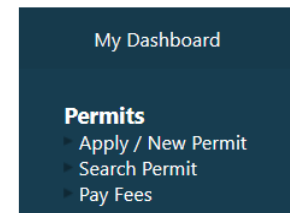


How to etrakit – SolarApps – City of Solana Beach

1. If you are a Contractor, please complete the [CONTRACTOR DECLARATION for SolarApp.pdf \(cityofsolanabeach.org\)](#) and email it to Counter@cosb.org to register an AEC Account. The City will email you your registration information.
2. Once you have your registration, visit <https://solab-trk.aspgov.com/etrakit/>
3. At the top of the page, make sure the Log In as Contractor, Select your username by hitting the down arrow, type in your password and then click on LOGIN.

Home | Setup an Account Log In Contractor User Name: Password: LOGIN Remember Me Forgot Password /Forgot Username

4. After you log in, you should be on your Dashboard.
5. On the left menu, select on Permits > Apply/New Permit
6. Read through the Permit Application Confirmation and choose an option and click continue. If you disagree, it will take you back to the main page. If you click on agree, you will go to the next page to continue the SolarApp electrical permit application process.



STEP 1 Permit Information

7. On the Permit Application page, select the Permit Type and enter a Short Description of the project. If you have any notes, such as related permit numbers, please add that in the Permit Notes Section.
8. Add the Job Value for the project.

Permit Application

Step 1 Permit InformationStep 2Step 3Step 4

Permit Type Information

PERMIT Type:

*Short Description:

Permit Notes:

*Job Value:

Please Check all your entries before proceeding to next step



SOLAR PV APP

PV APPLICATION SYSTEM
DETAILS:

IN HIGH FIRE ZONE:



BLDG SPRINKLER INSTALLED:



OPEN CODE VIOLATION:



IS PROPERTY ON SEPTIC
SYSTEM:

SCOPE OF WORK:



APPLICANT DECLAR

ARE YOU A CONTRATOR:

ARE YOU A OWNER BUILDER:

MAXIMUM POWER OUTPUT 10kW OR LESS

MAXIMUM POWER OUTPUT OF 10kW OR LESS AND ENGERGY STORAGE SYS

NEW ENERGY STRG SYS TO EXIST. PV MAX PWR OUTPUT 10kW OR LESS

9. Answer the grey arrow questions in this section of the application. If you are unsure, please leave it unanswered. The City will review your answers and reach out if there are any questions. **SCOPE OF WORK must be selected. If your scope of work does not match these options, please email Solar@cosb.org. At this time, we are only allowing these options to be on the online permitting system. If you are adding a panel upgrade or EV Charger, those can be separate permits submitted via email to Counter@cosb.org.**
10. If you are uncertain about the question, please hover over the blue question marks for more details.
11. On the Application Declaration section, please answer Yes or No to both questions.

12. Enter the property project location. You can search by Address or APN.
13. When typing in the address, please type in the street number and then the beginning of the street name. Then click Search. A grey bar will appear, click on the down arrow to show the search results.

For example, “710 S Ce” will return with 710 S Cedros.

If the address you are trying to find does not come up, please enter ONLY the street number and more search results will show.

***Enter part or all of your address and press search**

Search By
 Search Value **SEARCH**

Select address below

Failure to include all required attachments will delay the applicati

Location

***Enter part or all of your address and press search**

Search By
 Search Value **SEARCH**

Location

***Enter part or all of your address and press search**

Search By
 Search Value **SEARCH**

Select address below

Your selection to this form

If the address you are looking for does not appear when searching by APN or Address, please email Solar@cosb.org so we can ensure the address is in the City of Solan Beach’s jurisdiction and in our addressing system.

14. Once you have selected your address, the APN and full address will show on the screen.
15. You will then choose Your relation to this Permit. Select those that apply.

Attachments

Please upload the required documents for review. File names should clearly indicate the type of document. ie Plans, LOA, etc.

Failure to include all required attachments will delay the application process. Attachments will not be returned once submitted. Attachments become the property of the City of Solana Beach.

Filename

Select

Description

UPLOAD

16. Attachments – in this section, you will need to upload all documents required for the permit application. This includes the SolarApp plans and approval documents. Failure to include all required attachments will delay the application process.
17. Select your files from your computer. Once the files have uploaded, there will be a green dot next to the file name. Please include a Description for the file if the filename does not label what the document is.
18. Then click on UPLOAD.
19. A Disclaimer may pop up for your information. Click OK to continue.
20. If you need to delete an attachment, click DELETE.
21. To proceed, click on NEXT STEP at the bottom of the page.
22. If it brings you back to the top of the page, the top of the page will notify you of what is missing or invalid. Please make the changes and click on NEXT STEP.

STEP 2 Contact Information

23. Review the Contact information and ensure the required information is complete.
 - a. If any of the information needs to be updated, please update.
 - b. If any of the information does not apply, please leave blank.

24. Click NEXT STEP to continue.

STEP 3 Review and Submit

25. Please review that all the information is correct. If there needs to be changes made, click on the EDIT button next to the section and make the updates.
26. The total fees for the permit application will be calculated. When paying online and with a credit or debit card, there will be a 2.9% fee additional to the total.
27. Please note that the City **does not** accept any other forms of payments online. Please do not use the PayPal or Venmo options at this time.
28. If all information is correct, please click on NEXT STEP at the bottom of the of page.

Review the information prior to submitting.

CANCEL

PREVIOUS STEP

NEXT STEP

Permit Application

Step 1 **Step 2 Contact Information** Step 3 Step 4

Application for a SOLAR APP RES PV ROOF Permit

Permit Application

Step 1 Step 2 **Step 3 Review and Submit** Step 4

Application for a SOLAR APP RES PV ROOF Permit

<p>Permit Information EDIT</p> <table border="0"><tr><td>Type</td><td>SOLAR APP RES PV ROOF</td></tr><tr><td>Subtype</td><td></td></tr><tr><td>Description</td><td>test</td></tr><tr><td>Job Value</td><td>\$10,000.00</td></tr></table>	Type	SOLAR APP RES PV ROOF	Subtype		Description	test	Job Value	\$10,000.00	<p>Location EDIT</p> <table border="0"><tr><td>710 CAMINO SANTA BARBARA</td></tr><tr><td>SOLANA BEACH, CA 92075-1634 PONDEROSA HOMES</td></tr></table>	710 CAMINO SANTA BARBARA	SOLANA BEACH, CA 92075-1634 PONDEROSA HOMES				
Type	SOLAR APP RES PV ROOF														
Subtype															
Description	test														
Job Value	\$10,000.00														
710 CAMINO SANTA BARBARA															
SOLANA BEACH, CA 92075-1634 PONDEROSA HOMES															
<p>Contacts EDIT</p> <p>Applicant Information</p> <p>Owner Information</p> <p>Contractor Information</p> <p>Architect Information</p> <p>Engineer Information</p> <p>Tenant Information</p>	<p>Fee Information</p> <table border="0"><thead><tr><th>Type</th><th>Amount</th></tr></thead><tbody><tr><td>TRADE FEES GROUP 2024</td><td>\$153.00</td></tr><tr><td> S230 2024 INDIVIDUAL ELEC...</td><td>153.00</td></tr><tr><td>BUILDING FEES GROUP 2024</td><td>\$50.00</td></tr><tr><td> S212 2024 ISSUANCE FEE</td><td>50.00</td></tr><tr><td>S760 2024 TECHNOLOGY SURCHARGE</td><td>\$2.03</td></tr><tr><td>Total Fees</td><td>\$205.03</td></tr></tbody></table> <p>Attachments</p> <p>Attachments:</p> <p>Invoice.pdf DELETE</p> <p>paid</p> <p>To upload additional attachments click on Upload. Upload</p>	Type	Amount	TRADE FEES GROUP 2024	\$153.00	S230 2024 INDIVIDUAL ELEC...	153.00	BUILDING FEES GROUP 2024	\$50.00	S212 2024 ISSUANCE FEE	50.00	S760 2024 TECHNOLOGY SURCHARGE	\$2.03	Total Fees	\$205.03
Type	Amount														
TRADE FEES GROUP 2024	\$153.00														
S230 2024 INDIVIDUAL ELEC...	153.00														
BUILDING FEES GROUP 2024	\$50.00														
S212 2024 ISSUANCE FEE	50.00														
S760 2024 TECHNOLOGY SURCHARGE	\$2.03														
Total Fees	\$205.03														

Permit Application

STEP 4 – Checkout/Confirmation

29. Review the fees and you can
 - a. Add to Shopping Cart if you have other permits to pay for and want to pay them all at once
 - b. Pay Now if you want to pay just for this permit application.
30. The system will then bring you to the Paymentus system where you will need to enter your payment information.
 - a. The top portion should be prefilled with your applicant information. If it needs to be changed, please update with the contact information for this permit.
 - b. The payment amount will be the total fees due **plus** the 2.9% credit card service charge.
 - c. Payment Methods can only be Debit Card or Credit Card at this time. Please do not choose any other payment method.
 - d. Click Continue.
31. If your payment is declined, please try again by going back to your Dashboard and continuing the application.

32. Once the payment has been processed, it will bring you back to the eTrakit with your Payment Status: Paid.

33. An email receipt will be sent to the contact address you entered on the payment page.



Checkout Summary

Below are the current fees due for your permit(s)/business license(s). Please select the permit(s)/business license(s) you wish to pay and select "Proceed to Checkout". Verify correct item(s) to pay and select "Proceed to Payment". Enter the required information and select "Process Payment".

SOLAR APP RES PV ROOF Permit

Description	Quantity	Amount
TRADE FEES GROUP 2024	1	\$153.00
<i>S230 2024 INDIVIDUAL ELECTRICAL FEE</i>		153.00
BUILDING FEES GROUP 2024	1	\$50.00
<i>S212 2024 ISSUANCE FEE</i>		50.00
S760 2024 TECHNOLOGY SURCHARGE	1	\$2.03

Fees Due: \$205.03

Total: \$205.03

BACK TO STEP ONE

ADD TO SHOPPING CART

PAY NOW

34. You should then receive a confirmation.

Permit Application



Payment Status: Paid

Print this page as your receipt of payment. You will also receive an e-mail confirmation.

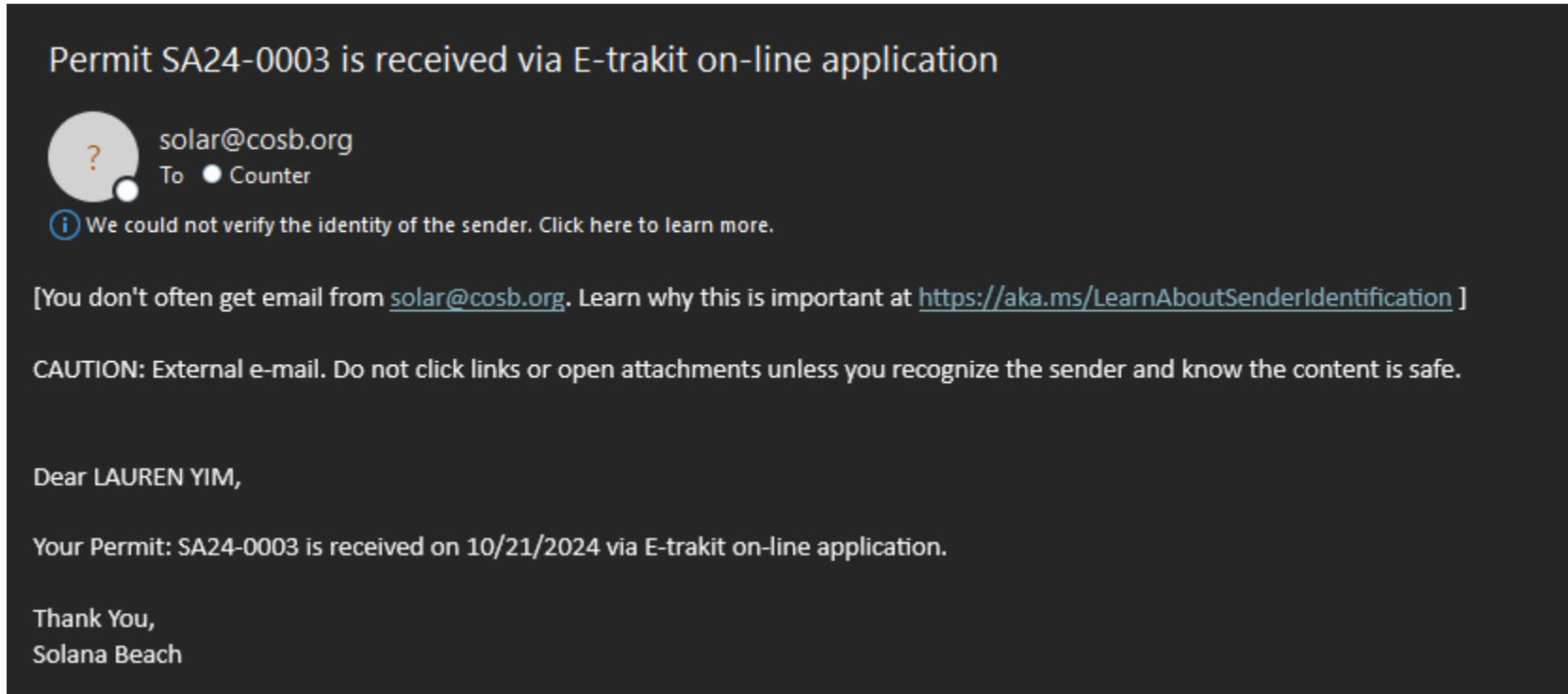
Receipt No: WEB488
Date: 1/22/2025 8:10:03 AM
Authorization Code: ACCEPTED
Amount Paid: \$211.08

PERMIT	SA25-0006	635 OLD HIGHWAY 101	SOLAR APP RES PV ROOF
TRADE FEES GROUP 2024			\$153.00
S230 2024 INDIVIDUAL ELECTRICAL FEE			\$153.00
BUILDING FEES GROUP 2024			\$50.00
S212 2024 ISSUANCE FEE			\$50.00
S760 2024 TECHNOLOGY SURCHARGE			\$2.03
Percent Credit Card Fee			\$6.05
Subtotal			\$211.08

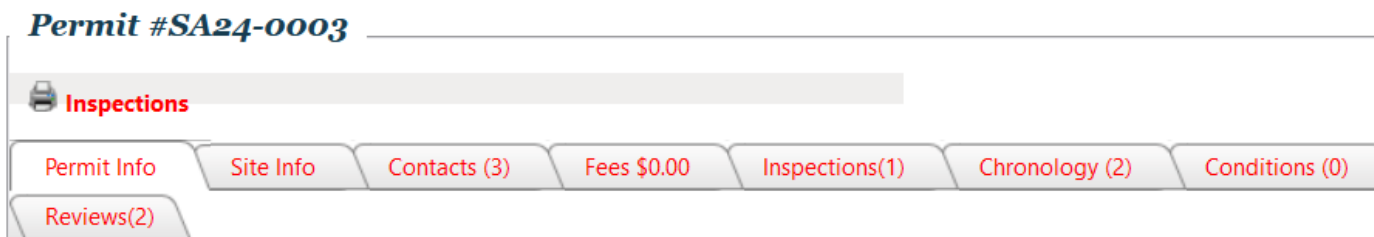
Total amount paid: \$211.08

[VIEW PERMIT](#) [PRINT SUMMARY](#)

35. The payment takes about 10 minutes to process. Once it is processed, you will receive an email from Solar@cosb.org confirming the application is received by the City.



- a. The City will then review your application during normal business hours and if there are any questions or if approved, the City will email you. You can then log back into your Dashboard >> My Active Permits and click on the permit number.
- b. The information about the permit can be found under the Permits Info tab.



- c. If the permit is approved, your issued permit and inspection job card can be downloaded under the **Permit Info** tab, towards the bottom in the **Attachments** section.
- d. Status Explanations:
 - i. Submitted – Awaiting review
 - ii. In Review – In queue for review
 - iii. Incomplete – Additional information is required. Please see notes/email.
 - iv. Tentative Approval – Permit review is complete. Awaiting issuance.
 - v. Issued – Permit is approved, fees are paid, work can commence.
 - vi. On Hold – City issued a hold after issuance. Please email Counter@cosb.org for status inquiry.
 - vii. Finalized – Permit completed work and City Final inspection passed.
 - viii. Expired – Permit approved but did not pass the City Final inspection by the expiration date. The permit will need to be re-applied for to close out.
- e. Tabs:
 - i. Site Info – Address and APN information
 - ii. Contacts – Declared contacts for the project
 - iii. Fees – Fees charged/paid for the project
 - iv. Inspections – Inspections for the project and status
 - v. Chronology – Highlights the steps for the project from submittal to issuance
 - vi. Conditions – if any City requirements are added for the permit
 - vii. Reviews – Application reviews

Permit #SA24-0003

Inspections

Permit Info | Site Info | Contacts (3) | Fees \$0.00 | **Inspections(1)** | Chronology (2) | Conditions (0)

Reviews(2)

Type: SOLAR APP RES PV ROOF

Subtype:

Short Description: test

Status: ISSUED

Applied Date: 10/21/2024

Approved Date: 10/21/2024

Issued Date: 10/21/2024

Finalized Date:

Expiration Date: 10/21/2025

Permit Notes: 10/21/2024 9:16:29 AM

Attachments:

Building Permit Inspection Card [Building Permit Inspection Card.pdf](#)

Building Permit Form_1 [Building Permit Form_1.pdf](#)

invoice [Invoice\(1\).pdf](#)

My Dashboard

Permits

- Apply / New Permit
- Search Permit
- Pay Fees
- View on Map

Contractor

Map

- View Map
- Locate My Address

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Permit Search

Search By:

Search Operator:

Search Value:

[Click here for search examples](#)

SEARCH


Your search returned 1 total record(s).

MAP ON OFF

Permits

PRINT

EXPORT TO EXCEL

 **Search Results**

PERMIT_NO	APPLICATION_NO	APPLIED_BY	APPROVED_BY	ISSUED	ISSUED_BY	Permit Type	STATUS
SA24-0003		EPRS	LYIM	10/21/2024	LYIM	SOLAR APP RES PV ROOF	FINALEC

Once your permit is finalized, the permit will no longer be on your Dashboard as an active permit. You can always look up the status of the permit using the Search Permit function .

1. Search by PERMIT_NO
2. Search Operator is BEST by using CONTAINS
3. Search Value – type in the permit application number.
4. Hover over the permit number, and it will turn into a link you can click on to go to the permit information.