



City of Rancho Palos Verdes - Community Development Department

Building & Safety - BuildingSafety@rpvca.gov - 310-544-5280

SOLAR APP PERMIT SUBMITTAL

Rpvca.gov / Solar App

1. Apply for approval through the online portal [Solar APP +](#). Using this program, have your Solar Plan “Preapproved”.
2. Log into eTRAKiT through the following link or by navigating through the City Website: [Permit Center Portal RPV eTRAKiT](#). (Hint: If it shows the “LOGIN” button, then you are not logged in)



This online portal provides the ability to apply and pay for selected RPV Permits and Business License. It also allows applicants to schedule inspections, upload documents and monitor the status of their permit or business license applications.

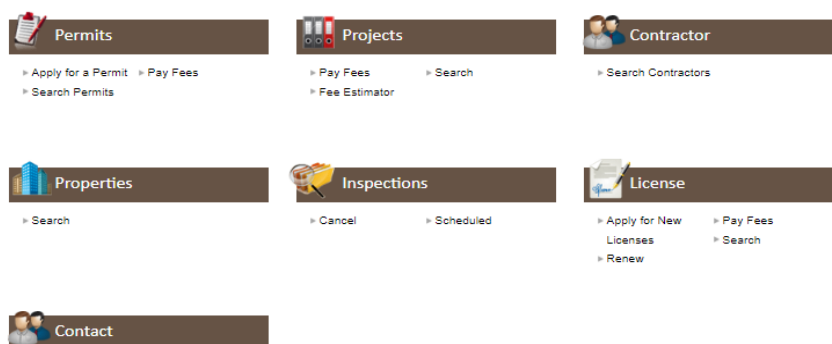
In order to apply for a Permit or a Business License, you **must create the eTrakit account first**:

2024 Business License Renewals - PLEASE MAKE SURE TO **CLICK ON THE RENEW BUTTON on the DASHBOARD under "My Active Licenses"** (NOT THE ASSESSED FEE!!!) TO SUBMIT A RENEWAL APPLICATION.

Contractors or Sub-Contractors: You must have a valid CA State License Board (CSLB) license to register with the City of Rancho Palos Verdes. After successful registration, you can log in to the eTrakit portal with the CSLB number and the created password. Only one email address can be associated with a single CSLB license number.

Public Accounts: Please create this account type if you want to apply for a Parking Permit, Business License, or Film Permit, or if you are an owner/builder. After successful registration, you can log in to the eTrakit portal with the email address and the created password.

For more information and Frequently Asked Questions about the RPV eTrakit portal - [RPV eTrakit FAQ](#)




3. From the above Home Screen, click on “**Apply for a Permit**”

My Dashboard

- Permits
 - Apply for a Permit
 - Search Permits
 - Pay Fees
- Projects
 - Search Projects
 - Pay Fees
 - Fees Estimator
- Contractor
 - Search Contractors
- Properties
 - Search Property
- Inspections
 - Cancel
 - Scheduled
- License
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Shopping Cart
 - Pay All Fees

Permit Application Confirmation



By proceeding, you acknowledge that you are the homeowner, performing work on your own property (residence only), or you are a licensed contractor in the State of California, performing work authorized by the homeowner.

☒ I Agree
☐ I Disagree

CONTINUE

4. Agree to the **Acknowledgement**. Then select the **“Continue”** box.

My Dashboard

- Permits
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- License
 - Apply for New Licenses
 - Search Licenses
 - Pay Fees
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Application

Step 1 Permit Information
Step 2
Step 3

Permit Type Information

PERMIT Type: SOLAR
PERMIT Subtype: ROOF MOUNTED

*Please enter a short description describing the use of permit:

*Job Value: \$70,000.00

Additional Information

SOLAR

***APPLICATION (PDF):**
Please provide a completed & signed application that includes a brief scope of work to be performed.

*NO OF PANELS: 50

*KW: 11-50

***ELIGIBILITY CHECKLIST FOR EXPEDITED SOLAR PV (PDF):**
Eligibility Checklist for Expedited Solar PV Permitting

*Census Category: 434 ADDITIONS-ALTERATIONS-REMODELS

*Actual Valuation: 70,000

AUTHORIZATION

CERTIFICATION:
By typing your name into this box, you are certifying that you have read this permit application, that to the best of your knowledge and belief all information supplied with this application is true and accurate, that you agree to comply with all City ordinances, State and Federal laws regulating activities covered by this permit for which you are applying, and that consent of the property owner, without which the requested action cannot lawfully be accomplished, has been granted. Permission is also granted to the City of Rancho Palos Verdes staff to physically enter upon and inspect the subject property and take photographs as necessary for inspection purposes. You also agree to ensure that items requiring inspections will not be covered without an approval by the City Building Inspector.

Brandon Delgado

Location

7573002913
30940 HAWTHORNE BLVD
RANCHO PALOS VERDES, CA 90275

Address Lookup

Your Relation to this Permit

☐ Property Owner
Check this box if you are the Property Owner

☒ Contractor
Check this box

Attachments

Filename: Select

Solar App- preapproval - 30940 Hawthorne Blvd.pdf x Remove

Solar App- preapproval - 30940 Hawthorne Blvd.pdf

Description:

UPLOAD

5. Select **“SOLAR”** as the Permit Type
6. Select **your** Mounting Type for Subtype
7. Enter Description of work and Job Value
8. Search and Select **Location** of project.
9. Attach the **SolarAPP** preapproval & **Permit Application**
10. Review your information, then select **“UPLOAD”**

11. Ensure the Contact information is correct.

My Dashboard

Permits

- Apply for a Permit
- Search Permits
- Pay Fees

Projects

- Search Projects
- Pay Fees
- Fees Estimator

Contractor

- Search Contractors

Properties

- Search Property

Inspections

- Cancel
- Scheduled

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Permit Application

Step 1Step 2 Contact InformationStep 3Step 4

Application for a SOLAR Permit

Applicant Information

*Name

Brandon Delgado

*Phone

(310) 544-5244

*Address

30940 Hawthorne blvd

*Email Address

bdelgado@rpvca.gov

*City

Rancho Palos verdes

*State

CA

*Zip

90275

-

Owner Information

*Name

City of Rancho Palos Verdes

Phone

(310) 544-5280

*Address

30940 Hawthorne Blvd

Email Address

*City

Rancho Palos Verdes

*State

CA

*Zip

90275

-

Contractor Information

*Name

Brandon Delgado

*Phone

(310) 544-5244

*Address

30940 Hawthorne blvd

*Email Address

bdelgado@rpvca.gov

*City

Rancho Palos verdes

Licenses

*State

CA

*Zip

90275

-

CANCEL

PREVIOUS STEP

NEXT STEP

12. Once verified, select “**Next Step**”.

13. Review that all information
Is correct and that the
SolarAPP approval and permit
Application are attached.

14. Once confirmed, select
“**SUBMIT**”

15. Your permit application will
be received by the City of
Rancho Palos Verdes. Staff
contact you for Payment.

Permit Application

Step 1Step 2Step 3 Review and SubmitStep 4

Application for a SOLAR Permit

Permit Information

EDIT

Type

SOLAR

Subtype

ROOF MOUNTED

Description

Solar System (20kw ...

Job Value

\$70,000.00

Location

EDIT

30940 HAWTHORNE BLVD

RANCHO PALOS VERDES, CA 90275

Contacts

EDIT

Applicant Information

Brandon Delgado (310) 544-5244

30940 Hawthorne blvd bdelgado@rpvca.gov

Rancho Palos verdes, CA 90275

Owner Information

City of Rancho Palos Verdes (310) 544-5280

30940 Hawthorne Blvd

Rancho Palos Verdes, CA 90275

Contractor Information

Brandon Delgado (310) 544-5244

30940 Hawthorne blvd bdelgado@rpvca.gov

Rancho Palos verdes, CA 90275

Fee Information

Total Fees \$0.00

Attachments

Filename

Select

30940 Hawthorne - permit application.pdf Remove

Solar App- preapproval - 30940 Hawthorne Blvd.pdf Remove

Solar App- preapproval - 30940 Hawthorne Blvd.pdf

Description:

30940 Hawthorne - permit application.pdf

Description:

UPLOAD

Review the information prior to submitting.

CANCEL

PREVIOUS STEP

SUBMIT