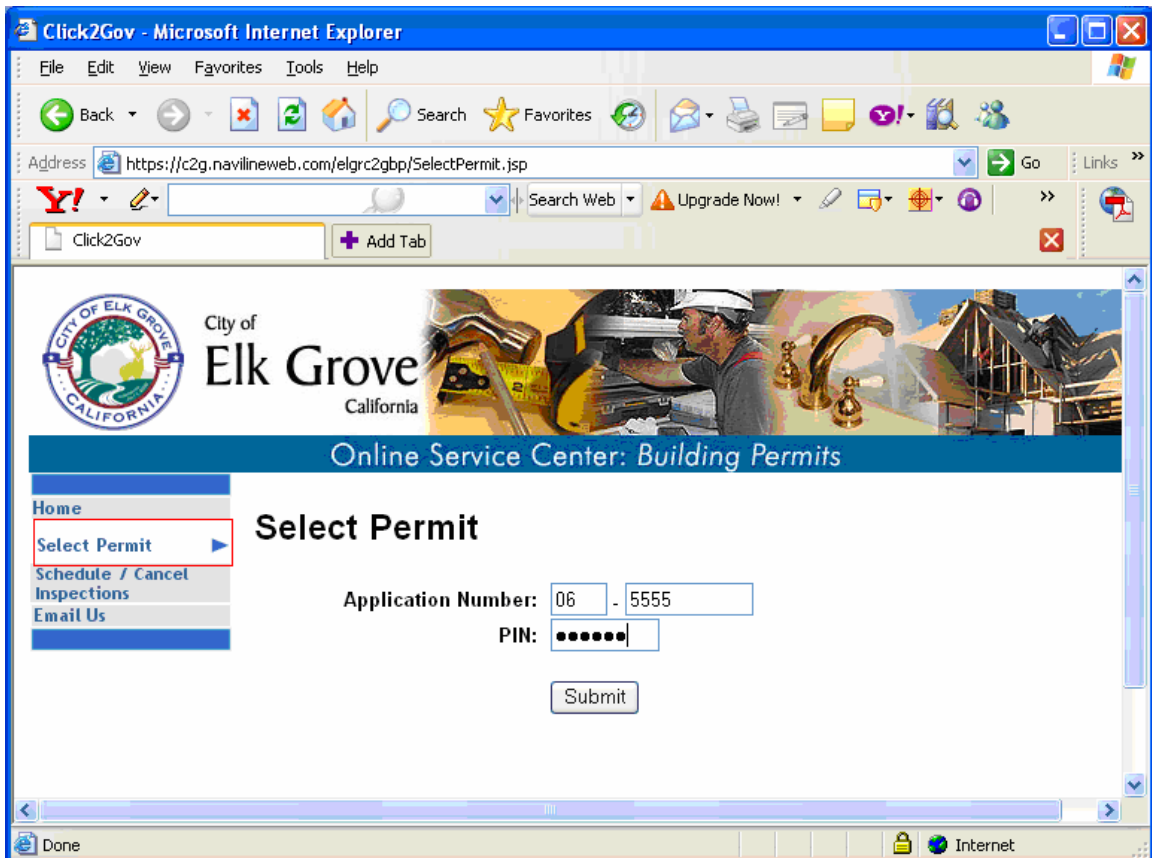


## City of Elk Grove Online Building Permit Documentation

Welcome to the City of Elk Grove's Online Building Permit Inspection Scheduling and Status website. You can now schedule inspections online and view the status of your permit. You must have your PIN number and Permit Number available to use the system. These are printed on your building permit that was issued at the building counter at City Hall. The PIN is located next to the project description on your building permit.

To get started you must be connected to the internet. If you are having issues getting connected to the internet, please contact your internet service provider.

- 1) Go to <http://www.elkgrovecity.org/online-services> . Scroll to the middle of the section and look for Online Building Permits. Click on the "Click Here" button.
- 2) Once you are on the Building Permits main page you will need to select "Select Permit" and enter your Permit Number and the PIN that was provided to you.



The screenshot shows a Microsoft Internet Explorer browser window displaying the City of Elk Grove Online Service Center: Building Permits website. The browser's address bar shows the URL: <https://c2g.navilineweb.com/elgrc2gbp/SelectPermit.jsp>. The website header features the City of Elk Grove logo and the text "City of Elk Grove California". Below the header is a navigation menu with the following items: Home, Select Permit (highlighted with a red box), Schedule / Cancel Inspections, and Email Us. The main content area is titled "Select Permit" and contains a form with the following fields: Application Number: 06 - 5555, PIN: [Six dots], and a Submit button.

- 3) Click on Submit.

4) This will take you to a summary screen.

The screenshot shows a Microsoft Internet Explorer browser window titled "Click2Gov - Microsoft Internet Explorer". The address bar shows the URL: <https://c2g.navilneweb.com/elgrc2gbp/StatusOptions.jsp>. The page content includes the City of Elk Grove logo and a banner for the "Online Service Center: Building Permits". A navigation menu on the left lists options such as Home, Select Permit, Status Detail (highlighted), View Application Fees, Permit Status, Inspection Status, Plan Tracking Status, Schedule / Cancel Inspections, Email Us, and Log Off. The main content area is titled "Status Detail" and displays the following information:

<b>Parcel ID:</b>	116-0000-555-0000	<b>Owner:</b>	Any Elk Grove Citizen
<b>Address:</b>	555 Elk Grove Way	<b>Application Type:</b>	REROOF
<b>Application #:</b>	06-5555	<b>Application Date:</b>	09/15/06
<b>Valuation:</b>	\$7,000	<b>Square Footage:</b>	0
<b>Tenant Name:</b>	Any Tenant USA	<b>Application Status:</b>	ISSUED
<b>Tenant Unit Number:</b>	25 SQ	<b>General Contractor:</b>	Any Contractor
<b>Zoning Description:</b>	5 RESIDENTIAL UNITS/ACRE		

The browser's status bar at the bottom shows "Done" and "Internet".

- 5) **Permit Status:** If you click on Permit Status, you will see the status of your permit. You can click on the links to view them in more detail.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Click2Gov website. The address bar shows the URL: <https://c2g.navilneweb.com/elgrc2gbp/PermitStatus.jsp>. The website header includes the Elk Grove, California logo and the text "Online Service Center: Building Permits".

The main content area is titled "Permit Status" and displays the following information:

- Parcel ID:** 116-0000-555-0000
- Address:** 555 Elk Grove Way
- Application #:** 06-5555
- Application Status:** ISSUED
- Owner:** Any Elk Grove Citizen
- Application Type:** REROOF
- Application Date:** 09/15/06

Below this information, there is a section titled "Related Structures and Permits:" with the instruction "Select one of the following to view more information:". A table lists the related permits:

Str / Seq / Permit	Permit Description	Contractor / Sub
<a href="#">000 / 000 / GENR 00</a>	BUILDING PERMIT	Any Elk Grove Citizen

At the bottom of the page, there is a link for [Project Inspections](#). The browser's status bar at the bottom shows "Done" and "Internet".

- 6) **Inspection Status:** You can click on inspection status to view the status of your inspections at any time. Again, you can click on the links to get more details.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Click2Gov website. The address bar shows the URL: <https://c2g.navilineweb.com/elgrc2gbp/PermitStatus.jsp>. The website header features the Elk Grove California logo and the text "Online Service Center: Building Permits".

The main content area is titled "Inspection Status" and contains the following information:

Select a structure/permit selection to view an inspection.

**Parcel ID:** 116-0000-555-0000      **Owner:** Any Elk Grove Citizen  
**Address:** 555 Elk Grove Way      **Application Type:** REROOF  
**Application #:** 06-5555      **Application Date:** 09/15/06  
**Application Status:** ISSUED

**Related Structures and Permits:**  
 Select one of the following to view more information:

Str / Seq / Permit	Permit Description	Contractor / Sub
<a href="#">000 / 000 / GENR 00</a>	BUILDING PERMIT	Any Elk Grove Citizen

At the bottom of the page, there is a link for [Project Inspections](#). The browser's status bar at the bottom shows "Done" and "Internet".

- 7) **Plan Tracking Status:** You can view the status of your plans at any time. You can get more details by clicking on the links. This is based on what was recently entered into the system. You should contact the building department before coming in to verify that everything is ready.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <https://c2g.navilneweb.com/elgrc2gbp/PlanStatus.jsp>
- Page Header:** City of Elk Grove, California. Online Service Center: Building Permits.
- Sidebar Menu:**
  - Home
  - Select Permit
  - Status Detail
  - View Application Fees
  - Permit Status
  - Inspection Status
  - Plan Tracking Status** (highlighted with a red box)
  - Schedule / Cancel Inspections
  - Email Us
  - Log Off
- Main Content Area:**

**Plan Tracking Status**

This screen provides basic status information regarding your plan check. Please contact our office at (916) 478-2235 prior to visiting our offices so that we can ensure that all of your project plans, forms, etc. are prepared and ready for pick up prior to your arrival.

Thank you.

Select a plan below, to view agency comments.

**Parcel ID:** 116-0000-555-0000      **Owner:** Any Elk Grove Citizen  
**Address:** 555 Elk Grove Way      **Application Type:** REROOF  
**Application #:** 06-5555      **Application Date:** 09/15/06
- Table:**

Agency Description	Key Dates		Action Summary		
	In	Est. Comp.	Last	Type	By
No plan tracking steps found					