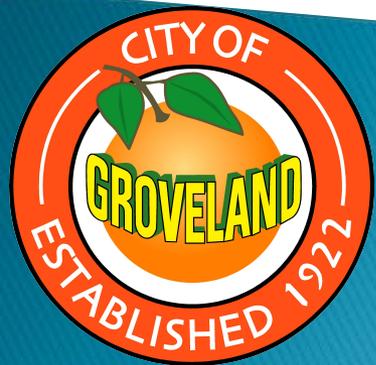


How to.....

View Permit History On-Line With eTRAKIT

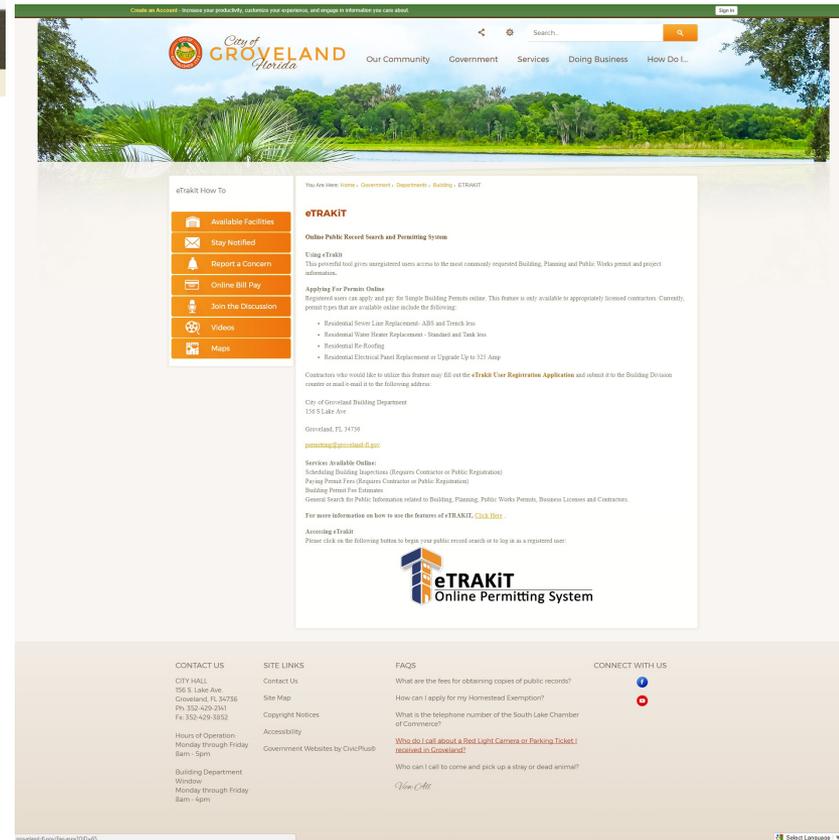
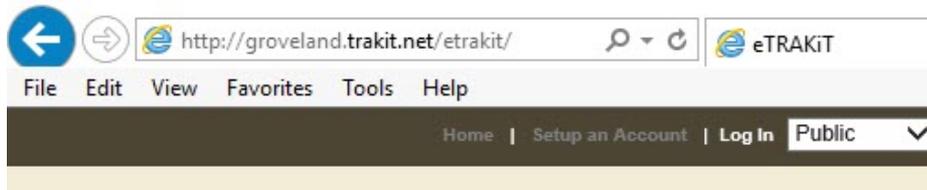


Brought to you by the City of Groveland Building Department

Getting Started

▶ There are 2 ways to get to the eTRAKiT website.

- From the web address bar type the following: <http://groveland.trakit.net/etrakit/>
- Go to the Building Department Services webpage on <http://groveland-fl.gov>



eTRAKIT Website

- ▶ The eTRAKIT website allows you to view multiple items
 - **PERMITS:** Information about permits in the different stages of the permit process with City of Groveland
 - **PROJECTS:** Information about projects submitted through the Planning Department
 - **CONTRACTORS:** Information on Contractors
 - **PROPERTIES:** Information about parcels, including permit history
 - **INSPECTIONS:** Schedule, View and Cancel Inspections
 - **LICENSE:** Information about Business Licenses in City of Groveland
 - **VIOLATIONS:** Information about current Code cases in City of Groveland

View Permit History Online

- ▶ Go to eTRAKIT
- ▶ Select Search under the Permits section:
- ▶ The next screen is where you will search for permits.
 - The search field should be set to “PERMIT NUMBER” or “ADDRESS” the next field should be set to “BEGINS WITH” or “CONTAINS”
 - Now enter your permit number or address. EX. 001-01-17 or 18540 Wild Wings Dr.
 - Click Search and click on the row that has the information you searched.

A screenshot of the 'Permit Search' results page. At the top, there is a search bar with 'SITE_ADDR' selected in the dropdown, 'Contains' in the operator dropdown, and '156' in the input field. A 'SEARCH' button is to the right. Below the search bar, the word 'Permits' is displayed in a dark red font. To the right of 'Permits' are 'PRINT' and 'EXPORT TO EXCEL' buttons. A table with two columns, 'PERMIT_NO' and 'SITE_ADDR', contains five rows of data. Below the table are navigation arrows and the text 'page 1 of 2'.

PERMIT_NO	SITE_ADDR
588-15-05	156 BAYOU BEND ROAD
1323-15-12	156 GROVELAND FARM RD
070-01-17	156 GROVELAND FARMS RD
066-01-17	156 S LAKE AVENUE
152-02-17	156 SILVER MAPLE ROAD

View Permit History Online

- ▶ This is the permit information screen, here you can find various information about the permit selected.
- ▶ Examples of information available.
 - Permit Number
 - Type of Permit
 - Status
 - Fees
 - Inspections
 - Reviews
- ▶ You can also view another permit.

The screenshot displays a web interface for viewing permit history. It is divided into two main sections: 'Search Results' and 'Permit #2040663'.

Search Results: A table lists various permit numbers. The number 2040663 is highlighted in red, indicating it is the selected permit.

PERMIT NUMBER
CRW-PERMIT
EBP2012-0017
EBP2012-0018
EBP2012-0020
2040663
2040704
2040931
2090620
2090660

Permit #2040663: This section provides detailed information about the selected permit. It includes tabs for 'Permit Info', 'Site Info', 'Fees \$2,398.59', 'Conditions', and 'Reviews (1)'. The 'Permit Info' tab is active, showing the following details:

- Type:** BEPM
- Subtype:** BEPM
- Short Description:** WILD WINGS GOLF CLUBHOUSE, 1100 OFFICE, RESTROOMS, ProShop, W
- Status:** FINALED
- Applied Date:** 5/17/2004 7:23:37 AM
- Approved Date:** 8/12/2004
- Issued Date:** 8/12/2004
- Finalized Date:** 3/11/2005
- Expiration Date:**