



CITY OF PALM DESERT

Building and Safety Division

73510 Fred Waring Dr, Palm Desert, CA 92260

Phone (760)776-6435 • Email permitcenter@palmdesert.gov

Website: <https://www.palmdesert.gov>

SOLAR REVISION NOTICE

The “Solar Revision Notice” form (provided on page 2) must be completed and uploaded to the permit in [eTRAKiT](#) prior to scheduling your Final Inspection.

If the revisions include:

EQUIPMENT AND/OR LAYOUT CHANGES (NOT AFFECTING THE KW):

1. Fill out the form indicating the equipment and/or layout change.
2. Upload the completed form to the permit in your [eTRAKiT](#) account.
3. When scheduling your final inspection, **add a note to the final inspection indicating that there are equipment and/or layout changes.** There will NOT be a revised set of plans provided.
4. At your final inspection, you must provide the inspector with the original approved plan set and the completed “Solar Revision Notice” form prior to the inspection.

If the revisions include:

NUMBER OF KILOWATT CHANGES (UNDER 30 KW) AND/OR A PANEL UPGRADE, BATTERY BACKUP, OR EV CHARGER:

1. Fill out the form indicating the number of kilowatt change, and/or panel upgrade, battery backup, or EV charger changes.
2. Upload the completed form to the permit in your [eTRAKiT](#) account.
 - The revisions will be reviewed within 1-3 business days. You must log into your [eTRAKiT](#) account on the 3rd business day to retrieve the updated job card. The job card will be updated with the number of kilowatts, panel upgrade, battery backup, or EV charger changes.
3. When scheduling your final inspection, **add a note to the final inspection indicating that there are changes in the number of kilowatts, panel upgrade, battery backup, or EV charger.** There will ONLY be an update to the description on your job card. There will NOT be a revised set of plans provided.
4. At your final inspection, you must provide the inspector with the original approved plan set and the completed “Solar Revision Notice” form prior to the inspection.

NOTE: Changes from the “Streamlined 30kW Under” subtype to any other subtype that includes **Ground Mount, Commercial, Ballast, or Solar system over 30 kW, will be subject to a new PV submittal application.** **THIS IS NO LONGER CONSIDERED A “STREAMLINED” SOLAR PERMIT.**

SOLAR REVISION NOTICE FORM

Contractor Name: _____ State License: _____

Permit Number: _____ Contact Number: _____

STEP 1: Log into [eTRAKiT](#) and upload this completed form.

STEP 2: If the revisions include kilowatt changes and/or equipment add-ons, log into your [eTRAKiT](#) account after the 3rd business day to retrieve your updated job card. If not, proceed to **step 3**.

STEP 3: Print out this form and provide it to the inspector prior to your inspection.

PLAN REVISIONS:

Signature: _____ Date: _____