

eTRAKiT Inspection Scheduling Guide

Contractors:

- If you have not registered with the Building Safety Division
 - Please contact a Building Permit Technician to request access to eTRAKiT. They can be reached at 209/831-6400
- If already registered:
 - Select Contractor from the dropdown
 - Select your Company Name
 - Enter Password > Click Login
- Your active permits will be listed on this main screen
- Click on 'Request' under the Inspection column for the applicable permit
- Complete any required fields with missing information
- Inspection Type: Select appropriate Inspection from dropdown
- Requested Date: Will always default to next available business day
 - Select appropriate date if different than default
- Time: Select AM or PM if desired ****Reminder – Such requests are not guaranteed****
- Click Add Inspection



Homeowners:

- If you have not registered:
 - Click on Setup an Account
 - Enter all required Profile information
 - Create a Username & Password following guidelines on page
 - Select Security Question and provide answer
 - *****NOTE***** We recommend you keep this information in a safe place as we will not have access to your password or security question.
 - Click Create Account
- If already registered:
 - Select Public from the dropdown (see image above)
 - Enter Username and Password > Click Login
- Your active permits will be listed on this main screen
 - If your permit is not shown, click 'Link to Permits' at the top of the screen
 - Enter your permit# > click Link
- Click on 'Request' under the Inspection column for the applicable permit
- Complete any required fields with missing information
- Inspection Type: Select appropriate Inspection from dropdown
- Requested Date: Will always default to next available business day
 - Select appropriate date if different than default
- Time: Select AM or PM if desired ****Reminder – Such requests are not guaranteed****
- Click Add Inspection

[LINK TO PERMITS](#)