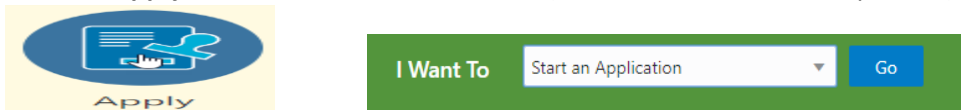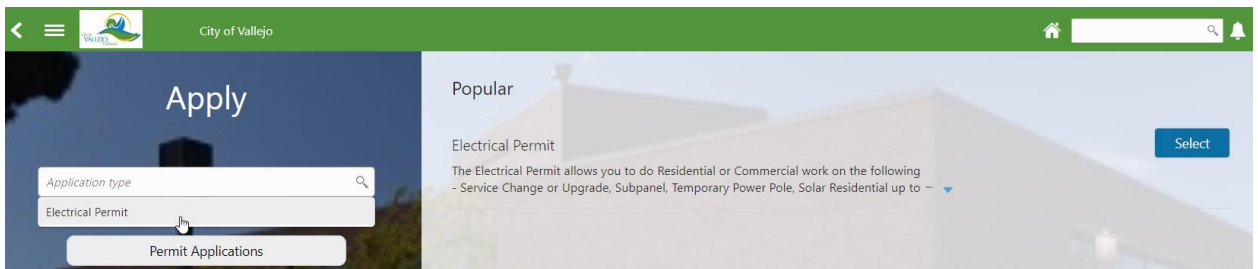# Applying for an Electrical Permit (Option #1):

Follow the steps below to apply for an Electrical Permit
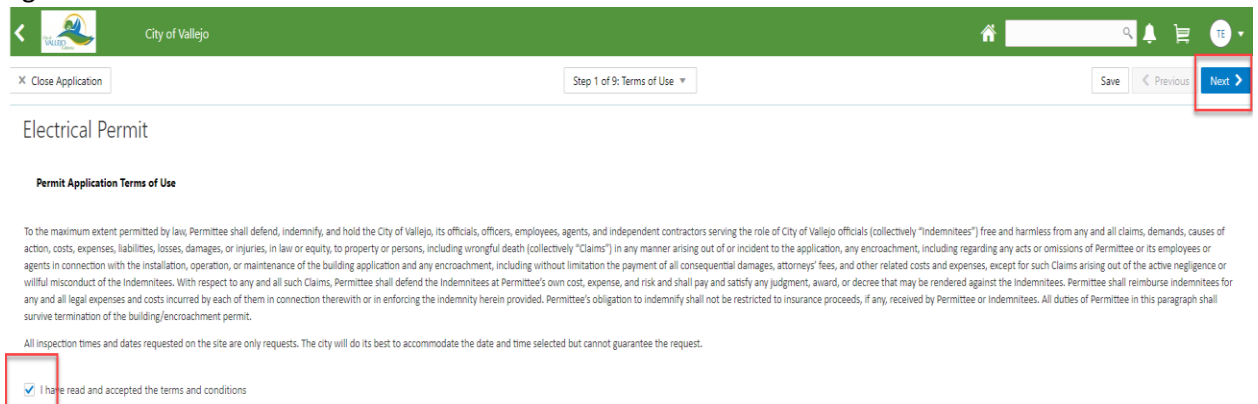
1. Login to Oracle (PSCR) https://emwp.fa.us2.oraclecloud.com/fscmUI/publicSector.html
2. Click the **Apply** button or Click the **Go** button (next to the I Want To drop down)

3. Click in the **Application Type** field and select Electrical Permit or click **Select** in the Popular section.

4. Agree to the Terms of Use and click **Next**.

5. Fill out and acknowledge all of the appropriate information on the **Declarations** page
(**Note**: any fields or sections with the asterisk ***** next to them are required. As you check boxes other items may appear for more information) Click **Next**.

6. Enter a **Description/Scope of Work** and click **Next.**

7. Verify the information in the **Applicant** section.
   (**Note**: If you need to add other contacts click the **Add** button under **Contact Details**, click **Create**, fill out the appropriate information and click **Save**.)

Electrical Permit

◢ Applicant

First Name	Tom	Salutation	
Middle Name		Suffix	
Last Name	Edwards		
Country	US		
* Zip Code	94590 🔍		
	Vallejo, California		
* Address Line 1	3603 Sonoma		
Address Line 2			
Phone	1 ▼ (916) 833-5734 Ext.		
Email 1	rocfra@msn.com		

◢ Contact Details

No data to display.
[Add]

Contact Details

Add from registered contacts

🔘 Applicant's contacts   ⭕ All contacts   ⬇

Name	Business
No data to display.	

Add brand new contact manually

[Create]

Contact Details

* First Name		Primary ⬤	
Middle Name		* Contact Type	🔍
* Last Name		Business	
Country	US		
* Zip Code	🔍		
	don't know		
Country Code	▼ Ext.		
Email			
Add to Profile	⬤		

Cancel   [Save]

Once you have completed the section click **Next**.

8. Type in the property address where the work will be performed in the **Search Property** field and click on the address you need.
(**Note**: the more you type the more specific the list will get) and click **Next**.

9. Select whether this is **Residential** or **Commercial** and then choose the Work Type
(**Note**: Some work types you choose may eliminate others i.e. if you choose Solar all other work types will disappear.) Complete the information and click **Next**.

10. Click **+** to add an attachment (Note that you need to Save your permit first).
11. Select a document from a folder, click **Upload** and click **Next**

12. Verify, and review the information you have entered. You can click on the **Edit** buttons to change anything you want. If you edit make sure to click **Done**.

13. Click **Next**.
14. Verify fees
    (Note: Those that show as **Due** will need to be paid before the application will be accepted by the city)
15. Click **Submit.**