



## City of Rancho Palos Verdes - Community Development Department

Building & Safety - [BuildingSafety@rpvca.gov](mailto:BuildingSafety@rpvca.gov) - 310-544-5280

# SOLAR APP PERMIT SUBMITTAL

[Rpvca.gov / Solar App](http://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.

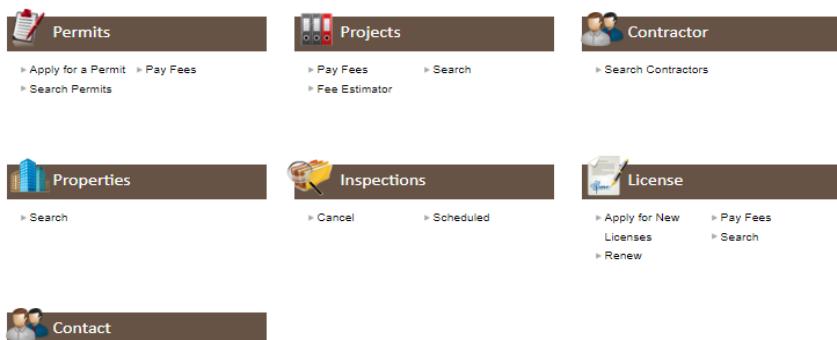
In order to apply for a Permit or a Business License, you **must create the eTrakit account first**:

**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](#)

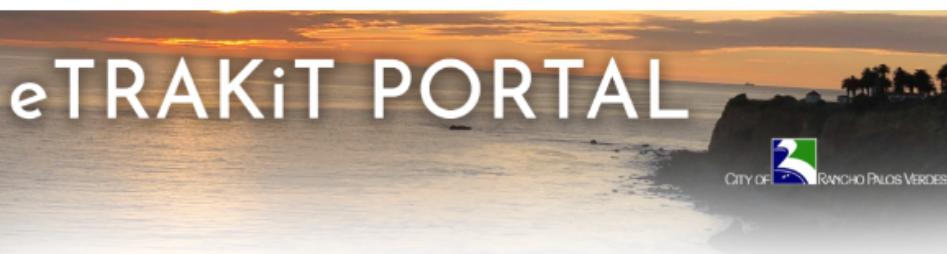
License

- [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

- [Apply for a Permit](#)
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Properties

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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 1 Permit Information](#) > [Step 2](#) > [Step 3](#)

**Permit Type Information**

PERMIT Type:

PERMIT Subtype:

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

\*Job Value:

**Additional Information**

SOLAR

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

\*NO OF PANELS:

\*KW:

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

\*Census Category:

\*Actual Valuation:

**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.

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Contact

- Contact us

Permit Application

Step 1 Step 2 Contact Information Step 3 Step 4

Application for a SOLAR Permit

*Applicant Information*

\*Name: Brandon Delgado

\*Address: 30940 Hawthorne blvd

\*City: Rancho Palos verdes

\*State: CA

\*Phone: (310) 544-5244

\*Email Address: bdelgado@rpvca.gov

\*Zip: 90275

*Owner Information*

\*Name: City of Rancho Palos Verdes

\*Address: 30940 Hawthorne Blvd

\*City: Rancho Palos Verdes

\*State: CA

Phone: (310) 544-5280

Email Address:

\*Zip: 90275

*Contractor Information*

\*Name: Brandon Delgado

\*Address: 30940 Hawthorne blvd

\*City: Rancho Palos verdes

\*State: CA

\*Phone: (310) 544-5244

\*Email Address: bdelgado@rpvca.gov

Licenses

\*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 1 Step 2 Step 3 Review and Submit Step 4

Application for a SOLAR Permit

*Permit Information*

Type: SOLAR

Subtype: ROOF MOUNTED

Description: Solar System (20kw ...)

Job Value: \$70,000.00

*Location*

30940 HAWTHORNE BLVD

RANCHO PALOS VERDES, CA 90275

*Contacts*

*Fee Information*

Total Fees: \$0.00

*Attachments*

File Name:  Select

30940 Hawthorne - permit application.pdf

Solar App- preapproval - 30940 Hawthorne Blvd.pdf

**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