



SolarAPP+ Guide

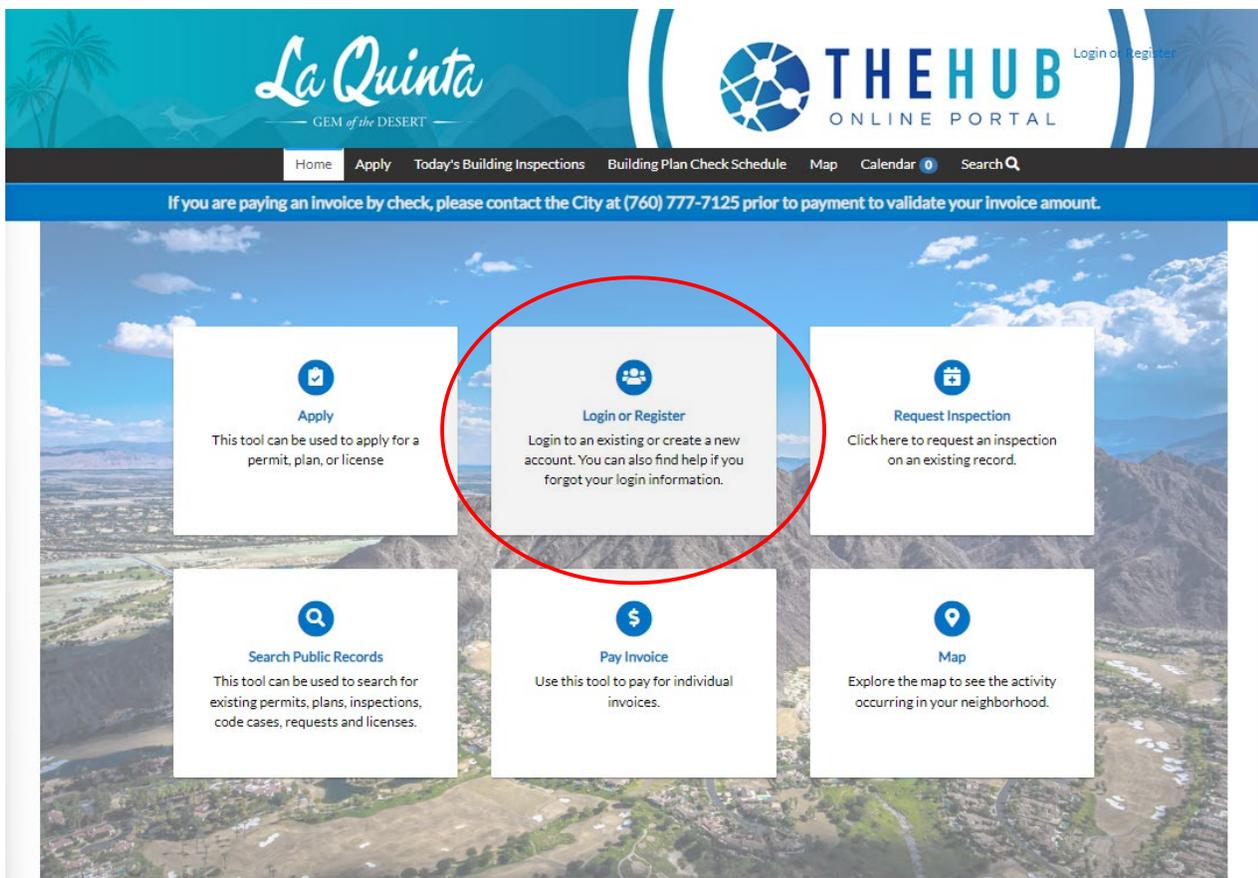
The City of La Quinta's permitting process is fully digital, you can apply for permits, licenses, request inspections, as well as pay fees online. You can find our online permitting site by going to: [LAQUINTACA.GOV/HUBONLINEPORTAL](https://www.laquintaca.gov/hubonlineportal)

If you need help setting up your account, you can find guides by going to <https://www.laquintaca.gov/business/the-hub/the-hub-online-portal>

Prior to applying for a permit, make sure you have an active City Business License and California State License. If you have the two required licenses give us a call at 760-777-7000 so we can give you access to the SOLARAPP+ Application.

If you do not have a business license, you can apply for one through our online system. If you have questions regarding the business license application, you can email us at LQBL@LAQUINTACA.GOV or you can call us at 760-777-7000.

1. Login to the online portal



2. Login Using Email and Password/Email Confirmation.

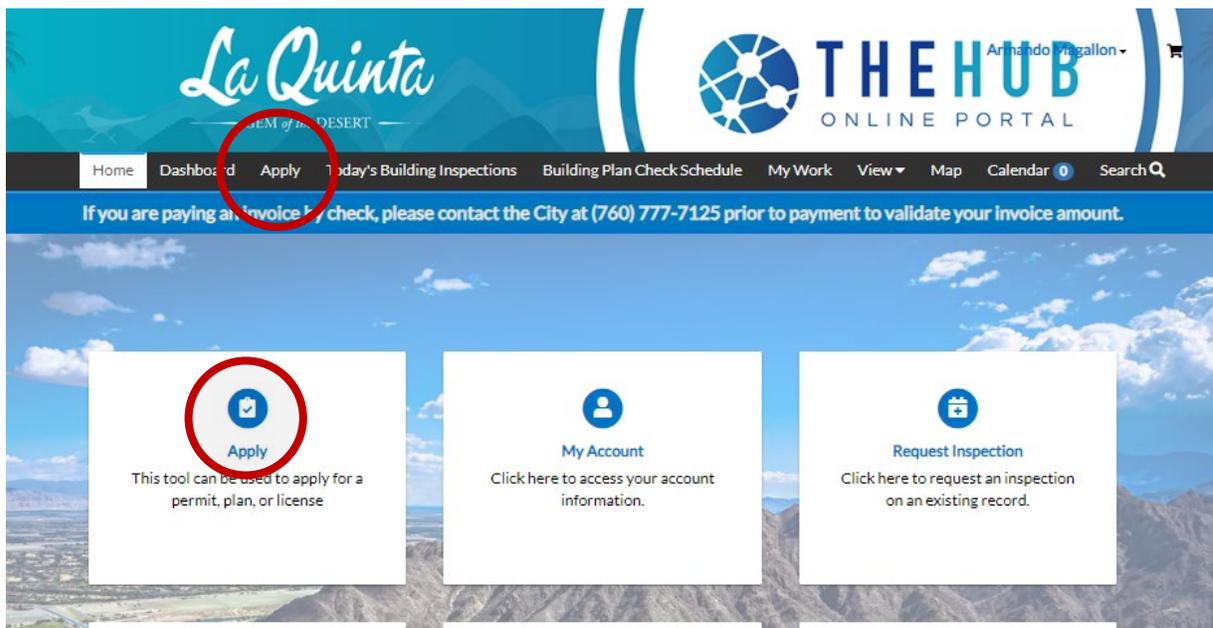
The first screenshot shows the login page with the following elements:

- Logo: A globe with a circular arrow around it.
- Text: "Sign in to community access services."
- Buttons: "Sign in with Google", "Sign in with Apple", "Sign in with Microsoft", "Sign in with Facebook".
- Text: "OR"
- Form: "Email address" field with a red "1" and a warning icon. Below it is a "Keep me signed in" checkbox.
- Button: "Next" with a red "2".
- Links: "Unlock account?", "Help".
- Button: "Create an account".

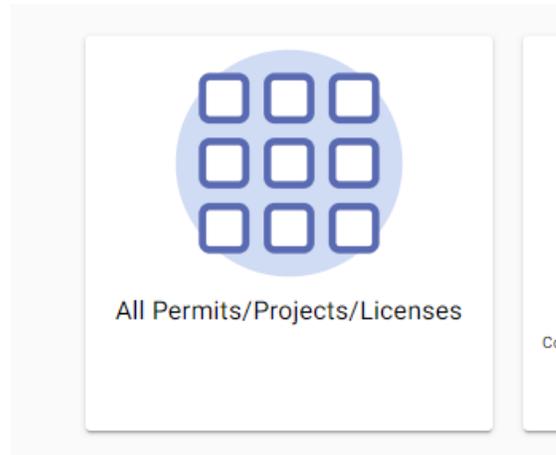
The second screenshot shows the password verification step:

- Text: "Verify with your password".
- Form: Password field with a red "3" and a "Verify" button with a red "4".
- Links: "Forgot password?", "Verify with something else", "Back to sign in".

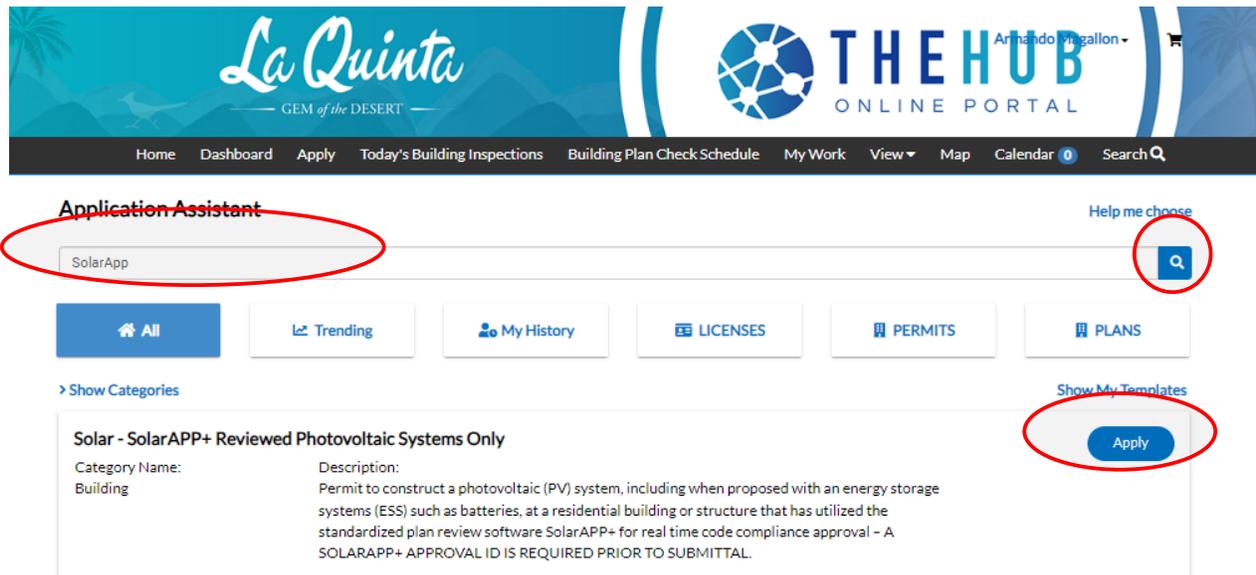
3. Click **Apply** to start the application process



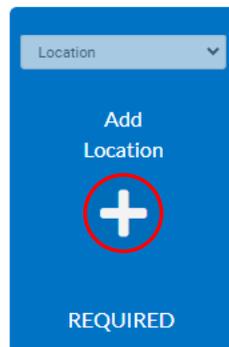
4. Click on All Permits/Projects/Licenses



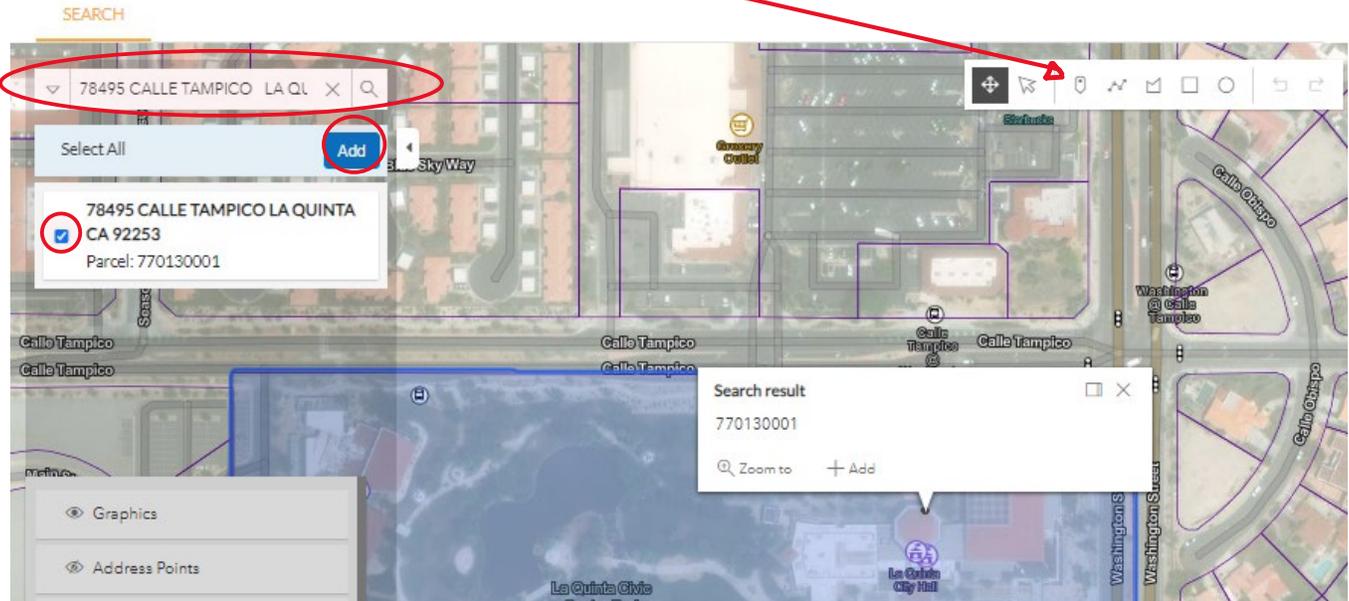
5. Search for **SolarApp** and click **Apply** on the SolarApp+ application.



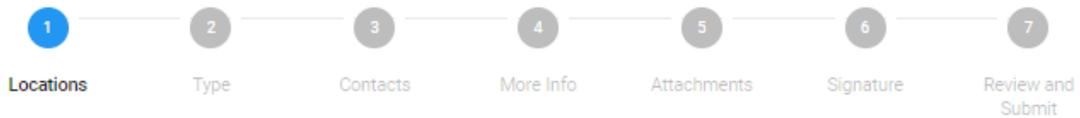
6. Click the + logo to add a location.



7. Add Location – Search for address, select the address, and click add.
 - a. Tip if the address is not found use parcel number or find the property in the map and select it using the  that is in the upper right-hand corner.



8. Once address I added click **Next**.



LOCATIONS

A location is required to be specified for this permit, click the Blue Add Location Box to search for an address or parcel.

If the property is not found by Address Number, please use the Assessor's Parcel Number (APN) or select it on the map.

Type: Location

78495 CALLE TAMPICO , LA QUINTA, CA 92253

Main Address

Parcel Number

770130001

Main Parcel

Remove

Create Template

Save Draft

Next

9. Add Permit details and Valuation and Click Next.

Locations **2** Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

PERMIT DETAILS

Please provide a brief description of the project scope of work.

A Valuation is Required but it is not used to determine the Permit Fee.

* Permit Type: Solar - SolarAPP+ Reviewer

* Description: 9.84kW SOLAR ARRAY - (24) 410W REC SOLAR REC410AA PURE-R MODULES + SOLAREEDGE S500B POWER OPTIMIZERS W/(1)

* Valuation: 25000

Back Create Template Save Draft **Next**

10. Add contractor and owner information.

Locations Type **3** Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

CONTACTS

Please add any additional contacts that will participate on this project, such as submitting documents, paying invoices, and checking status. You can only add contacts that have previously registered.

Applicant: Armando Magallon (you), 78495 CALLE TAMPICO, La Quinta, CA, 92253

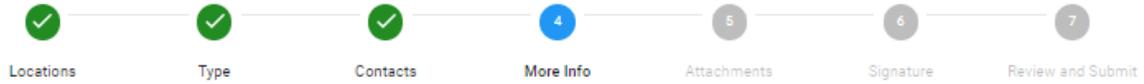
Contractor: Add Contact (+) REQUIRED

Owner: Add Contact (+) REQUIRED

Applicant: Add Contact (+)

Back Create Template Save Draft **Next**

11. Fill in all the fields on this page as they are all required and click **Next**.



MORE INFO

Please make entries in each of the required fields.

Solar

[Top](#) | [Main Menu](#)

*SolarAPP Approval ID [SA202XX-X-X-X-X]

*PV System Type
Residential

Enter Photovoltaic System Size in kW DC:

*System Size (kW DC)

Enter the number of panel strings that make up the entire photovoltaic array:

*PV Strings (EA)

If you are unsure how to calculate the number of panel strings see the example.

[Panel String Example](#)

Enter number of miscellaneous electrical equipment to be installed (Do not include combiner panels in microinverter systems)

*Sub-Panel QTY

*Battery QTY

*Upgrading Electrical Service?

*Are you installing a Smart Charger Controller?

Fee Acknowledgment: The information provided will be used to calculate permit fees which will then be automatically invoiced for payment after submittal, prior to proceeding please verify the selections, quantities and values, as inaccurate or untrue entries will cause delay of your client's project. If you have any questions regarding the required fields, please contact the HUB at (760) 777-7000.

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

12. Attach the SolarAPP Project Approval Record and click **Next**

Attachments

Please attach the SolarAPP+ Approval ID Document, no other attachments are required – Site specific photovoltaic system plans for the proposed scope of work will not be reviewed for code compliance on this permit type.



FEBRUARY 1, 2024

SolarAPP Project Approval Record

[Project Title]

Project Information

Project Type	Rooftop solar
System Size (Kw)	12

Contractor Information

License 1 Type	29423957
License 1 Number	242379235

SolarApp Approval Document

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx

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Create Template

Save Draft

Next

13. After reading the rules and regulations scroll all the way down and print, sign, and then click **next**.

requirements of the Homeowner's Association (HOA) or Property Management Association prior to submitting an application for permit.

5) Certify that you read the application and state that the information provided is correct. Agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes. At any time, if any part of the information being supplied or shown on this permit is inaccurate or untrue, please contact the City of La Quinta Permit Center immediately for correction.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Armando Magallon
March, 26 2024

X Draw Signature Here

Clear

Back

Create Template

Save Draft

Next

14. The final step will ask you to review your information and **Submit** the application.

Home Dashboard Apply Today's Building Inspections Building Plan Check Schedule My Work View Map Calendar Search

Apply for Permit - Solar - SolarAPP+ Reviewed Photovoltaic Systems Only *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Submit

Locations

Location	78495 CALLE TAMPICO , LA QUINTA, CA 92253
Parcel Number	770130001

Basic Info

Type	Solar - SolarAPP+ Reviewed Photovoltaic Systems Only
Description	9.84KW SOLAR ARRAY - (24)410W REC SOLAR REC410AA PUR-R MODULES + SOLAREEDGE S500B POWER OPTIMIZER
Valuation	25000
Applied Date	05/30/2024

Contacts

Applicant	Armando Magallon 78495 CALLE TAMPICO , La Quinta, CA , 92253
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15. After successful application submittal, Click **Continue to permit** to be directed to permit.

The screenshot shows the top navigation bar of the La Quinta THE HUB ONLINE PORTAL. The user is logged in as Armando Magallon. Below the navigation bar, a green checkmark icon indicates a successful application submission. A message states: "Your application was successfully submitted! This application for permit is pre-approved based on utilizing a real time plan review software, although the permit status is 'ISSUED', payment of permit fees is required prior to requesting inspections - Please check your email for invoicing or your dashboard for any required actions. If any part of the information supplied on this application for permit is inaccurate or untrue, or the permit fees do not appear to be correctly calculated by the software, please contact the City of La Quinta at (760) 777-7000 immediately for correction." A blue button labeled "Continue to permit" is visible. To the right, a "Fees" summary box shows a total of \$171.64, with buttons for "View Details" and "Add to Cart".

16. **Permit will automatically ISSUE** but no inspections will be conducted until payment has been received. Click **Pay Now** to make payment and prevent any delays in inspection.

The screenshot displays the permit details for permit number BSAP2024-0001. The permit status is "Issued". Key details include: Type: Solar - SolarAPP+ Reviewed Photovoltaic Systems Only; Applied Date: 06/03/2024; Issue Date: 06/03/2024; District: City of La Quinta; Assigned To: City of La Quinta; Valuation: \$25,000.00; Expire Date: 06/03/2025; Description: 9.84KW SOLAR ARRAY - (24)410W REC SOLAR REC410AA PUR-R MODULES + SOLAREEDGE S500B POWER OPTIMIZER. The "Available Actions" section shows a red warning icon and the text "Unpaid Fees \$171.64 07-03-2024". A blue "Pay Now" button is circled in red. Other sections include "Progress" (0% Completed) and "Workflow" (Document Verification, Verify Fee Payment & Issue Permit, Print, Attach, and Email Building Permit, Rough Electrical -, Temp Use of Permanent Power -, Solar Final -).

17. Make sure fees are correctly invoice, if everything looks good click **Add to Cart**.

- a. A copy of the Building fee schedule can be found here: <https://www.laquintaca.gov/business/design-and-development/building-division/fee-information-schedules>

Invoice Number: INV-00006931 [Add to Cart](#) 

Invoice Total: \$171.64
Status: Due Invoice Date: 05/30/2024 Due Date: 06/29/2024
Description: NONE

[Primary Fees](#) [Misc Fees](#) [Payments](#) [Attachments](#) [Contacts](#)

Primary Fees Sort Fee Name ▼

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Building Standards Administration	\$1.00	\$1.00	BSAP2024-0000	Permit	
Credit Card Convenience Fee	\$4.19	\$4.19	BSAP2024-0000	Permit	
Digital Archiving and Records Management Fee - OTC	\$12.00	\$12.00	BSAP2024-0000	Permit	
Permit Issuance	\$115.94	\$115.94	BSAP2024-0000	Permit	
Solar (PV) Less than 10kW	\$30.51	\$30.51	BSAP2024-0000	Permit	
Technology Enhancement Fee	\$8.00	\$8.00	BSAP2024-0000	Permit	

Results per page 10 ▼ 1 - 6 of 6 << < 1 > >>

18. Click "Go To Cart"

Add cart result

1 item(s) added to cart

[Continue](#) [Go To Cart](#)

19. Verify the Permit Number and Click **Check out**

La Quinta

Review your cart items

	Permit: <u>BSAP2024-0000</u> Invoice: INV-00006931	\$171.64
	View details	Remove

Cart summary

Subtotal \$171.64

Additional fees may be applied at checkout

[Check out](#)

Find more items to pay

[Return to City of La Quinta](#)

20. Add Credit Card Information and Click **Continue** to submit payment.

Enter your payment information

How are you going to pay?

Card number _____

MM _____

YYYY _____

Cardholder name _____

Address _____

Billing ZIP code _____

Security code _____

Remember this card

Where should we send your receipt?

Email for receipt*
YourEmail@icloud.com

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)

Summary

Subtotal	\$171.64
Processing fee	\$0.00
Total	\$171.64

21. Click **Submit Payment**

The screenshot shows a payment completion interface. At the top, it says "Complete your payment". Below that, there is a section for "Review your payment method" with fields for "account ending in" and "Expiration date". A "Summary of charges" section follows, displaying "Permit: BSAP2024-0000 | Invoice: INV-00006932". A table lists "Subtotal", "Processing fee", and "Total". A disclaimer states: "By clicking **Submit payment**, you agree to the following [terms and conditions](#)." At the bottom, there are two buttons: "Back" and "Submit payment". The "Submit payment" button is highlighted with a red circle.

Subtotal	
Processing fee	
Total	

22. Once payment is submitted you should be able to schedule your inspections.
- a. You can find inspection information here: <https://www.laquintaca.gov/business/design-and-development/building-division/scheduling-an-inspection>