



# CITY OF INGLEWOOD

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

Building Safety Division

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## ONLINE RESIDENTIAL SOLAR (PHOTOVOLTAIC) PERMIT PROCESS VIA SOLARAPP+ AND ACELA CITIZEN ACCESS (ACA)

### Step 1: Eligibility to obtain Solar Permits online via SolarAPP+

- Main dwelling rooftop on permitted residential structures only
- Please refer to the [SOLARAPP+ FAQs](#) for projects that can be processed through SolarAPP+.
- Online Solar Permits can be obtained by California licensed contractors only.

### Step 2: Submit for Automated Review through SolarAPP+

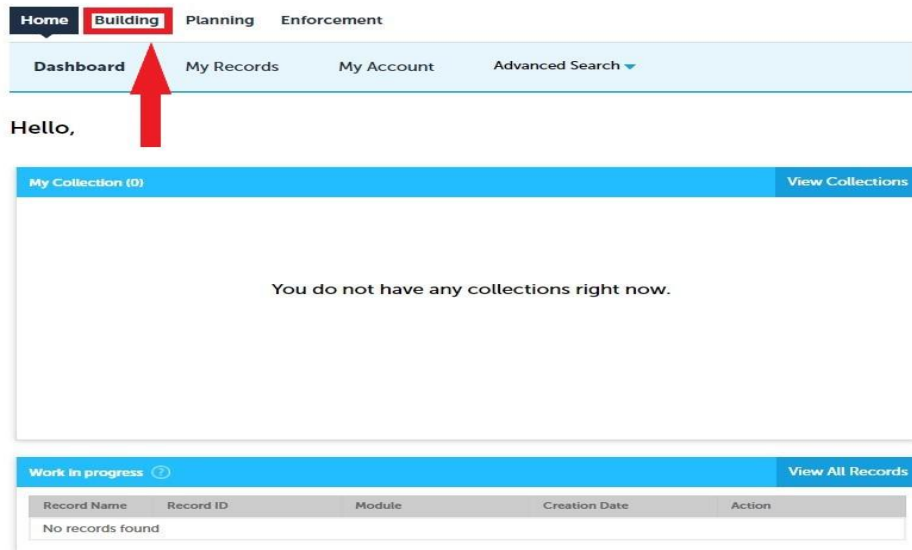
- Submit Solar (Photovoltaic) design at <https://solarapp.nrel.gov/>
- Click Login or Register to get started
- Have Contractor license information available to complete this step
- A processing fee will be charged by SolarAPP+ NREL.

### Step 3: Apply for a Solar Permit

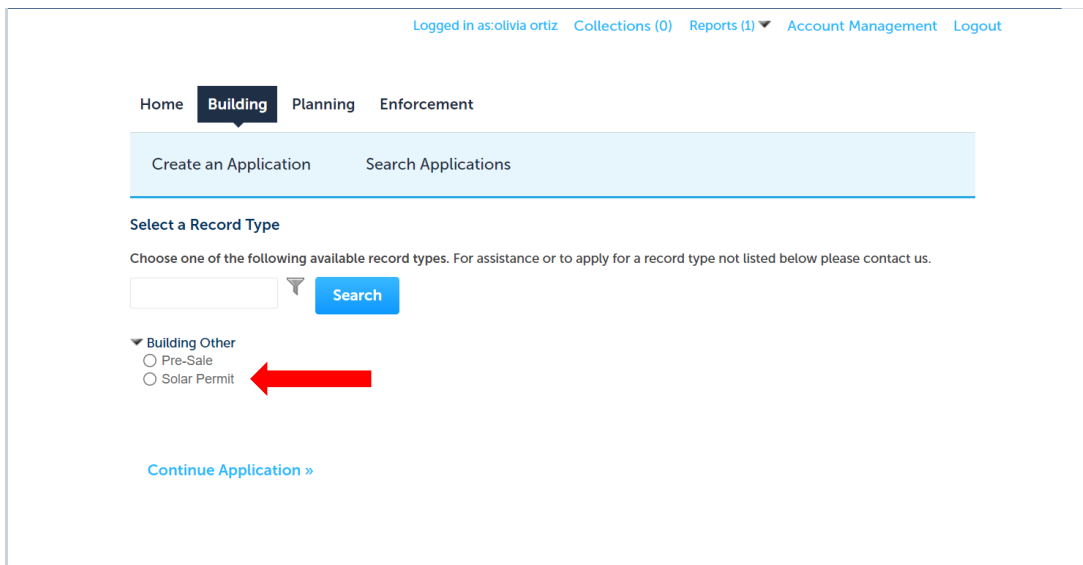
- Apply for a solar permit online via the City's [Accela Citizen Access \(ACA\)](#) portal at: [CLICK HERE](#)

The screenshot shows the City of Inglewood Citizen Portal. At the top, there is a navigation menu with 'Home', 'Building', 'Planning', and 'Enforcement'. Below the menu is an 'Advanced Search' dropdown. The main content area is divided into two columns. The left column contains a welcome message and a list of services: 'General Information' (Lookup Property Information), 'Building' (Search Applications), 'Planning' (Search Cases), and 'Enforcement' (Search Records). The right column contains a 'Login' section with fields for 'User Name or E-mail' and 'Password', a 'Login >' button, and links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. A red arrow points to the 'New Users: Register for an Account' link.

- Once you set up your account, log in and select Building on the Dashboard



- Under Building select Solar Permit and continue to follow the directions including uploading all required documents from SolarAPP+. All items with an asterisk (\*) need to be filled in, otherwise, the application will not proceed forward.



- After paying online, you will receive your Solar Permit / Inspection Record in your email. Print the Solar Permit and all required documents from SolarAPP+ and have them available at the job site for the City Building Inspector on the day(s) you request inspection.

#### **Step 4: Schedule your Inspection**

- To request inspection please go to : [INSPECTION REQUEST](#)