



LUGM NOTICE 26-0004

SolarApp+

Effective April 1, 2026, eTrakit will now feature a new permit application type: **SOLAPP**

Maryland's Brighter Tomorrow Act (2024): This law mandates that Maryland counties and municipalities adopt SolarAPP+ for residential solar, aiming to encourage the installation of solar by reducing permitting times.



Solar Automated Permit Processing+, known as **SolarAPP+**, is a web-based platform that automates solar permitting for local governments and other authorities having jurisdiction. The Department of Energy (DOE) Solar Energy Technologies Office (SETO) funded the initial development and commercialization of the SolarAPP+ tool in 2019 through an award to the National Renewable Energy Laboratory (NREL). This collaborative effort is intended to make it easier for local governments to quickly and safely approve standardized rooftop projects.

How this affects you:

Applicants will apply to SolarAPP+ and when they obtain all approvals, they will then apply through eTrakit and upload the completed Permit Application, SolarApp+ Approval Documents, SolarApp+ Approval Uploads. Permit fees will be paid at the time of application.

The intent is to issue the permit on the same business day as long as a completed package is received by noon. All other submissions will be processed on the next business day.

All questions should be directed to Amber Harding:
via Phone: (301) 475-4200, ext. 1542
via E-mail: Amber.Harding@stmaryscountymd.gov

Step-by-step instructions for eTrakit are provided on the pages that follow.

Log in to account, from here you will select either **Public** or **Contractor**

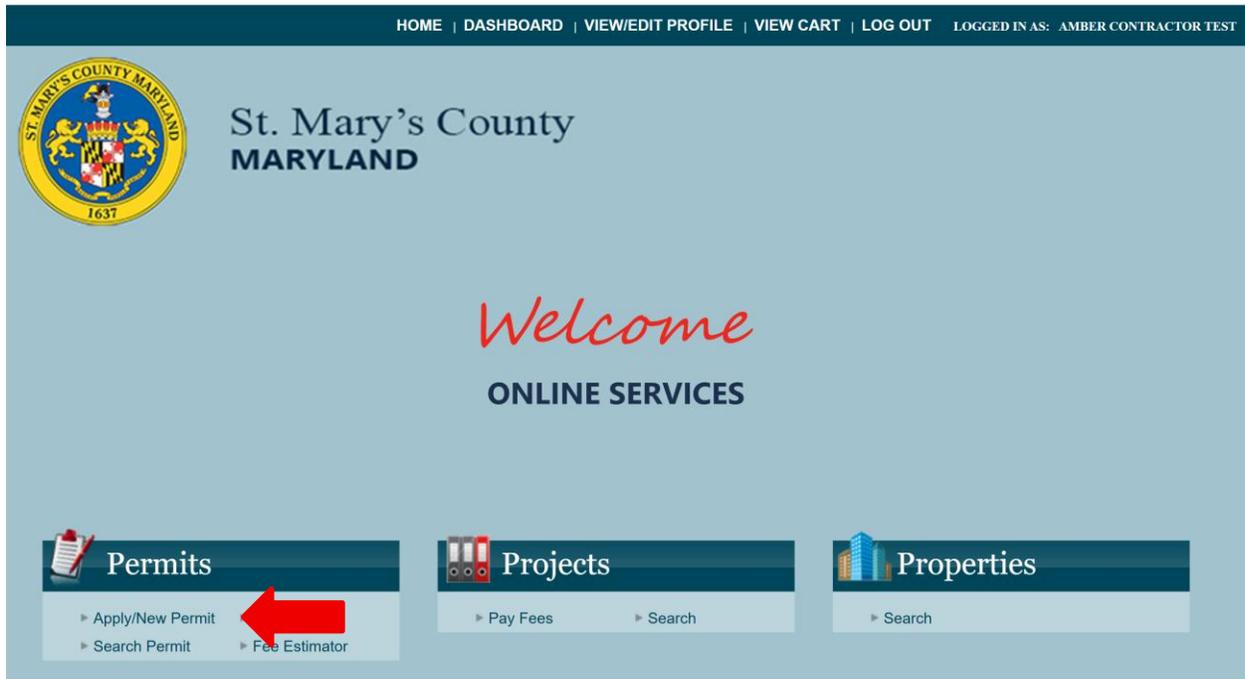


Select Permits "Apply/New Permit"

PUBLIC PORTAL VIEW



CONTRACTOR PORTAL VIEW



From here forward, the view is the same.

Review, then agree

Permit Application Confirmation

By proceeding, you acknowledge that you are the homeowner performing work on your own property (residence only) or you are a licensed contractor in the State of Maryland.

You acknowledge that permit fees are non-refundable and non-transferable and the Permit Division may not refund permits purchased incorrectly. Customers are responsible for credit card fees of 3% on transactions. We also offer ACH payments with a flat fee of \$2.95.

If you are unsure of which permit type you should select, or if there is an existing permit do not proceed, please contact the permit office at 301-475-4200 x 1500 to verify how to proceed.

I Agree
 I Disagree

CONTINUE

Select PERMIT Type

Permit Application

Step 1 Permit InformationStep 2Step 3Step 4

Permit Type Information

PERMIT Type	<input type="text" value=""/>
*Description:	RESIDENTIAL ACCESSORY STRUCTURE ADDITION
Notes:	RESIDENTIAL ACCESSORY STRUCTURE RENOV
*Job Value	RESIDENTIAL RENOVATION

Location

Enter part

Search By

Search Value

	RESIDENTIAL ACCESSORY STRUCTURE
	RESIDENTIAL ACCESSORY STRUCTURE ADDITION
	RESIDENTIAL ACCESSORY STRUCTURE RENOV
	RESIDENTIAL ADDITION
	RESIDENTIAL RENOVATION
	RESIDENTIAL SOLAR PANELS
	ROADSIDE STAND
	SIGN PERMIT
	SINGLE FAMILY DUPLEX
	SINGLE FAMILY DWELLING ATTACHED
	SINGLE FAMILY DWELLING DETACHED
	SITE IMPROVEMENT
	SOLAR APP
	TEMPORARY USE PERMIT



It will automatically select the subtype as "On building"

Next Enter Description, any other notes needed and the job value (this is the value of construction)

The screenshot shows a multi-step process with four steps: Step 1 (Permit Information), Step 2, Step 3, and Step 4. Step 1 is currently active. The form fields are as follows:

PERMIT Type	SOLAR APP
PERMIT Subtype	ON BUILDING
*Description:	Roof Mounted Solar Panels
Notes:	
*Job Value	\$35,000.00

Property Information is drop downs.

The screenshot shows the 'Additional Information' section with a sub-section titled 'PROPERTY INFO'. The fields are as follows:

*SETBACK - FRONT:	Roof
*SETBACK - LEFT:	Roof
*SETBACK - RIGHT:	Roof
*SETBACK - REAR:	Roof
*PUBLIC WATER:	YES
*PUBLIC SEWER:	NO

Solar App +

SOLAR APP +

*SERVICE UPGRADE: YES ▾

*SOLAR APP + APPROVAL #: SA20230117-242-19-1234-A

*SYSTEM SIZE: 2

*SQUARE FOOT OF PANELS ON HOUSE: 753

*SQUARE FOOT OF PANELS ON DETACHED STRUCTURE: 0

*ELECTRIC: YES ▾

For Location, this is the property address. You will type in the address, then select search

Location

Enter part or all of your address and press search

Search By Address ▾

Search Value 23150 LEONARD **SEARCH**

The search will give you a drop down, you will select the address

Location

Enter part or all of your address and press search

Search By Address ▾

Search Value 23150 LEONARD **SEARCH**

Select address below

23150 LEONARD HALL DR - ADDRESS

Once the address is selected, then it will look like this

Location

1903015084
23150 LEONARD HALL DR
LEONARDTOWN, MD 20650

[Address Lookup](#)

Attachments: For SOLAPP, you only need to include: Permit Application, SolarAPP+ Approval Documents and Approval Uploads.

Attachments

Please ensure all **required attachments** are included with your permit application.

Required Attachment:

Permit Application

Additional Attachments (as applicable):

Floor Plans (with all room uses clearly labeled)

Site Plans (including completed site plan checklist)

Lease or written permission from the Property Owner

Deeds

Any other supporting documentation as applicable

For SolarApp+ Users:

SolarApp+ Approval Documents

SolarApp+ Approval Uploads

Failure to include the required documentation may result in delays in the review of your permit.

Filename

Description

UPLOAD

After all are attached, you will then select next steps.

Then it will take you to contact information – Everything must be filled in accurately, once completed, select next steps

Step 1 **Step 2 Contact Information** Step 3 Step 4

Application for a SOLAR APP Permit

Applicant Information

*Name	Amber Harding	*Phone	(301) 475-4200
*Address	23150 Leonard Hall Dr	*Email Address	amber.harding@stmaryscountymd.gov
*City	Leonardtwn	*Zip	20650 - <input type="text"/>
*State	MD		

Owner Information

*Name	ST MARYS COUNTY COMMISSIO	Phone	() -
*Address	PO BOX 653	Email Address	
*City	LEONARDTOWN	*Zip	20650 - 0653
*State	MD		

Contractor Information

*Name	TEST	*Phone	(301) 475-4200
*Address	23150 LEONARD HALL DR	*Email Address	amber.harding@stmaryscountymd.gov
*City	LEONARDTOWN	License#	1234
*State	MD	*Zip	20650 - <input type="text"/>

You will then review and submit. This screen gives you a final look over, and if you forgot an attachment, you can add it here.

Step 1 Step 2 Step 3 Review and Submit Step 4

Application for a SOLAR APP Permit

Permit Information EDIT

Type	SOLAR APP
Subtype	ON BUILDING
Description	Roof Mounted Solar ...
Job Value	\$35,000.00

Location EDIT

23150 LEONARD HALL DR
LEONARDTOWN, MD 20650 0000

Contacts EDIT

Applicant Information

Amber Harding (301) 475-4200
23150 Leonard Hall Dr amber.harding@stmaryscountymd.gov
Leonardtown, MD 20650

Owner Information

ST MARYS COUNTY COMMISSIONERS
PO BOX 653
LEONARDTOWN, MD 20650 - 0653

Contractor Information

TEST (301) 475-4200
23150 LEONARD HALL DR amber.harding@stmaryscountymd.gov
LEONARDTOWN, MD 20650

Fee Information

Type	Amount
BUILDING PERMIT	\$20.00
SOLAR PERMIT FEE	20.00
USER	\$20.00
ZONING PERMITS	20.00
Total Fees	\$40.00

Attachments

Filename Select

● 2026 Residential Permit Application (1).pdf ✕ Remove

2026 Residential Permit Application (1).pdf
Description:

UPLOAD

Review the information prior to submitting.

CANCELPREVIOUS STEPNEXT STEP

Once you select next steps, it will take you to the checkout page where you can pay by credit card (3% additional fee) or echeck (\$2.95 additional fee)

Step 1 **Step 2** **Step 3** **Step 4 Checkout/Confirmation**

Checkout Summary

Verify correct item(s) to pay and select desired form of payment. Enter the required information and select "Process Payment".
Customers are now responsible for credit card fees of 3% on transactions We are also offering ACH payments with a flat fee of \$2.95.

SOLAR APP Permit

Description	Quantity	Amount
BUILDING PERMIT	1	\$20.00
<i>SOLAR PERMIT FEE</i>		<i>20.00</i>
USER	1	\$20.00
<i>ZONING PERMITS</i>		<i>20.00</i>

Fees Due: \$40.00

Total: \$40.00

[BACK TO STEP ONE](#) [ADD TO SHOPPING CART](#) [PAY BY CREDIT CARD](#) [PAY WITH ECHECK](#)

Once you select your payment method, it will then take you to the payment screen.

Land Use And Growth Management

Secure Payment Form

Billing Information

Name *
Amber Harding

Street
23150 Leonard Hall Dr

City
Leonardtown

State
MD

Payment Information

Credit Card | Check



Card Number *

MM * YY * CVV * 1 *