

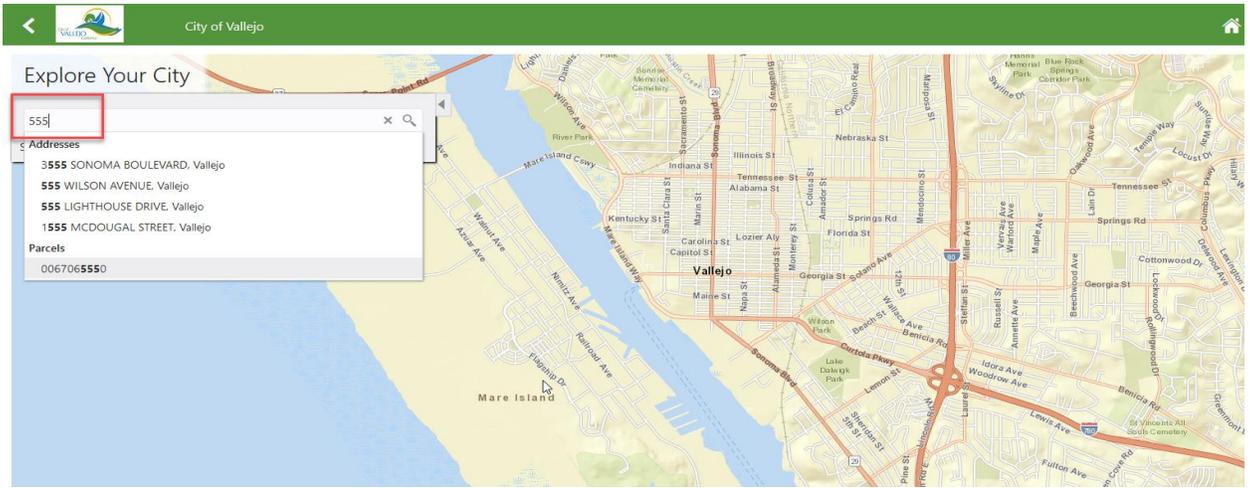
## Applying for an Electrical Permit From the Map (Option #2):

Follow the steps below to apply for an Electrical Permit using the Map

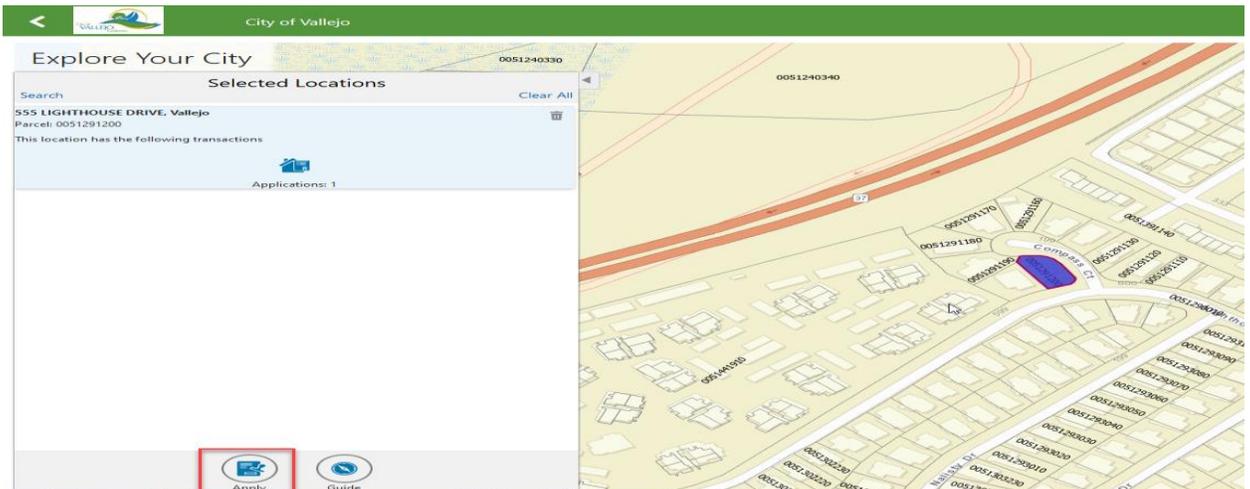
1. Login to Oracle (PSCR) <https://emwp.fa.us2.oraclecloud.com/fscmUI/publicSector.html>



2. Click the **Explore Your City** button
3. Start typing in an address in the **Explore Your City** field and click the appropriate address as it comes up.



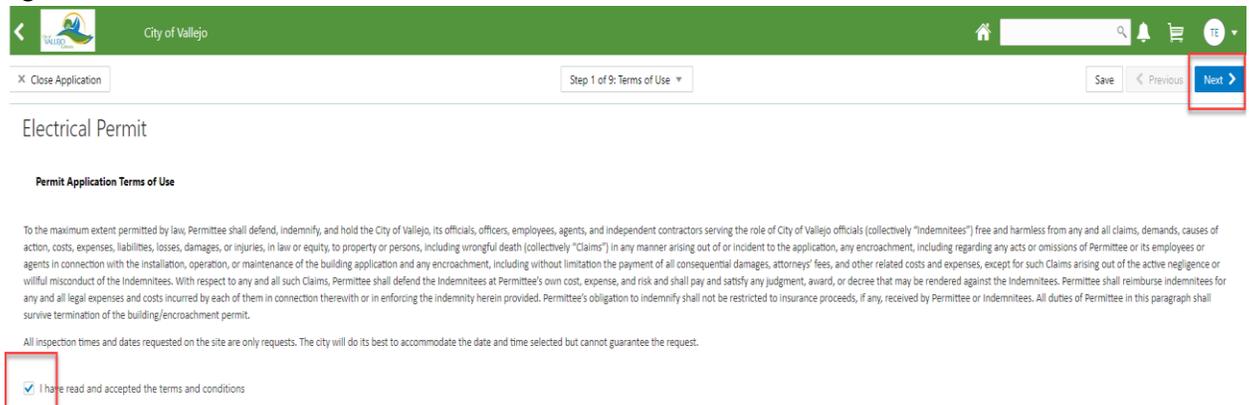
4. Once the location comes up on the map click the Apply button at the bottom of the Selected Locations list.



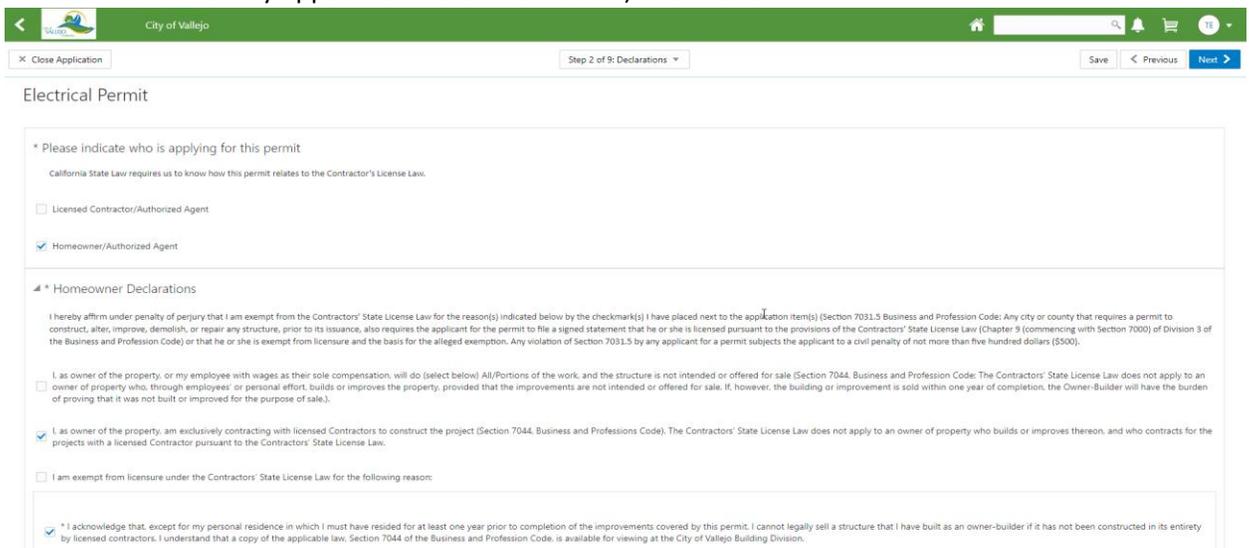
5. Click in the **Application Type** field and select Electrical Permit or click **Select** in the Popular section.



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



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



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

The screenshot shows the 'City of Vallejo' header with a search bar and navigation icons. Below the header, there are buttons for 'Close Application', 'Step 3 of 9: Application', 'Save', 'Previous', and 'Next'. The main content area is titled 'Electrical Permit' and contains a section for 'Application' with the following fields: Record ID (NEXT), Submission Date, Issue Date, Description/Scope of Work (containing 'Solar panel upgrade'), Status (Pending), and Submitted By. A note at the bottom of the form reads: 'Complete the Description/Scope of Work field and click the Next button.'

9. 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 with a search bar and navigation icons. Below the header, there are buttons for 'Close Application', 'Step 4 of 9: Contact Information', and 'Next'. The main content area is titled 'Electrical Permit' and contains a section for 'Applicant' with the following fields: 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.), and Email 1 (rocra@msn.com). There are also fields for Salutation and Suffix. Below the 'Applicant' section is a 'Contact Details' section with the text 'No data to display.' and an 'Add' button highlighted with a red box.

**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

Middle Name

\* Last Name

Country US

\* Zip Code

Country Code  don't know Ext.

Email

Add to Profile

Primary

\* Contact Type

Business

Cancel **Save**

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

10. Verify that the Parcel you selected in the map is already entered on the Property page.

City of Vallejo

Close Application   Step 5 of 9: Property   Save   Previous   Next

Electrical Permit

Property

Parcel	Address	Owner
0051291200	555 LIGHTHOUSE DRIVE Vallejo California 94590	WALLIS SAMUEL R TR

11. 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**.

City of Vallejo

Close Application Step 6 of 9: Electrical Details Save Previous Next

### Electrical Permit

\* 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

12. Click **+** to add an attachment (Note that you need to Save your permit first).
13. Select a document from a folder, click **Upload** and click **Next**
14. 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**.

City of Vallejo

Close Application Step 8 of 9: Review Save Previous Next

### Electrical Permit

**Permit Application Terms of Use** Edit

To the maximum extent permitted by law, Permittee shall defend, indemnify, and hold the City of Vallejo, its officials, officers, employees, agents, and independent contractors serving the role of City of Vallejo officials (collectively "Indemnitees") free and harmless from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, damages, or injuries, in law or equity, to property or persons, including wrongful death (collectively "Claims") in any manner arising out of or incident to the application, any encroachment, including regarding any acts or omissions of Permittee or its employees or agents in connection with the installation, operation, or maintenance of the building application and any encroachment, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses, except for such Claims arising out of the active negligence or willful misconduct of the Indemnitees. With respect to any and all such Claims, Permittee shall defend the Indemnitees at Permittee's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against the Indemnitees. Permittee shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Permittee's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Permittee or Indemnitees. All duties of Permittee in this paragraph shall survive termination of the building/encroachment permit.

All inspection times and dates requested on the site are only requests. The city will do its best to accommodate the date and time selected but cannot guarantee the request.

I have read and accepted the terms and conditions

Continue

\* 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. Done

Licensed Contractor/Authorized Agent  
 Homeowner/Authorized Agent

**Contractor Declarations** Edit

\* 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. \* License Class #

\* License Number 1

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