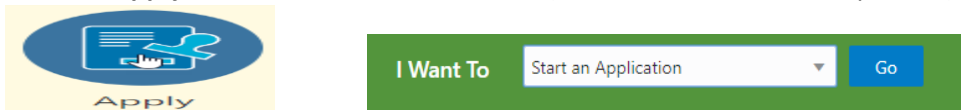


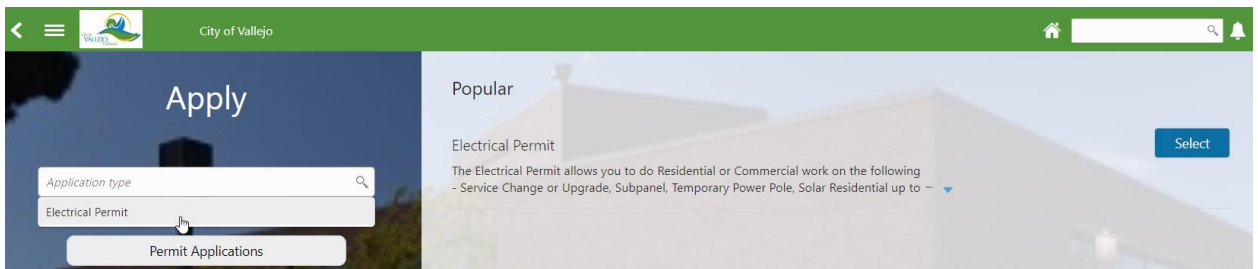
## Applying for an Electrical Permit (Option #1):

Follow the steps below to apply for an Electrical Permit

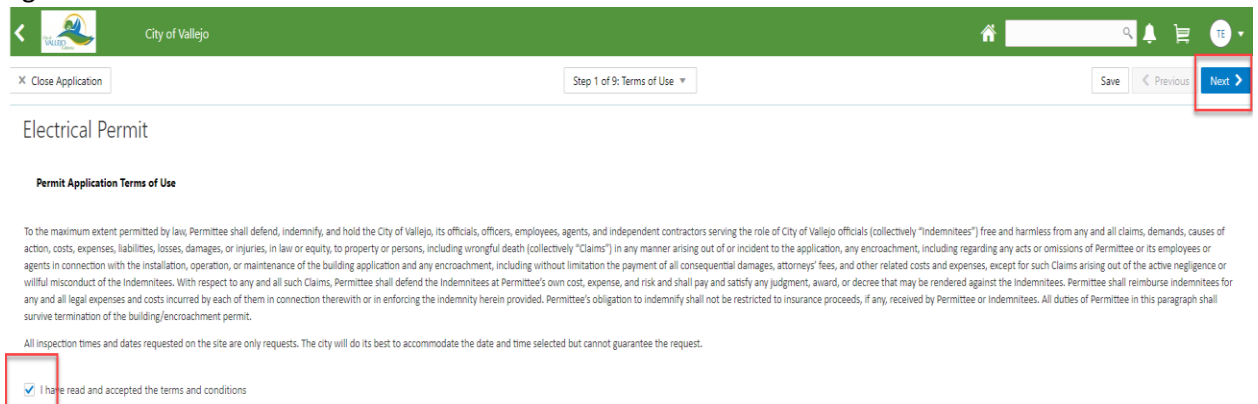
1. Login to Oracle (PSCR) <https://emwp.fa.us2.oraclecloud.com/fscmUI/publicSector.html>
2. Click the **Apply** button or Click the **Go** button (next to the I Want To drop down)



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**.

City of Vallejo

Step 2 of 9: Declarations

Electrical Permit

\* Please indicate who is applying for this permit

California State Law requires us to know how this permit relates to the Contractor's License Law.

☐ Licensed Contractor/Authorized Agent

☒ Homeowner/Authorized Agent

\* Homeowner Declarations

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the application item(s) (Section 7031.5 Business and Profession Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Profession Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).

☐ I, as owner of the property, or my employee with wages as their sole compensation, will do (select below) All/Portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Profession Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale).

☒ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code). The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.

☐ I am exempt from licensure under the Contractors' State License Law for the following reason:

☒ \* I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Profession Code, is available for viewing at the City of Vallejo Building Division.

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

City of Vallejo

Step 3 of 9: Application

Electrical Permit

Application

Record ID: NEXT

Status: Pending

Submission Date

Submitted By

Issue Date

Description/Scope of Work: Solar panel upgrade

Complete the Description/Scope of Work field and click the Next button.

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**.)

The screenshot shows the 'City of Vallejo' header and a green navigation bar. Below the header, there's a 'Close Application' button and a 'Step 4 of 9: Contact Information' dropdown. The main section is titled 'Electrical Permit'. Under the 'Applicant' section, there are input fields for First Name (Tom), Middle Name, Last Name (Edwards), Country (US), Zip Code (94590), Address Line 1 (3603 Sonoma), Address Line 2, Phone (1 (916) 833-5734), and Email 1 (rocfra@msn.com). There are also fields for Salutation and Suffix. Below the Applicant section is the 'Contact Details' section, which currently shows 'No data to display.' and an 'Add' button. Under 'Add from registered contacts', there are radio buttons for 'Applicant's contacts' (selected) and 'All contacts', along with a download icon. Below this is a table with columns 'Name' and 'Business'. Under the table, it says 'No data to display.' and 'Add brand new contact manually'. There is a 'Create' button. Below the 'Create' button is a 'Contact Details' form with input fields for First Name, Middle Name, Last Name, Country (US), Zip Code, Country Code, and Email. There are also dropdowns for 'Contact Type' and 'Business', and a 'Primary' toggle. At the bottom right, there are 'Cancel' and 'Save' buttons.

City of Vallejo

Close Application Step 4 of 9: Contact Information

Electrical Permit

Applicant

First Name Tom Middle Name Last Name Edwards Country US Zip Code 94590 Address Line 1 3603 Sonoma Address Line 2 Phone 1 (916) 833-5734 Ext. Email 1 rocfra@msn.com

Salutation Suffix

Contact Details

No data to display. Add

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 Middle Name Last Name Country US Zip Code Country Code don't know Email Add to Profile Primary Contact Type Business

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**.

The screenshot shows the 'Electrical Permit' application in the 'Step 5 of 9: Property' section. A search bar contains the text '600'. Below the search bar, a dropdown menu displays a list of property addresses with columns for Address, Parcel, and Owner.

Address	Parcel	Owner
600 REDWOOD STREET, Vallejo, California, US, 94589	0051010080	LEE JAY C & JUNG K TR
600 HICHBORN STREET, Vallejo, California, US, 94590	0051221490	GASTEIGER GENE L & F C JT
1600 SANTA CLARA STREET, Vallejo, California, US, 94590	0051223390	NARVERUD ARTHUR E
600 LIGHTHOUSE DRIVE, Vallejo, California, US, 94590	0051292120	BAYSINGER MARIA K

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**.

The screenshot shows the 'Electrical Permit' application in the 'Step 6 of 9: Electrical Details' section. It includes sections for selecting the property type (Residential or Commercial), the work type (Solar), and job valuation details.

\* Residential or Commercial  
☒ Residential ☐ Commercial

\* Residential or Commercial Work Types  
☒ Solar

Job Value  
\* Job Valuation \$ 10000

Solar - Roof Mount Only  
\* Number of Solar Panels 3 \* Type of System ☒ Inverter ☐ Micro-Inverters \* Number of Kilowatts (KW) 250

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**.

The screenshot shows the 'Electrical Permit' application form at 'Step 8 of 9: Review'. The header includes the City of Vallejo logo and navigation links. The form contains the following sections:

- Permit Application Terms of Use**: A text area with legal terms and conditions, followed by a checkbox 'I have read and accepted the terms and conditions' and a 'Continue' button. An 'Edit' button is located to the right of the terms text.
- \* Please indicate who is applying for this permit**: A section with a note 'California State Law requires us to know how this permit relates to the Contractor's License Law.' and two checkboxes: 'Licensed Contractor/Authorized Agent' (checked) and 'Homeowner/Authorized Agent' (unchecked). A 'Done' button is to the right.
- Contractor Declarations**: A section with a checkbox 'I hereby affirm under penalty of perjury that I am licensed under 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.' and a 'License Class' dropdown menu. Below this is a 'License Number' field with a placeholder '1'. An 'Edit' button is to the right.

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**.