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:

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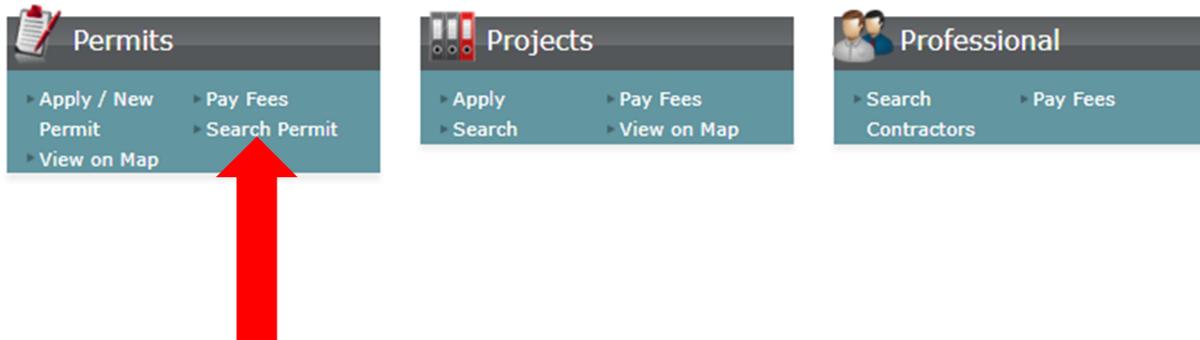
3. In the Permit Search window, select an item to search by in the Search by dropdown:

4. Choose how you want to search in the Contains dropdown:
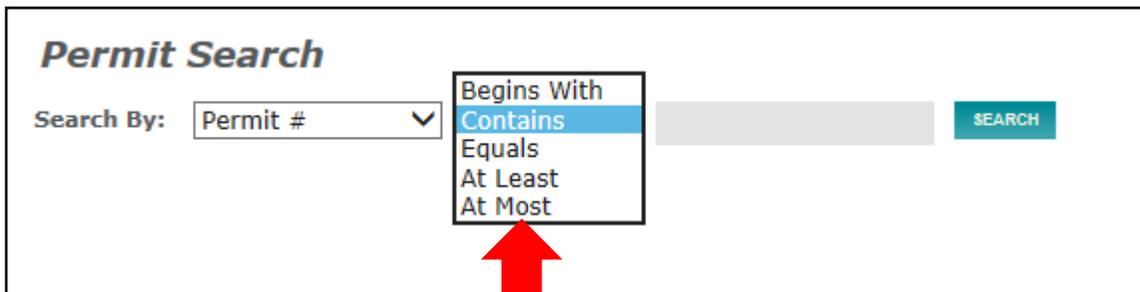
5. Input the information to search in the blank field and click Search:

WESTMINSTER
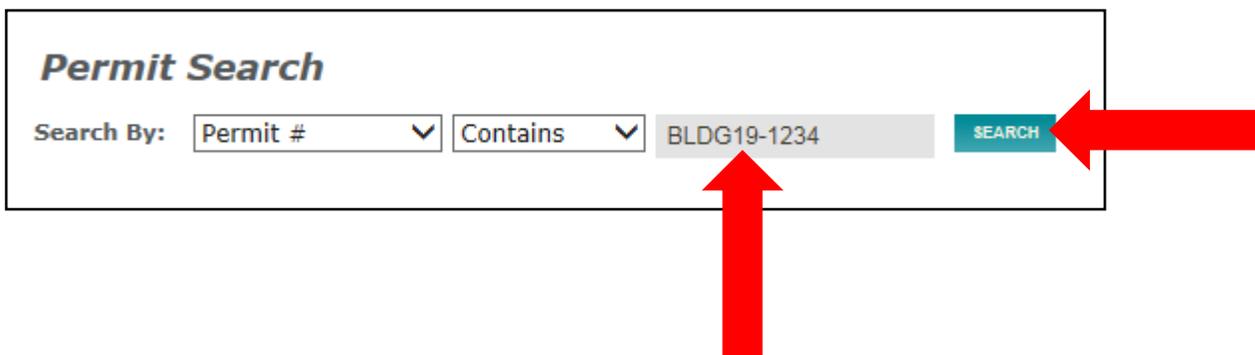
6. Click the permit to open the details:

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:

Do you want to open or save **RadGridExport.xls** (4.21 KB) from **trakitapps16**?   Open   Save ▾   Cancel   ✕