

STEPS FOR LOCATING INSPECTION REPORT ON PERMITS

1. On the eTRAKiT home page, click “search permit” under the “Permits” header.
2. Search for the address or permit number.
3. Click on the residential permit number that populates under “search results”.
4. Directly underneath the permit number, click “Inspections” (the one with the printer icon next to it).
5. A new window will open with the inspection report showing the permit number, address, and all the inspections. The last inspection is listed at the top.
6. The report can be printed by right clicking and choosing “Print”