



Making  
revisions in  
SolarAPP+

# Revising a Submitted Project in SolarAPP+



Edit in SolarAPP+

1. When you need to revise a project, you can select the edit button.
2. The first 3 revisions in SolarAPP+ are free, but you may need to pay an AHJ revision fee for each revision you submit to the AHJ.

## Projects

New Project

All

Approved

Draft

Filter projects...

Title	Address	Jurisdiction	Status	Approval ID	
New Project 2021-06-08 20:22:32	2739 N Camino Valle Verde Tucson, AZ 85715	City of Tucson, AZ / Pima County, AZ	Draft PV	N/A	<span>More</span>
New Project 2021-04-30 17:04:15	18000 W Ajo Hwy Tucson, AZ 85735	Pima County, AZ / City of Tucson, AZ	Draft PV	<span>Show</span>	<span>Edit</span>
New Project 2021-01-19 22:24:14	2739 N Camino Valle Verde Tucson, AZ 85715	City of Tucson, AZ / Pima County, AZ	Draft PV	<span>Show</span>	<span>Edit</span>

# Revising a Submitted Project



## Submitting your Project to the AHJ

1. A revision in SolarAPP+ is only complete after you submit the revision and get a new approval ID.
  - That revision will end with a new letter -B, or -C, or -D depending on the revision.
2. In most cases, you will need to take the new approval documents and upload them as a revision within the AHJ's permitting system. These revision processes vary by community.
  - **If you have questions about how to submit a revision in a SolarAPP+ community, reach out to [SolarAPP@nrel.gov](mailto:SolarAPP@nrel.gov) or the AHJ directly.**
3. Failure to submit a revision to the AHJ, will result in a failed inspection.

# City of Rancho Santa Margarita Revision Process:



## Example Revision Process

1. After revision approval has been obtained from SolarApp+, go to the RSM [Permit Center](#).
2. Log into the Permit Center.
3. Click the Projects link on the left side of the web page.
4. Click on the appropriate address for the project you would like to resubmit plans for.
5. Click on the blue Request Plan Check button in the Plan Checks area to open a window to facilitate finding PDF plans on your computer or dragging and dropping PDF files onto the window.

Please note the following scenarios when PDF plans cannot be uploaded to your account:

1. When the overall Permit Status is set to: HOLD FINALED EXPIRED
2. When the Plan Check Submittal Status is set to: IN PROGRESS

The screenshot shows the CityTech Solutions Permit Center interface. The top navigation bar has links for Applications, Projects, My Account, and Logout. The main content area is titled 'Projects' and shows a list with '10852 Pine Street' as the first item. A red arrow points to the 'Projects' link in the sidebar with the text 'To upload revised plans: 1. Click on the Projects pages'. Another red arrow points to the '10852 Pine Street' project entry with the text '2. Click on the project you want to interact with'. The bottom section shows a detailed view of the project '10852 Pine Street' with fields for Permit Details (Application Number 1205, Status PLAN CHECK, Owner CHARLES ABBOTT, Applicant ABC CONSTRUCTION), Plan Checks (Request Plan Check button highlighted with a red arrow), and Submittal Details (Submitted Nov 20, 2020, Due Dec 07, 2020, Complete Dec 30, 2020). A red arrow also points to the 'Request Plan Check' button with the text '3. Click Request Plan Check to upload files and resubmit.'

If you have any questions, please email: [solarpermits@cityofrsm.org](mailto:solarpermits@cityofrsm.org)

