

Applying for Minor Building Permits using eTrakit Online

<https://elgr-trk.asp.gov.com/eTRAKIT/login.aspx?It=CONTRACTOR>

1. Log in to eTrakit using your Username and Password. **The Username is your contractors state license number.**

The screenshot shows the eTRAKIT login interface. At the top, there is a navigation bar with the following elements: Home, Setup an Account, Log In, Contractor (dropdown menu), AEG274 (username field), a password field, LOGIN, REMEMBER ME, and Forgot Password. The 'Log In' and 'Contractor' dropdown are circled in red. Below the navigation bar is a banner image of a park bench by a lake. The main heading reads 'Welcome to the City of Elk Grove.' Below this is a paragraph: 'This portal provides access to community development services, allowing the general public, property owners and contractors the ability to search information and complete licensing and permitting actions.' There are three main service categories: 'Permits' (with links for Apply for a Permit and Search Permit), 'Inspections' (with links for Schedule, Cancel, and Scheduled), and 'License' (with links for Pay Fees and Search). A 'Contact' section with a 'Contact Us' link is also present. At the bottom, there is a disclaimer: 'The City of Elk Grove, California (City of Elk Grove TRAKIT, United States of America) makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.' Below the disclaimer are links for 'City Privacy Policy' and 'City Disclaimer'. A contact information link is also provided: 'Contact information for support by City Department/Division is located here'. A final note states: 'Please use the form located here to request a refund. The City of Elk Grove reviews each request to determine if a refund can be issued. Please note that the request does not guarantee a refund. Please allow 3 business days after submitting your request to receive a response.' The footer features the CENTRAL SQUARE logo.

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- Once logged in, your dashboard should display showing all your permit activity. To apply for a building permit, click on **Apply for a Permit** at the top left of the page.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: SARAHS PERMITTING

Hello Sarahs Permitting.
Below is a Dashboard of your current activities.

My Open Permit Applications 22 total record(s)

Applications In Progress	Permit Type	Created Date	
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	TRANSPORTATION PERMIT	4/5/2022	Delete
Continue	TRANSPORTATION PERMIT	4/5/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/28/2022	Delete
Continue	ONLINE REROOFING	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE RESIDENTIAL PLUMBING	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL PLUMBING	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/21/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/21/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/21/2022	Delete

My Active Permits 9 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE
18-02820	Intersect...	CELL TOWER	ISSUED		
22-00276	8401 LAGUN...	MOBILE OR MANUFACTURED HOME	ISSUED		
22-01233	8401 LAGUN...	ONLINE SOLAR PHOTOVOLTAIC PERMITS	ETRAKIT SUBMITTAL		
22-01280	8401 LAGUN...	ONLINE RESIDENTIAL MECHANICAL	WITHDRAWN		
22-01369	8401 LAGUN...	ONLINE SOLAR PHOTOVOLTAIC PERMITS	WITHDRAWN		
22-01370	8401 LAGUN...	ONLINE SOLAR PHOTOVOLTAIC PERMITS	WITHDRAWN		
22-01655	8401 LAGUN...	ONLINE RESIDENTIAL MECHANICAL	WITHDRAWN		
22-02000	8401 LAGUN...	ONLINE WINDOWS OR DOORS	ISSUED		
22-02006	8401 LAGUN...	ONLINE REROOFING	ISSUED		

My Active Inspections

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3. Choose the **Permit Type** at the top of the page and continue completing the required fields. *If the Permit Types available do not match your scope of work you will need to submit your application and any required plans and supporting documents to our [Building Filedrop](#) for processing.*

The screenshot displays the 'Permit Application' interface for Step 1: Permit Information. The page includes a navigation menu on the left with sections for Permits, Inspections, License, Shopping Cart, and Contact. The main content area features a progress bar at the top, followed by 'Permit Type Information' with a dropdown menu for 'PERMIT Type' and input fields for 'Description' and 'Job Value'. Below this is the 'Location' section with a search bar. The 'Your Relation to this Permit' section has checkboxes for 'Property Owner' and 'Contractor'. The 'Attachments' section includes a warning, a table with 'File name' and 'Description' columns, and an 'UPLOAD' button. At the bottom, there are 'CANCEL' and 'NEXT STEP' buttons. A footer contains a disclaimer and contact information for the City of Elk Grove.

- a) Please upload any required supporting documentation at the bottom of the page before continuing to the next step. Any missing documentation will delay the processing of your application.
- b) Once the page is completed, click **Next Step**.

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4. Confirm all fields are correct on Step 2. Please ***do not*** update the Property Owner Information. This will delay the processing of your application. The property owner information generated is populated from County records and should be consistent with County records. If the property owner information is not correct, please contact our office for assistance at (916) 478-2235.

The screenshot shows the 'Permit Application' interface for an 'ONLINE RESIDENTIAL PLUMBING Permit'. The process is in Step 2, 'Contact Information'. The 'Applicant Information' section is populated with the following details:

*Name	Sarahs Permitting	*Phone	(916) 478-2235
*Address	8401 Laguna Palms Way	*Email Address	ssandoval@elkgrovecity.org
*City	Elk Grove	License#	
*State	CA	*Zip	9575 -

The 'Owner Information' section is highlighted with a red dashed border and a red arrow pointing to it from a black box containing the text 'Please do not update the Property Owner Information'. The 'Owner Information' section is populated with the following details:

Name	CITY OF ELK GROVE	Phone	(777) 777-7777
Address	8401 LAGUNA PALMS WAY	Email Address	ssandoval@elkgrovecity.org
City	ELK GROVE		
State	CA	Zip	9575 -

The 'Contractor Information' section is populated with the following details:

*Name	Sarahs Permitting	*Phone	(916) 478-2235
*Address	8401 Laguna Palms Way	*Email Address	rmori@elkgrovecity.org
*City	Elk Grove	*License#	
*State		*Zip	-

At the bottom of the form, there are buttons for 'CANCEL', 'PREVIOUS STEP', and 'NEXT STEP'. A 'CLEAR' button is also present in the 'Owner Information' section.

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Please use the form located here to request a refund. The City of Elk Grove reviews each request to determine if a refund can be issued. Please note that the request does not guarantee a refund. Please allow 3 business days after submitting your request to receive a response.

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5. On Step 3, please verify all information is correct. You can click on any of the **edit** buttons to make corrections. You can also attach additional documents before clicking **Next Step** at the bottom of the page.

The screenshot shows the eTRAKIT web application interface. The browser address bar displays the URL: elgr-trk.asp.gov.com/eTRAKIT/PermitApplication/step3.aspx?activityNo=ECON_220413095133692. The page title is "Application for a ONLINE REROOFING Permit".

The page is divided into several sections:

- Permit Information:** Type: ONLINE REROOFING; Subtype: LIGHT WEIGHT ROOFING REPLACEMENT; Description: T/O REROOF RESHEET ...; Job Value: \$20,000.00. An **EDIT** button is circled in red.
- Location:** 8401 LAGUNA PALMS WAY; ELK GROVE, CA 95758. An **EDIT** button is circled in red.
- Contacts:** Applicant Information: Sarahs Permitting, (916) 478-2235, 8401 Laguna Palms Way, Elk Grove, CA 95758. Owner Information: CITY OF ELK GROVE, (777) 777-7777, 8401 LAGUNA PALMS WAY, ELK GROVE, CA 95758. Contractor Information: Sarahs Permitting, (916) 478-2235, 8401 Laguna Palms Way. An **EDIT** button is circled in red.
- Fee Information:** A table showing fees: CBSC FEE (\$1.00), REROOFING (\$323.00), REROOFING LIGHT WEIGHT RE... (323.00). Total Fees: \$324.00.
- Attachments:** A box with the text "To upload additional attachments click [Here](#)". The word "Here" is circled in red.

At the bottom of the page, there are three buttons: **CANCEL**, **PREVIOUS STEP**, and **NEXT STEP**. A note above the buttons says "Review the information prior to submitting."

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6. On Step 4, you will click the **Pay Now** button to pay your permit fees online.

The screenshot shows a web browser window with the URL `elgr-trk.asp.gov.com/eTRAKIT/PermitApplication/step4.aspx?activityNo=ECON:220413095133692`. The page displays a progress bar with four steps: Step 1, Step 2, Step 3, and Step 4 (Checkout/Confirmation). The main content area is titled "Checkout Summary" and shows an "ONLINE REROOFING Permit".

Description	Quantity	Amount
CBSC FEE	1	\$1.00
REROOFING	1	\$323.00
REROOFING LIGHT WEIGHT RES		323.00

Fees Due: \$324.00

Total: \$324.00

At the bottom of the page, there are three buttons: "BACK TO STEP ONE", "ADD TO SHOPPING CART", and "PAY NOW". The "PAY NOW" button is circled in red.

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7. Complete the payment portion. Once the payment has been received you will see your Payment Summary. Please note your application number for future reference.

The screenshot shows a web browser window with the URL elgr-trk.asp.gov.com/eTRAKiT/PermitApplication/step4.aspx?action=paymentreturn&success=1&activityNo=ECON:220413095133692&confirmNo.... The page title is "Permit Application" and the navigation bar shows "Step 1", "Step 2", "Step 3", and "Step 4 Checkout/Confirmation".

Payment Summary

The Transaction is Approved

Authorization Code: 004755
Receipt No: WEB106
Payment Method: CREDIT
Paid Date: 4/13/2022

PERMIT	22-02195	8401 LAGUNA PALMS WAY ELK GROVE, CA 95758	
		CBSC FEE	\$1.00
		REROOFING	
		REROOFING LIGHT	\$323.00
		WEIGHT RES	
		SUB TOTAL:	\$324.00
TOTAL AMOUNT PAID:			\$324.00

Buttons: VIEW PERMIT, PRINT SUMMARY

8. You will receive a receipt for your payment over email and a separate application confirmation email from the Building Department.
9. You will not receive your building permit without an internal review. A Permit Technician will review your application for completeness. If accepted, we will process your building permit and you will receive an email notification of the next step to log in to eTrakit and print your permit and approved documents. If additional information is needed, we will reach out to you through email. Please allow 24 - 48 hours for processing and notification.