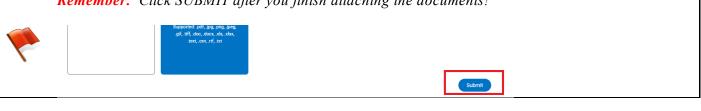
5. You will receive confirmation that the request went through if there were no outstanding issues with the permit.

Inspection Type:	158R Building SolarAPP Final
Case Type:	Building Residential SolarAPP+
Address:	12740 STONE LINED CIR WOODBRIDGE, VA 22192
Requested Date	02/22/2024
Comments/Gate Code	
Contact Name	Rosa Moran
Contact Phone	(555) 555-5555

6. Final step is to return to the permit and upload the requested Photos and Solar Certification as required.



				Sort Needs Action
	1	~	2	
Photos	Attachment	Attachment	Attachment	
Solar Panel Photos.JPG	ResidentialSolarAPPWorksheet.p	SolarApp Approval Document.pdf	SolarApp Inspection Checklist.pdf	
Size: 71.41 KB	dr Uploaded: 02/21/2024	Uploaded: 02/21/2024	Uploaded: 02/21/2024	
Remove				
		1		/
لم	Solar Certification   Contractor's License			
Attachment	County Business License Engineer Structural Letter			
5	Other Photos			
Engineer Structural Letter.pdf Uploaded: 02/21/2024	Residential SolarApp+ Workshee Roof/Panel Layout	t		
opioaueu. 02/21/2024	Solar Certification SolarAPP+ Approval Document SolarAPP+ Inspection Checklist	1		
	.git, .tift, .doc, .docx, .xls, .xlsx,			



**Please note:** Inspections can also be requested through the IVR system. However, doing so will still require you to log into the ePortal system to upload the required Photos and Solar Certification to the Building or Electrical permit cases.

# The IVR (Interactive Voice Response) system:

- The phone number is 1-866-457-5280.
  - You do not need to have an ePortal account or a computer to schedule inspections if you use the IVR.
  - The IVR no longer asks you for your permit number. You will be required to have the 6 digit IVR pin number associated with your permit. Your pin number is located on the top right hand corner of your permit. If you are unable to locate your pin number, please visit <a href="http://www.pwcva.gov/ePortal">www.pwcva.gov/ePortal</a> or call us at 703-792-6875.

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