

NAVIGATING eTRAKIT

Creating a Contractor Account:

Go to eTrakit (our online page) by either going to the link <https://etrakit.lakelandgov.net/eTRAKIT3/> or locating the “eTrakit” link on our website (www.lakelandgov.net). It will be on the bottom left hand side of the Building Inspection home page.

Once there, you have to make sure that you select “Contractor” and not “Public” to log in. You will not be able to pay fees, schedule inspections, or view the majority of your permit info if you are logged in as a “public” user.



It will then let you pick your company’s name from a drop down list.



Once you have selected your company’s name, type in your temporary password that was given to you. If you did not receive one, or forgot it, please email/call us to get that information as it is necessary for you to be able to set up your account. It will immediately ask you to change your password.

Once you have changed your password, it will take you to your “Dashboard”. This is the page where you will be able to apply for permits, pay fees, etc.

***Hello computer test.
Below is a Dashboard of your current activities.***

Check The Status of a Permit:

To check the status, go to your Dashboard and look at “My Active Permits”.



My Active Permits

4 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
BLD14-02557	5544 SUPER...	ROOF COMMERCIAL	ISSUED		\$0.00	
BLD14-02568	5544 SUPER...	ROOF SINGLE FAMILY	RECEIVED		\$119.00	
BLD14-02599	228 S MASS...	ROOF SINGLE FAMILY	ISSUED		\$0.00	
BLD14-02600	830 LAKESI...	ROOF SINGLE FAMILY	RECEIVED		\$89.00	

“Received” means that your permit is being reviewed, but has not been approved yet.

Once your permit is in “Approved” status, you will be able to pay fees.



My Active Permits

4 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
BLD14-02557	5544 SUPER...	ROOF COMMERCIAL	ISSUED		\$0.00	
BLD14-02568	5544 SUPER...	ROOF SINGLE FAMILY	RECEIVED		\$119.00	
BLD14-02599	228 S MASS...	ROOF SINGLE FAMILY	ISSUED		\$0.00	
BLD14-02600	830 LAKESI...	ROOF SINGLE FAMILY	APPROVED		\$89.00	

Pay Fees:

Click on the amount in the “Fees Due” column. Notice that when it’s ready to be paid, it becomes a hyperlink.

BLD14-02600	830 LAKESI...	ROOF SINGLE FAMILY	APPROVED		\$89.00	
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If you have multiple permits that are approved, it will show all of them when you click on one of the fees. You can then uncheck any of the ones you do not wish to pay for at that time or pay for all of them.

Shopping Cart

	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PERMIT (BLD14-02568)	ROOF SINGLE FAMILY	5544 SUPERIOR	\$119.00
<input checked="" type="checkbox"/>	PERMIT (BLD14-02600)	ROOF SINGLE FAMILY	830 LAKESIDE	\$89.00
Total:				\$208.00
REMOVE SELECTED ITEMS				PROCEED TO CHECKOUT

Click "Proceed To Checkout" and then "Proceed To Payment". Enter your credit card information-- We only take Visa, Discover, and MasterCard. Once credit card info is put in, click "Process Payment".

For permits applied for online: Once we see that the payment has been made, WE will change the status to "issued". **This is when you can start the work that has been permitted.**

Reviews:

To look at your review notes at any time during the review process, just click onto the permit number in "My Active Permits" on your Dashboard.



PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
BLD14-02556	3770 N RD ...	ROOF COMMERCIAL	ISSUED		\$0.00	
BLD14-02568	3615 S FLO...	BUILDING COMMERCIAL REMODEL	UNDER REVIEW		\$154.00	


Go to the "Review" tab, then click on "More Info" to see the notes. It will tell you who the reviewer was, the date it was entered, the status, and all of the notes.

Type	Reviewer	Status	Submitted	Completed	Due Date	More info
Building 1 or...	RICHARD EY...	DISAPPRO...	6/2/2014	6/6/2014	6/8/2014	More info
Permit Tech...	CARA BOSW...	APPROVED	6/2/2014	6/6/2014	6/8/2014	More info

Schedule Inspections:

You can go to "My Active Inspections" on your Dashboard to schedule inspections. Just click on "Schedule". Once there, you can add your contact information (if not already there) and any notes for the inspector. You can also request the date of the inspection. eTRAKiT allows you the option of scheduling seven days in advance.

 **My Active Inspections** 6 total record(s) 

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
BLD14-02556	PERMIT	ISSUED	3770 N RD ...	BLDG ROOF IN PROGRESS	Schedule	
BLD14-02556	PERMIT	ISSUED	3770 N RD ...	BLDG ROOFING FINAL	Schedule	
BLD14-02556	PERMIT	ISSUED	3770 N RD ...	BLDG ROOF DECK	Schedule	

Review the information, then click submit at the bottom of the page. (Clicking "Reset" will clear all of the info from the fields.)

You can also cancel inspections from this area as well.

 **My Active Inspections** 6 total record(s) 



REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
BLD14-02556	PERMIT	ISSUED	3770 N RD ...	BLDG ROOF IN PROGRESS	6/17/2014	



*Any time an inspection is disapproved or given a partial approval, it automatically populates another inspection. You will be able to schedule it again using the notes above. If there is a re-inspection fee, you must pay it before it will allow you to reschedule.

*Our system will also not allow you to schedule an inspection if there are ANY fees due (ex. Revision fee, re-inspection fees, miscellaneous fee, ect).

To Check the Status of an Inspection:

Go to your Dashboard and click on the permit number in "My Active Permits".

 **My Active Permits** 2 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
BLD14-02556	3770 N RD ...	ROOF COMMERCIAL	ISSUED		\$0.00	
BLD14-02568	3615 S FLO...	BUILDING COMMERCIAL REMODEL	UNDER REVIEW		\$154.00	

Once there, click on the "Inspections" tab.



Find the inspection that you would like to check on. Click on "More Info" to read the notes that the inspector entered.

Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info
BLDG ROOF IN...	0	DISAPP...	6/17/2014	Any	6/17/20...		More Info
RECORDED NOC	0	APPROV...	6/3/2014		6/3/2014		More Info
BLDG ROOFING...	0		Schedule				More Info