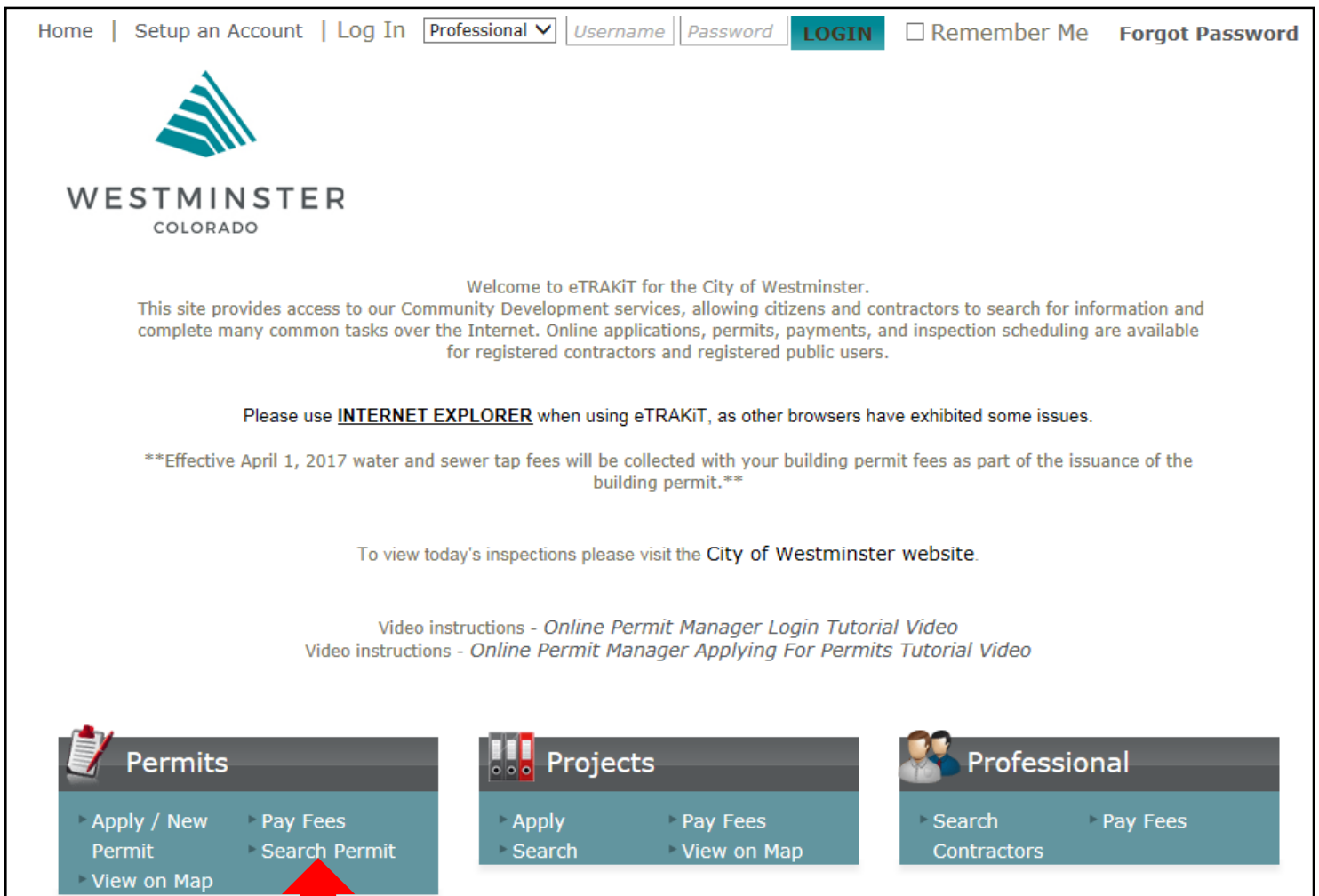


eTRAKiT Permit Search and Print Function

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](#). Make sure to use Internet Explorer as your browser, using any other browser may cause issues.
2. Under the Permit module, click Search Permit:



The screenshot shows the eTRAKiT website interface. At the top, there is a navigation bar with links: Home | Setup an Account | Log In | Professional (dropdown) | Username | Password | LOGIN (button) | Remember Me | Forgot Password. Below the navigation bar is the Westminster Colorado logo. The main content area contains a welcome message: "Welcome to eTRAKiT for the City of Westminster. This site provides access to our Community Development 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." Below this is a note: "Please use **INTERNET EXPLORER** when using eTRAKiT, as other browsers have exhibited some issues." and a notice: "**Effective April 1, 2017 water and sewer tap fees will be collected with your building permit fees as part of the issuance of the building permit.**" There is also a link to "To view today's inspections please visit the City of Westminster website." and two video instruction links: "Video instructions - Online Permit Manager Login Tutorial Video" and "Video instructions - Online Permit Manager Applying For Permits Tutorial Video". At the bottom, there are three main modules: "Permits", "Projects", and "Professional". The "Permits" module has a red arrow pointing to the "Search Permit" option. The "Projects" module has options for "Apply", "Search", "Pay Fees", and "View on Map". The "Professional" module has options for "Search Contractors" and "Pay Fees".

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

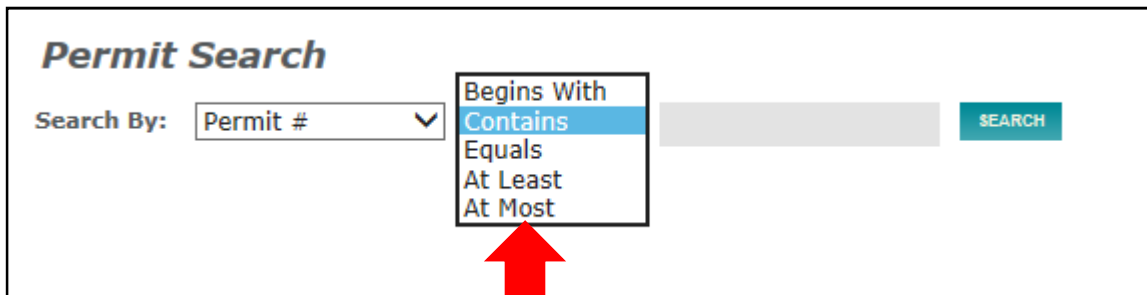


Permit Search

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:

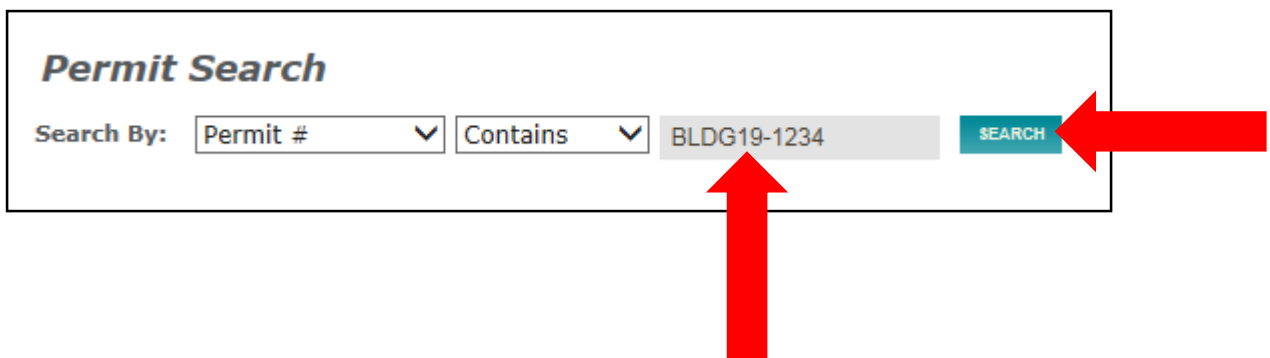


Permit Search

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

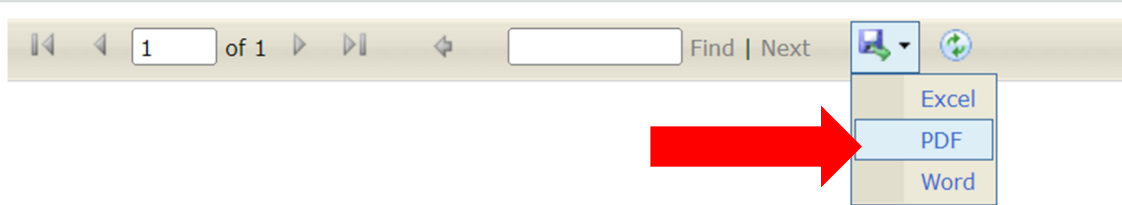
 Permit

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:

