



Applying for a Major/Minor Encroachment Permit through eTRAKiT.

1. Log in to eTrakit using your Username and Password under Public.

<https://elgr-trk.asp.gov.com/eTRAKIT/login.aspx?It=PUBLIC>

The screenshot shows the eTRAKiT website interface. At the top, there is a navigation bar with links for Home, Setup an Account, Log In, Contractor (AEC274), LOGIN, REMEMBER ME, and Forgot Password. Below the navigation bar is a banner image of a park bench by a lake. The main content area features a welcome message: "Welcome to the City of Elk Grove." followed by a description of the portal's purpose. Below this are three main service categories: Permits, Inspections, and License. Each category has a list of sub-links: Permits (Apply for a Permit, Search Permit), Inspections (Schedule, Cancel, Scheduled), and License (Pay Fees, Search). There is also a Contact section with a Contact Us link. At the bottom of the page, there is a disclaimer and a footer with the CENTRAL SQUARE logo.

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.

The screenshot shows the eTRAKT dashboard for user Sarahs Permitting. The page features a navigation menu on the left with sections for Permits, Inspections, License, Shopping Cart, and Contact. The main content area displays a welcome message and two tables: 'My Open Permit Applications' and 'My Active Permits'.

My Open Permit Applications (22 total record(s))

Applications In Progress	Permit Type	Created Date	
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	TRANSPORTATION PERMIT	4/5/2022	Delete
Continue	TRANSPORTATION PERMIT	4/5/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/28/2022	Delete
Continue	ONLINE REROOFING	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE RESIDENTIAL PLUMBING	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL PLUMBING	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/21/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/21/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/21/2022	Delete

My Active Permits (9 total record(s))

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE
18-02820	Intersect...	CELL TOWER	ISSUED		
22-00276	8401 LAGUN...	MOBILE OR MANUFACTURED HOME	ISSUED		
22-01233	8401 LAGUN...	ONLINE SOLAR PHOTOVOLTAIC PERMITS	ETRAKT SUBMITTAL		
22-01280	8401 LAGUN...	ONLINE RESIDENTIAL MECHANICAL	WITHDRAWN		
22-01369	8401 LAGUN...	ONLINE SOLAR PHOTOVOLTAIC PERMITS	WITHDRAWN		
22-01370	8401 LAGUN...	ONLINE SOLAR PHOTOVOLTAIC PERMITS	WITHDRAWN		
22-01655	8401 LAGUN...	ONLINE RESIDENTIAL MECHANICAL	WITHDRAWN		
22-02000	8401 LAGUN...	ONLINE WINDOWS OR DOORS	ISSUED		
22-02006	8401 LAGUN...	ONLINE REROOFING	ISSUED		

My Active Inspections

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 **edit** 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.