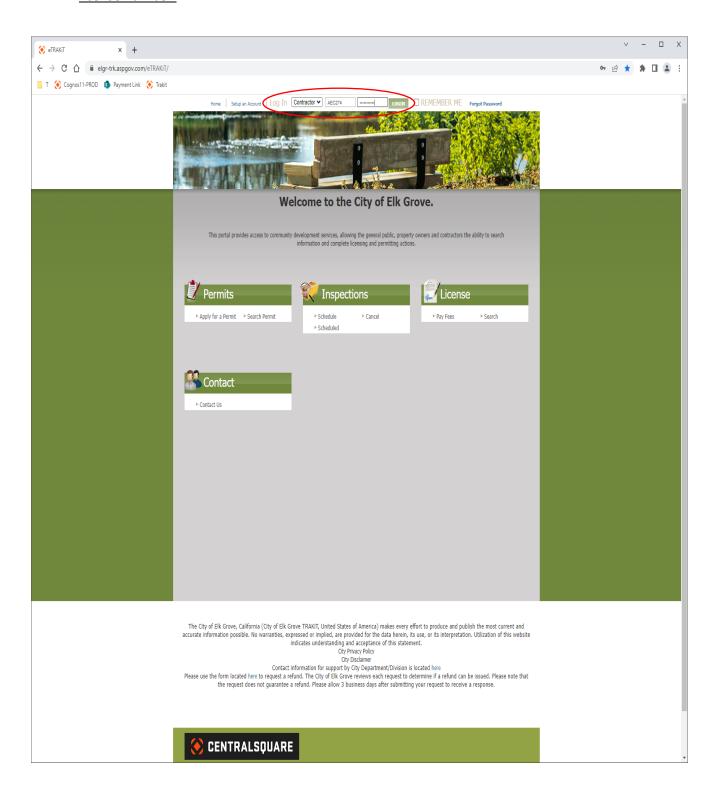
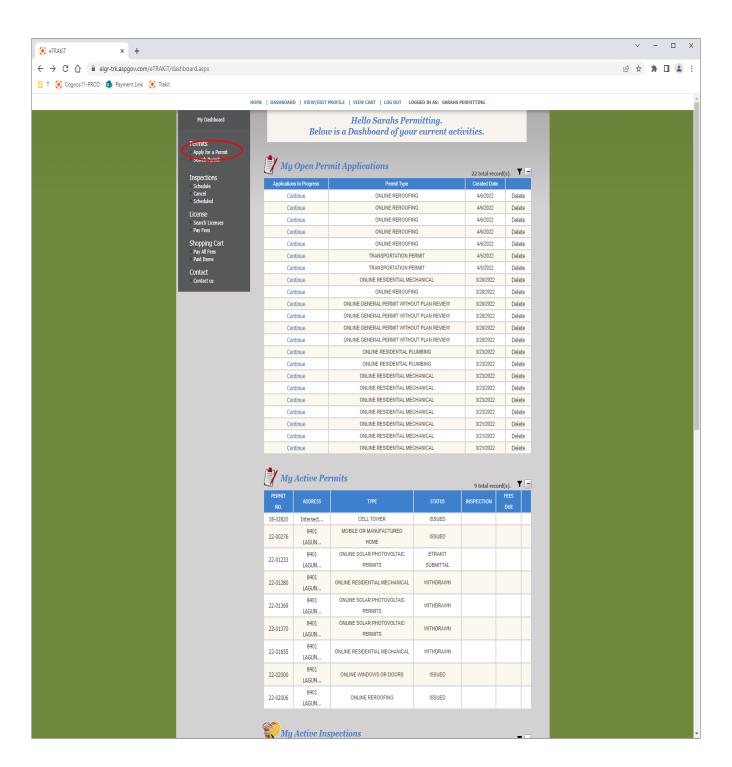
https://elgr-trk.aspgov.com/eTRAKiT/login.aspx?lt=CONTRACTOR

1. Log in to eTrakit using your Username and Password. <u>The Username is your contractors state</u> <u>license number.</u>



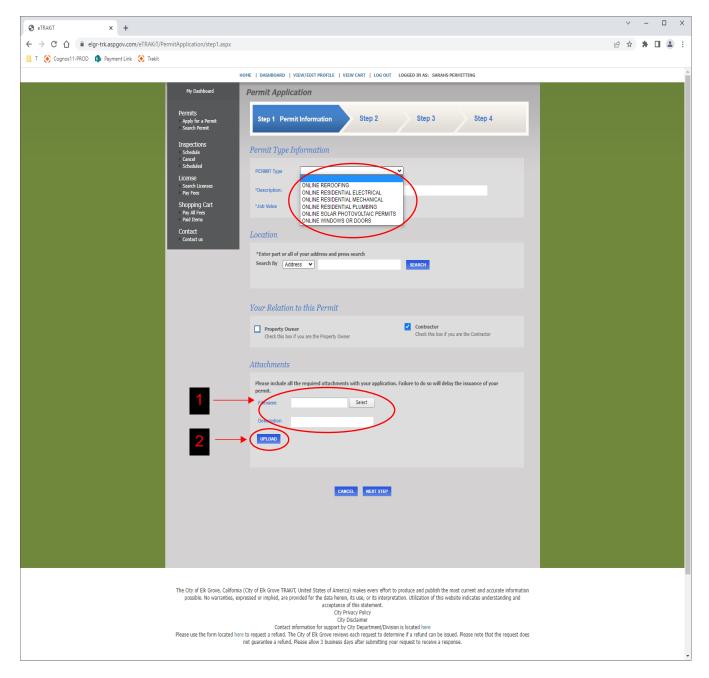
https://elgr-trk.aspgov.com/eTRAKiT/login.aspx?lt=CONTRACTOR

2. Once logged in, your dashboard should display showing all your permit activity. To apply for a building permit, click on **Apply for a Permit** at the top left of the page.



#### https://elgr-trk.aspgov.com/eTRAKiT/login.aspx?lt=CONTRACTOR

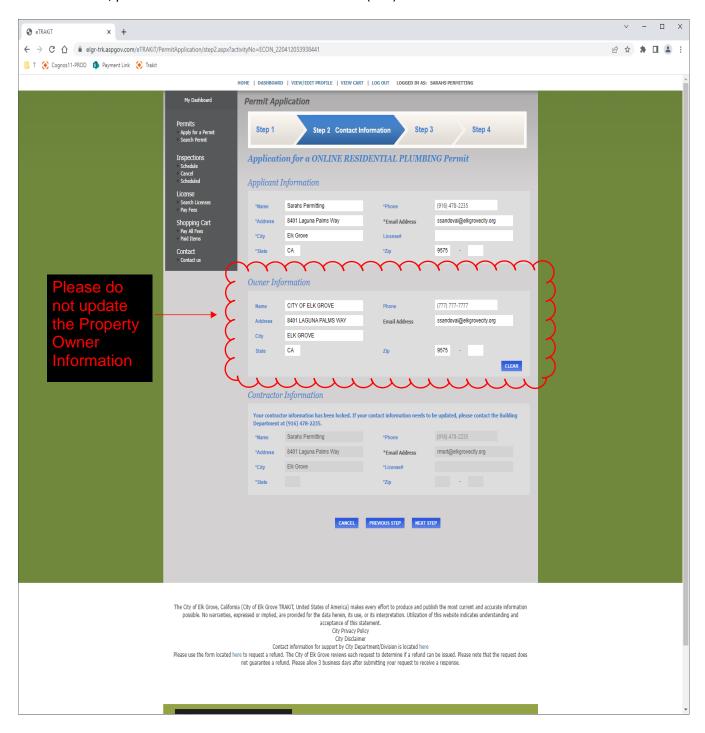
3. Choose the <u>Permit Type</u> at the top of the page and continue completing the required fields. *If the*Permit Types available <u>do not match your scope of work</u> you will need to submit your application and any required plans and supporting documents to our <u>Building Filedrop</u> for processing.



- a) Please upload any required supporting documentation at the bottom of the page before continuing to the next step. Any missing documentation will delay the processing of your application.
- b) Once the page is completed, click **Next Step**.

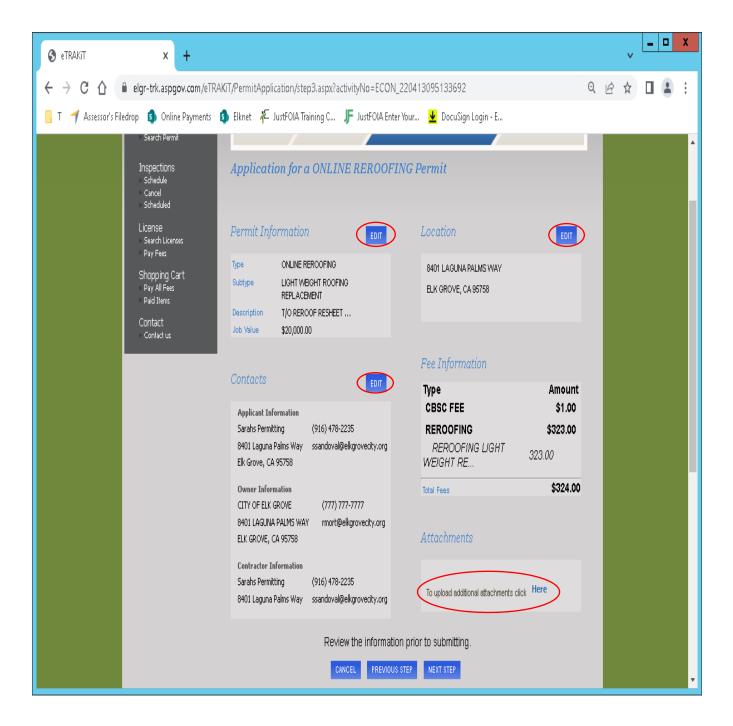
#### https://elgr-trk.aspgov.com/eTRAKiT/login.aspx?lt=CONTRACTOR

4. Confirm all fields are correct on Step 2. Please <u>do not</u> update the Property Owner Information. This will delay the processing of your application. The property owner information generated is populated from County records and should be consistent with County records. If the property owner information is not correct, please contact our office for assistance at (916) 478-2235.



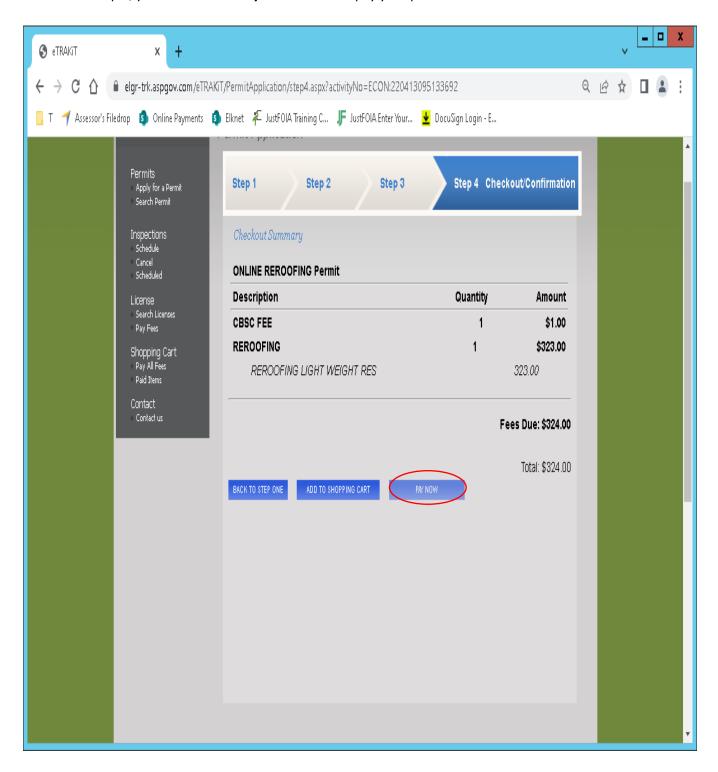
https://elgr-trk.aspgov.com/eTRAKiT/login.aspx?lt=CONTRACTOR

5. On Step 3, please verify all information is correct. You can click on any of the <u>edit</u> buttons to make corrections. You can also attach additional documents before clicking **Next Step** at the bottom of the page.



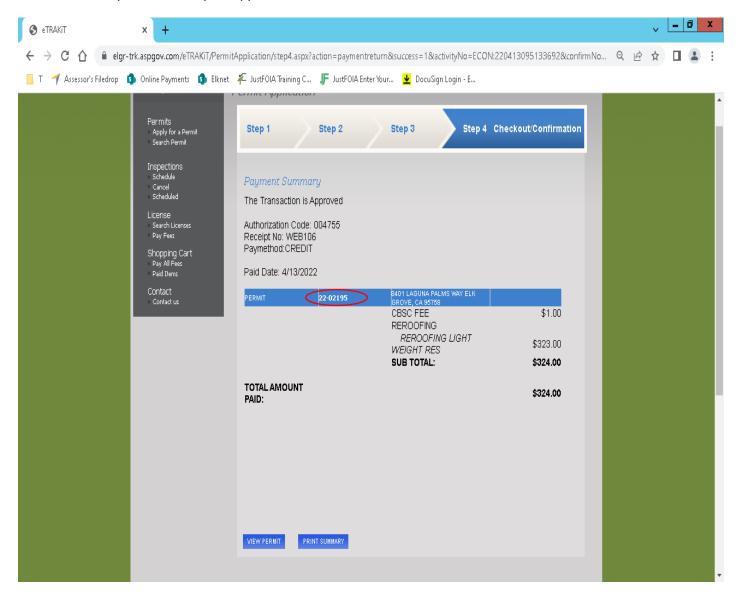
https://elgr-trk.aspgov.com/eTRAKiT/login.aspx?lt=CONTRACTOR

6. On Step 4, you will click the **Pay Now** button to pay your permit fees online.



#### https://elgr-trk.aspgov.com/eTRAKiT/login.aspx?lt=CONTRACTOR

7. Complete the payment portion. Once the payment has been received you will see your Payment Summary. Please note your application number for future reference.



- 8. You will receive a receipt for your payment over email and a separate application confirmation email from the Building Department.
- 9. You will not receive your building permit without an internal review. A Permit Technician will review your application for completeness. If accepted, we will process your building permit and you will receive an email notification of the next step to log in to eTrakit and print your permit and approved documents. If additional information is needed, we will reach out to you through email. Please allow 24 48 hours for processing and notification.