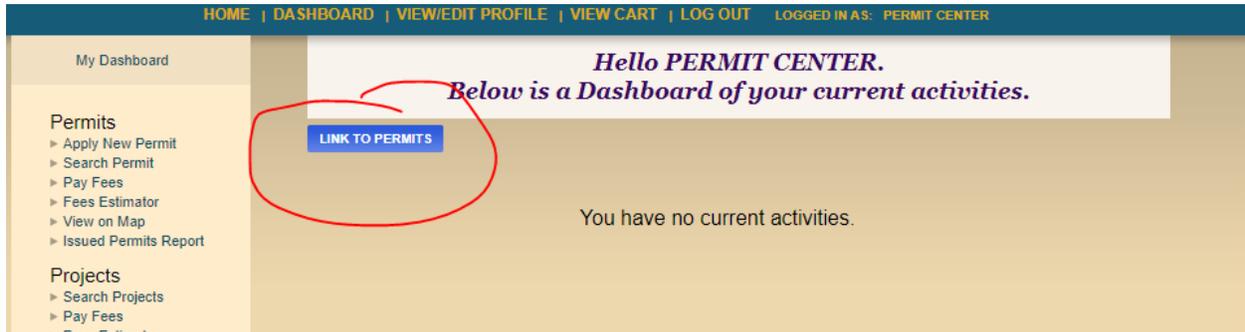


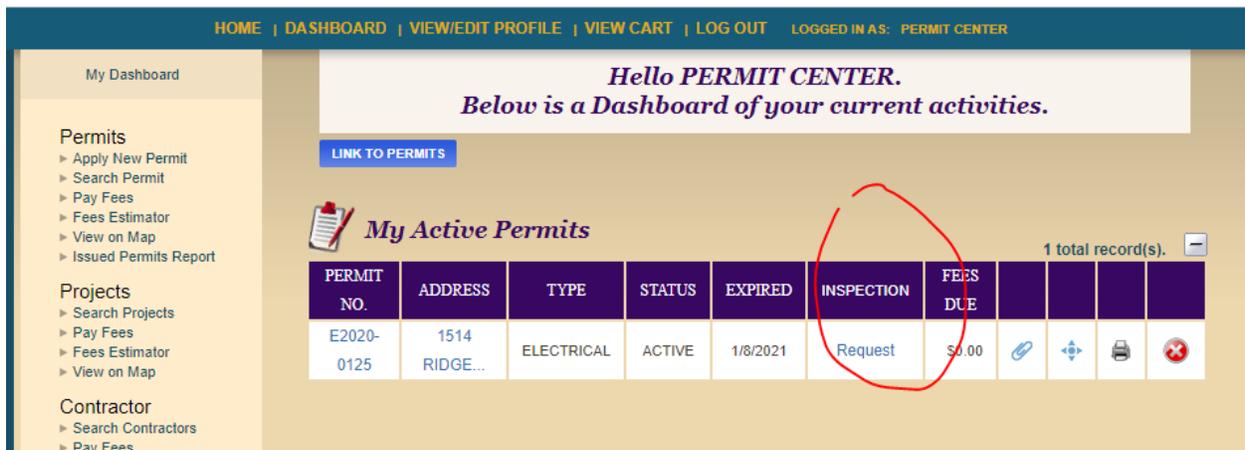
PUBLIC REGISTRATION USING eTRAKiT for Inspections and Inspection Results.

Registration is required for first time users. Once a “public registration” is complete, go to DASHBOARD and LINK PERMIT. This will allow you to print the permit, schedule inspections and receive the inspection results.

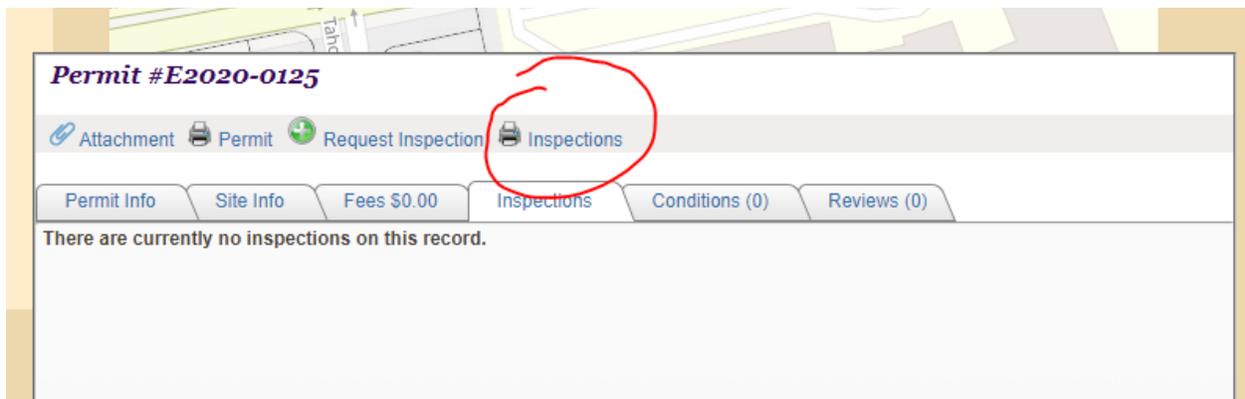


LINK PERMIT by PERMIT NUMBER

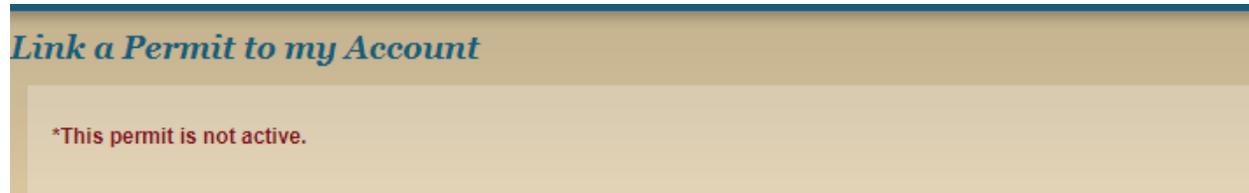
Once you are linked your dashboard will display active permits. To schedule an inspection, link Request and follow the instructions on the page.



Once your inspection is complete, by linking on the permit number on the dashboard the following screen will appear. This is where you can print the inspection report*. You can also view and upload attachments, print the permit card, pay fees, etc.



*NOTE-if you try to link to the permit AFTER your final inspection, you will get the following error.



You can still search the permit from the menu on the left and get all the permit information you need.

The screenshot displays a web application interface for "Permit Search". On the left is a navigation menu with categories: Permits, Projects, Contractor, Properties, Inspections, Violations, Map, Shopping Cart, and Contact. The "Permits" section is expanded, and "Search Permit" is circled in red. The main content area is titled "Permit Search" and contains search filters: "Search By:" with dropdowns for "Permit Number" and "Begins With", and a text input field containing "e2020-0125". A "SEARCH" button is to the right. Below the search filters is a "MAP" toggle set to "ON". The search results are displayed in a table with columns "Permit Number" and "Address". The first row shows "E2020-0125" and "1514 RIDGE RD". The "Permit Number" cell in the first row is circled in red. At the top right of the results area are "PRINT" and "EXPORT TO EXCEL" buttons.

Permit Number	Address
E2020-0125	1514 RIDGE RD