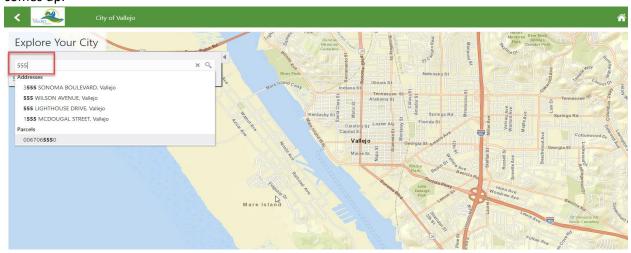# Applying for an Electrical Permit From the Map (Option #2):

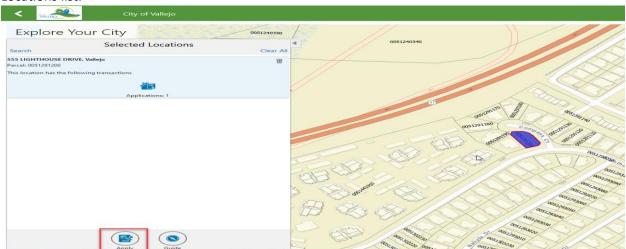**Follow the steps below to apply for an Electrical Permit using the Map**

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

2. Click the **Explore Your City** button Explore Your City

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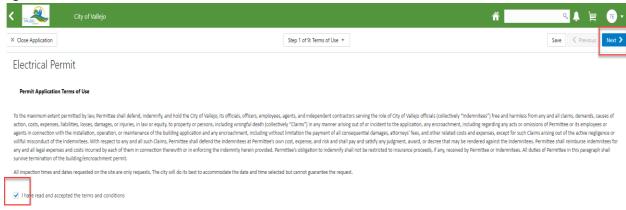

4. Once the location comes up on the map click the Apply button at the bottom of the Selected Locations list.
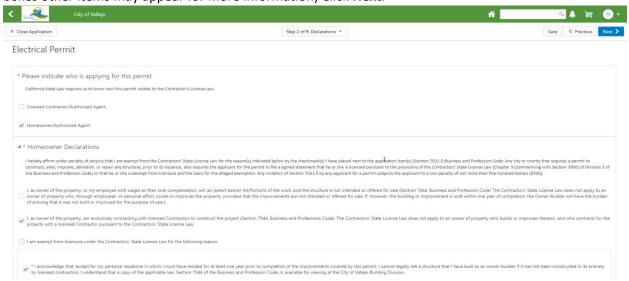

5. Click in the **Application Type** field and select Electrical Permit or click **Select** in the Popular section.
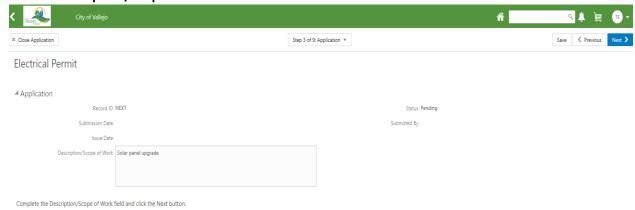
6. Agree to the Terms of Use and click **Next**.

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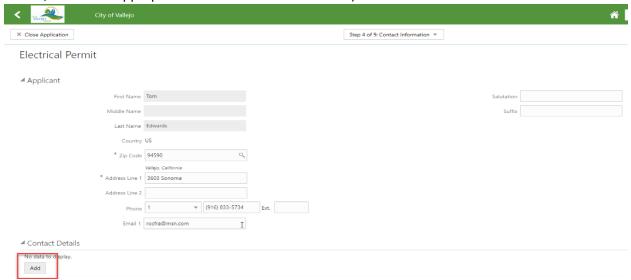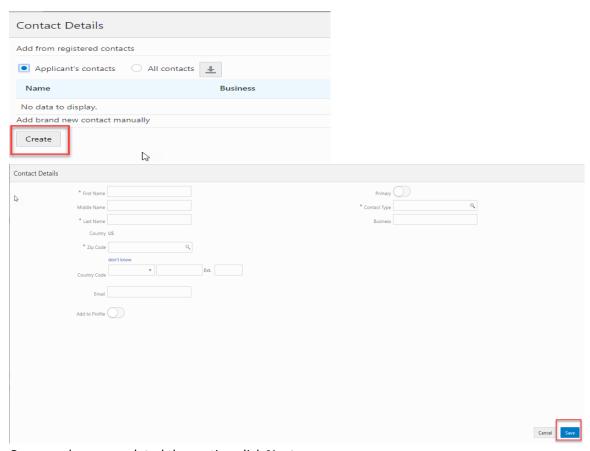
8. Enter a **Description/Scope of Work** and click **Next**

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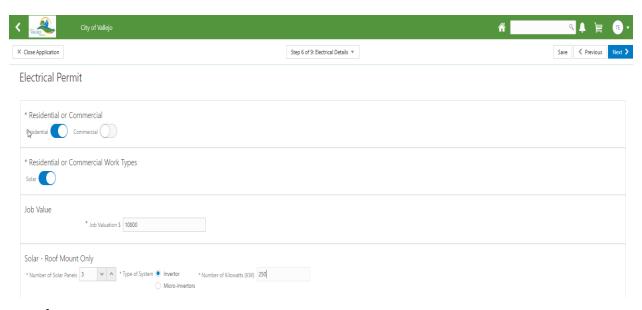
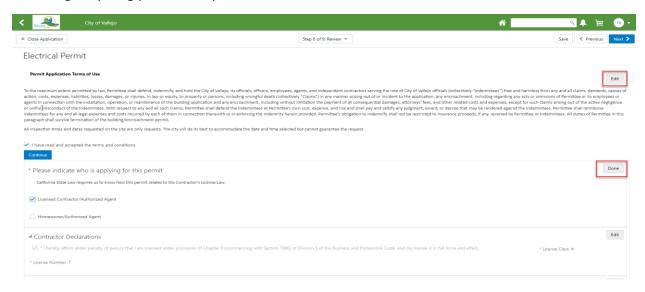Once you have completed the section click **Next**.

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

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**.

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**.

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.**