SolarAPP+

Attachment 2



Photo by NREL 66341

5 Easy Steps to SolarAPP+ Adoption

The Solar Automated Permit Processing Plus (SolarAPP+) software is an online platform that provides plan review and instantly issues permits for code-compliant residential photovoltaic (PV) systems.

SolarAPP+ is available to authorities having jurisdiction (AHJs) at no cost to use for plan review, approval, and fee payments. SolarAPP+ can be customized to fit your community's needs and conditions.

Here's how your jurisdiction can get started.

Step 1—Learn More About SolarAPP+

- Attend an online SolarAPP+ software demonstration.
  - Find the next live demonstration.
  - Or watch a recording.
- Read SolarAPP+ frequently asked questions.
- Review technical documents, such as eligibility checklists.
- Contact the SolarAPP+ team with additional questions or to express your interest in adopting the tool: team@solar-app.org.

Step 2—Register Your Jurisdiction

SolarAPP+ registration is designed to be easy, flexible, and self-serve.

- Start the registration process. (There is no commitment.)
- Assign someone on your staff to manage registration and onboarding of your AHJ.
  - You may need approvals from a variety of decision makers in your jurisdiction.
- If you need assistance with the registration process, sign up for the SolarAPP+ Onboarding Office Hours, where a SolarAPP+ team member can assist you, or view a guide on how to register for SolarApp+.
- Collect key information about your jurisdiction, including details on your current permitting process.
  - Tell us what software your jurisdiction uses.
  - We'll help you explore which integration method will work best for your unique circumstances—integrating SolarAPP+ with your existing online permitting software (e.g., Accela, EnerGov), or setting up SolarAPP+ as a stand-alone online permitting system.
- Read and agree to the Terms of Service and Privacy Policy.
- If needed, send a message to a SolarAPP+ team member: help.solar-app.org/#contact.

Step 3—Configure Your Permitting System

Assemble the people needed from your IT and finance teams, depending on your selected integration method (i.e., integrated or stand-alone). For either method, start working through the onboarding web form. This form can be accessed after registering for an account.

Integrated Method

SolarAPP+ will do the automated plan review and charge the contractor a fee, but your existing software will handle the payment and issue the permit. This method requires more input from your IT team. SolarAPP+ already provides instructions on how to incorporate SolarAPP+ into a range of permitting software, such as Accela, EnerGov, or E-TRAKiT. SolarAPP+ now has an API available to facilitate integration with your govtech partner. Reach out to the SolarAPP+ team for more information.

Stand-Alone Method

SolarAPP+ will do everything, including processing the payment and issuing the permit. This method requires more input from your finance team to set up a Stripe account to collect payment.

Step 4—Pilot SolarAPP+

This step is optional but recommended. It lets you test a few applications prior to a full launch. You'll need to select some local installers to participate in the pilot and assign someone to manage your SolarAPP+ pilot. Then, together with the SolarAPP+ team, you will:

- Provide information about how installers should submit revisions and how to schedule inspections.
- Train inspectors with Interstate Renewable Energy Council (IREC) trainings specific to SolarAPP+.
- Determine when your jurisdiction is ready to launch SolarAPP+ to all installers in your area.

Step 5—Launch SolarAPP+

Congratulations on adopting SolarAPP+! Now it's time to spread the word to local solar contractors that SolarAPP+ is available in your community.

Consider any or all of these:

- Develop and distribute a press release.
- Create a SolarAPP+ landing page on your jurisdiction's website—many examples exist from AHJs that have already adopted SolarAPP+.
- Notify installers that they'll need to complete a short and easy SolarAPP+ training session before they can start using the platform.
- Create a SolarAPP+ guide for installers. Examples from AHJs that have already adopted SolarAPP+ exist on the SolarAPP+ FAQ page, "Where is SolarAPP+ available?"

Remember to check back with NREL and the SolarAPP+ team to evaluate additional features your jurisdiction may want to adopt—like energy storage permitting and more!

What Communities Are Saying About SolarAPP+

"The process the SolarAPP+ gives us on the inspection sheet is quite intensive and it's great. Our inspectors love it and all the contractors that are using it, are doing better inspections. They are passing a lot better. They are making sure that everything is grounded like it's supposed to be."

—Kimberly Norman-Rosedam, CBO, Town of Guilford, CT

"We're looking at a 50% reduction in the solar permits that we have to touch and process."

—Carla Blackwell, director of Pima County, AZ Development Services, Automated Permitting with SolarAPP+

View this factsheet online:

NREL Transforming ENERGY

SolarAPP+

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