

**City of Tracy**  
**Building Safety Division**  
**(209) 831-6400**



Build Inside the Triangle™

**eTRAKiT USER PERMIT APPLICATION**

**TERMS AND CONDITIONS**

eTRAKiT is an optional Internet service provided by the City of Tracy. In consideration of being authorized to use the eTRAKiT permit system, \_\_\_\_\_ (hereinafter referred to as the "licensee") understands and agrees to the following terms and conditions:

1. Only the licensee may obtain any type of building permit through the eTRAKiT Internet service. The licensee will keep confidential and shall take all necessary steps to insure that any passwords or PINs used to access the eTRAKiT Internet service shall only be used by licensee and licensee shall be fully responsible for any use of the eTRAKiT system by persons using any password or PIN issued to licensee.
2. All work authorized by any permit must comply with all applicable ordinances and codes adopted by City of Tracy.
3. All work authorized by permit is subject to inspection. Required inspections can be obtained by calling the Building Division on the inspection recorder (209) 831-6440 or via the Internet. Access must be provided for inspection purposes.
4. Permits shall automatically **EXPIRE**, and become void if work is not commenced within 180 days, if work is suspended, or if an inspection is not approved and recorded within 180 days.
5. Simple Permits are permits that do not require any discretionary approvals or plan review by the City. If, subsequent to the issuance of a Simple Permit, the Building or Planning Official determines that plans or other reviews are required for the work undertaken, the permit may be suspended or revoked until such time as proper reviews and approvals are obtained.
6. The issuance of a Simple Permit shall not serve to legalize other unauthorized construction, improper occupancies, additional dwelling units, or unauthorized land uses not otherwise legally established. All Simple Permits are subject to review and approval by the City of Tracy Building Safety Division.
7. Work shall not commence until the licensee is in receipt of an issued building permit.
8. The licensee must be properly licensed by the State Contractors Board to perform all work for which licensee obtains permits.
9. The licensee hereby certifies that all information provided both herein is correct and that all information that licensee, or licensee's authorized agents, will provide through the eTRAKiT Internet service will be correct.
10. Licensee shall abide by all the terms listed in the declarations on the building permit. Licensee or licensee's authorized agents must print, sign and post the permit and inspection record list at the job site.

Licensee has Read, Understood, and Agrees to the Terms on this Page: Initials \_\_\_\_\_

11. Only the “descriptions of work to be performed” supplied by the City of Tracy within this application package shall be used to obtain permits through the eTRAKiT Internet service. All permits with unauthorized descriptions are subject to revocation.
12. The licensee’s ability to continue to use the eTRAKiT Internet service shall be revoked if the licensee fails to adhere to any of the above noted terms or any City, State, or Federal regulations.

**USING THE E-TRACKIT INTERNET SYSTEM**

- To initiate the building permit process, a valid address must be entered into the eTRAKiT Internet service system. If the licensee does not have a valid address, the licensee must contact a Building Permit Technician, in the Building Safety Division at (209)831-6400, to correct any discrepancies or assign an address.
- Upon renewal of the licensee’s State Contractor’s License and/or City of Tracy Business License, the licensee must contact a Building Permit Technician, in the Building Safety Division at (209)831-6400 to update your file. The licensee cannot obtain web permits if the licensee’s State Contractor License or City of Tracy Business License does not appear to be current in the City’s tracking system.
- The eTRAKiT Internet Service Permit System is only valid for certain types of permits. When obtaining an eTRAKiT Internet Service permit, the licensee must use only the descriptions of work provided in this document and only obtain the type of permit authorized by the licensee’s State Contractors License classification.

<b>LIST OF ELIGIBLE WEB PERMITS</b>	
<p style="text-align: center;"><b>MECHANICAL PERMITS</b></p> <ul style="list-style-type: none"> <li>● Residential HVAC Replacement</li> </ul>	<p style="text-align: center;"><b>PLUMBING PERMITS</b></p> <ul style="list-style-type: none"> <li>● Residential Water Heater Replacement</li> <li>● Replace or Repair of sewer line between residential dwelling and property line.</li> <li>● Residential Water Softener</li> </ul>
<p style="text-align: center;"><b>ELECTRICAL PERMITS</b></p> <ul style="list-style-type: none"> <li>● Residential service upgrade ≤ 200 amps</li> <li>● Residential service upgrade &gt; 200 amps</li> <li>● Temporary Power poles 1-3 poles</li> <li>● Temporary Power poles 4-6 poles</li> </ul>	

Following are valid “descriptions of work” that can be obtained on-line for the various license classifications. Work not specifically listed **is not authorized** for a permit to be obtained on-line, and permits for work not specifically listed must be obtained through the City of Tracy’s regular process at the Building Safety Division public counter.

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## **PERMITS AVAILABLE ON-LINE**

### ***ELECTRICAL PERMITS***

#### **DESCRIPTION**

Electrical Service:

- ▶ Repair/replace existing electrical service to residence.

*Note: New services will not be issued on-line. Also, please check with PG&E for increased service panel amperage at your location.*

### ***MECHANICAL PERMITS***

#### **DESCRIPTION**

HVAC System:

- ▶ Replace residential HVAC system, (wall furnace/floor furnace/dual pack, split system).

*Note: If gas or electrical system will need to be modified you will need to get your permit at the permit counter.*

*Note: Completed copies of the MF-1R, CF-1R, CF-6R must be available at the job site at the time of inspection. Also the CF-4R Form, if required, must be available at time of final inspection.*

### ***PLUMBING PERMITS***

#### **DESCRIPTION**

Plumbing:

- ▶ Repair/replace existing sewer line with approved materials, between dwelling and property line.

*Note: Permits for sewer line repair / replacement requiring encroachment in City easements will not be issued on-line.*

- ▶ Replace existing water heater with new listed water heater and vent.

*Note: Completed copies of the Mf-1R and CR-1R B must be available at the job site at the time of inspection.*

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### WEB PERMIT USER REGISTRATION

Name of Licensee: _____ (As registered with the state)	Also doing Business as (DBA): _____ (As registered with the state)
Mailing Address: Street Address: _____ Or P.O. Box Number: _____	Telephone Number: _____ Fax Number: _____ E-Mail: _____
City: _____	State: _____ Zip Code: _____
State License Number: _____	Expiration Date: _____
Contractor Class: Primary _____	Supplemental: _____
City of Tracy Business License Name _____ Number _____	Expiration Date _____

### WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

- I have and will maintain a certificate of consent to self-insure for Workers' Compensation, as provided for by Section 3700 of the Labor Code for the performance of the work for which this permit is issued.
- I have and will maintain Workers' Compensation Insurance as required by Section 3700 of the Labor Code for the performance of work for which this permit is issued. My Workers' Compensation Insurance carrier and policy number are:  
  
Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_
- I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workers' Compensation laws of California, and agree that if I should become subject to the Workers' Compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

**WARNING:** Failure to secure Workers' Compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000) in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.

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**LICENSED CONTRACTOR'S DECLARATION**

I hereby affirm that I will remain licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license will remain in full force and effect. If for any reason my license has been suspended or revoked, I will notify City of Tracy immediately and this registration will voided.

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**OWNER/RESPONSIBLE FOR EMPLOYEE'S DECLARATION**

I certify all of the foregoing information is true and correct. I, or my authorized representative(s) will sign any fax permit applications.

\_\_\_\_\_  
Owner/Responsible Managing Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Typed or Printed)

State of California

County of San Joaquin

On \_\_\_\_\_, before me, \_\_\_\_\_, NOTARY PUBLIC, personally appeared

\_\_\_\_\_  
who provided to me on the basis of satisfactory evidence to be the person(s) whose name(s) are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/ their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and Official Seal.

(Seal)

\_\_\_\_\_  
Notary Public

By signing below, and initialing each page herein, I acknowledge my understanding of and voluntarily agree to all of the terms and conditions and other information set forth above in this E-TRACKIT USER PERMIT APPLICATION:

Business Name \_\_\_\_\_

By: \_\_\_\_\_ Dated: \_\_\_\_\_

Its: \_\_\_\_\_

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