



SolarAPP+ Application Instructions

Start Here

1. Complete an application on the [SolarAPP+](https://solarapp.nrel.gov/login) website at <https://solarapp.nrel.gov/login>.
2. Upon completion of the application, you will be directed to the City of Fresno's [Accela Citizens Access \(ACA\)](#), electronic permitting system, to complete an online application.
3. Login to your ACA account (if you do not have an account, please register for a free account) and then, follow the instructions below.

Accela Citizens Access (ACA) Application Process

1. Click on "Create an Application".
2. Check the box that you have read and accepted the above terms and click on "Continue Application".
3. Choose "**SolarAPP_Plus**" under the **Building** heading and click "Continue Application".
4. Click on "Select from Account" which will auto-fill your information from your registered account.
5. Select "Add New" to complete the licensed professional information and click "Continue Application".
6. Enter address by ONLY filling out the Street No and the Street Name, then select search.
 - a. This will auto-generate the complete address, parcel, and owner information.
 - b. **Complete the owner email information** then click "Continue Application".
7. Select "Yes" if this is a SolarAPP+ (SolarAPP+ process must be completed by this point).
8. Enter your SolarAPP+ ID number (from your SolarAPP+ application).
9. Choose the project type: Solar or Solar and Storage.
10. Input the system size in kW's.
11. Click "Yes" or "No" if this is a mobile home (Note: Mobile homes are not eligible to use SolarAPP+).

12. Add your attachments.

a. **Three (3) Required Documents**

- i. SolarAPP+ Approval Checklist
- ii. Solar Equipment Spec Sheets
- iii. One-Line Diagram (Electrical)

b. When uploading the 3 documents ensure you are choosing the associated name for each document you are uploading under Type.

(NOTE: You will NOT be able to continue your application without the 3 required documents and the associated names chosen. All three must be uploaded separately.)

c. Once you have uploaded the document and chosen the type of document, click “Save” and add the next document.

d. Once all 3 documents have been uploaded, click on “Continue Application”.

13. Review all the information on this page, and if correct, click “Continue Application”.

a. If you need to make changes, click the “Edit” button next to the area you need to correct. Once complete, click on “Continue Application”.

14. Pay your fees by clicking on “Checkout”.

a. Then click on “Checkout” again.

b. You will be redirected to the bill payment page (third party provider).

15. Once all applicable fees have been paid:

a. You will be given a record number B23 (year we are in) and then your 5-digit record number (**Example: B23-12345**).

b. Your permit will be auto issued.

c. The permit will be available under “Record Info”, then “Attachments” in the record.

16. When ready to schedule an inspection, please call (559) 621-8116.

Addendums and Field Revisions

1. Submit your revisions through Solar App+.

2. Once approved through Solar App+, upload your new revised checklist into the City of Fresno’s online [ACA](#) portal.

3. Upload the approved checklist into your original “B” record.

4. Call for inspections and have the new checklist available in the field.

a. **Note:** Field revisions may require additional inspection fees.