Solar App For contractors with Solar App





- 1. Go to <u>TDC Online</u>, for best results use a Google Chrome browser.
- 2. **Register** or **Log In**, using your email address.



## Finding the Right Application

- 3. Use the Apply option on the Menu Bar
  - a. Search for **Solar App** or use the filters to narrow down the list.
- 4. Select Apply.



## **Application Instructions**

- 5. All Applications will follow the same process but may have different requirements.
  - a. Each Step will include instructions at the top.
- 6. Enter the:
  - a. Location.
  - b. Type (update the Description).
  - c. Contacts (\*Contractor is Required).
  - d. Fill out all fields (\*Solar App Approval ID is Required).
  - e. Upload the required documents.
  - f. Sign.
  - g. Review and submit.

Locations	<b>T</b> ype	Contacts	4 More Info	5 Attachments	6 Signature	7 Review and Submit
MORE INFO Provide as much detail as possible, if left blank staff may need to reach out for additional information before the project can continue. Fields with a red asterisk * are required to submit the application.						
Project Scope	Structure	Туре			Ne V	xt Section   Top   Main Menu
Is this an add	dition to an existing s	solar tem?			~	
Capacity of	Solar Installation (in	kW)				
	*Solar App Approv	SA0Ab94cD-	1a-G2-3cD4-T			

NOTE: If the property in the application is subject to additional review based on historic affiliation, flood zone requirements etc. this permit may be revoked and converted to the traditional permit process.

## **Next Steps**

- 7. **Pay the fees** and receive a **permit in your attachments** found on the **menu tabs** under the permit overview.
  - a. Upload a video or photos to the attachments for inspections.
  - b. Request your inspections.

