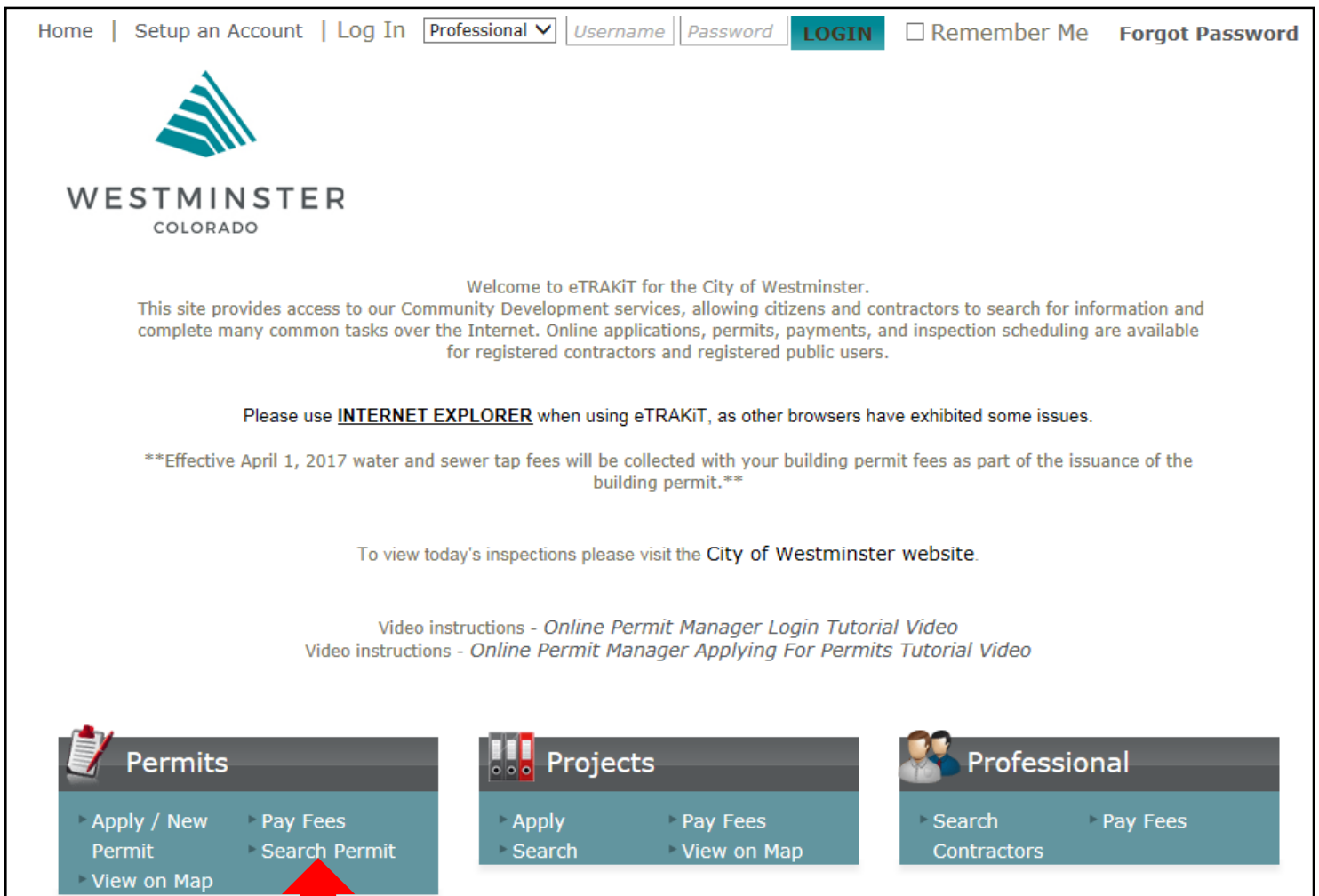# WESTMINSTER

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 you browser, using any other browser may cause issues.

2. Under the Permit module, click Search Permit:

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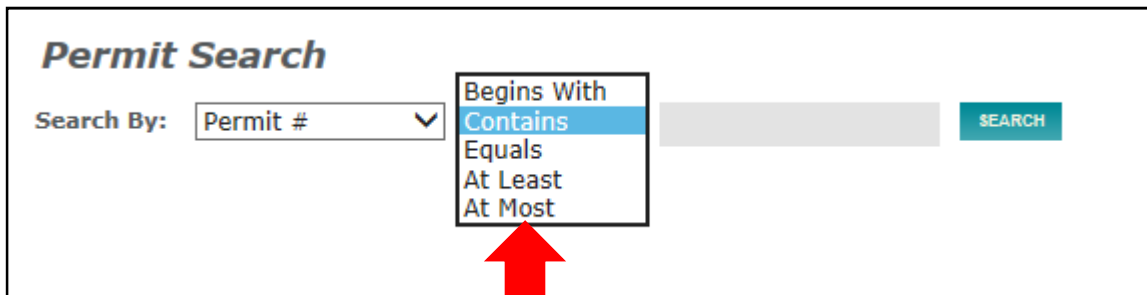
Permit Search

Search By: [Permit #] [Contains ▼] [_____] [SEARCH]
Address
Permit Type
Permit Sub Type
Description
Issued Date

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

Permit Search

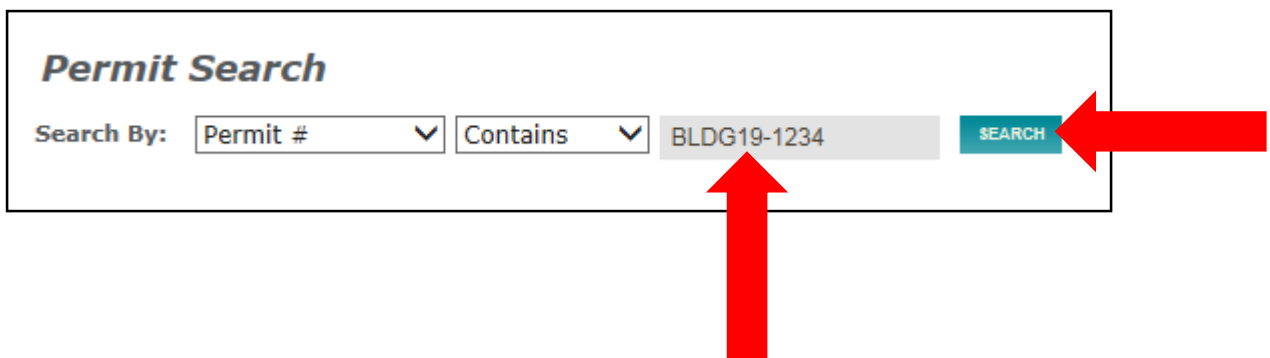Search By: [Permit # ▼] Begins With [_____] [SEARCH]
Contains
Equals
At Least
At Most

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

Permit Search

Search By: [Permit # ▼] [Contains ▼] [BLDG19-1234] [SEARCH]

![WESTMINSTER logo]

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

WESTMINSTER

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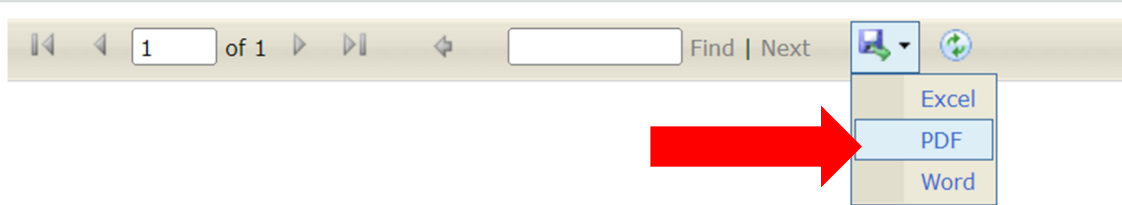
9. Depending on your computer setup, instead of the permit opening in a new window, you may get a prompt at the bottom of the screen asking if you want save or open the permit:

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