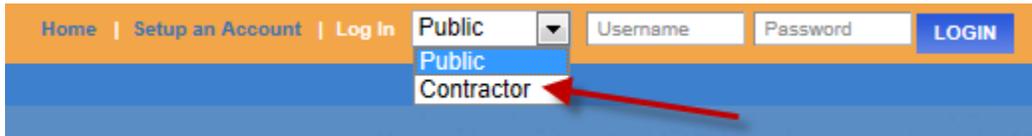


## [HOW TO APPLY FOR A MECHANICAL PERMIT ON eTRAKiT](#)

### [Log Into eTRAKiT:](#)

Go to eTRAKiT by either going to the link <https://etrakit.lakelandgov.net/eTRAKiT3/> or locating the eTRAKiT link on our website ([www.lakelandgov.net](http://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 apply, pay fees, or access your Dashboard if you log in as “Public”.

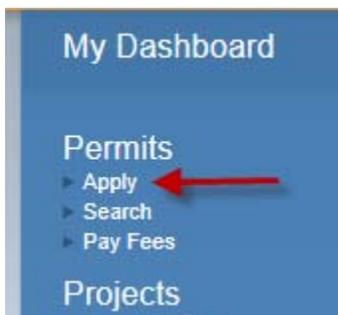


It will then let you pick your company’s name from a drop down list.



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 ([buildinginspection@lakelandgov.net](mailto:buildinginspection@lakelandgov.net) or (863) 834-6012) to get that information as it is necessary for you to be able to set up your account. It will then immediately ask you to change your password.

After you have changed your password, it will take you to your “Dashboard”. On the left hand side of the screen, you will see “Apply” under Permits.



Next, it will take you to a Disclaimer.

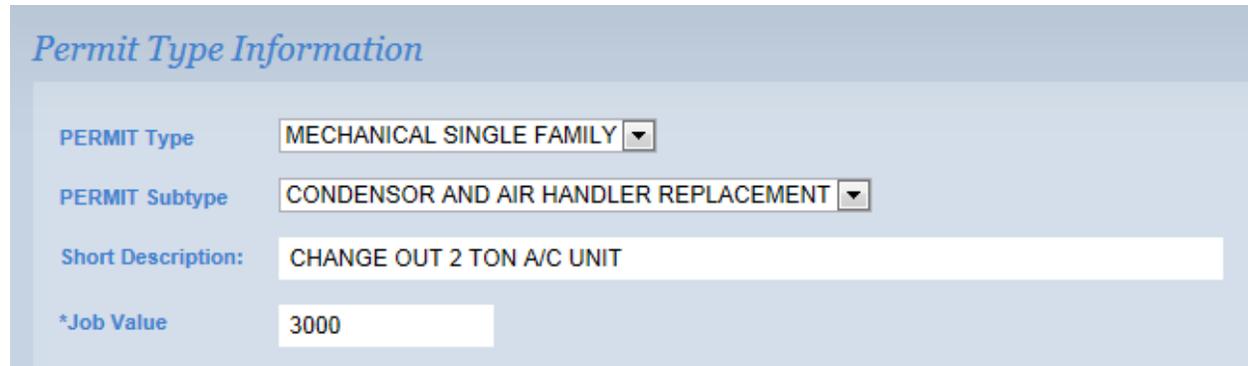
***I understand that this permit application must be approved and paid in full before any work can begin.***

After clicking on “I Agree”, click Continue at the bottom of the screen.

## Complete the Permit Application:

### Step 1:

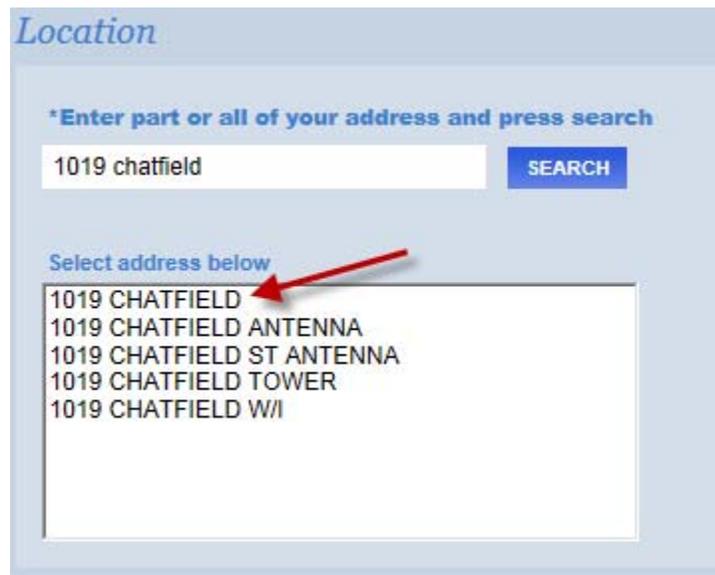
Select the "Permit Type" from the drop down that you are applying for. Then select the "Subtype". In the "Short Description", type in the work that you will be doing using all capital letters (ex: A/C CHANGE OUT, DUCT WORK, etc.). Please include the size of the unit as seen below. Make sure that you also put the amount of your contract in the "Job Value".



The screenshot shows a form titled "Permit Type Information" with the following fields:

PERMIT Type	MECHANICAL SINGLE FAMILY
PERMIT Subtype	CONDENSOR AND AIR HANDLER REPLACEMENT
Short Description:	CHANGE OUT 2 TON A/C UNIT
*Job Value	3000

Enter the address where the work is being in done in "Location". You may want to enter just a partial address to make sure that you can find the address you are looking for. \*Make sure that you pick the one with JUST the address and not anything that says "sgn", "wtr", etc.\*



The screenshot shows a form titled "Location" with the following elements:

- A search instruction: **\*Enter part or all of your address and press search**
- A text input field containing "1019 chatfield" and a blue "SEARCH" button.
- A list of search results under the heading "Select address below":
  - 1019 CHATFIELD
  - 1019 CHATFIELD ANTENNA
  - 1019 CHATFIELD ST ANTENNA
  - 1019 CHATFIELD TOWER
  - 1019 CHATFIELD W/IA red arrow points to the first result, "1019 CHATFIELD".

Click on the correct address. The complete address will appear in the "Location". If you clicked on the wrong address, do not hit the back button. Click the "Address Lookup" and it will allow you to type in another address.



You may submit "Attachments" as well, such as Notice of Commencements, manuals, or load calculations. To do this, click "Select" next to "File name". Double click on your file. You can always remove your selection by clicking on "Remove". You are only able to upload PDF, JPEG, & Word documents to eTRAKIT.



Make sure that you type in the "Description" of the document. (Example: NOC, Notice of Commencement, Plans, Florida Product Approval Sheets, Manual, Load Calculations). Click "Upload".



Review your information and then click on "Next Step" at the bottom of the screen.

### Step 2:

Review all of the Applicant, Contractor, and Owner Information. It will not allow you to move on until the required (\*) information is completed.

Click "Next Step"

### Step 3:

Review all of the information. You will be able to edit any information in this screen. When everything is correct, click "Next Step".

**Step 4:**

Please read the “Confirmation”. Click “View Permit”. You will see that your permit status is “Received”.

Type:	MECHANICAL SINGLE FAMILY
Subtype:	CONDENSOR AND AIR HANDLER REPLACEMENT
Short Description:	CHANGE OUT 2 TON A/C UNIT
Status:	RECEIVED 
Applied Date:	7/10/2014
Issued Date:	
Approved Date:	

Your permit application will show up in the permit clerks’ workspace **the next business day**. Once they have reviewed and processed the permit, you will receive an email with the fee estimate by the end of the following business day. You will then be able to go back online to eTRAKiT and pay for the permit.

**\*REMEMBER—YOU DO NOT HAVE A PERMIT UNTIL IT HAS BEEN PAID FOR AND ISSUED!!**