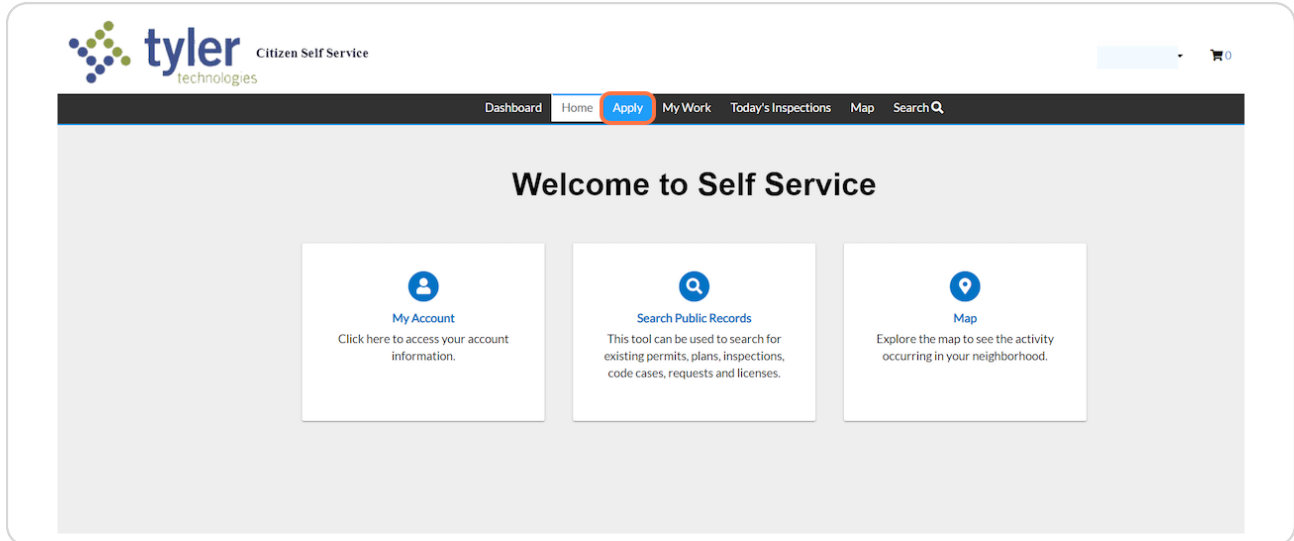


How to apply for City of Pomona SolarAPP

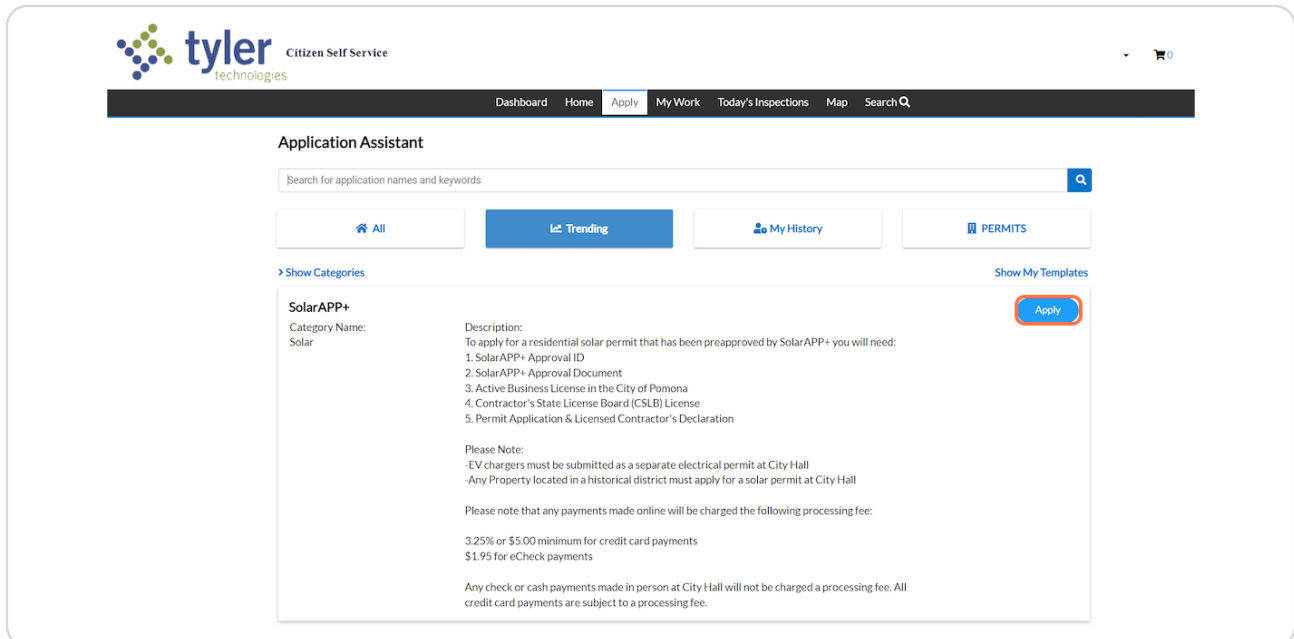
STEP 1

Click on Apply



STEP 2

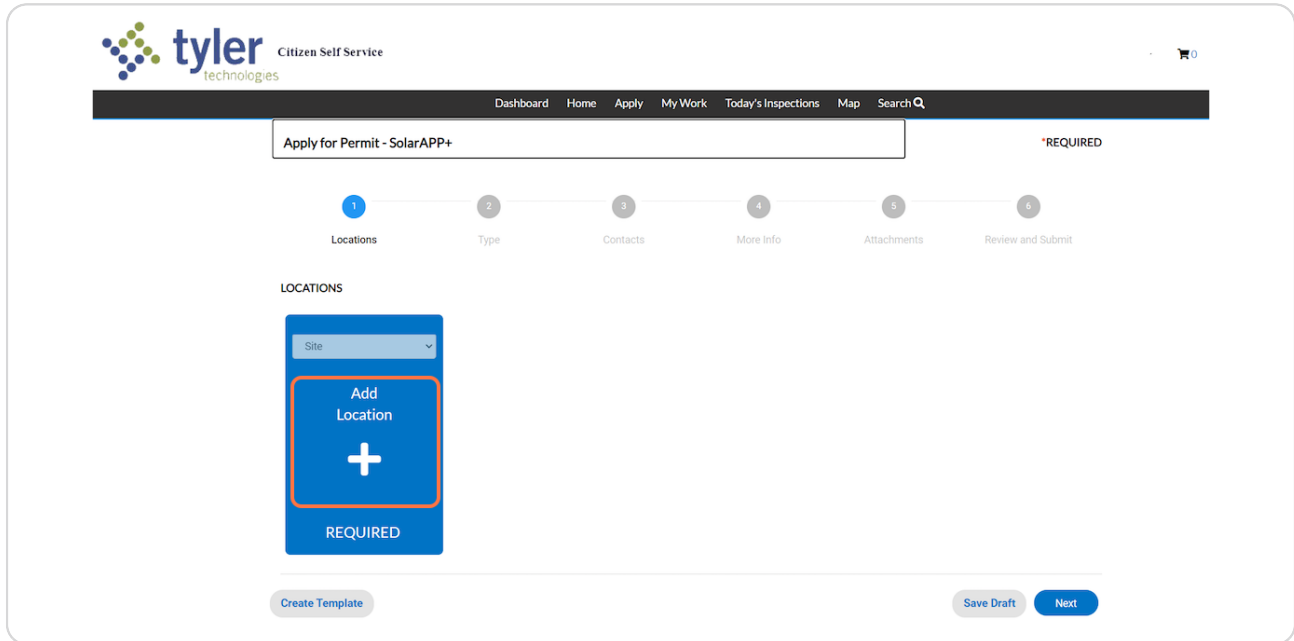
Click on Apply



STEP 3

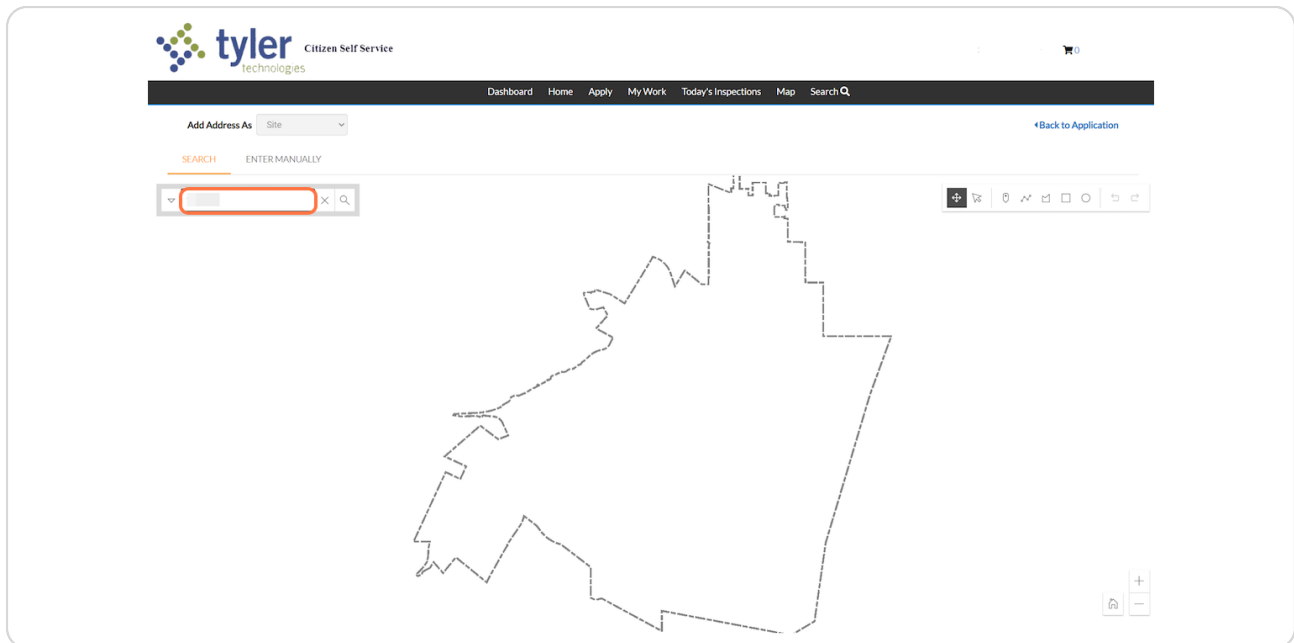
Click on Add to select a new address

Please note Historic Homes will be flagged and must be submitted in person at City Hall



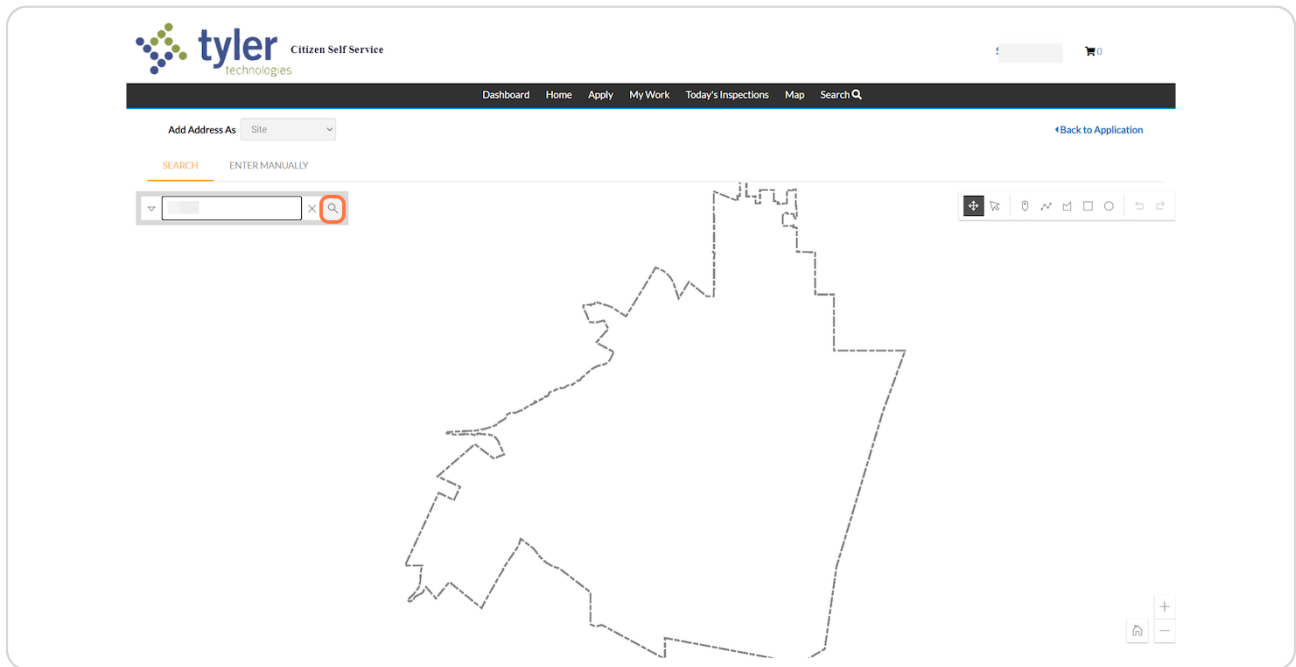
STEP 4

Type in address



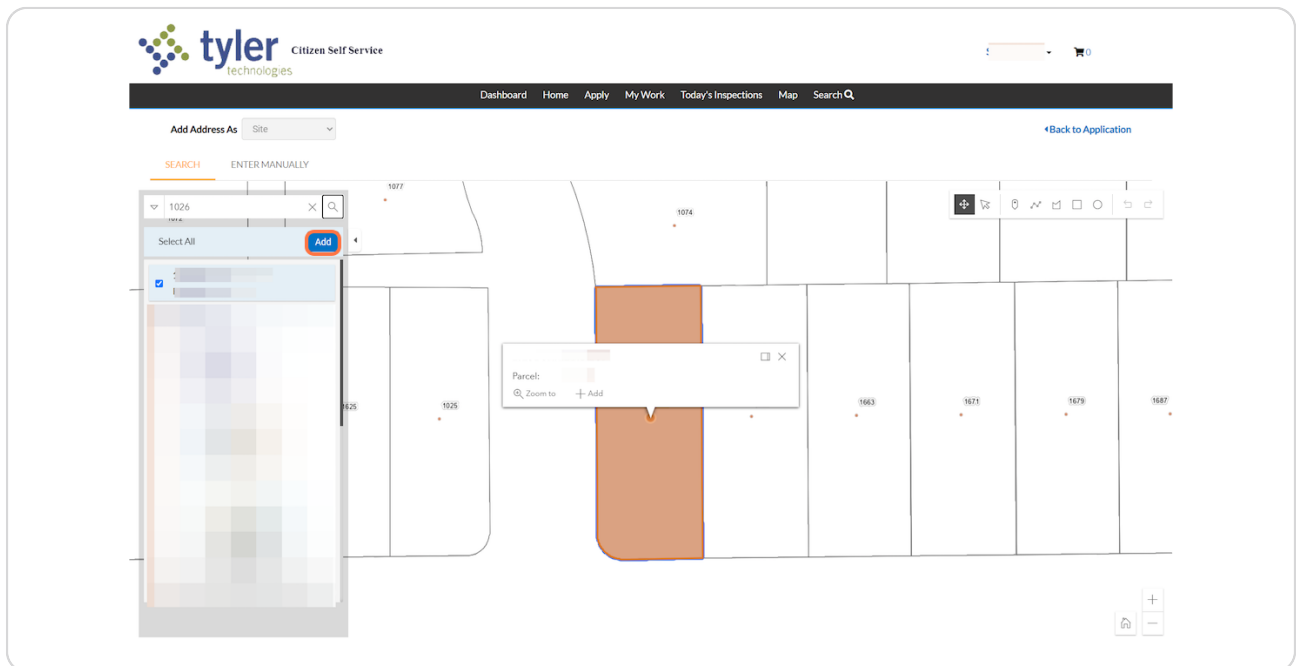
STEP 5

Click on Search



STEP 6

Select The Correct Address and Click on Add



STEP 7

Click on Next

tyler Citizen Self Service

Dashboard Home Apply My Work Today's Inspections Map Search

Apply for Permit - SolarAPP+ *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

LOCATIONS

Type: Site

Main Address

Parcel Number

Main Parcel

Remove

Create Template Save Draft Next

STEP 8

Provide a complete scope of work and select Next

tyler Citizen Self Service

Dashboard Home Apply My Work Today's Inspections Map Search

Apply for Permit - SolarAPP+ *REQUIRED

1 2 3 4 5 6
Locations Type Contacts More Info Attachments Review and Submit

PERMIT DETAILS

* Permit Type SolarAPP+

* Description
Install residential roof mount solar system 10 KW, 8 modules, 1 inverter, 1 200 amp subpanel, 1 new battery, 200 amp panel upgrade

Back Create Template Save Draft Next

STEP 9

Click on Contractor (+) to add

tyler Citizen Self Service technologies

Dashboard Home Apply My Work Today's Inspections Map Search

Apply for Permit - SolarAPP+ *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

CONTACTS

For the purposes of this permit - all contractors are required to use the Contractor (Non GRH) contact type.

Applicant

Solar Pomona (You)

505 S. garcey - Pomona, CA, 91769

Contractor (Non GRH) Add Contact + REQUIRED

Owner Add Contact + REQUIRED

Applicant Add Contact +

Back Create Template Save Draft Next

STEP 10

You can Enter Manually or if you had pulled a permit in the City of Pomona you can search from a previous list of contacts

tyler Citizen Self Service technologies

Dashboard Home Apply My Work Today's Inspections Map Search

Back to Application

Add Contact

Add Contact As : Contractor (Non GRH)

Search Enter Manually My Favorites

Search

STEP 11

If pulling from a previous entered Contractor list select Add

The screenshot shows the 'Add Contact' page in the Tyler Citizen Self Service system. The page title is 'Add Contact' and the subtitle is 'Add Contact As : Contractor (Non GRH)'. There are buttons for 'Search', 'Enter Manually', and 'My Favorites'. A search bar is present with a magnifying glass icon. Below the search bar is a table with columns: Favorite, First Name, Last Name, Address, Company, Email, and Action. The 'Action' column contains 'Add' buttons for each row. The 'Add' button for the third row is highlighted with a red circle. At the bottom, there is a 'Results per page' dropdown set to 10 and a pagination indicator '1 - 6 of 6'.

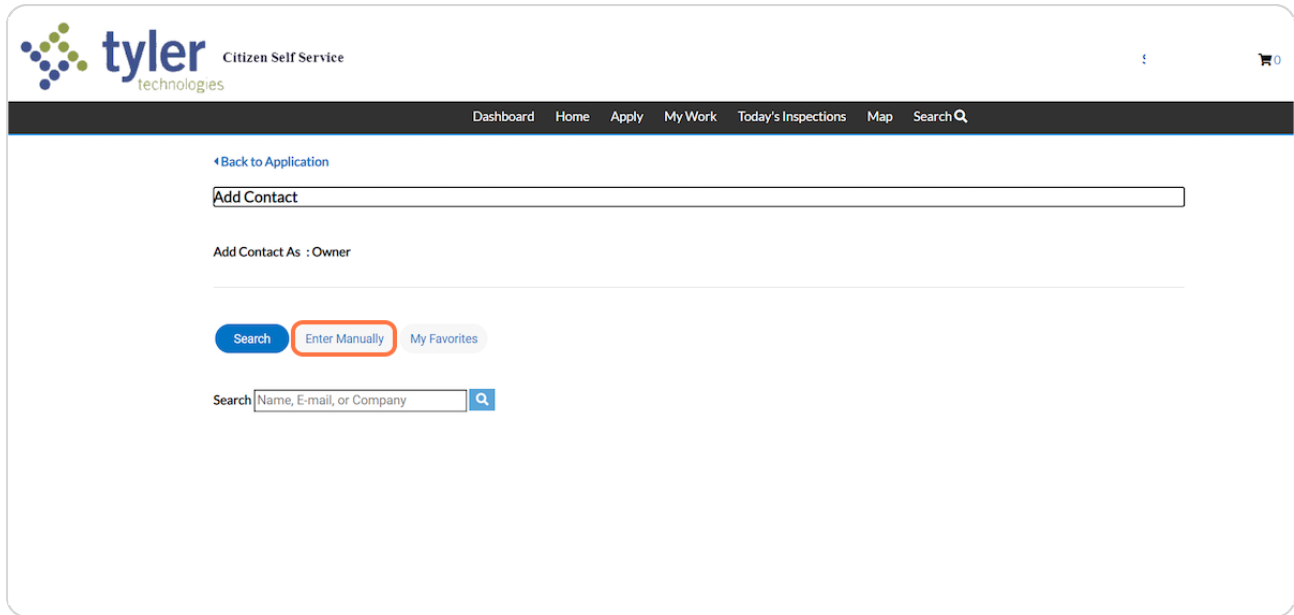
STEP 12

Click on Owner...

The screenshot shows the 'Apply for Permit - SolarAPP+' page in the Tyler Citizen Self Service system. The page title is 'Apply for Permit - SolarAPP+' and the subtitle is '*REQUIRED'. There is a progress bar with six steps: Locations, Type, Contacts, More Info, Attachments, and Review and Submit. The 'Contacts' step is active. Below the progress bar, there is a section titled 'CONTACTS' with the text: 'For the purposes of this permit- all contractors are required to use the Contractor (Non GRH) contact type.' There are four contact cards: 'Applicant' (Solar Pomona (You)), 'Contractor (Non GRH)' (Cassandra Yado), 'Owner' (Add Contact), and 'Applicant' (Add Contact). The 'Owner' card is highlighted with a red border and has an 'Add Contact' button. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

STEP 13

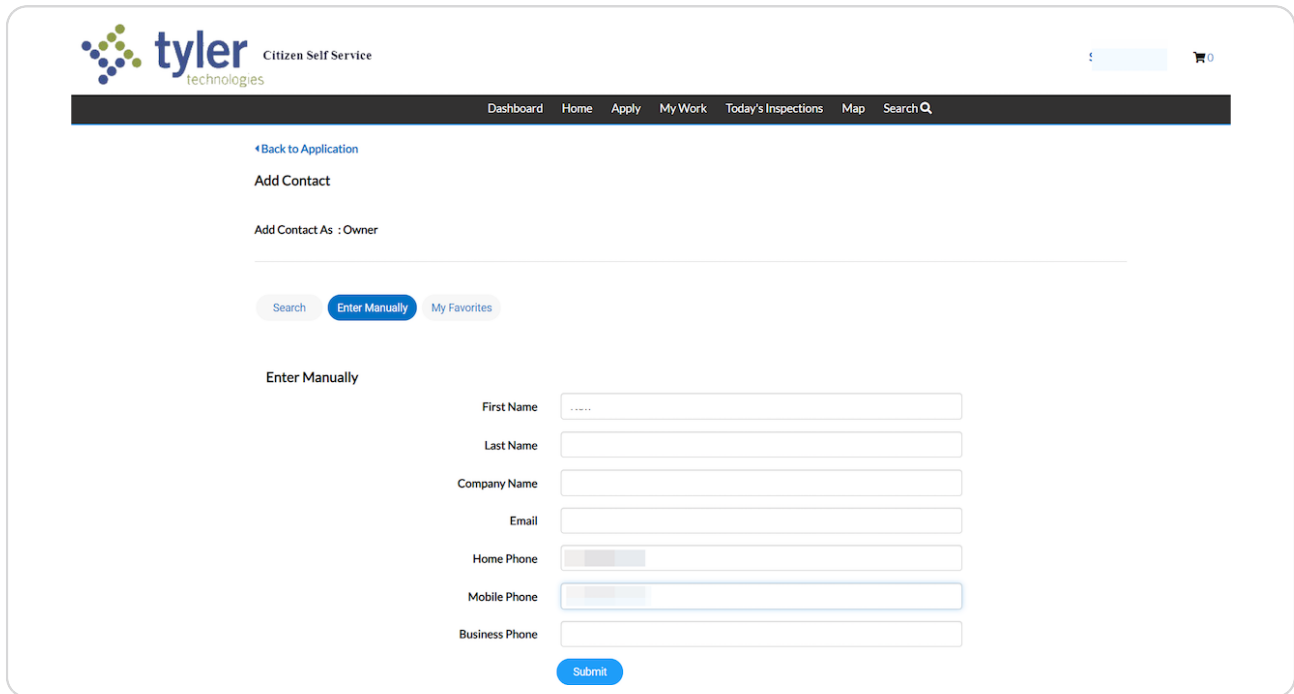
Click on Enter Manually



The screenshot shows the Tyler Citizen Self Service interface. At the top left is the Tyler Technologies logo. The navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, and Search. Below the navigation bar, there is a link for 'Back to Application' and a section titled 'Add Contact'. Underneath, it says 'Add Contact As : Owner'. There are three buttons: 'Search', 'Enter Manually' (which is highlighted with a red box), and 'My Favorites'. Below these buttons is a search input field with the placeholder text 'Name, E-mail, or Company' and a search icon.

STEP 14


Add Owner's Information Click on Submit



The screenshot shows the Tyler Citizen Self Service interface. At the top left is the Tyler Technologies logo. The navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, and Search. Below the navigation bar, there is a link for 'Back to Application' and a section titled 'Add Contact'. Underneath, it says 'Add Contact As : Owner'. There are three buttons: 'Search', 'Enter Manually' (which is highlighted with a blue box), and 'My Favorites'. Below these buttons is a section titled 'Enter Manually' with several input fields: 'First Name', 'Last Name', 'Company Name', 'Email', 'Home Phone', 'Mobile Phone', and 'Business Phone'. The 'Mobile Phone' field is highlighted with a blue border. At the bottom of the form is a 'Submit' button.

STEP 15

Click on Next






Dashboard Home Apply My Work Today's Inspections Map Search Q

Apply for Permit - SolarAPP+ *REQUIRED

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

For the purposes of this permit, all contractors are required to use the Contractor (Non GRH) contact type.

<p>Applicant</p>  <p>Solar Pomona (You)</p> <p>505 S. garey , Pomona, CA, 91769</p>	<p>Contractor (Non GRH)</p>  <p>Cassandra Yado</p> <p>505 S Garey , Pomona, CA , 9...</p> <p>Remove</p>	<p>Owner</p>  <p>New homeowner</p> <p>Remove</p>	<p>Applicant</p> <p>Add Contact</p> <p>+</p>
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[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

STEP 16

Enter required information based on Scope of Work

Progress bar: Locations (✓), Type (✓), Contacts (✓), **More Info** (4), Attachments (5), Review and Submit (6)

MORE INFO

SolarApp+ Info [Next Section](#) | [Top](#) | [Main Menu](#)

*Solar Application Approval Number

Contractor Info [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

You may only apply with a C-46 Solar Contractor license

*C-46 Contractor License Number

*C-46 Contractor License Expiration Date

PV Electrical [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please enter zero if does not apply

*# Modules

*# Inverters

*Solar Kilowatts

Circuit Info

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please enter zero if does not apply

Branch Circuits For 120 Volt Lighting

*# Branch Circuits for 208 to 277 Volt Lighting

PV Battery Storage Info

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please enter zero if does not apply

*PV Battery Storage 1 to 399 Amps

*PV Battery Storage 400 to 1,000 Amps

*PV Battery Storage over 1,000 Amps

*Battery Kilowatts

Panel Upgrade Optional

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please enter zero if a panel upgrade is NOT a part of this scope

Contractor Info

You may only apply for a panel upgrade with a valid C-10 Contractor's License Number (this may be the same as your C-46 Contractor's License Number)

*C-10 Contractor's License Number

Please enter today's date if does not apply

*C-10 Contractor's License Expiration Date

Panel Upgrade/Subpanel Optional

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

Please enter zero if a panel upgrade is NOT a part of this scope

*Service Switchboard 1 to 399 amperes

 Quantity of (2) was entered here to capture the 1 new 200 amp panel upgrade & 1 new 200 amp Subpanel

*Service Switchboards 400 to 1,000 amperes

*Service Switchboards over 1,000 amperes

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

STEP 17

Upload Documents in PDF Format

Please provide the following documents in PDF format:

1. SolarAPP+ Approval Document
 2. Active Business License in the City of Pomona
 3. Contractor's State License Board (CSLB) License
 4. Permit Application & Licensed Contractor's Declaration
- Please click here for the fillable Permit Application & Licensed Contractor's Declaration

If you are a permit runner, please also upload:

5. Notarized authorized agent document
6. Driver's License





<p>Active Business License - City of...</p> <p>Add Attachment</p> <p>+</p> <p>Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, zip, csv, rtf...</p> <p>REQUIRED</p>	<p>Contractor License Certificate (CSLB)</p> <p>Add Attachment</p> <p>+</p> <p>Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, zip, csv, rtf...</p> <p>REQUIRED</p>	<p>Permit Application & Licensed...</p> <p>Add Attachment</p> <p>+</p> <p>Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, zip, csv, rtf...</p> <p>REQUIRED</p>	<p>SolarApp+ Approval Documentation</p> <p>Add Attachment</p> <p>+</p> <p>Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, zip, csv, rtf...</p> <p>REQUIRED</p>
<p>Select Type</p> <p>Add Attachment</p> <p>+</p> <p>Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, zip, csv, rtf...</p>			

STEP 18

Once all documents are uploaded select Next


4. Permit Application & Licensed Contractor's Declaration
Please click [here](#) for the fillable Permit Application & Licensed Contractor's Declaration

If you are a permit runner, please also upload:
5. Notarized authorized agent document
6. Driver's License

 Active Business License - City of Pomona Active Business License.pdf Size: 31.97 KB Remove	 Contractor License Certificate (CSLB) Contractors Card and Notarized Documents.pdf Size: 177.61 KB Remove	 Permit Application & Licensed Contractor's.. Application.pdf Size: 585.83 KB Remove	 SolarApp+ Approval Documentation Solar App Approval Doc.pdf Size: 180.64 KB Remove
---	--	--	---

Select Type

Add Attachment



Supported: pdf, img, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text/plain, dwg, stp, osv, rft,...

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

STEP 19

Attachments will now be added Click on Submit

Panel Upgrade Optional [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please enter zero if a panel upgrade is NOT a part of this scope

Contractor Info

You may only apply for a panel upgrade with a valid C-10 Contractor's License Number (this may be the same as your C-46 Contractor's License Number)

C-10 Contractor's License Number 12345

Please enter today's date if does not apply

C-10 Contractor's License Expiration Date 09/01/2023

Panel Upgrade/Subpanel Optional [Previous Section](#) | [Top](#) | [Main Menu](#)

Please enter zero if a panel upgrade is NOT a part of this scope

Service Switchboard 1 to 399 amperes 2

Service Switchboards 400 to 1,000 amperes 0

Service Switchboards over 1,000 amperes 0

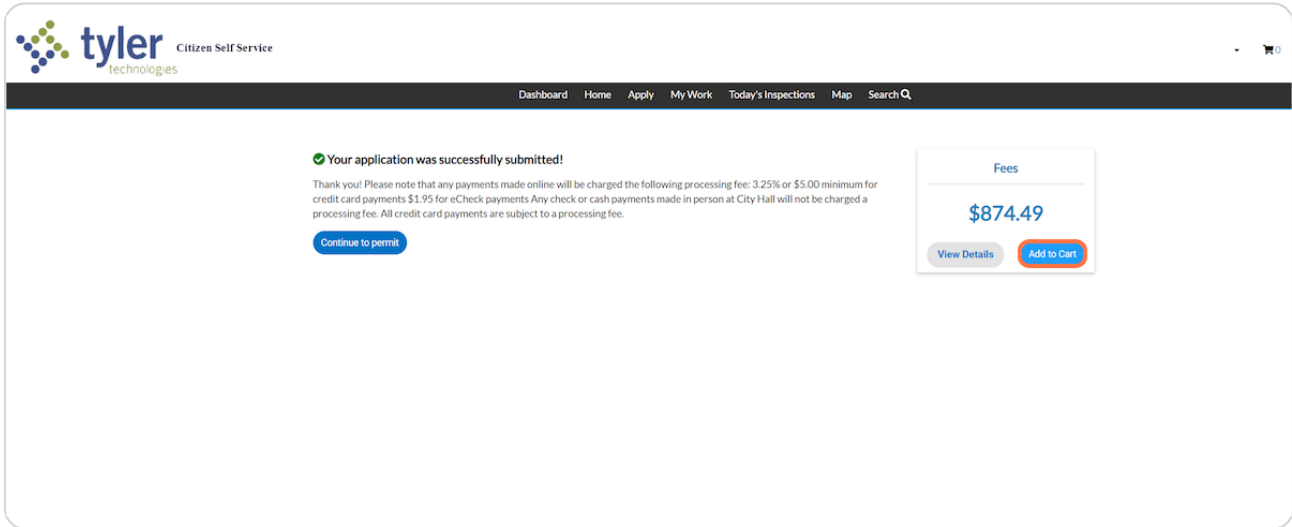
Attachments

Active Business License - City of Pomona	Active Business License.pdf
Contractor License Certificate (CSLB)	Contractors Card and Notarized Documents.pdf
Permit Application & Licensed Contractor's Declaration	Application.pdf
SolarApp+ Approval Documentation	Solar App Approval Doc.pdf

[Back](#) [Create Template](#) [Save Draft](#) [Submit](#)

STEP 20

You will receive the below notification that "Your application was successfully submitted!"



The screenshot displays a web interface for Tyler Technologies. The top left corner features the Tyler Technologies logo and the text "Citizen Self Service". A navigation bar at the top includes links for "Dashboard", "Home", "Apply", "My Work", "Today's Inspections", "Map", and "Search".

The main content area contains a green checkmark icon followed by the text: "Your application was successfully submitted!". Below this, a paragraph of text reads: "Thank you! Please note that any payments made online will be charged the following processing fee: 3.25% or \$5.00 minimum for credit card payments \$1.95 for eCheck payments Any check or cash payments made in person at City Hall will not be charged a processing fee. All credit card payments are subject to a processing fee." A blue button labeled "Continue to permit" is positioned below the text.

To the right of the notification is a "Fees" summary box. It displays the amount "\$874.49" in large blue text. Below the amount are two buttons: "View Details" and "Add to Cart".