


eTrakit Solar App Plus Application Process

1. You must be signed in as a contractor. Please switch the login to “Contractor”, select your contractor’s name, then insert your password. If you have forgotten your password, please select “Forgot Password” link. Apply for Permit.








Home | Setup an Account | Log In | **CONTRACTOR** | User Name: TEST APPLICANT | Password: | LOGIN | Remember Me | [Forgot Password /Forgot Username](#)



Welcome to the City of Salinas Online Community Development Web Site

This site provides access to the permit records of Salinas, California as well as general information regarding our office.

Please Create a Public Account Before Paying Fees

 Permits ▶ Apply for Permits ▶ Pay Fees ▶ Search for Permits	 Projects ▶ Search	 Contractor ▶ Search Contractors
 Properties ▶ Search	 Inspections ▶ Schedule ▶ Cancel ▶ Scheduled	 Code Cases ▶ Search ▶ Pay Fees
 Contact ▶ Contact Us		

2. Read and select "I Agree" to continue.

My Dashboard

Permits

- Apply for Permits
- Search for Permits
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Shopping Cart

- Pay All Fees
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Contact

- Contact us

Permit Application Confirmation

CONTRACTOR'S DECLARATION

I hereby affirm that I am a licensed contractor in the State of California under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. I have secured permission from the property owner to obtain this permit.

ACKNOWLEDGEMENT

By clicking "I Agree", you acknowledge that you are submitting a **Permit Application** with the City of Salinas. By submitting the Application, you certify that you are the property owner or have obtained the property owner's consent to the submittal of the Application and contents therein. You further certify that all of the information provided on the Application is complete and accurate and that all applicable fees and penalties have been paid. You understand that submittal of inaccurate or incomplete information may result in processing delays and/or rejection of your application and that upon review of the Application additional information and fees may be required. You further understand that rejection of your application will result in no refund of fees or penalties, if applicable. The application is complete only when all required information has been provided to the City and all outstanding fees and penalties, if applicable, have been paid.

For SolarApp+ permits, please complete and submit the required Smoke Affidavit form with your application.

[SolarApp+ Terms and Conditions](#)

[SolarApp+ Privacy Policy](#)

**You can log onto this portal anytime for updates and progress on your application.*

- I Agree
- I Disagree

CONTINUE

3. Select the Permit Type from the drop-down, fill in the information required.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: TEST APPLICANT

Permit Application

Step 1 Permit Information Step 2 Step 3 Step 4

Permit Type Information

PERMIT Type

*Description:

*Job Value

Location

***Enter part or all of your address and press search**

Search By

Search Value

Attachments

Please include all required attachments and forms with your application.
Only upload PDF documents.

Filename

Description

4. Make sure to select the appropriate Permit Subtype. To select your site address, begin typing the beginning portion of the address, then select “Search” to provide a drop-down list of addresses. Select the address from the drop-down.

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Permit Application

Step 1 Permit Information Step 2 Step 3 Step 4

Permit Type Information

PERMIT Type: SOLAR APP PLUS ▾

PERMIT Subtype: R-SOLAR ▾

*Description: 10 panels 14 kw rooftop

*Job Value: \$35,000.00

Additional Information

SOLARAPP

*NREL APPROVAL #: 1234

SOLAR SYSTEM SIZE: 14.5 kw

*SERVICE UPGRADE SIZE?: 100 AMP ▾

Location

***Enter part or all of your address and press search**

Search By: ADDRESS ▾

Search Value: 65 w alisal SEARCH

Select address below

▾

5. Upload your completed Smoke and Carbon Form and Approved SolarApp+ documents.
When attaching your files, **please select "Upload" to ensure the attachment process is complete.**

Location

002345018000
65 ALISAL 101
SALINAS, CA 93901

[Address Lookup](#)

Attachments

Please include all required attachments and forms with your application.

Only upload PDF documents.

Filename

Description

6. Verify your information is correct, select “Next Step”.

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Permit Application

Step 1 Step 2 Contact Information Step 3 Step 4

Application for a SOLAR APP PLUS Permit

Applicant Information

Name	TEST APPLICANT	Phone	(831) 758-7251
Address	65 W Alisal Street	Email Address	kristenp@ci.salinas.ca.us
City	Salinas		
State	CA	Zip	93901

CLEAR

Owner Information

Name	CITY OF SALINAS	Phone	() - -
Address	200 LINCOLN AVE	Email Address	
City	SALINAS		
State	CA	Zip	93901 2639

CLEAR

Contractor Information

Name	TEST APPLICANT	Phone	(831) 758-7251
Address	65 W Alisal Street	Email Address	kristenp@ci.salinas.ca.us
City	Salinas	License#	
State	CA	Zip	93901

CLEAR

CANCEL PREVIOUS STEP **NEXT STEP**

7. Your summary will appear before the payment request. Select "Next Step".

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Permit Application

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

Application for a SOLAR APP PLUS Permit

Permit Information		Location	
Type	SOLAR APP PLUS	65 ALISAL 101	
Subtype	R-SOLAR	SALINAS, CA 93901	
Description	10 panels 14 kw roo...		
Job Value	\$35,000.00		

Contacts		Fee Information	
Applicant Information			
TEST APPLICANT	(831) 758-7251	Type	Amount
65 W Alisal Street	kristenp@ci.salinas.ca.us	5% TECHNOLOGY SURCHARGE	\$0.00
Salinas, CA 93901		BUILDING STANDARDS SRF	\$2.00
Owner Information		SAP SMALL RECORD RETENTION	\$45.00
CITY OF SALINAS		SAP SEISMIC RESIDENTIAL FEE	\$4.55
200 LINCOLN AVE		SAP SOLAR RESIDENTIAL PERMIT	\$152.00
SALINAS, CA 93901 - 2639		Total Fees	\$203.55
Contractor Information		Attachments	
TEST APPLICANT	(831) 758-7251	To upload additional attachments click on Upload.	
65 W Alisal Street	kristenp@ci.salinas.ca.us	Upload	
Salinas, CA 93901			

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

8. Select payment method below.

My Dashboard

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Permit Application

Step 1

Step 2

Step 3

Step 4 Checkout/Confirmation

Checkout Summary

SOLAR APP PLUS Permit

Description	Quantity	Amount
5% TECHNOLOGY SURCHARGE	1	\$0.00
BUILDING STANDARDS SRF	1	\$2.00
SAP SMALL RECORD RETENTION	1	\$45.00
SAP SEISMIC RESIDENTIAL FEE	1	\$4.55
SAP SOLAR RESIDENTIAL PERMIT	1	\$152.00

Fees Due: \$203.55

Total: \$203.55

BACK TO STEP ONE

PAY BY CREDIT CARD

PAY WITH ECHECK

9. Complete payment information, then select “Pay”.

Order Summary

Description	1f1a847f-075d-453c-804d-ef41a10f30dc	Total	\$ 203.55
Invoice Number	WEB284		



Card Number *

Exp. Date *

Card Code

Billing Address

First Name

Last Name

Billing Country

USA

Zip

Street Address

City

State

Phone Number

Pay

Cancel

10. Payment confirmation page. Select “Continue”.

Tue Jan 13 2026 3:57:42 PM



Thank you for your payment.

\$ 203.55

[Hide Details](#)

Total

\$ 203.55

Paid By Visa XXXX1111

Invoice Number: WEB284

11. Process complete. Select “Print Permit”. Provide permit card and Solar App+ documents for inspection.

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Permit Application

Step 1

Step 2

Step 3

Step 4 Checkout/Confirmation

Payment Status: Paid Receipt

Receipt No: WEB285

Date: 1/13/2026 3:59:31 PM

Amount Paid: \$203.55

Company: TEST APPLICANT Address:

65 W Alisal Street

City, State, Zip: Salinas, CA 93901

Phone: (831) 758-7251

Email: kristenp@ci.salinas.ca.us

PERMIT	65 ALISAL 101	SOLAR APP PLUS
BUILDING STANDARDS		\$2.00
SRF		
SAP SMALL RECORD		\$45.00
RETENTION		
SAP SEISMIC		\$4.55
RESIDENTIAL FEE		
SAP SOLAR		\$152.00
RESIDENTIAL PERMIT		
	Subtotal	\$203.55

Total amount \$203.55 paid:

VIEW PERMIT

PRINT SUMMARY

REQUEST INSPECTION

PRINT PERMIT

12. If the “Print Permit” button is missing, please consider clearing your computer cache from your internet settings. It may be found on the upper right-hand corner of your computer screen, select the three dots ... search for cache, choose what to clear.

Search results

Privacy, search, and services > Clear browsing data > Clear browsing data on close

Choose what to clear every time you close the browser

Cached images and files

Frees up less than 1 MB. Some sites may load more slowly on your next visit.



Privacy, search, and services > Clear browsing data

This includes history, passwords, cookies, and more. Only data from this profile will be deleted. [Manage your data](#)

Clear browsing data now

Choose what to clear

Privacy, search, and services



Clear browsing data

Clear history, passwords, cookies, and more from this profile



13. To select an action on a permit (print permit, request inspection, review information), select “Search for Permits”, provide details in the drop-downs, select specific tabs.

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Permit Search

Search By: Permit Number
Search Operator: Begins With
Search Value: sap26-0013

SEARCH

Search Results

Permit #SAP26-0013

PRINT EXPORT TO EXCEL

Attachment Permit Request Inspection Inspections

Permit Info Site Info Contacts (3) Fees \$0.00 Inspections

Chronology (0) Reviews

SAP26-0012

SAP26-0013

page 4 of 4

Type: SOLAR APP PLUS
Subtype: R-SOLAR
Description: 10 panels 14 kw rooftop
Status: ISSUED
Applied Date: 1/13/2026
Approved Date: 1/13/2026
Issued Date: 1/13/2026
Finalized Date:
Expiration Date: 1/13/2027

Attachments: TEST Truss Calcs.pdf

14.To request an inspection, you have the option to call the office 831-758-7251, Option 1, OR schedule online. To schedule online, please select “Request Inspection”.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: TEST APPLICANT

Permit Search

Search By: Permit Number
Search Operator: Begins With
Search Value: sap25

SEARCH

Search Results

Permit #SAP25-0036

Attachment Permit **Request Inspection** Inspections

Permit Info Site Info Contacts (0) Fees \$0.00 Inspections
Chronology (0) Reviews

SAP25-0034
SAP25-0035
SAP25-0036

page 2 of 2

Type: SOLAR APP PLUS
Subtype: R-SOLAR WITH BATTERY
Description: 4.2 KW System
Status: ISSUED
Applied Date: 12/31/2025
Approved Date: 12/31/2025
Issued Date: 12/31/2025
Finalized Date:
Expiration Date: 12/31/2026

15. Solar App Plus inspection will be the following selections:

- a. 1540 Service Upgrade (if an MPU was included in your permit)
- b. 5050 Final Electrical
- c. **5060 Final Building

Select your specific date and AM or PM, add inspection. You will need to add these details for each individual inspection.

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PERMIT Inspection Request - SAP25-0036

* **Contact Name:** TEST APPLICANT

* **Phone Number:**

* **Site Address:** 200 LINCOLN AVE

* **Email Address:** kristenp@ci.salinas.ca.us

Remarks:

Notes:

Inspection Type:

Requested Date:

Time:



ADD INSPECTION **CANCEL**

To cancel an inspection, please call (831) 758-7251 Option 1 and speak to a live representative. Thank you!

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'. You must schedule before noon to ensure an AM request time. Otherwise, it can be moved to a PM. If you are trying to schedule an inspection during a weekend, your inspection request will be moved to the business day following the first open business day. Example, if you schedule on a Sunday, your inspection will be moved to Tuesday.

16. Ensure your selection is correct, then click **SUBMIT**. Please call the office directly for any cancellations to ensure the inspection has been removed from the system, to avoid fees. **Make sure to add each inspection individually.**

PERMIT Inspection Request - SAP25-0036

* **Contact Name:** TEST APPLICANT
* **Phone Number:**
* **Site Address:** 200 LINCOLN AVE
* **Email Address:** kristenp@ci.salinas.ca.us
Remarks: Maximum limit: 40 characters 
Notes: 
Inspection Type: 
Requested Date: 
Time: 

ADD INSPECTION **CANCEL**

To cancel an inspection, please call (831) 758-7251 Option 1 and speak to a live representative. Thank you!

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'. You must schedule before noon to ensure an AM request time. Otherwise, it can be moved to a PM. If you are trying to schedule an inspection during a weekend, your inspection request will be moved to the business day following the first open business day. Example, if you schedule on a Sunday, your inspection will be moved to Tuesday.

Inspection Type	Requested Date	Time	Action
5050 FINAL ELECTRIC	1/21/2026	AM	Delete

SUBMIT **RESET**