



How to apply for a SolarApp+ permit in Mendocino County



Once plans are approved on SolarAPP+ (solarapp.nrel.gov/login to register), the contractor will be directed to our website to create the permit in etrakit:

<https://www.mendocinocounty.org/government/planning-building-services>

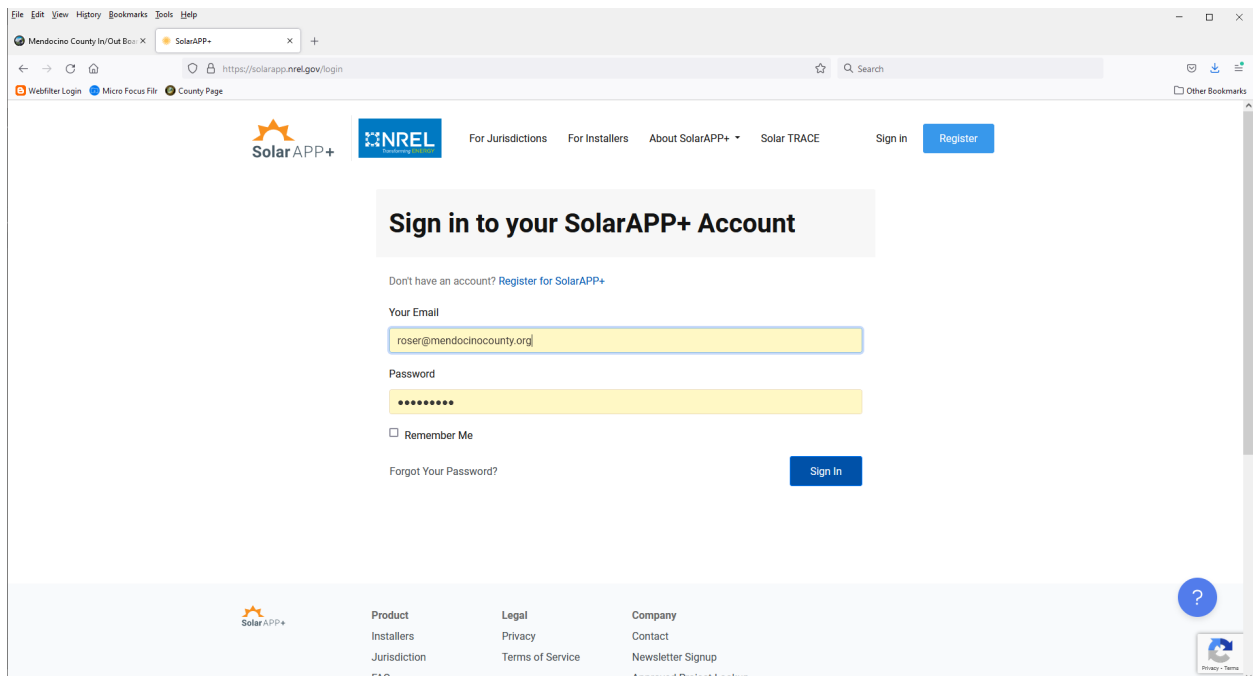
SolarApp+ for Mendocino County is fully available to all qualified contractors.

Eligible uses for SolarApp+

- Roof Mount on any permitted dwelling unit- residential structures only
- No ballasted systems
- Not located in a County flood zone, check parcel data in etrakit to verify flood impacts
- Located in the unincorporated Mendocino County or City of Ft. Bragg, cannot be located in the City limits of Ukiah or Willits
- Must be a licensed contractor that has previously registered with SolarApp+ permits
- Permit runners may not request SolarApp+ permits
- Fire District Approval is **Required prior to permit issuance** within Ukiah Valley Fire District, Hopland Fire District, Little Lake Fire District and Fort Bragg Rural Fire District.

Submit for an automated plancheck and have the permit issued through etrakit:

- Visit <https://solarapp.nrel.gov/login> to register or log into your account
- Submit your design to SolarApp+
- A \$25 processing fee will be charged by solarApp+ website
- Visit <https://solarapp.nrel.gov/login> for more information



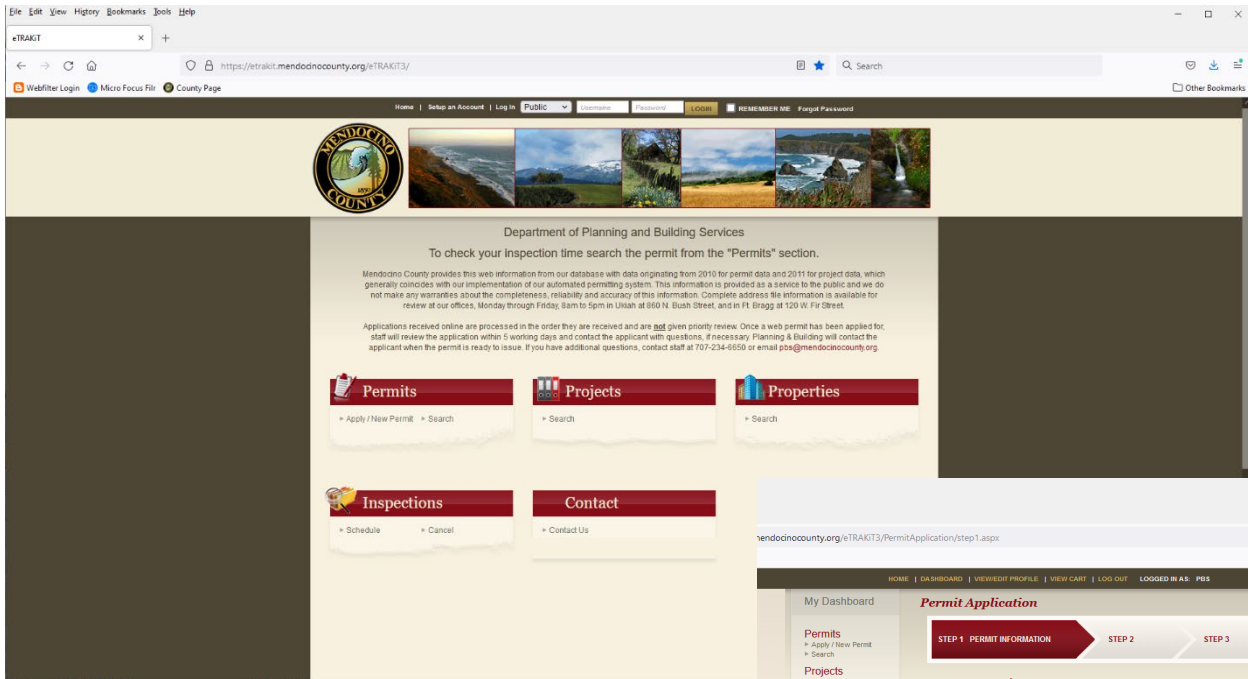
Apply for the Permit

Once you have received approval from SolarApp+ and have the NREL number, click on the Mendocino County website: <https://www.mendocinocounty.org/government/planning-building-services> or go directly to etrakit for Mendocino County: <https://etrakit.mendocinocounty.org/etrakit3/>

- Download the building permit application from the Planning and Building website
- Create an etrakit user account or log in
- Click Apply/New permit
- Read the disclaimer and agree to terms
- Select permit type SolarApp Auto Issued Permit
- Enter description, job cost, complete the required questions and enter the SolarApp+ NREL approval number
- Search property address, check box for owner or contractor
- Complete the required questions in etrakit
- If you are within the 4 Fire Districts listed previously, which are Ukiah Valley, Hopland, Little Lake (Willits) or Fort Bragg, you must upload stamped approved plans from that district prior to printing a permit. If we do not receive approved plans from the Fire District, you cannot receive any inspections.
 - To find the Fire District for your property, search the "Property" by address and click on the Land Use tap.
- **Attach the SolarApp+ Approval Documents and a Mendocino County Building Permit Application, and site plan for reference, to print a valid permit from etrakit.**
- Please note, if you are applying for an Electrical meter upgrade/change or backup battery storage system, there will be additional permit charges prior to completion of any inspections.
- Complete next steps through etrakit payment with Authorize.net
- Print the online SolarApp+ permit for your records

The screenshot displays the Mendocino County Planning & Building Services website. The main navigation bar includes 'MENDOCINO California', 'Government', 'Departments', 'Residents', and 'Business'. The left sidebar lists various services such as 'Planning & Building Services', 'ADUs', 'Boards & Commissions', 'Code Enforcement', 'County Maps', 'Environmental Impact Reports', 'Departmental Policies', 'Frequently Asked Questions', 'Fire Recovery', 'Fish & Game Commission', 'Forms and Handouts', 'Grants and Financial Resources', 'Issued Building Permits', 'Long Range Plans', 'Meeting Agendas', 'Municipal Advisory Councils', 'Ordinance Updates', and 'Public Agency Referrals'. The main content area features a 'NEWS' section with recent updates and a 'My Dashboard' sidebar with links to 'Permits', 'Projects', 'Properties', 'Inspections', and 'Contact'. The 'Property Search' section is active, showing search criteria: 'Address', 'Begins With', and '14100'. The search results list several parcel numbers, with '0483802800' highlighted. The detailed view for this parcel shows 'Zoning Code 1: AG-40', 'Zoning Code 2: N/A', 'General Plan: AG40', 'Census Code: N/A', 'School District: NONE', 'Tax Rate Area: 154019', 'Fire District: HOPLAND', 'Fire Resp Area: LOCAL', and 'Flood Zone: YES'. A 'Parcel #0483802800' tab is selected, displaying a list of 'Building Applications and Handouts' including items like 'Amnesty Packet', 'Best/Standard Authorization Form', 'Agricultural Exempt Building Application', 'Air Quality Asbestos Form For Demolition and Renovation', 'Building Application', 'Building Application Checklist', 'Building Permit Extension Form', 'Building Permit Information with CO and Smoke Detector (Handout)', 'Building Permit Reinstatement Form', 'Building Permit Frequently Asked Questions', 'Building Permit Inspection Procedure', 'Building Request for Permit Information', 'Cannabis Equity Fee Estimate Forms', 'Cannabis Working Group FAQs', 'Cargo Container (pre-manufactured metal shipping container) Conversion Policy', 'CallFire Application - New', 'CallFire - Homeowners Summary of Fire Prevention and Loss Reduction Laws', 'Checklist for FINAL Inspection', 'CLASS K Legal Opinion', 'Class K Ordinance - See County Code', 'Class K Waiver', 'Commercial Alterations/Additions Accessibility Worksheet', 'Commercial Cannabis Greenhouse Permit Submittal Checklist information', 'Commercial Tenant Improvement/Remodel/Alteration', 'Construction And Demolition Forms- Revised March 2015', 'Electric Vehicle Charging Station Packet', 'Erosion Control Special Permit', 'Expedited Residential Rooftop Photovoltaic Systems - Review Fees & Inspections', 'Fire Sprinkler Handout', 'Generator Permitting Info Packet', and 'Grower Review and Disposal'.

Etrakit Log in



Getting Inspections

- To schedule an inspection, either contact Planning and Building Services directly at 707-234-6650, or log into your etrakit account
- In etrakit click the “Dashboard” and select the appropriate permit number
- Click on the inspection tab, select “schedule”- make sure that the correct day is selected for an inspection- Mendocino County only visits certain locations on specific days of the week. Check your inspection days under the “Site Information Tab” listed in Inspections. Example: Inspection Zone 3: 5 days, is eligible for inspections Monday through Friday.

Etrakit Dashboard

