

How to.....

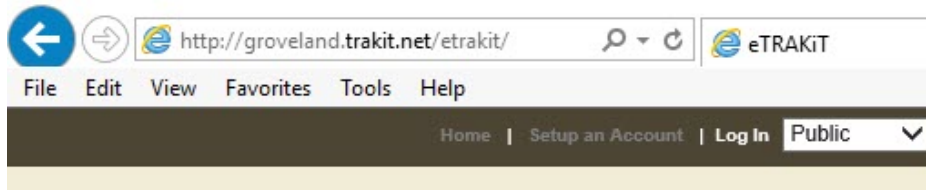
Schedule a Building Permit Inspection On-line with eTRAKIT



Brought to you by the City of Groveland Building Department

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

- From the web address bar type the following: [KWWW SJRYHODGWDNLW EHWHDNLW](http://www.sjryhodge.com/etrakit/)
- Go to the Building ~~HSDWPHW~~ Services webpage on [KWWW SJRYHODG OJRY](http://www.sjryhodge.com/)



eTRAKIT Website

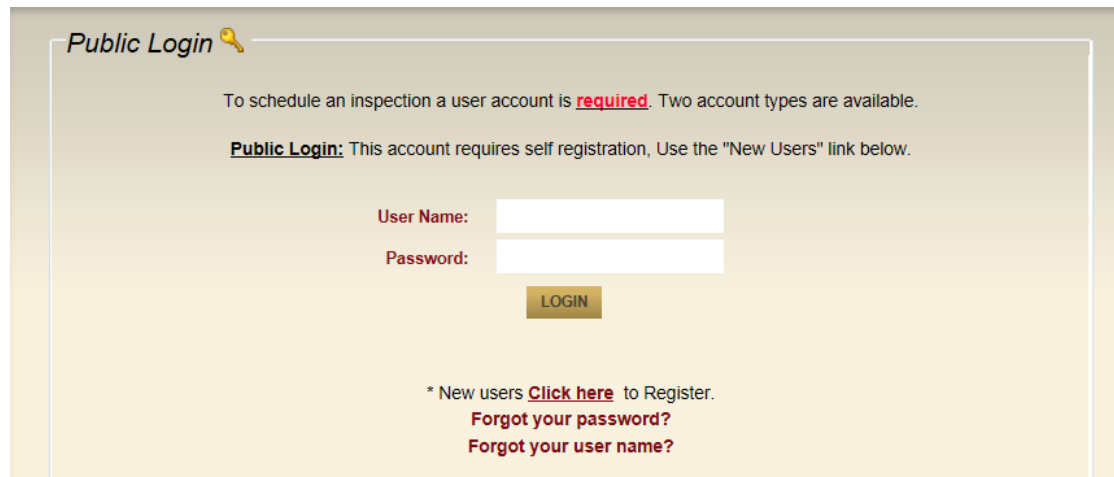
- ▶ The eTRAKIT website allows you to view multiple items
 - **PERMITS:** Information about permits in the different stages of the permit process with City of Groveland
 - **PROJECTS:** Information about projects submitted through the Planning Department
 - **CONTRACTORS:** Information on Contractors
 - **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

Online Inspection Scheduling

From the eTRAKIT Services Screen, Select “Schedule” under “Inspections”



Log in to your account. Don't have an account? You can register here.

A screenshot of a "Public Login" page. The page has a light beige background. At the top left, it says "Public Login" with a key icon. Below this, there is a paragraph: "To schedule an inspection a user account is **required**. Two account types are available." Underneath, it says "**Public Login:** This account requires self registration, Use the 'New Users' link below." There are two input fields: "User Name:" and "Password:". Below the password field is a brown "LOGIN" button. At the bottom, there is a note: "* New users **Click here** to Register." followed by two links: "Forgot your password?" and "Forgot your user name?".

Online Inspection Scheduling

After logging into your account you will be on your dashboard. If your permit is not shown, use the “LINK TO PERMITS, PROJECTS AND LICENSES” button to search for your permit

Hello Test Account.
Below is a Dashboard of your current activities.

[LINK TO PERMITS, PROJECTS, AND LICENSES](#)

Set the dropdown to “Permit” and type in your permit number and click “LINK”

Link a Record to my Account



Link to a: ▼



Permit #: x

[LINK](#) [CANCEL](#)

Online Inspection Scheduling

Your permit will now be listed under “My Active Permits” If there are inspections available to be scheduled, select “Request”

 **My Active Permits** 1 total record(s). 

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
CRW-PERMIT		RESIDENTIAL	ISSUED	Request	\$0.00		

You will now be in the PERMIT Inspection Request screen.

Verify the contact information and add any notes that may be required.

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

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

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type:

Requested Date:

Add Inspections by selecting Inspection Type, Request Date, and click 'Add Inspection'. Once you have selected all inspections needed and date requested, click 'Submit'

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

Online Inspection Scheduling

Accept the Permit Inspection Requirements. You will receive an e-mail confirmation of your inspection request. Check back online after 8:00am the morning of your inspection for the inspection 2 hour window.

