

# How to.....

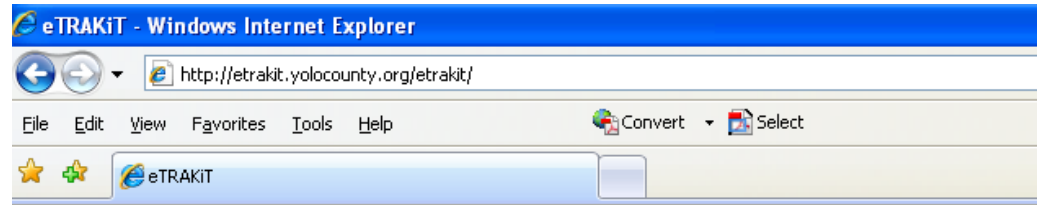
Apply for a Building Permit Online with eTRAKIT



Brought to you by the Yolo County Planning & Public Works Department

# Getting Started

- ▶ There are 2 ways to get to the new inspection scheduling website.
  - From the web address bar type the following: <https://etrakit.yolocounty.org/etrakit/>
  - Go to the Building Inspection Services webpage on [www.yolocounty.org](http://www.yolocounty.org)

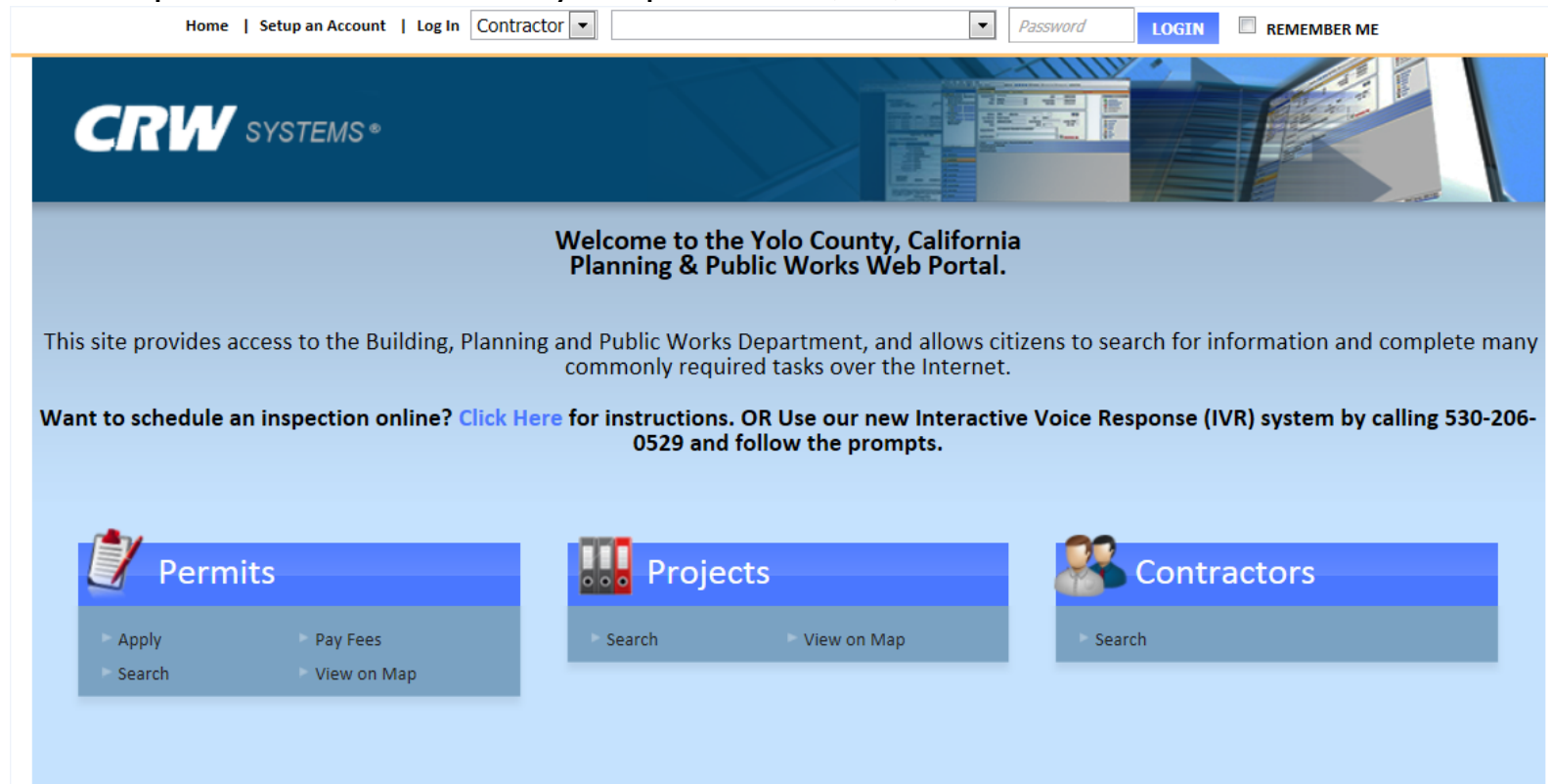


# eTRAKIT Website

- ▶ The eTRAKIT website allows you to view multiple items
  - **PERMITS:** Information about permits in the different stages of the permit process with Yolo County
  - **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 Yolo County
  - **VIOLATIONS:** Information about current Code cases in Yolo County

# Online Permits Contractor Login

- ▶ Go to eTRAKIT
- ▶ Select “Apply” or Login as a “Contractor”
- ▶ At the “Contractor Login” screen, select your name from the company drop down box and enter your password (PIN)



The screenshot shows the top navigation bar with links for Home, Setup an Account, and Log In. A dropdown menu is open for 'Contractor', and a password field is visible. A blue 'LOGIN' button and a 'REMEMBER ME' checkbox are also present.

**CRW SYSTEMS®**

**Welcome to the Yolo County, California  
Planning & Public Works Web Portal.**

This site provides access to the Building, Planning and Public Works Department, and allows citizens to search for information and complete many commonly required tasks over the Internet.

**Want to schedule an inspection online? [Click Here](#) for instructions. OR Use our new Interactive Voice Response (IVR) system by calling 530-206-0529 and follow the prompts.**

**Permits**

- ▶ Apply
- ▶ Pay Fees
- ▶ Search
- ▶ View on Map

**Projects**

- ▶ Search
- ▶ View on Map

**Contractors**

- ▶ Search

# Online Permits

## Step One:

Read the requirements to obtain a permit.

Select the “Online Permit Documents” link to download any forms required for your permit.

Choose “I agree” or “I disagree” and click “Continue”

I agree will take you to the application screen, I disagree will return you to the main screen.

You hereby affirm under penalty of perjury that you are licensed under provisions of Chapter 9 (commencing with Section 7000) of Division of Business and Professions Code, and your license is in full force and effect. You agree to comply with all county and state building codes and laws relating to building construction and hereby authorize representatives of the County of Yolo to enter upon the property for inspection purposes. **All permits will be verified upon issuance; Permits issued to B (General) License contractors will be voided.** (Pursuant to Business & Professions Code, Section 7057)

**Yolo County Business License:** You also affirm that you possess or will obtain a Yolo County Business License per Yolo County Code, Title 12.

**Expiration:** This permit will expire if the work has not been started within six months from the issuance date, or if the work starts and then stops for a period of six months. One extension of up to six months may be granted if requested in writing, along with applicable fees.

**Fees:** "Total fees due" refer to Building Division fees only.

**Required Documents:** For On-Line permits, additional documents are required to be completed and/or read and/or available to the building inspector at the first inspection, please go to [Online Permit Documents](#) to download. Failure to complete these documents will result in a re-inspection and re-inspection fee.

I Agree

I Disagree

CONTINUE

# Online Permits

## Step Two:

**APPLICATION:** Choose ETRAKIT as your permit type and then select your permit subtype.

Enter a short but detailed description.

Enter your job value: Numbers only

**LOCATION:** An address is required for all permits. In the “Location” section, type in the street address number and street. A list of available addresses will display, choose the correct address. Verify the address is correct, a permit on the incorrect address will be void.

**ATTACHMENTS:** If you have an attachment that is relevant to the permit, click “Select” to choose the file on your computer to upload and add a simple description.

The screenshot shows a web form for online permits, specifically Step 2: Enter Permit Information. The form is divided into three main sections: Permit Type Information, Location, and Attachments. At the top, there is a progress bar with four steps: STEP 1 (ENTER PERMIT INFORMATION), STEP 2, STEP 3, and STEP 4. STEP 1 is highlighted in blue.

**Permit Type Information**

PERMIT Type: ETRAKIT (dropdown menu)  
PERMIT Subtype: SERV UP TO 325 AMP (dropdown menu)  
\*Short Description: New 200 AMP Service Panel (text input field)  
\*Job Value: 1200 (text input field)

**Location**

18540 WILD WINGS DR/185 DR  
Woodland, CA 95695  
Address Lookup (button)

**Attachments**

Attachments that may be necessary for your project are allowed. All attachments **MUST** be PDF or JPG. All other file types are not valid.

Filename: [text input field] [Select button]  
Description: [text input field]  
[UPLOAD button]

[CANCEL button] [NEXT STEP button]

# Online Permits

## Step Three:

PERMIT APPLICATION: Verify “APPLICANT”,  
“CONTRACTOR” and “OWNER” information.

Items marked with \* are required.

Select Next Step

### Application for a ETRAKIT Permit

#### Applicant Information

*Name	ALLAN'S DEMOLITION (TEST ACCO	*Phone	(858) 451-3030
*Address	123 MAIN STREET	*Email Address	
*City	WOODLAND		
*State	CA	*Zip	95695 -

#### Contractor Information

*Name	ALLAN'S DEMOLITION (TEST ACCO	*Phone	(858) 451-3030
*Address	123 MAIN STREET	*Email Address	
*City	WOODLAND	License or ID	C:101
*State	CA	*Zip	95695 -

#### Owner Information

Name	WILD WINGS COUNTY SERVICE ARI	Phone	( ) -
Address	292 W BEAMER ST	Email Address	
City	WOODLAND		
State	CA	Zip	95695 - 2598

DELETE

CANCEL

PREVIOUS STEP

NEXT STEP

# Online Permits

## Step Four:

**CONFIRM AND RECORD:** At this step you will confirm the information you have provided for the permit.

Permit Type, Subtype, Description, Location  
Fee information will be displayed.

Select “Next Step” to go to the Shopping Cart and pay for your permit.

You will also have the option to edit any information before the permit is created and payment is required

### Application for a ETRAKIT Permit

Review the information below prior to submitting the application

#### Permit Information

[EDIT](#)

Type	ETRAKIT
Subtype	SERV UP TO 325 AMP
Description	Test For new eTRAKIT
Job Value	1000

#### Location

[EDIT](#)

18540 WILD WINGS DR/185 DR  
Woodland, CA 95695

#### Contacts

[EDIT](#)

##### Applicant Information

ALLAN'S DEMOLITION (TEST ACCOU (858) 451-3030  
123 MAIN STREET chris.starkey@yolocounty.org  
WOODLAND, CA 95695

##### Contractor Information

ALLAN'S DEMOLITION (TEST ACCOU (858) 451-3030  
123 MAIN STREET chris.starkey@yolocounty.org  
WOODLAND, CA 95695

##### Owner Information

WILD WINGS COUNTY SERVICE AREA  
292 W BEAMER ST  
WOODLAND, CA 95695 - 5259

#### Fee Information

Type	BUILDING STANDARD FEE
Amount	\$1.00
Type	GPCR < OR = 50K
Amount	\$6.50
Type	SEISMIC FEE
Amount	\$0.50
Type	ISSUANCE TECHNOLOGY FEE
Amount	\$10.20
Type	PERMIT ISSUANCE
Amount	\$40.00
Type	ELECTRICAL SERVICE METERS
Amount	\$130.00
<hr/>	
Total Fees	\$188.20

#### Attachments

To upload additional attachments click [Here](#)

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)



# Online Permits

## Step Five:

**FEES:** After your new permit is created, you will be able to pay the fees. In the “Shopping Cart” select “Pay Now”

**CREDIT CARDS:** Yolo County only accepts VISA or MASTERCARD for all online transactions.

**REFUNDS:** Refunds will be handled on a case-by-case basis and payments will be returned if deemed necessary by the Chief Building Official.

**PERSONAL INFORMATION:** The County of Yolo does not store and will never sell your personal information, including credit card account information, to a third party for marketing purposes.

*Permit Application*

STEP 1   STEP 2   STEP 3   **STEP 4 PAYMENT**

*Checkout Summary*

Below are the current fees due for your permit(s). Please select the permit(s) you wish to pay and select "Pay Using Credit Card" or "Checkout"

<b>ETRAKIT Permit</b>		
	BUILDING STANDARD FEE	\$1.00
	GPCR < OR = 50K	\$6.50
	SEISMIC FEE	\$0.50
	ISSUANCE TECHNOLOGY FEE	\$10.20
	PERMIT ISSUANCE	\$40.00
	ELECTRICAL SERVICE METERS	\$130.00
		Fees Due: \$188.20

[BACK TO STEP ONE](#)   [PAY NOW](#)

# Online Permits

## Step Six:

**CREDIT CARD INFO:** On this page you will enter your credit card information and billing address. When complete, select the “Process Payment” link and your payment will be processed.

**RECEIPT:** Once the payment is processed the following page can be printed as your receipt and you will also receive a receipt by e-mail.

*Permit Application*

STEP 1    STEP 2    STEP 3    **STEP 4 PAYMENT**

Credit cards accepted are: Visa, MasterCard. If you need to use another payment method, please contact the Building Division at 530-666-8775 during normal business hours.

**Total Payment: \$188.20**

First Name

Middle Initial

Last Name

Credit Card Type

Credit Card Number

Expiration Date

Security Code(CVN)

Billing Address

City

State

Zip  -

Email Confirmation

[BACK TO STEP ONE](#)    [PROCESS PAYMENT](#)

# Online Permits

## Step Seven:

Payment Summary: On this page you will see a summary of all payment information and fees. Here you have the option to print the summary as a receipt to keep as a record of your transaction. A receipt will be e-mailed to you as well.

*Permit Application*

STEP 1    STEP 2    STEP 3    **STEP 4 PAYMENT**

### *Payment Summary*

Print this page as your receipt of payment. You will also receive an e-mail confirmation.  
The Transaction is Approved  
Credit Card number: \*\*\*\* \* 1111  
Authorization Code: 23ZSMV  
Receipt No: E0096  
Payment Method: CREDIT  
Amount Paid: \$188.20  
Paid Date: 10/2/2013

PERMIT	EBP2013-0043	1115 MCKINLEY AVE Woodland, CA 95695	ETRAKIT
		BUILDING STANDARD FEE	\$1.00
		GPCR < OR = 50K	\$6.50
		SEISMIC FEE	\$0.50
		ISSUANCE TECHNOLOGY FEE	\$10.20
		PERMIT ISSUANCE	\$40.00
		ELECTRICAL SERVICE METERS	\$130.00
		<b>SUB TOTAL:</b>	<b>\$188.20</b>
		<b>TOTAL AMOUNT PAID:</b>	<b>\$188.20</b>

John P Citizen  
Address: 123 MAIN STREET  
City, State, Zip: WOODLAND, CA 95695  
Email: chris.starkey@yolocounty.org

[VIEW PERMIT](#)    [PRINT SUMMARY](#)