

How to.....

Schedule a Building Permit Inspection On-line with eTRAKiT

Getting Started

- ▶ There are 2 ways to get to the eTRAKiT website.
 - From the web address bar type the following: <https://gvlid-trk.aspgov.com/etrakit>
 - Go to the Building Department Services webpage on <http://groveland-fl.gov>

The screenshot shows a web browser window with the address bar containing <https://gvlid-trk.aspgov.com/etrakit/>. Below the address bar is a navigation bar with links for "Home" and "Setup an Account", a dropdown menu set to "Public", and input fields for "Username" and "Password" with a "LOGIN" button.

The main content area features a welcome message: "Welcome! City of Groveland FL Community Development Web Portal". It explains that the site provides access to community development services and that limited online permitting is available for licensed contractors and registered public users. It also states that the web portal allows citizens and contractors to search for information and complete many commonly required tasks over the Internet. A note mentions that scheduling an inspection online requires creating a user account.

The main content area is divided into five sections, each with a red header and a white body:

- Permits**: Includes links for "Apply / New Permit", "Search Permit", and "Fee Estimator".
- Contractor**: Includes a link for "Search Contractors".
- Properties**: Includes a link for "Search".
- Inspections**: Includes links for "Schedule", "Cancel", and "Scheduled".
- Contact**: Includes a link for "Contact Us".

eTRAKiT Website

- ▶ The eTRAKiT website allows you to access multiple items
 - **PERMITS:** Apply for a new permit or search existing permits with the City and the Fee Estimator.
 - **CONTRACTORS:** Information on Contractors
 - **PROPERTIES:** Information about parcels, including permit history
 - **INSPECTIONS:** Schedule, View and Cancel Inspections

Online Inspection Scheduling

Using the dropdown menu, select your inspection and the date of your request and select "ADD INSPECTION". If you have more than one inspection to request, follow the same steps to select your next inspection

Online Inspection Scheduling

After all inspections have been added a list of inspections will be listed. Click “SUBMIT” to have each of the inspections scheduled.

inspections needed and date requested, click 'Submit'

Inspection Type	Request Date	Time	
GAS TEST	1/7/2016	Any	Delete

SUBMIT RESET

Online Inspection Scheduling

Accept the Permit Inspection Requirements. You will receive an e-mail confirmation of your inspection request. The City of Groveland strives to perform inspections as quickly as possible. If you request an inspection before 12pm Monday - Friday, we will do our best to schedule an inspection the same day. We cannot guarantee specific time requests, but will strive to provide a 24-hour turnaround.