



eTrakit Residential Solar Photovoltaic Submittal

Policy and Procedure No.: **E-19-34**

May 2022

Purpose

The following electronic submittal and review procedure shall be performed prior to obtaining individual residential solar photovoltaic permits and before commencing any work.

Requirements Prior to Submittal

- An approval letter from the Sacramento Municipal Utility District (SMUD) is required prior to submitting any applications for review. You can contact the SMUD's Solar Team at SOLAR.PV@SMUD.ORG or by phone at (916) 732-6420.

Registration & Submittal Requirements

All residential solar photovoltaic submittals shall be submitted online using our eTrakit online permit program. To access the program, you must first register. Licensed Contractors will need to register using the link below:

https://cityofelkgrove.formstack.com/forms/contract_or_online_inspection_registration_form

You will receive an email confirmation after you've submitted the registration form. Please allow up to 48 hours for processing. Once registered, you will receive an email providing you with a Username and directions on how to access the site.

All other applicants can register for a public account through the eTrakit site, please use the link below:

<https://elgrtrk.aspgov.com/eTRAKiT/publicUserAccount.aspx?action=npa>

Once registered, you can access the eTrakit portal using the link below:

<https://elgr-trk.aspgov.com/eTRAKiT/>

Required at Submittal

- A completed Application Declaration. A link to the Application Declaration is located below:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=f427eec0-bebf-4101-bd27-3e8b71534177&env=na3&acct=82fcbd3d-adc5-4e1b-92d3-9ddf97804f9e&v=2>
- A complete set of construction plans including the approval letter from SMUD. The SMUD letter, specifications, and the construction plans shall be submitted together under a single PDF attachment.
- Payment of fees shall be made during the application submittal phase. If the scope of work requires additional items, a permit technician will notify you of the additional items needed and the method of making any additional payments.

File Naming Convention

Specific file naming conventions for submitted plans and supporting documents are required as illustrated.

- Do not use spaces or special characters in the file names.
- Identify submitted plans and documents with PC1, PC2 and PC3 based on the cycle of review submitted.

File	File name
Plans for Address	Plans-Address.pdf
Corrected Plans for Address	PC2Plans-Address.pdf
Revised Plans for Address	REV1Plans-Address.pdf

Once the application has been accepted as complete, the applicant will be notified by email that the application has been sent to plan review. Please allow up to 48 hours for processing and notification.

Plan Review Timelines

Solar PV Installation of up to 10 Kilowatts

Allow a minimum of **three** business days for the first plan review; **three** business days for any subsequent.

Solar PV Installation of over 10 Kilowatts

Allow a minimum of **ten** business days for the first plan review; **seven** business days for any subsequent.

Please allow up to 48 hours from the review due date for processing and notification.

Permit Issuance

Once the plan review has been approved and all outstanding items have been received, the applicant will receive an email notification that the building permit has been issued. The applicant will be directed to the eTrakit online portal to print the building permit and any approved plans and documentation.

Please Note: The building permit and any stamped approved plans and supporting documentation shall be made available to the Building Inspector upon inspection.