

Applying for an Electrical Permit (Option #1):

Follow the steps below to apply for an Electrical Permit

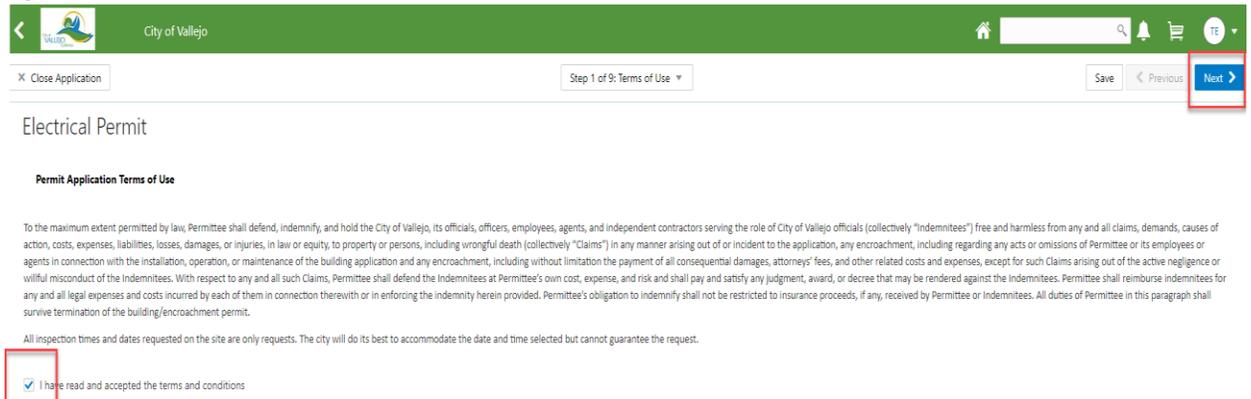
1. Login to Oracle (PSCR) <https://emwp.fa.us2.oraclecloud.com/fscmUI/publicSector.html>
2. Click the **Apply** button or Click the **Go** button (next to the I Want To drop down)



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**.

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' website interface for an 'Electrical Permit' application. The top navigation bar includes a home icon, the text 'City of Vallejo', and a 'Close Application' button. The current step is 'Step 4 of 9: Contact Information'. The main content area is titled 'Electrical Permit' and contains two sections: 'Applicant' and 'Contact Details'.

The 'Applicant' section contains the following fields:

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

The 'Contact Details' section is currently empty, displaying 'No data to display.' and an 'Add' button. Below this, there are options to 'Add from registered contacts' (Applicant's contacts selected) and 'Add brand new contact manually'. A 'Create' button is highlighted with a red box.

At the bottom right of the form, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box.

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**.

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**.

* 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**.

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.

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

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**.