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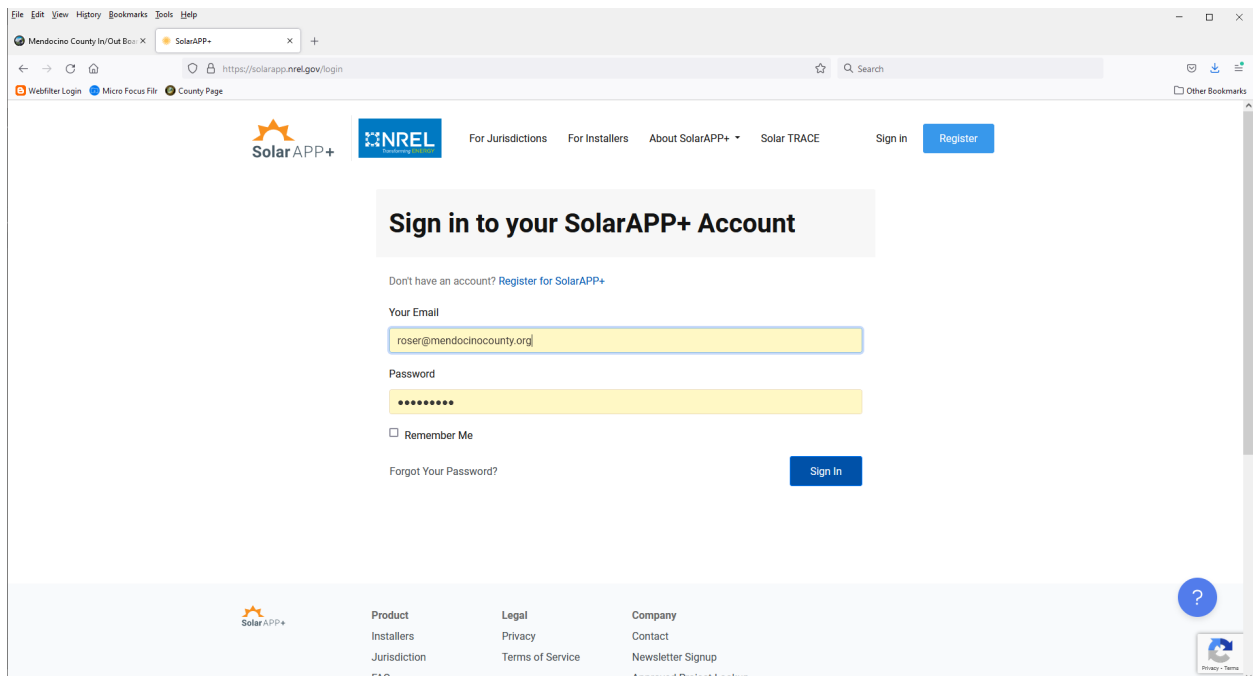
https://www.mendocinocounty.org/government/planning-building-services

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
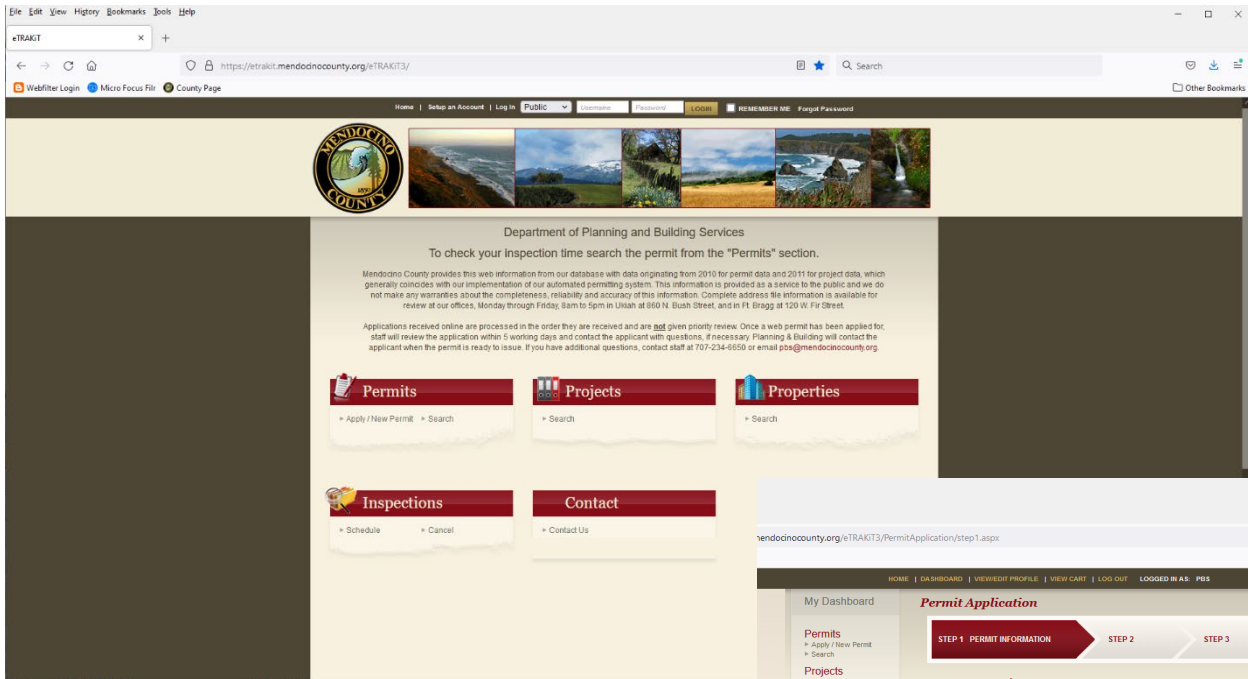- Visit https://solarapp.nrel.gov/login for more information

Apply for the Permit

Once you have received approval from SolarApp+ and have the NREL number, click on he 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

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