

How to.....

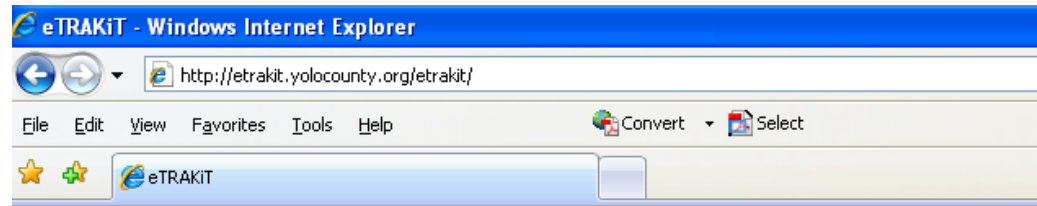
Schedule a Building Permit Inspection On-line with eTRAKIT



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



eTRAKIT Website

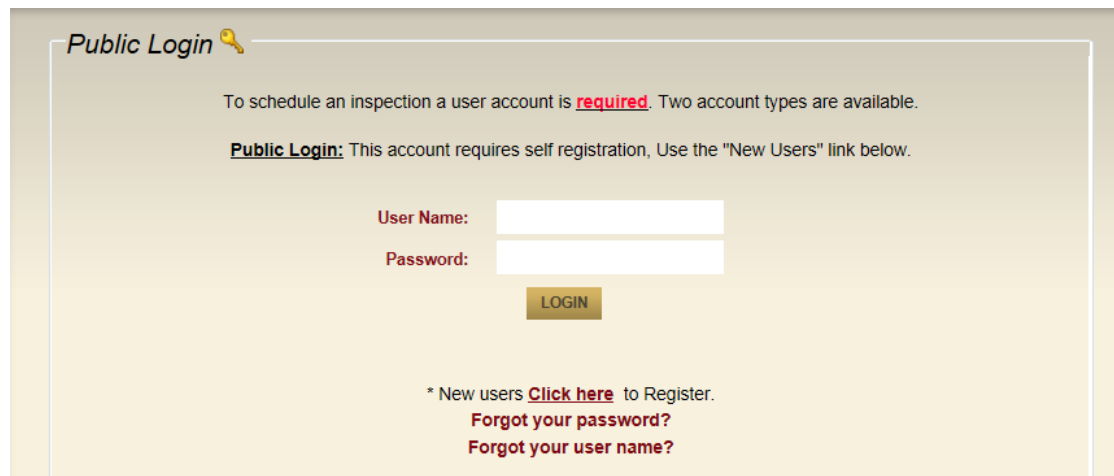
- ▶ The eTRAKIT website allows you to view multiple items
 - **PERMITS:** Information about permits in the different stages of the permit process with Yolo County
 - **PROJECTS:** Information about projects submitted through the Planning Department
 - **CONTRACTORS:** Information on Contractors
 - **PROPERTIES:** 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 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" form. The title "Public Login" is followed by a key icon. Below the title, there is a paragraph of text: "To schedule an inspection a user account is **required**. Two account types are available." Below this, there is a line of text: "**Public Login:** This account requires self registration, Use the 'New Users' link below." The form contains two input fields: "User Name:" and "Password:". Below the input fields is a "LOGIN" button. At the bottom of the form, there is a line of text: "* New users **Click here** to Register." Below this, there are 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.

