

## eTRAKiT Permit Search and Print Function

This document is to be used as a guide for searching for permits through eTRAKiT and printing permits.

### PERMIT SEARCH

1. To search for a permit access [eTRAKiT](#). eTRAKiT works best when used in Google Chrome. We recommend using Google Chrome to access eTRAKiT. eTRAKiT is not compatible with smartphones or tablets.
2. Under the Permit module, click Search Permit:

Home | Setup an Account Log In Professional ▼ User Name:  Password:  LOGIN  Remember Me Forgot Password /f

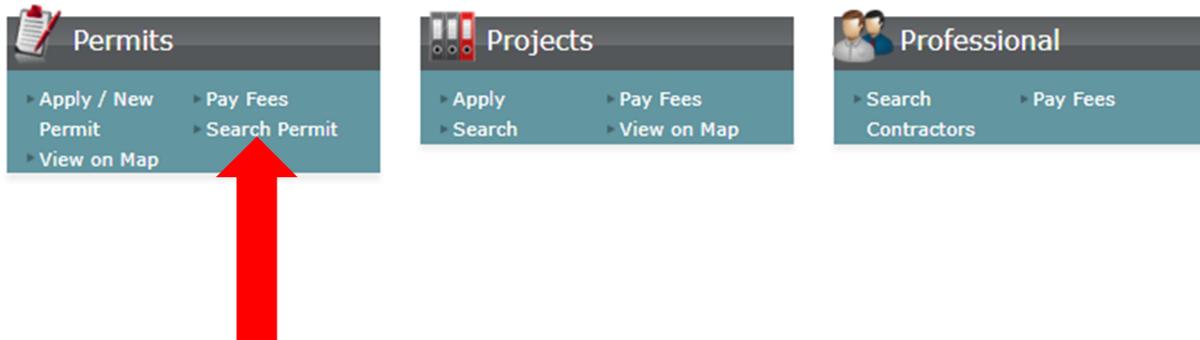


Welcome to eTRAKiT for the City of Westminster

This site provides access to Community Services, allowing citizens and contractors to search for information and complete many common tasks over the Internet. Online applications, permits, payments, and inspection scheduling are available for registered contractors and registered public users.

For eTRAKiT help visit our City webpage - [eTRAKiT Help](#)

To view today's inspections please scroll down to the Inspections block and click "Scheduled".



3. In the Permit Search window, select an item to search by in the Search by dropdown:

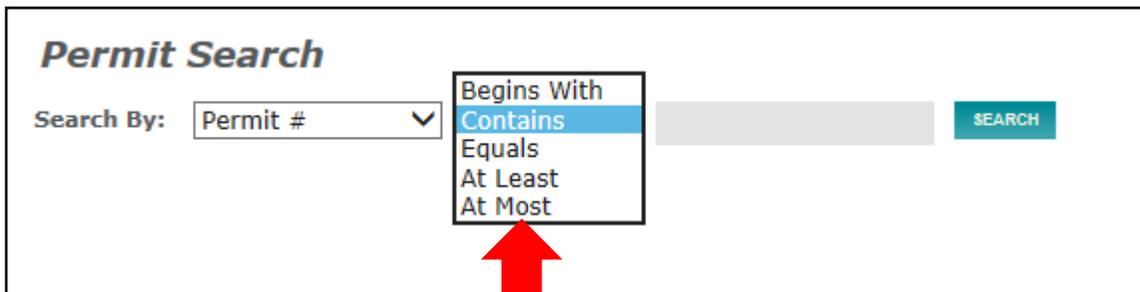


**Permit Search**

Search By: **Permit #** Contains

- Permit #
- Address
- Permit Type
- Permit Sub Type
- Description
- Issued Date

4. Choose how you want to search in the Contains dropdown:

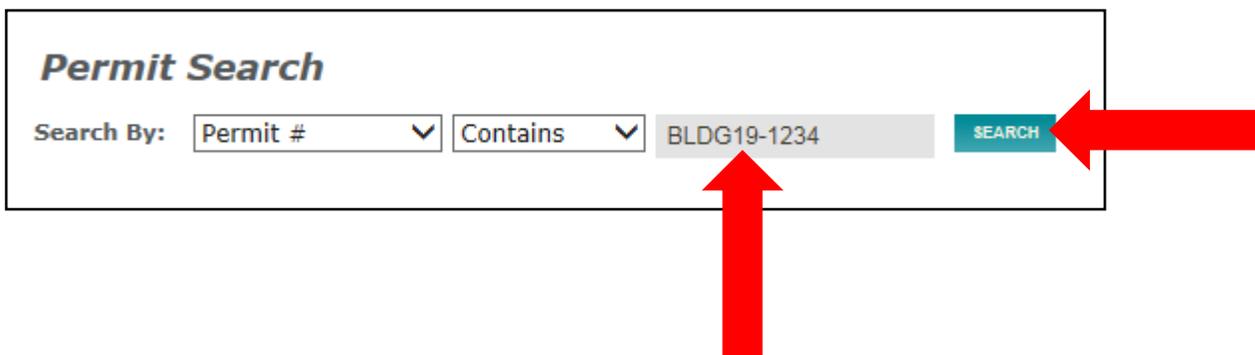


**Permit Search**

Search By: Permit # **Contains**

- Begins With
- Contains
- Equals
- At Least
- At Most

5. Input the information to search in the blank field and click Search:



**Permit Search**

Search By: Permit # Contains **BLDG19-1234**

6. Click the permit to open the details:

*Permits* PRINT EXPORT TO EXCEL

 Search Results

Permit #	Issued Date	Permit Type	Permit Sub Type	Address	Description
BLDG19-0098	12/23/2019	RESIDENTIAL SOLAR	REMOVE AND REINSTALL	4800 W 92nd Ave	test



7. In the permit details window, click the printer icon to print the permit:

*Permit #BLDG19-0098*

 Permit

Permit Info | Site Info | Contacts (1)

Type: RESIDENTIAL SOLAR  
Subtype: REMOVE AND REINSTALL  
Description: test  
Status: ISSUED  
Applied Date: 12/9/2019  
Approved Date: 12/23/2019  
Issued Date: 12/23/2019  
Finaled Date:  
Expiration Date: 6/20/2020

**Attachments:**  
Architectural Drawing TEST\_1.pdf  
Engineering Drawing TEST.pdf

8. The permit will open in a new window. If you do not see the permit and instead see a blank page, click the down arrow next to the save icon and choose PDF.



9. Depending on your computer setup, instead of the permit opening in a new window, you may get a prompt at the bottom of the screen asking if you want save or open the permit:

