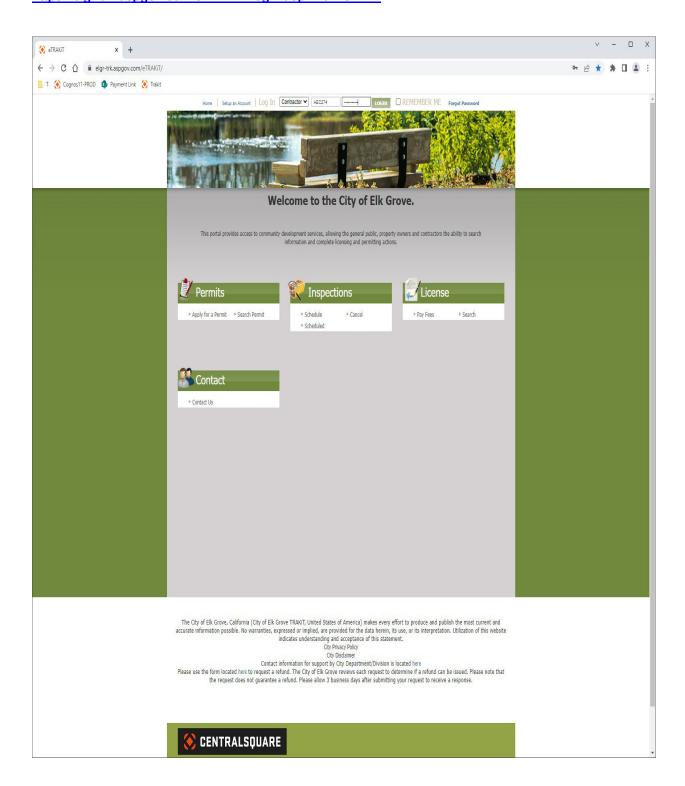
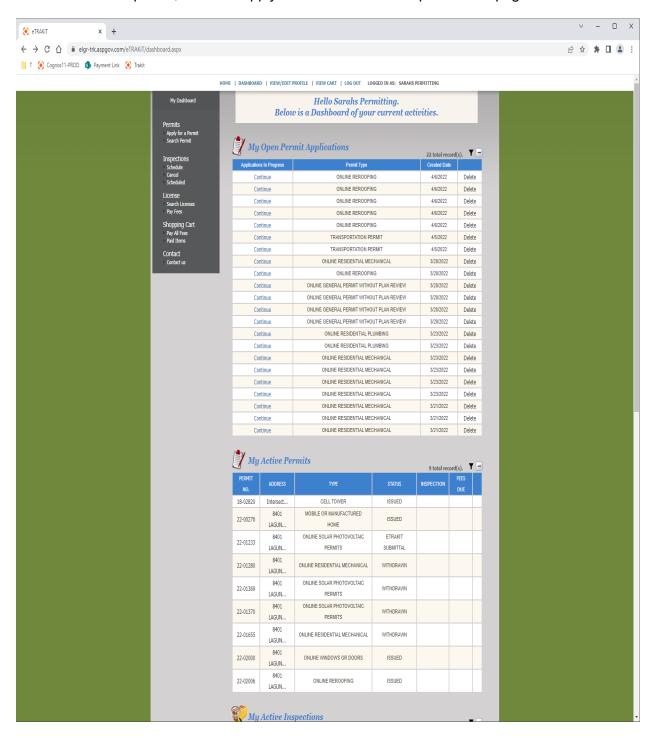


Applying for a Major/Minor Encroachment Permit through eTRAKiT.

1.Log in to eTrakit using your Username and Password under Public. https://elgr-trk.aspgov.com/eTRAKiT/login.aspx?lt=PUBLIC



2. Once logged in, your dashboard should display showing all your permit activities. To apply for an encroachment permit, click on "Apply for a Permit" at the top left of the page.



- 3. Choose the **Permit Type** at the top of the page and continue completing the required fields. Please upload the signed contracted, work site plans, signed traffic checklist, and traffic control plans. Once the page is completed, click **Next Step**.
- 4. Confirm all fields are correct on Step 2. The Property Owner Information does not need to be completed unless you are applying for a Minor Encroachment Permit.
- 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.
- 6. On Step 4, you will click the **Pay Now** button to pay your permit fees online either by credit card or electronic check.
- 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 an email receipt for the payment.
- 9. Please check your dashboard for the status(es) of your permits. If you have any questions, please email pwpermits@elkgrovecity.org.