

Applying for Solar Photovoltaic 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 displays the eTRAKiT login interface. At the top, the browser address bar shows the URL <https://elgr-trk.asp.gov.com/eTRAKiT/>. The login form includes a dropdown menu for user type (set to 'Contractor'), a username field with 'AE6274', a password field, and a 'LOGIN' button. A red circle highlights the login form area. Below the login form is a banner for 'Welcome to the City of Elk Grove.' and several service tiles for 'Permits', 'Inspections', 'License', and 'Contact'. The footer contains a disclaimer and the CENTRAL SQUARE logo.

Home | Setup an Account | **Log In** | Contractor | AE6274 | [Password] | LOGIN | REMEMBER ME | Forgot Password

Welcome to the City of Elk Grove.

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.

Permits
Apply for a Permit | Search Permit

Inspections
Schedule | Cancel | Scheduled

License
Pay Fees | Search

Contact
Contact Us

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CENTRAL SQUARE

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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.

The screenshot shows the eTRAKIT dashboard for a user named Sarahs Permitting. The dashboard includes a navigation menu on the left with options like 'Permits', 'Inspections', 'License', 'Shopping Cart', and 'Contact'. The main content area displays 'My Open Permit Applications' with 22 total records and 'My Active Permits' with 9 total records. The 'Apply for a Permit' link in the navigation menu is circled in red.

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		

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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 shows the eTRAKIT Permit Application interface. The browser address bar displays elgr-trk.aspgov.com/eTRAKIT/PermitApplication/step1.aspx. The user is logged in as SARAH'S PERMITTING. The page title is "Permit Application" and it is on "Step 1 Permit Information".

Permit Type Information

PERMIT Type:

*Description:

*Job Value:

Location

*Enter part or all of your address and press search

Search By:

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Please include all the required attachments with your application. Failure to do so will delay the issuance of your permit.

File Name:

Description:

1 → (points to the dropdown menu)

2 → (points to the UPLOAD button)

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4. Please upload any required plans, supporting documents and outside agency approvals at the bottom of the page before continuing to the next step. Any missing documentation will delay the processing of your application.
 - a) The SMUD letter, specifications, and the construction plans should be submitted together under a single PDF attachment.
 - b) Do not use spaces or special characters in the file names. Use the underscore (`_`) instead of spaces.
 - c) Once the page is completed, click **Next Step**.

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5. 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 eTRAKIT web application interface. The browser address bar displays the URL: elgr-trk.aspgov.com/eTRAKIT/PermitApplication/step2.aspx?activityNo=ECON_220412033938441. The page title is "Permit Application" and the user is logged in as "SARAH'S PERMITTING".

The application progress bar shows four steps: Step 1, Step 2 (Contact Information), Step 3, and Step 4. The current step is Step 2.

The "Application for a ONLINE RESIDENTIAL PLUMBING Permit" is shown. The "Applicant Information" section contains the following fields:

*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 contains the following fields:

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 also visible below it. A message states: "Your contractor information has been locked. If your contact information needs to be updated, please contact the Building Department at (916) 478-2235." The "Contractor Information" section contains the following fields:

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

At the bottom of the form, there are buttons for "CANCEL", "PREVIOUS STEP", and "NEXT STEP".

The footer contains the following text:

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6. 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 displays the eTRAKIT web application interface for applying for a permit. The browser address bar shows the URL: elgr-trk.aspgov.com/eTRAKIT/PermitApplication/step3.aspx?activity/No=ECON_220413095133692. The page title is "Application for a ONLINE REROOFING Permit".

The page is divided into several sections, each with an "EDIT" button circled in red:

- Permit Information:** Type: ONLINE REROOFING; Subtype: LIGHT WEIGHT ROOFING REPLACEMENT; Description: T/O REROOF RESHEET ...; Job Value: \$20,000.00.
- Location:** 8401 LAGUNA PALMS WAY, ELK GROVE, CA 95758.
- Fee Information:** A table showing fees: CBSC FEE (\$1.00), REROOFING (\$323.00), and REROOFING LIGHT WEIGHT RE... (323.00). Total Fees: \$324.00.
- Contacts:** Applicant Information (Sarahs Permitting), Owner Information (CITY OF ELK GROVE), and Contractor Information (Sarahs Permitting).

At the bottom of the page, there is a "Next Step" button circled in red, along with "CANCEL" and "PREVIOUS STEP" buttons. A note at the bottom reads: "Review the information prior to submitting." Below this note, there is a link "Here" circled in red, with the text "To upload additional attachments: click Here".

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7. 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 eTRAKIT application. The address bar displays the URL: elgr-trk.aspgov.com/eTRAKIT/PermitApplication/step4.aspx?activityNo=ECON:220413095133692. The browser's taskbar shows several open applications, including Assessor's Filedrop, Online Payments, Elknet, JustFOIA Training C..., JustFOIA Enter Your..., and DocuSign Login - E....

The application interface features a navigation menu on the left with the following categories:

- Permits
 - Apply for a Permit
 - Search Permit
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- License
 - Search Licenses
 - Pay Fees
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

The main content area displays a progress bar with four steps: Step 1, Step 2, Step 3, and Step 4 Checkout/Confirmation. Step 4 is currently active and highlighted in blue.

Below the progress bar, the page is titled "Checkout Summary" and shows the details for an "ONLINE REROOFING Permit".

Description	Quantity	Amount
CBSC FEE	1	\$1.00
REROOFING	1	\$323.00
<i>REROOFING LIGHT WEIGHT RES</i>		<i>323.00</i>

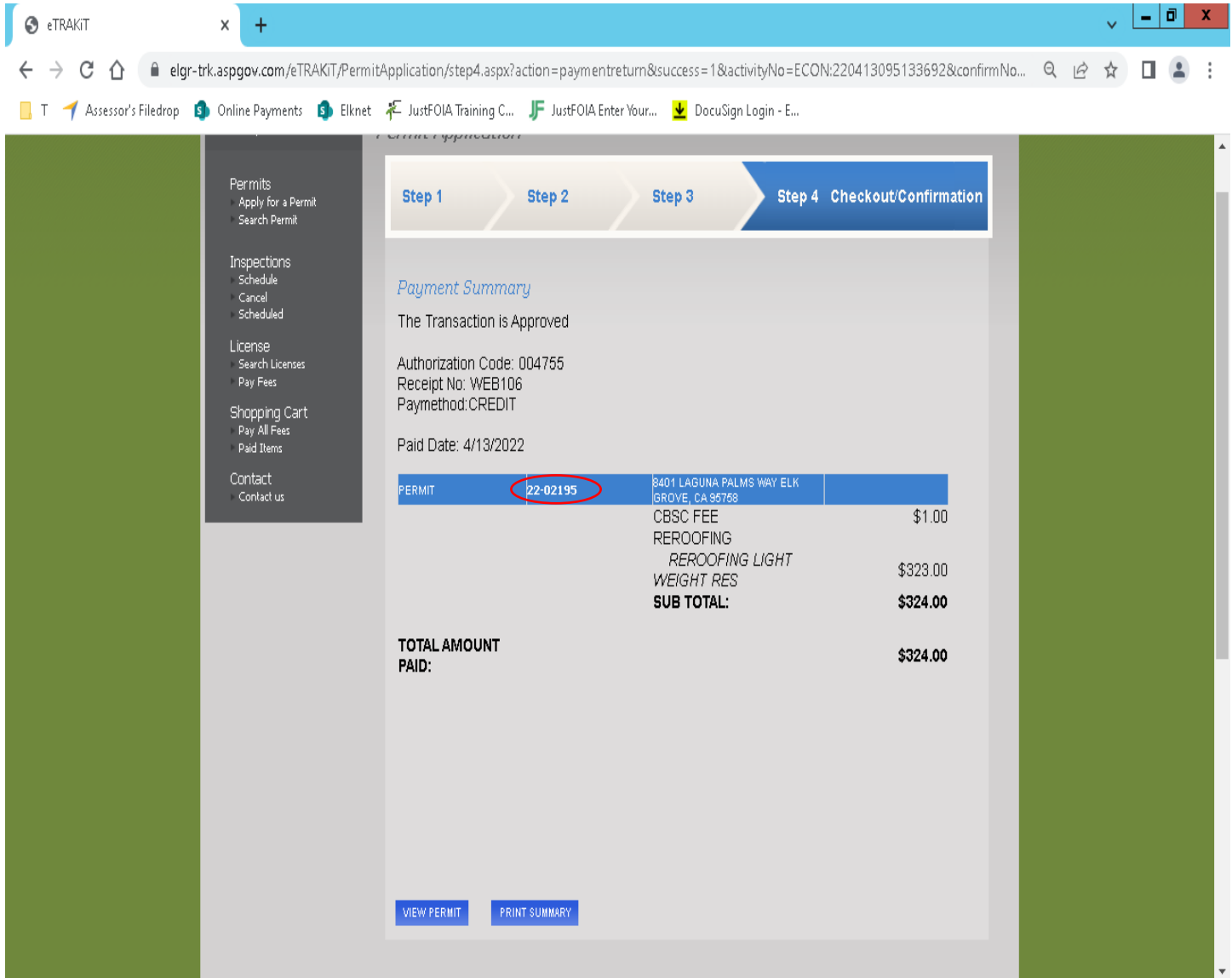
At the bottom right of the summary, the total fees are listed as **Fees Due: \$324.00** and **Total: \$324.00**.

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, indicating it is the button to be clicked.

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- 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.aspgov.com/eTRAKIT/PermitApplication/step4.aspx?action=paymentreturn&success=1&activityNo=ECON:220413095133692&confirmNo.... The page displays a "Payment Summary" for a permit application. The summary indicates that the transaction is approved and provides the following details:

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

The permit details are as follows:

PERMIT	22-02195	8401 LAGUNA PALMS WAY ELK GROVE, CA 95768
		CBSC FEE
		\$1.00
		REROOFING
		REROOFING LIGHT
		WEIGHT RES
		\$323.00
		SUB TOTAL:
		\$324.00
TOTAL AMOUNT PAID:		\$324.00

At the bottom of the summary, there are two buttons: "VIEW PERMIT" and "PRINT SUMMARY".

- You will receive a receipt for payment over email and a separate application confirmation email from the Building Department.
- You will not receive your building permit without a Plan Review of the attachments provided. A Permit Technician will review your application for completeness. If accepted, we will process your application and you will receive an email notification that your application has been forwarded to plan review. If additional information is needed, we will reach out to you through email. Please allow 24 - 48 hours for processing and notification.