city of
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# Permitting Guide for Symbium Solar

Prior to submitting an application on eTrakit or Symbium, verify the address is within our city limits. Once you have the Symbium approval documents, proceed to the steps listed below:

1. Sign in to your eTrakit account. If you do not have an eTrakit account, please register by selecting "Setup an Account" at the top of the screen.
2. On the left, select "Apply" under "Permits".
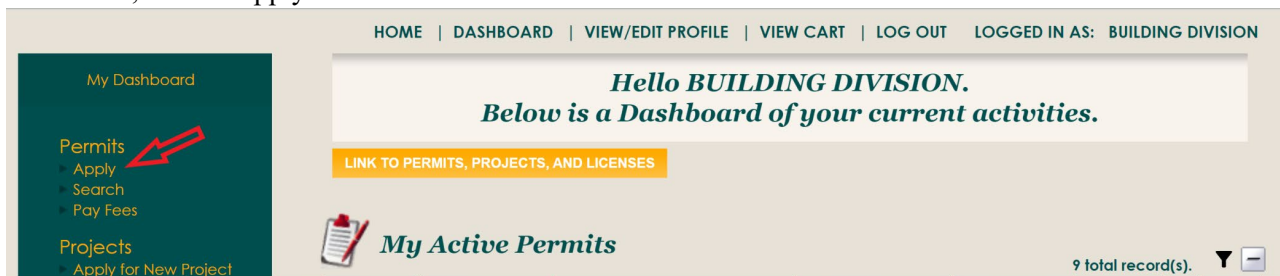
3. Read and agree to the User Acknowledgement, then continue.
4. For Permit Type, select "Symbium Solar". Provide a detailed description & Job Valuation.

5. Read through the following acknowledgement and accept the terms.

6. Under "Applicant Info", **ALL** fields are required. Confirm all requested city applications **AND** Symbium approval documents, checklists & plans are provided with this application. To locate the forms and applications requested, visit the link provided.

APPLICATION INFO

Required Applications:
The following applications, information, and plans are required to be submitted at time of submittal. See the following link for the applicable documents:

https://www.coronaca.gov/government/departments-divisions/building-division/expedited-residential-solar-permits

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*AC kW Count (max 38.4 kW):	5
*Attached site plan showing PV arrays and equipment?:	⌄
*Attached Symbium approval documents & inspection checklists?:	YES ⌄
*Attached Construction Permit Application?:	YES ⌄
*Attached Declarations Prior to Permit Issuance?:	YES ⌄
*Attached Owner-Builder Disclosure Form?:	YES ⌄

Panel Upgrade Notice:
Panel Upgrades are under a separate permit.

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7. Enter project location. Do not include punctuation or any street identifiers such as 'street', 'drive' or 'circle' (EX: 400 S Vicentia). Verify the location is within our city limits, or, if unable to locate the address please contact the Building Division.

Location

*Enter part or all of your address and press search

Search By [Address ⌄] [400 S Vicentia] [**SEARCH**]

8. Upload all required documents per "Required Applications". Start by selecting "Select" and choosing the files required to upload. Be sure to add a description and *Select Upload.* **If you do not select "Upload", the files will not be submitted.**

Attachments

Please ensure that ALL REQUIRED attachments are included with the application. Failure to include necessary materials will delay the application process. Please make sure to verify each document has uploaded only once. eTRAKiT does not support files names containing special characters, such as $, %, #, etc.

For e-Plan/ProjectDox Submittals: Do not upload any plans at this time. A department representative will provide further direction after receipt and review of your submittal.

For Water Meter Downgrades: Water Meter Downsize Form is required to assess your eligibility for a water meter downsize. Upload a completed copy of the water meter downsize form.

NOTE: You MUST click the UPLOAD button after adding your attachments, accept, then click NEXT STEP to proceed.

Filename [   ] [Select]

Description [   ]

[UPLOAD]

[CANCEL] [NEXT STEP]

NOTE: Missing any required applications & documents may result in a delay of permit issuance.

9. Enter in all required fields for Applicant Information & Owner Information. Select "Next Step".

10. Review all information for accuracy. Verify *ALL* applications and forms have been filled out and attached. Select "Next Step".

11. Pay all fees and proceed with submitting your application.

City staff will review your submittal at the latest within one business day. If all requested information, documents, and fees have been provided, the building permit will be issued immediately. Inspections can be scheduled on eTrakit (see handout on eTrakit called "How to Schedule Inspections Online").