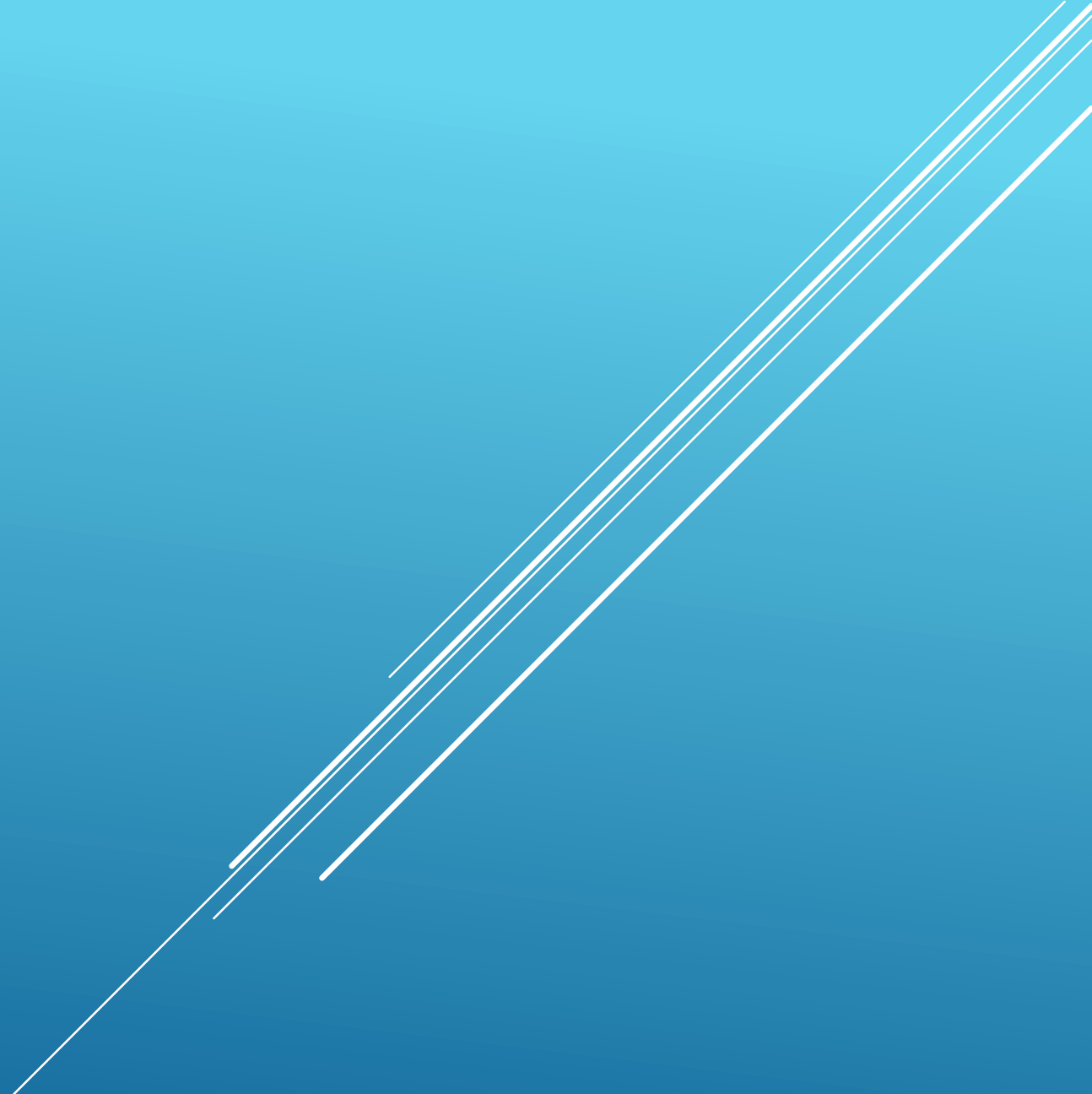
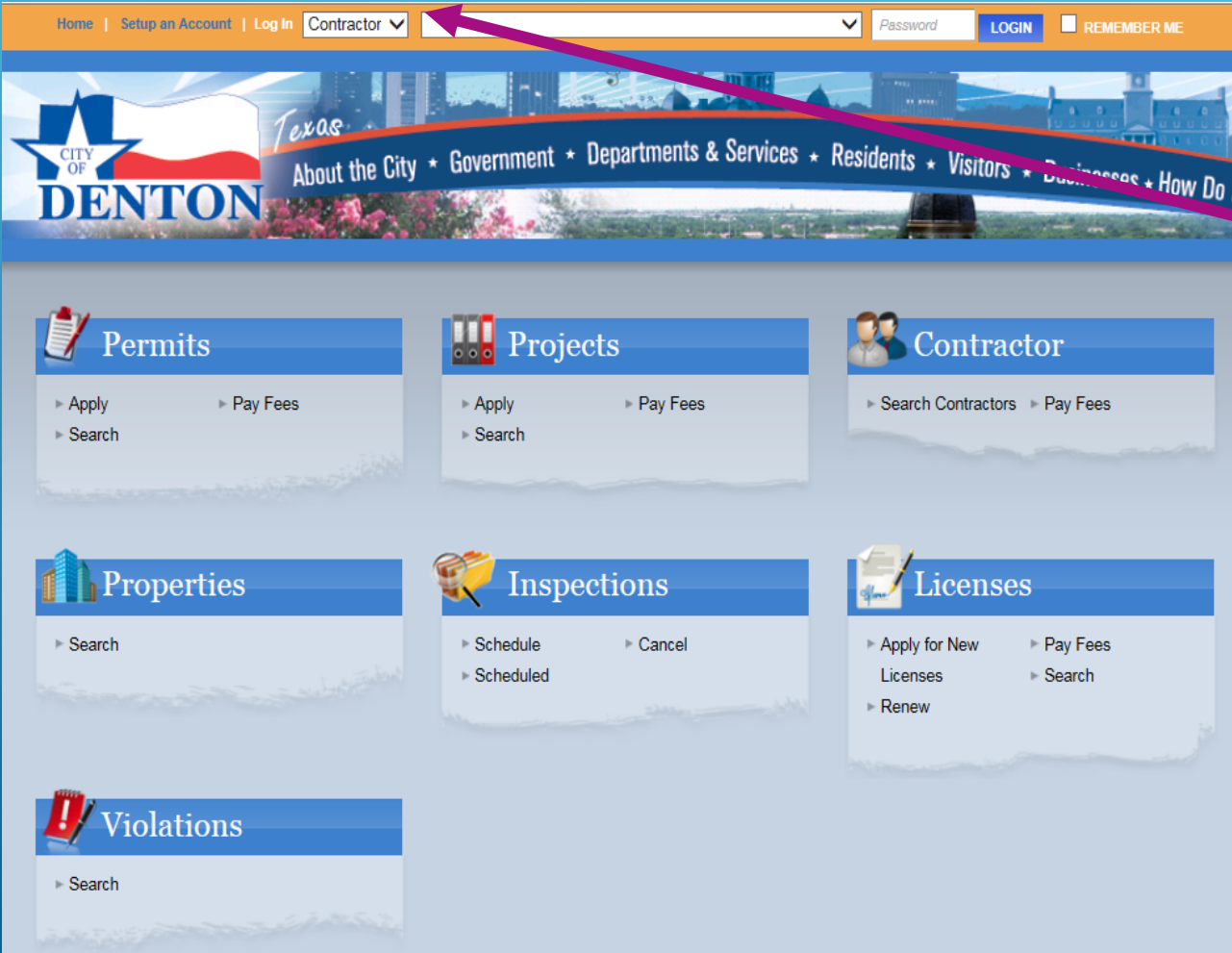


ETRAKIT

User Guide

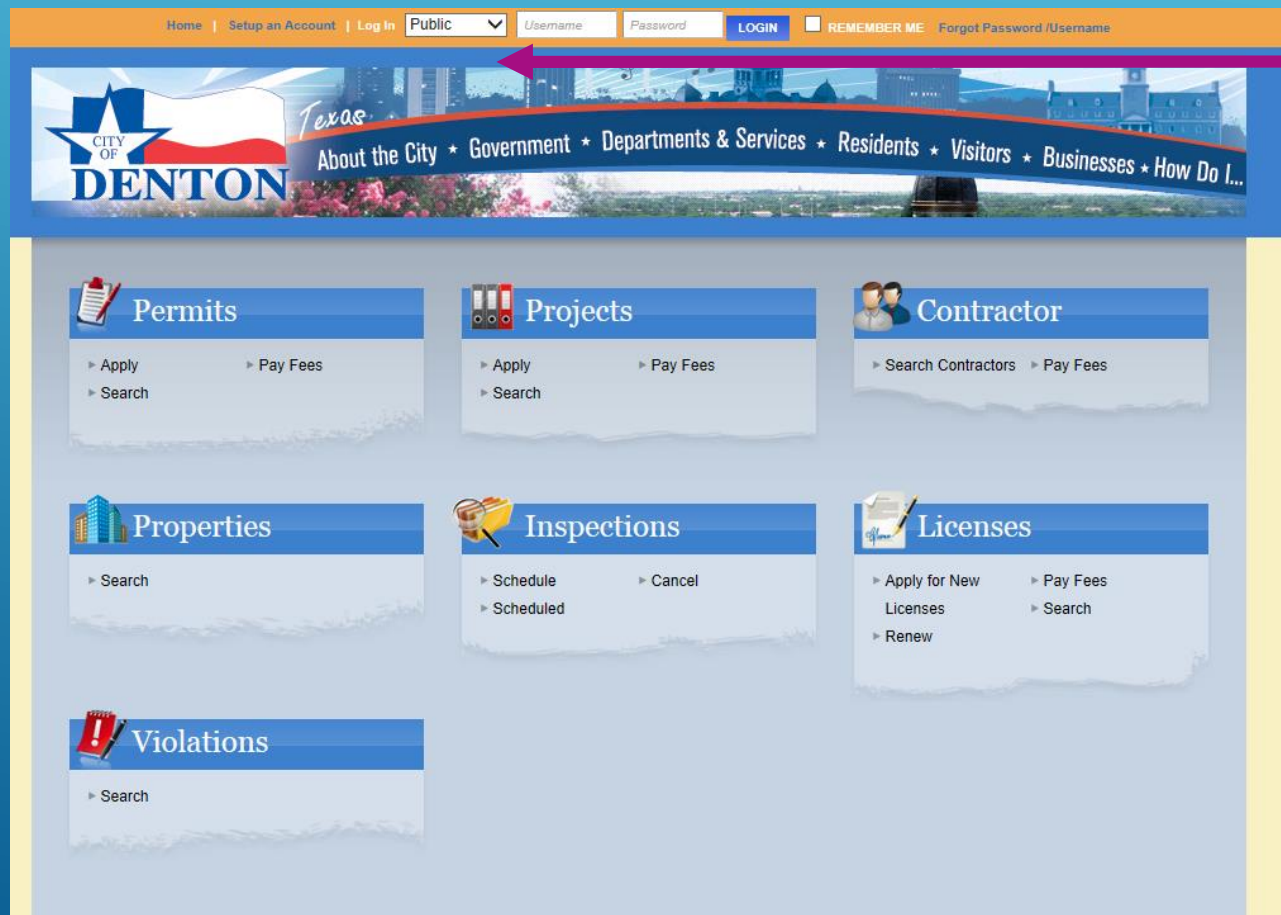


CONTRACTOR LOGIN



- ▶ Visit:
<https://www3.cityofdenton.com/etrakit3/>
 - ▶ In the Orange Bar:
 - ▶ Change "**Public**" to "**Contractor**"
 - ▶ In the second drop down, select your company name
 - ▶ In Password: enter the PIN number you were given at the time you registered with the City of Denton.
- *Contractors must be registered to login. If you are not currently registered with the City of Denton – please visit the office.

PUBLIC LOGIN



▶ If you are a first time user and have not created an account, please select “Set up an Account” in the orange bar and create a account.

▶ If you have already created an account, please select “Public” and fill in your Username and Password. Login.

APPLYING FOR A PERMIT

- ▶ On the left hand side, hit “Apply”.

- ▶ You will be taken to a page that states: “YOUR PERMIT WILL BE PROCESSED BY OUR OFFICE. THANK YOU FOR USING OUR E-TRAKIT SYSTEM.” Hit Agree and continue.

Below is a Dashboard of your current activities.

[LINK TO LICENSES](#)

My Open Permit Applications 3 total record(s).

Applications In Progress	Permit Type	Created Date	
Continue		7/5/2016	Delete
Continue		4/25/2016	Delete
Continue		4/14/2016	Delete

My Open Business License Applications 1 total record(s).

Applications In Progress	Business Type	Created Date	
Continue		4/14/2016	Delete

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes sections for Permits, Projects, Contractor, Properties, Inspections, and Licenses. The 'Permits' section is expanded, showing 'Apply', 'Pay Fees', and 'Search Licenses'. The main content area displays a dashboard with a header 'Below is a Dashboard of your current activities.' and a 'LINK TO LICENSES' button. Below this, there are two sections: 'My Open Permit Applications' and 'My Open Business License Applications'. Each section has a table of applications in progress. A red arrow points from the 'Apply' link in the navigation menu to the 'My Open Permit Applications' section.

Permit Application

STEP 1 PERMIT INFORMATION

STEP 2

STEP 3

STEP 4

Permit Type Information

PERMIT Type

*Short
Description:

Notes:

*Job Value

Location

*Enter part or all of your address and press search

Search By

Address

SEARCH

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

CANCEL

NEXT STEP

- ▶ Select your Permit Type. Example: Fence
- ▶ Add a Short Description. Example: Building cedar wood fence.
- ▶ Add any notes, if needed. Such as correct addressing information if you are unable to locate it in LOCATION.

▶ Job Value: Add the dollar value

▶ Location:

- ▶ In the Location box, you may search by address, street name or parcel number.
- ▶ Type in the address and hit search. This will generate a list of addresses. Click on the correct address.

If you are unable to locate the address you are looking for, type in the **STREET NAME ONLY. This will create a list of addresses for the street. If you are unable to locate the correct street number, please select the closest one to it, and in the Description or Notes, note the **CORRECT** address. Or enter the site number.*

▶ Your relation to this permit: select one; Property Owner or Contractor.

▶ **Next Step**

The screenshot shows a 'Permit Application' form with four steps: STEP 1 PERMIT INFORMATION (highlighted), STEP 2, STEP 3, and STEP 4. The 'Permit Type Information' section includes a dropdown for 'PERMIT Type', a text field for '*Short Description:', another for 'Notes:', and a text field for '*Job Value' with a pink arrow pointing to it. The 'Location' section has a search box with a dropdown set to 'Address' and a 'SEARCH' button, with a pink arrow pointing to the search button. The 'Your Relation to this Permit' section has two checkboxes: 'Property Owner' (unchecked) and 'Contractor' (unchecked). At the bottom are 'CANCEL' and 'NEXT STEP' buttons.

My Dashboard

Permits
 ▶ Apply
 ▶ Pay Fees

Projects
 ▶ Apply for New Project
 ▶ Search Projects
 ▶ Pay Fees

Contractor
 ▶ Search Contractors
 ▶ Pay Fees

Properties
 ▶ Search Property

Inspections
 ▶ Schedule
 ▶ Cancel
 ▶ Scheduled

Licenses
 ▶ Apply for New Licenses
 ▶ Search Licenses
 ▶ Pay Fees

Violations
 ▶ Search

Shopping Cart
 ▶ Pay All Fees
 ▶ Paid Items

Permit Application

STEP 1 → **STEP 2 CONTACT INFORMATION** → STEP 3 → STEP 4

Application for a FENCE Permit

Applicant Information

*Name	<input type="text"/>	*Phone	<input type="text"/>
*Address	<input type="text"/>	*Email Address	<input type="text"/>
*City	<input type="text"/>	*Zip	<input type="text"/>
*State	<input type="text"/>		

Owner Information

*Name	<input type="text"/>	*Phone	<input type="text"/>
*Address	<input type="text"/>	Email Address	<input type="text"/>
*City	<input type="text"/>	*Zip	<input type="text"/>
*State	<input type="text"/>		

Contractor Information

*Name	<input type="text"/>	*Phone	<input type="text"/>
*Address	<input type="text"/>	*Email Address	<input type="text"/>
*City	<input type="text"/>	License or ID	<input type="text"/>
*State	<input type="text"/>	*Zip	<input type="text"/>

▶ Enter in required applicant, Owner and contractor information.

▶ Hit next step.

If you your contractors have not yet been determined, please place TBD (to be determined).

Permits
Apply
Pay Fees

Projects
Apply for New Project
Search Projects
Pay Fees

Contractor
Search Contractors
Pay Fees

Properties
Search Property

Inspections
Schedule
Cancel
Scheduled

Licenses
Apply for New Licenses
Search Licenses
Pay Fees

Violations
Search

Shopping Cart
Pay All Fees
Paid Items

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

Application for a FENCE Permit

Permit Information [EDIT](#)

Type	FENCE
Subtype	RESIDENTIAL
Description	Building cedar wood...
Job Value	1

Location [EDIT](#)

221 N ELM ST
DENTON 15, TX 76201 O T DENTON

Contacts [EDIT](#)

Applicant Information

Building (940) 349-8360
221 N Elm Building@cityofdenton.com
Denton, TX 76205

Owner Information

Building (940) 349-8360
221 N Elm Building@cityofdenton.com
Denton, TX 76201

Contractor Information

Contractor A (940) 349-8360
221 N Elm Building@cityofdenton.com
Denton, TX 76201

Applicantmanual Submittal Information

Fence Information

Fee Information

Total Fees	\$0.00
------------	--------

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)


▶ Review Information prior to submitting.

▶ Next Step

Permit Search

Search By: [Click here for search examples](#)

Permit #1607-0069

 Inspections

Type: FENCE
Subtype: RESIDENTIAL
Short Description: Building cedar wood fence
Status: APPLIED
Applied Date: 7/5/2016
Approved Date:
Issued Date:
Finaled Date:
Expiration Date:
Notes:

▶ Your permit has been created.

*If the permit you have applied for requires plans, you will receive an email invitation to ProjectDox to upload your plans.

**If the Permit you are applying for does NOT require plans, a permit technician will verify your information and respond to you by email.

- ▶ Here you can also:
 - ▶ Check **review** notes
 - ▶ Check **Inspection** notes
 - ▶ Review **Conditions**
 - ▶ Review your permit **contacts**
 - ▶ Review **Permit Info**
 - ▶ View/Pay **Fees**

Permit #1607-0069

Inspections

Permit Info Site Info Contacts ** Fees \$0.00 Inspections Chronology Conditions **Reviews**

Type: FENCE
Subtype: RESIDENTIAL
Short Description: Building cedar wood fence
Status: APPLIED
Applied Date: 7/5/2016
Approved Date:
Issued Date:
Finaled Date:
Expiration Date:
Notes:

PAYING FEES

- ▶ Under My Active Permits on your Dashboard, select the permit you wish to pay fees on.

Below is a Dashboard of your current activities.

[LINK TO LICENSES](#)



My Active Permits

5 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
1603-0408	221 N ELM ...	FENCE	CLOSED		\$0.00		
1603-0631	221 N ELM ...	FENCE	CLOSED		\$0.00		
1604-0054	221 N ELM ...	ANNUAL WIND DEVICE	CLOSED		\$0.00		
1604-0266	221 N ELM ...	FENCE	APPROVED		\$35.00		
1607-0069	221 N ELM ...	FENCE	APPROVED		\$35.00		



My Active Inspections

1 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
1604-0054	PERMIT	CLOSED	221 N ELM ...	31 - FENCE FINAL	

My Dashboard

Shopping Cart

WE ACCEPT VISA, MASTERCARD, AND DISCOVER

	Item	Type	Site Address	Amount
<input type="checkbox"/>	PERMIT (1510-0257)	E RES ELECT SERVICE	221 N ELM ST	\$0.00
<input checked="" type="checkbox"/>	PERMIT (1607-0069)	FENCE	221 N ELM ST	\$35.00

Total: \$35.00

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

▶ Proceed to Checkout



Checkout Summary

PERMIT (1607-0069) 221 N ELM ST
FENCE FEE RESIDENTIAL \$35.00

Total Fees: \$35.00

Total: \$35.00

[BACK TO SHOPPING CART](#) [PROCEED TO PAYMENT](#)

- Verify fee information. Proceed to Payment.



PRINT PERMIT

Permit Search

Search By: [Click here for search examples](#)

Permit #1607-0069

Permit Add To Cart Inspections

Permit Info | Site Info | Contacts ** | Fees \$35.00 | Inspections | Chronology | Conditions | Reviews

Type: FENCE
Subtype: RESIDENTIAL
Short Description: Building cedar wood fence
Status: APPROVED
Applied Date: 7/5/2016
Approved Date: 7/5/2016
Issued Date:
Finaled Date:
Expiration Date:
Notes:


▶ Under My Dashboard click on your permit number.


▶ Print.


SCHEDULE INSPECTIONS

Below is a Dashboard of your current activities.

[LINK TO LICENSES](#)

 **My Active Permits** 5 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
1603-0408	221 N ELM ...	FENCE	CLOSED		\$0.00		
1603-0631	221 N ELM ...	FENCE	CLOSED		\$0.00		
1604-0054	221 N ELM ...	ANNUAL WIND DEVICE	CLOSED		\$0.00		
1604-0266	221 N ELM ...	FENCE	CANCELLED		\$0.00		
1607-0069	221 N ELM ...	FENCE	ISSUED	Request	\$0.00		

 **My Active Inspections** 1 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
1604-0054	PERMIT	CLOSED	221 N ELM ...	31 - FENCE FINAL	

From your Dashboard, click Request.

PERMIT Inspection Request - 1607-0069

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type:

Requested Date:

Add Inspections by selecting Inspection Type, Request Date, Time, and pressing 'Add Inspection'

Your Inspection is not scheduled until confirmed

- ▶ Enter your information and the Address where work will be performed (site address).
- ▶ Select Inspection Type
- ▶ Add Inspection

PERMIT Inspection Request - 1607-0069

* Contact Name:

* Phone Number: () - -

* Site Address:

* Email Address:

Notes:

Inspection Type: 02 - PIER

Requested Date: 7/6/2016

ADD INSPECTION CANCEL

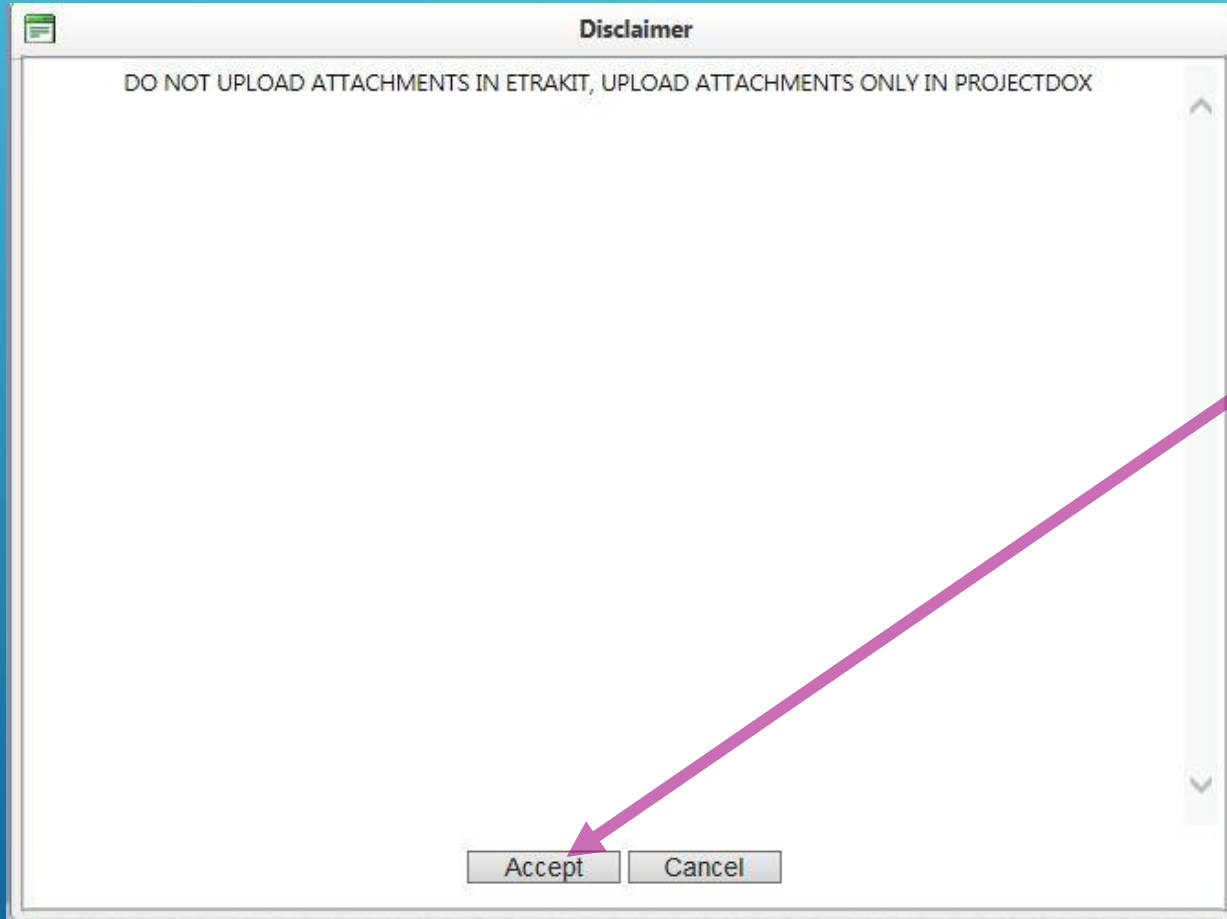
Add Inspections by selecting Inspection Type, Request Date, Time, and pressing 'Add Inspection'

Inspection Type	Request Date	Time	
02 - PIER	7/6/2016	Any	Delete

SUBMIT RESET

Your Inspection is not scheduled until confirmed

- ▶ A new box will appear below. Verify that everything is correct and submit.



- ▶ Accept. Your Inspection Request has been submitted.