# Scheduling and viewing inspections in eTRAKiT

The following process outlines the steps to schedule inspections in eTRAKiT and view inspection results. Inspections can only be scheduled for approved permits, projects, and licenses that are in your Dashboard. See page 3 to link already approved permits, projects, or licenses to your account.

1. Log into your **eTRAKiT** (https://belt.csqrcloud.com/community-etrakit/) (see "registering in eTRAKiT" if you do not have an account):

- Click "**Schedule**" under "Inspections."
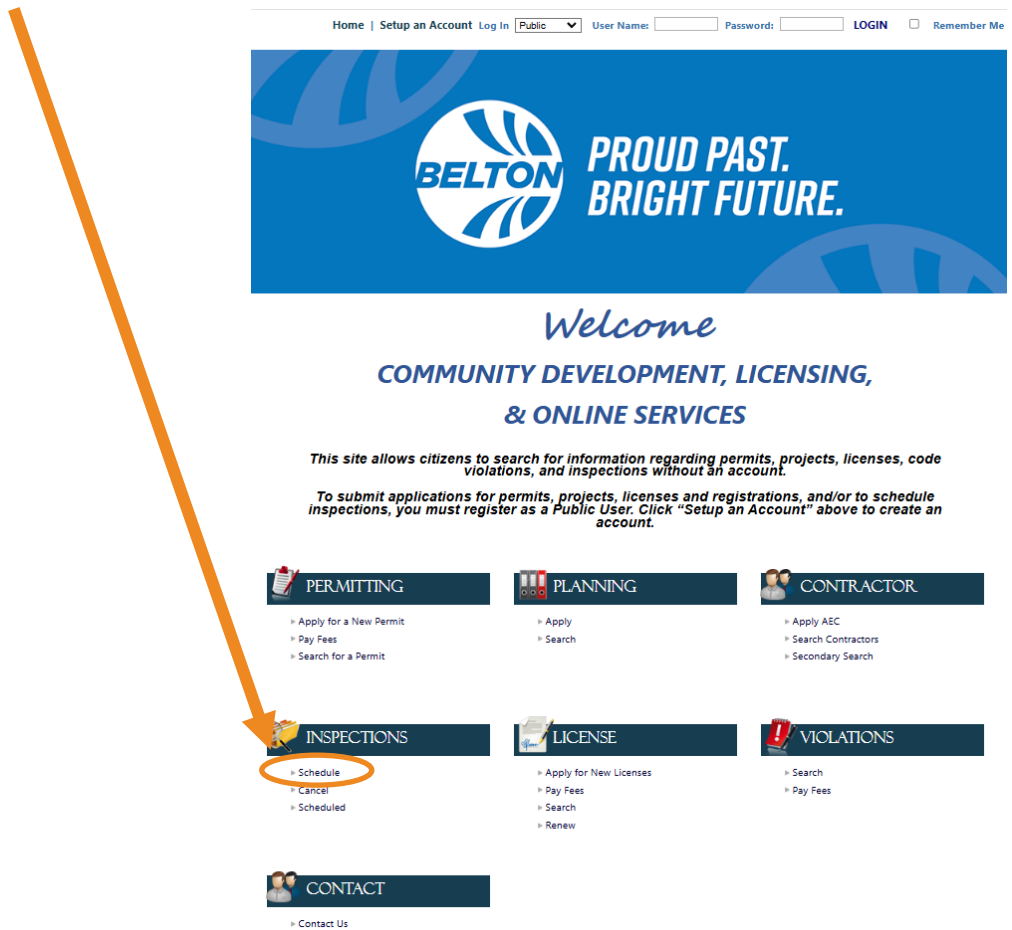
2. On your Dashboard, under "My Active Permits," you can see the statuses of all permits that are linked to your account. For permits that are in an "Issued" status, available inspection types are listed under "My Active Inspections." Click "**Schedule**" in the last column to schedule a specific inspection type for the permit.

3. Complete required information in the inspection request, including the "inspection type" and "requested date." The "Notes" field can be used to add any comments for the inspector – such as requesting a more specific time (e.g. "ready after 10 AM") or access information (e.g. "lock box number 1234"). Click "Add Inspection."

PERMIT Inspection Request - COM24-00019

* Contact Name:	NAME
* Phone Number:	(__) __-___
* Site Address:	ADDRESS
* Email Address:	EMAIL
Notes:	
Inspection Type:	FOOTING
Requested Date:	10/29/2024

ADD INSPECTION   CANCEL

Select Type, Request Date and Time then click 'Add Inspection'.

Any items with an * are REQUIRED fields and must be populated.

4. A summary of your inspection will appear. The "time" will automatically show "any." Efforts will be made to accommodate a more specific time requested in the "notes."

Inspection Type	Request Date	Time	Delete
FOOTING	10/29/2024	Any	Delete

SUBMIT   RESET

5. To review inspection results, click the "**Permit No.**" This will pull up the permit record.

My Active Permits

14 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
COM24-00005	600 MALLOR...	COMMERCIAL	IN REVIEW		$500.00	🔗	🖨	❌
COM24-00019	326 MARKEY...	COMMERCIAL	ISSUED	Request	$0.00	🔗	🖨	❌

6. The permit record will include the permit details, including the permit expiration date. Click on the "Inspections" subtab to see inspection results. Inspection comments can be found under the "more info" tab.

Permit #COM24-00019

🔗 Attachment   🖨 Permit   ➕ Request Inspection

Permit Info | Site Info | Contacts (3) | Fees $0.00 | Inspections(3) | Conditions (0) | Reviews(5)
ADDITIONAL INFO

Type:	COMMERCIAL
Subtype:	MULTI FAMILY
Scope of Work:	New 4plex
Status:	ISSUED
Applied Date:	9/17/2024
Approved Date:	9/17/2024
Issued Date:	9/17/2024
Finaled Date:	
Expiration Date:	3/16/2025

How to link a permit, project, or license to your account if you did not submit or were not listed as a previous contact on the permit, project, or license record: Follow the steps below to link a record to your account, which will allow you to schedule inspections for the linked record(s).

1. Go to your Dashboard and click "**Link to Permits, Projects, and Licenses**."

2. Select from the dropdown menu if you are linking a permit, project, or license. The exact permit, project, or license number will need to be entered. Click "link." The permit, project, or license will appear in your Dashboard. Follow steps #2-6 on pages 1-2 of this document for requesting inspections.