

How to.....

Apply for a Building Permit Online with eTRAKIT

Getting Started

- ▶ There are 2 ways to get to the new inspection scheduling website.
 - From the web address bar type the following: <https://etrakit.cityoftracy.org/etrakit/>
 - Go to the eTrakit/Online Permitting portal on www.cityoftracy.org

The screenshot shows a web browser window with the address bar containing <https://itrakit.cityoftracy.org/etrakit/>. The website header includes navigation links: Home | Setup an Account | Log In. Below this is a login form with a dropdown menu set to 'Public', input fields for 'Username' and 'Password', a 'LOGIN' button, and a 'REMEMBER ME' checkbox. The main content area features the City of Tracy logo with the tagline 'Think Inside the Triangle™'. Below the logo is the 'Community Development Web Portal' section, which provides information about the Development Services Department and lists various services:

- Permits**
 - ▶ Apply / New Permit
 - ▶ Pay Fees
 - ▶ Search Permit
 - ▶ View on Map
- Projects**
 - ▶ Apply
 - ▶ Search
 - ▶ Pay Fees
 - ▶ View on Map
- Contractor**
 - ▶ Apply AEC
- Properties**
 - ▶ Search
 - ▶ View on Map
- Inspections**
 - ▶ View Full Map
- Violations**
 - ▶ Search
 - ▶ Pay Fees

eTRAKIT Website

- ▶ The eTRAKIT website allows you to view multiple items
 - **PERMITS:** Information about permits in the different stages of the permit process with The City of Tracy
 - **PROJECTS:** Information about projects submitted through the Planning Department
 - **CONTRACTORS:** Information on Contractors – Must have a valid City of Tracy Business License. Go to <https://Tracy.HdlGov.com> to verify or apply.
 - **PROPERTIES:** Information about parcels, including permit history
 - **INSPECTIONS:** Schedule, View and Cancel Inspections
 - **LICENSE:** Information about Business Licenses in the City of Tracy
 - **VIOLATIONS:** Information about current Code cases in the City of Tracy

Online Permits

Step One:

1. Select Permit Type, Subtype. Add a brief description of work and job value of numbers only.
2. An ADDRESS is required for all permits. In "Location" section, type in the street address number and street. A list of available addresses will display, choose the correct address. Verify the address is correct, a permit on the incorrect address will be void.
3. Tell us who is applying for the permit.
4. ATTACHMENTS: If you have an attachment that is relevant to the permit, click "Select" to choose the file on your computer to upload and add a simple description.

The screenshot displays the 'Permit Application' web interface. On the left is a navigation menu with categories: My Dashboard, Permits (Apply / New Permit, Search Permit, Pay Fees), Projects (Search Projects), Contractor, Inspections (Schedule), Violations (Search), Shopping Cart (Pay All Fees, Paid Items), and Contact (Contact Us). The main content area is titled 'Permit Application' and features a progress bar with four steps: Step 1 (Permit Information, active), Step 2, Step 3, and Step 4. Below the progress bar is the 'Permit Type Information' section with fields for PERMIT Type (HVAC ONLINE), PERMIT subtype (RESIDENTL), Short Description (Replacing like for like), and Job Value (\$15,000.00). The 'Location' section shows the address 1507 ARRIGOTTI TRACY, CA 95377 and an 'Address Lookup' link. The 'Your Relation to this Permit' section has two options: 'Property Owner' (checked) and 'Contractor' (unchecked). The 'Attachments' section includes a 'Filename' field with a 'Select' button, a 'Description' field, and an 'UPLOAD' button. At the bottom right are 'CANCEL' and 'NEXT STEP' buttons.

Online Permits

Step Two:

CONTACT INFORMATION: Verify "APPLICANT", "CONTRACTOR", AND "OWNER" information. Items marked with * are required.

Select Next Step.

The screenshot displays a web application interface for online permits. On the left is a navigation menu with categories: My Dashboard, Permits (Apply / New Permit, Search Permit, Pay Fees), Projects (Search Projects), Contractor, Inspections (Schedule), Violations (Search), Shopping Cart (Pay All Fees, Paid Items), and Contact (Contact us). The main content area is titled 'Permit Application' and features a progress bar with four steps: Step 1, Step 2 (Contact Information, highlighted), Step 3, and Step 4. Below the progress bar, the application title is 'Application for a HVAC ONLINE Permit'. The form is divided into three sections: 'Applicant Information', 'Owner Information', and 'Contractor Information'. Each section contains input fields for Name, Address, City, State, Phone, Email Address, and Zip. The 'Applicant' and 'Owner' sections are pre-filled with 'John Smith', '555 Test Drive', 'Tracy, CA', '(209) 831-1234', 'abc@gmail.com', and '9538'. The 'Contractor' section is mostly empty, with 'None' in the Name field. At the bottom of the form are buttons for 'CANCEL', 'PREVIOUS STEP', and 'NEXT STEP'. A 'CLEAR' button is present at the end of each information section.

Permit Application

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

Application for a HVAC ONLINE Permit

Applicant Information

Name: john Smith Phone: (209) 831-1234
Address: 555 Test Drive Email Address: abc@gmail.com
City: Tracy
State: CA Zip: 9538 - CLEAR

Owner Information

Name: John Smith Phone: (209) 831-1234
Address: 555 Trst Drive Email Address: abc@gmail.com
City: Tracy
State: CA Zip: 9538 - CLEAR

Contractor Information

Name: None Phone: () - -
Address: Email Address: License or ID: City: Zip: State: CLEAR

CANCEL PREVIOUS STEP NEXT STEP

Online Permits

Step Three:

REVIEW AND SUBMIT: At this step you will confirm the information you have provided for the permit.

Permit Type, Subtype, Description, Location, Fee information will be displayed.

Select "Submit".

Note: Attachments - Please upload any supplemental documents that will help with the process of your permit.

My Dashboard

- Permits
 - Apply / New Permit
 - Search Permit
 - Pay Fees
- Projects
 - Search Projects
- Contractor
- Inspections
 - Schedule
- Violations
 - Search
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Application

Step 1 → Step 2 → **Step 3 Review and Submit** → Step 4

Application for a HVAC ONLINE Permit

Permit Information [EDIT](#)

Type	HVAC ONLINE
Subtype	RESIDENTL
Description	Replace for like fo...
Job Value	\$15,000.00

Location [EDIT](#)

1567 KYLE DAYTON
TRACY, CA 95378 Muirfield 7

Contacts [EDIT](#)

Applicant Information

John Smith (209) 831-0000
555 Test Drive abc@gmail.com
Tracy, CA 95378

Owner Information

John Smith (209) 831-0000
555 Test Drive abc@gmail.com
Tracy, CA 95378

Contractor Information

None

Fee Information

Type	CA BLDG STANDARD
Amount	\$1.00
Type	HVAC DIGITIZING ONLINE
Amount	\$3.71
Type	HVAC ELECTRIC ONLINE
Amount	\$28.97
Type	HVAC MECHANICAL ONLINE
Amount	\$81.44
Type	HVAC PLUMBING ONLINE
Amount	\$34.93
Total Fees	\$150.05

Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [SUBMIT](#)

Online Permits

Step Four:

FEES: After your new permit is created, you will be able to pay the fees. In the "Shopping Cart"

select "Pay Now"

CREDIT CARDS: City of Tracy only accepts VISA or MASTERCARD for all online transactions.

REFUNDS: Refunds will be handled on a case-by-case basis and payments will be returned if deemed necessary by the Chief Building Official.

PERSONAL INFORMATION: The City of Tracy does not store and will never sell your personal information, including credit card account information, to a third party for marketing purposes.

Permit Application

STEP 1 STEP 2 STEP 3 **STEP 4 PAYMENT**

Checkout Summary
Below are the current fees due for your permit(s). Please select the permit(s) you wish to pay and select "Pay Using Credit Card" or "Checkout"

ETRAKIT Permit		
	BUILDING STANDARD FEE	\$1.00
	GPCR < OR = 50K	\$6.50
	SEISMIC FEE	\$0.50
	ISSUANCE TECHNOLOGY FEE	\$10.20
	PERMIT ISSUANCE	\$40.00
	ELECTRICAL SERVICE METERS	\$130.00

Fees Due: \$188.20

[BACK TO STEP ONE](#) [PAY NOW](#)

Online Permits

Step Five:

CREDIT CARD INFO: On this page you will enter your credit card information and billing address. When complete, select the “Process Payment” link and your payment will be processed.

RECEIPT: Once the payment is processed the following page can be printed as your receipt and you will also receive a receipt by e-mail.

Permit Application

STEP 1 > STEP 2 > STEP 3 > **STEP 4 PAYMENT**

Credit cards accepted are: Visa, MasterCard. If you need to use another payment method, please contact the Building Division at 530-666-8775 during normal business hours.

Total Payment: \$188.20

First Name

Middle Initial

Last Name

Credit Card Type

Credit Card Number

Expiration Date

Security Code(CVN)

Billing Address

City

State

Zip -

Email Confirmation

[BACK TO STEP ONE](#) [PROCESS PAYMENT](#)

Online Permits

Step Six:

Payment Summary: On this page you will see a summary of all payment information and fees. Here you have the option to print the summary as a receipt to keep as a record of your transaction. A receipt will be e-mailed to you as well.

After payment is processed please email plancheck@cityoftracy.org to alert staff the permit is paid for.

Email photovoltaic@cityoftracy.org for all solar submittals once payment has been completed.

If you need assistance during this process please email: trakit.admin@cityoftracy.org

Permit Application

STEP 1 > STEP 2 > STEP 3 > **STEP 4 PAYMENT**

Payment Summary

Print this page as your receipt of payment. You will also receive an e-mail confirmation.
The Transaction is Approved
Credit Card number: **** * 1111
Authorization Code: 23ZSMV
Receipt No: E0096
Payment: CREDIT
Amount Paid: \$188.20
Paid Date: 10/2/2013

PERMIT	EBP2013-0043	1115 MCKINLEY AVE Woodland, CA 95695	ETRAKIT
		BUILDING STANDARD FEE	\$1.00
		GPCR < OR = 50K	\$6.50
		SEISMIC FEE	\$0.50
		ISSUANCE TECHNOLOGY FEE	\$10.20
		PERMIT ISSUANCE	\$40.00
		ELECTRICAL SERVICE METERS	\$130.00
		SUB TOTAL:	\$188.20
		TOTAL AMOUNT PAID:	\$188.20

John P Citizen
Address: 123 MAIN STREET
City, State, Zip: WOODLAND, CA 95695
Email: chris.starkey@yolocounty.org

[VIEW PERMIT](#) [PRINT SUMMARY](#)