



Navigating eTRAKIT

Public Users

Currently, the ability to apply and pay for permits is limited to California licensed contractors registered in eTRAKIT. We are currently working to establish online policy to allow residential property owners to pull select permits through our new online portal. Please check our Building and Safety webpage for updates.

As a public user, you have the ability to search permits and projects, estimate fees for select permits and generate reports for building permits that have been issued and finalized. These features can be accessed either through the eTRAKIT main page at <https://permits.weho.org/etrakit3/> or by logging in with your registered account. If you are logged in, these features are available on the left hand side of your dashboard page.

Contractors

eTRAKIT is available to contractors who are actively registered with California's Contractors State License Board. Once you have created an account in eTRAKIT, you will have the ability to apply for select permits, pay for them, schedule inspections and check the status of your permit. For e-permits available online, see our [eTrakit Permit Guide](#).

Once you are logged in, you will have a "My Dashboard" available that will list the activity under your account.

*Hello computer test.
Below is a Dashboard of your current activities.*

Checking the Status of a Permit

Your dashboard will give you the ability to view the status of permits that are active, expired, applications that are in progress and status of scheduled inspections.

My Expired Permits 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	FEES DUE
ENC17-0387	8800-8849 ...	ENCROACHMENT	ISSUED	3/2/2017	\$0.00


My Open Permit Applications 1 total record(s)

Applications In Progress	Permit Type	Created Date	
Continue		12/11/2017	Delete

My Active Permits 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE
E17-0535	540 KNOLL ...	ELECTRICAL	ISSUED	5/12/2018	Request	\$0.00

My Active Inspections 2 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
E17-0535	PERMIT	ISSUED	540 KNOLL ...	ROUGH ELECTRICAL	12/26/2017	
E17-0535	PERMIT	ISSUED	540 KNOLL ...	FINAL ELECTRICAL		

Applying for E-PERMITS

Once logged in, contractors will have the ability to apply and pay for select permit types. Please reference the following guides for instructions:

[How to apply for an E-BUILDING Permit](#)

[How to apply for an E-MECHANICAL Permit](#)

[How to apply for an E-ELECTRICAL Permit](#)

[How to apply for an E-PLUMBING Permit](#)

If you require assistance, please contact staff at (323) 848-6475.

Scheduling Inspections

You can schedule an inspection by selecting the “Request” option in “My Active Permits”.




The screenshot shows the 'My Active Permits' dashboard. It features a header with a magnifying glass icon and the text 'My Active Permits'. Below the header is a table with 8 columns: PERMIT NO., ADDRESS, TYPE, STATUS, EXPIRED, INSPECTION, FEES DUE, and an empty column. The table contains one record for permit E17-0535 at 540 KNOLL ... with an ELECTRICAL status, ISSUED on 5/12/2018, a Request inspection, and \$0.00 in fees due. A '1 total record(s)' indicator is visible in the top right corner.

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	
E17-0535	540 KNOLL ...	ELECTRICAL	ISSUED	5/12/2018	Request	\$0.00	

You will be asked to enter your contact information, if not already there. You can add any notes for the inspector (ex. access codes and contact numbers) and select from available dates. Due to heavy inspection workloads, specific times cannot be accommodated.

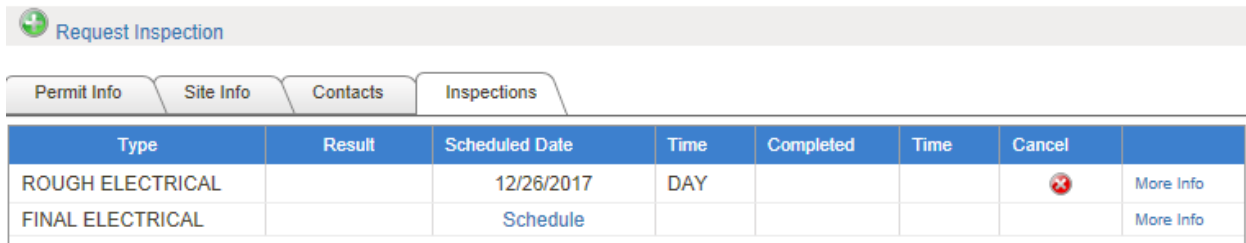
Once you have successfully scheduled your inspections, they will show on your “My Active Inspections” field on your dashboard. You will also have the ability to cancel inspections.



The screenshot shows the 'My Active Inspections' dashboard. It features a header with a magnifying glass icon and the text 'My Active Inspections'. Below the header is a table with 7 columns: REC NO, REC TYPE, REC STATUS, ADDRESS, INSPECTION, DATE, and CANCEL. The table contains two records for permit E17-0535 at 540 KNOLL ...: one for 'ROUGH ELECTRICAL' inspection on 12/26/2017 with a cancel button (red X), and one for 'FINAL ELECTRICAL' inspection. A '2 total record(s)' indicator is visible in the top right corner.

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
E17-0535	PERMIT	ISSUED	540 KNOLL ...	ROUGH ELECTRICAL	12/26/2017	
E17-0535	PERMIT	ISSUED	540 KNOLL ...	FINAL ELECTRICAL		

Checking the status of your inspection can be accessed through the “My Active Permits” field by selecting the permit you wish to view. Tabs showing specific permit information will be generated. Select the inspections tab to view inspection histories, their status and inspector notes.



The screenshot shows the 'Request Inspection' tab. It has a header with a plus icon and the text 'Request Inspection'. Below the header are four tabs: Permit Info, Site Info, Contacts, and Inspections. The Inspections tab is selected, showing a table with 8 columns: Type, Result, Scheduled Date, Time, Completed, Time, Cancel, and More Info. The table contains two records: 'ROUGH ELECTRICAL' with a scheduled date of 12/26/2017, time of DAY, and a cancel button (red X); and 'FINAL ELECTRICAL' with a scheduled date of Schedule and a 'More Info' link.

Type	Result	Scheduled Date	Time	Completed	Time	Cancel	More Info
ROUGH ELECTRICAL		12/26/2017	DAY				More Info
FINAL ELECTRICAL		Schedule					More Info

Inspections can also be scheduled using Building and Safety’s automated IVR system by dialing (323) 848-6335.