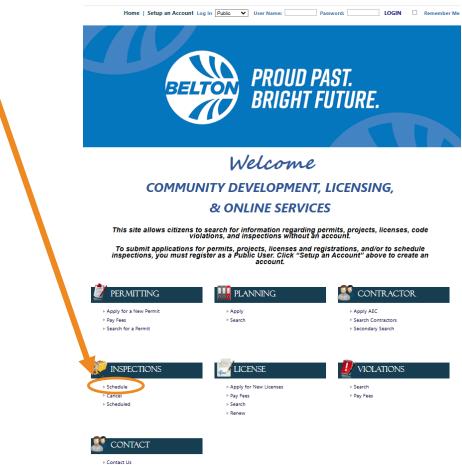


Scheduling and viewing inspections in eTRAKiT

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 **<u>eTRAKiT</u>** (<u>https://belt.csqrcloud.com/community-etrakit/</u>) (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 "<u>Schedule</u>" in the last column to schedule a specific inspection type for the permit.

Wy Active Inspections				18 total reco	ord(s). 🝸 🗖
REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
RES24-00002	PERMIT	ISSUED	16016 KENT	**Fix CO BUILDING	Schedule
RES24-00002	PERMIT	ISSUED	16016 KENT	DEC.	Schedule
RES24-00002	PERMIT	ISSUED	16016 KENT	ELECTRICAL SERVICE	Schedule
RES24-00002	PERMIT	ISSUED	16016 KENT	FOOTING	Schedule



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:	1.
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."

Request Date	Time	Delete
10/29/2024	Any	Delete

SUBMIT RESET

- To review inspection results, click the "Permit <u>No.</u>" This will pull up the permit record.
- 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.

My Active Permits							T -		
	PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
	COM24- 00005	600 MALLOR	COMMERCIAL	IN REVIEW		\$500.00	G	8	3
(COM24- 00019	326 MARKEY	COMMERCIAL	ISSUED	Request	\$0.00	Ø	8	0

🖓 Attachment 🖨 Permit 🎱 Request Inspection	
Permit Info Site Info Contacts (3) Fees \$0.00	Inspections(3) Conditions (0) Reviews(5)
ADDITIONAL INFO	
Туре:	COMMERCIAL
Subtype:	MULTI FAMILY
Scope of Work:	New 4plex
Status:	ISSUED
Applied Date:	9/17/2024
Approved Date:	9/17/2024
	9/17/2024



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).

- 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.

<section-header>Inde | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OT | LOGED IN St. NEW APPLICANT My Dashboard My Dashboard Point I And Andrea (Secondard Secondard Secondard

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: NEW APPLICANT

My Dashboard		Link a Record to my Account
Permitting Apply for a New Permit Search for a Permit Pay Fees Issued Permits Report	Link to a: Permit #:	Permit V
Planning Apply for New Project Search Projects		
Contractor Search Contractors Secondary Search		LINK CANCEL
Inspections Schedule Cancel Scheduled		
License Apply for New Licenses Search Licenses Pay Fees		
Violations Search Pay Fees		
Shopping Cart Pay All Fees Paid Items		
Contact Contact us		