



eTRAKiT Guide

Central City eTRAKiT online portal provides access to apply for permits, projects, register for contractor accounts, search properties, request and cancel inspections, apply for licenses, search violations, report issues and pay fees.

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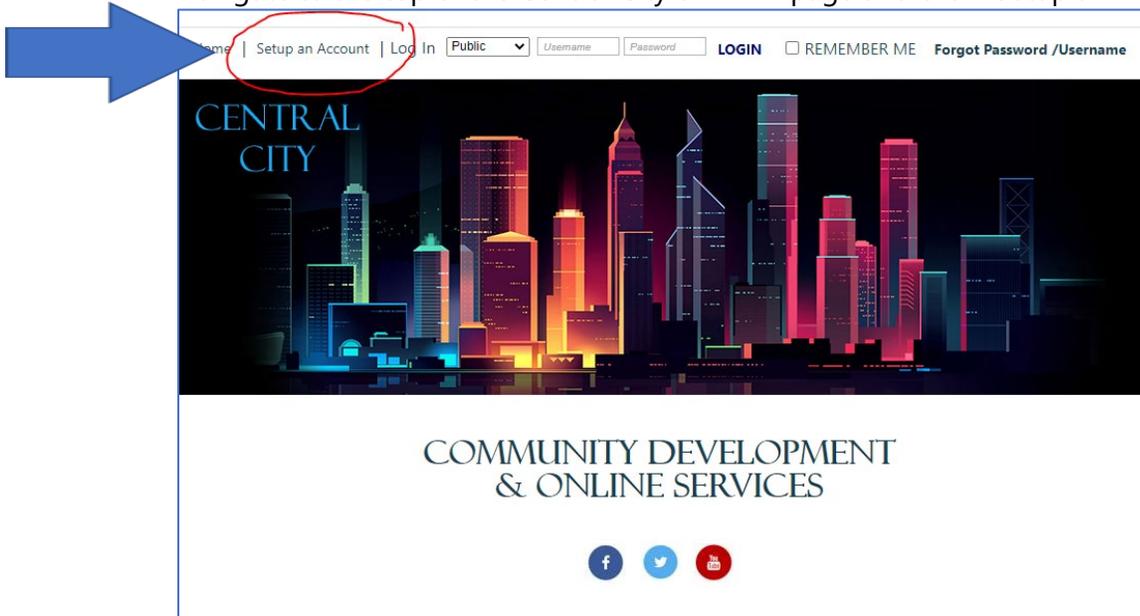
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Creating a Public Account

Public accounts are not intended to be used by contractors. If you are a licensed contractor or design professional, please login using your company name. See Contractor Login instructions for more information.

Signing Up for a public account

1. Navigate to the top of the Central City eTRAKiT page and click "Setup an Account"



2. Complete all the information in the form. Fields that have an asterisk (*) next to them indicates that they are required. When finished, click "Create Account"

Profile

- * First Name:
- * Last Name:
- * Address:
- * City:
- * State:
- * Zip:
- * Email:
- * Phone: () _ - _
- Ext
- License #

Username and Password

- * Log-In Name:
(letters/numbers only)

Password Must contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

Password Rules:

- * Password:
- * Confirm Password:

Security Question

- Security Question:
- * Secret Answer:
- * Re-enter Secret Answer:

CREATE ACCOUNT

3. Continue to Dashboard

Once your account has been created you will be directed to your dashboard. As you start to create activities in on the eTRAKiT Portal or link your new account to permits and projects, all the linked permits will show on the dashboard. From the dashboard you can schedule and manage inspections, pay fees or review comments and notes from staff.

SHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: DEB JARDIM

Hello Deb Jardim.
Below is a Dashboard of your current activities.

LINK TO PERMITS, PROJECTS, AND LICENSES

My Active Permits 4 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE				
CADD21-0001	100 BURTON...	COMMERCIAL ADDITION	ISSUED	Request	\$0.00				
ELEC21-0001	100 BURTON...	ELECTRICAL	APPLIED ONLINE		\$125.00				
NCOM20-0005	211 BLACKB...	NEW COMMERCIAL BUILDING	UNDER REVIEW		\$50.00				
NRES21-0006	100 COOPER...	NEW RESIDENTIAL BUILDING	APPLIED ONLINE		\$2299.08				

My Active Inspections 56 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
CADD21-0001	PERMIT	ISSUED	100 BURTON...	**BUILDING FINAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FOUNDATION	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FRAMING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	GRADING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FIRE	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FINAL PLUMBING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FINAL MECHANICAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FINAL ELECTRICAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	HOOD ROUGH	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	HOOD FINAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	ROOFING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	ROUGH ELECTRICAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	ROUGH GRADING	Schedule	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	ROUGH MECHANICAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	ROUGH PLUMBING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	UG ELECTRICAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	UG PLUMBING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	TIE BEAM	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	SHEATHING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	STEM WALL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	GAS LINE ROUGH	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	GAS LINE FINAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	TAX ASSESSOR	Schedule	
ELEC21-0001	PERMIT	APPLIED ONLINE	100 BURTON...	**ELECTRICAL FINAL	Unavailable	
NCOM20-0005	PERMIT	UNDER REVIEW	211 BLACKB...	**BUILDING FINAL	Unavailable	

My Active Projects 2 total record(s).

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE				
CUSE20-0007		CONDITIONAL USE PERMIT	RECEIVED	\$1,200.00				
FMAP20-0004	211 BLACKB...	FINAL PLAT	PAID	\$0.00				

My Active Complaints 2 total record(s).

COMPLAINT NO.	ADDRESS	TYPE	STATUS	
123456-21000024	100 COOPER...	BARKING DOG	NEW	
123456-21000030		BARKING DOG	NEW	

My Submittals Awaiting Response 1 total record(s).

Record Group	Record No.	Address	Record Type	Review Type	Respond
PERMIT	CADD21-0001	100 BURTON DR	COMMERCIAL...	INTAKE REVIEW C...	Respond

Contractor Log In

If you are a licensed contractor or design professional, and would like to utilize the online portal, you are required to have a "Contractor" account on the eTRAKiT Portal.

- Existing contractors or design professionals that already have a registered account in good standing with the City: You will be able to create a password by clicking on Forgot Password. *Follow the steps for "Signing into eTRAKiT for the first Time".*
- New contractors or design professionals will need to register for an account by completing one of the following options. *This depends on your City process.

Option 1: Applying for a "New Contractor Registration" on eTRAKiT

1. Click on Registration under the Contractor Tab

The screenshot shows the Central City eTRAKiT portal. At the top, there is a navigation bar with links for Home, Setup an Account, Log In, a dropdown menu set to Public, fields for Username and Password, a LOGIN button, a REMEMBER ME checkbox, and a link for Forgot Password /Username. Below the navigation bar is a banner image of a city skyline at night with the text "CENTRAL CITY" in the top left. Underneath the banner, the text "COMMUNITY DEVELOPMENT & ONLINE SERVICES" is centered. Below this text are three social media icons for Facebook, Twitter, and YouTube. At the bottom, there are three main service tabs: PERMITS, PLANNING, and CONTRACTOR. Each tab has a list of sub-links. The CONTRACTOR tab is highlighted with a blue arrow pointing to its "Registration" sub-link.

Home | Setup an Account | Log In | Public | Username | Password | LOGIN | REMEMBER ME | Forgot Password /Username

CENTRAL CITY

COMMUNITY DEVELOPMENT
& ONLINE SERVICES

f t y

PERMITS

- ▶ Apply for a Permit
- ▶ Pay Fees
- ▶ Search for Permits
- ▶ View on Map
- ▶ Fee Estimator

PLANNING

- ▶ Apply
- ▶ Pay Fees
- ▶ Search
- ▶ View on Map
- ▶ Fee Estimator

CONTRACTOR

- ▶ Registration
- ▶ Search
- ▶ Pay Fees

2. Read disclaimer, check I Agree and click continue.

Home | Setup an Account | Log In **LOGIN** REMEMBER ME [Forgot Password /Username](#)

Permits

- Apply for a Permit
- Search for Permits
- Pay Fees
- Fees Estimator
- View on Map

Planning

- Apply
- Search Projects
- Pay Fees
- Fees Estimator
- View on Map

Contractor

- Registration
- Search
- Pay Fees

By clicking on **"I agree"** you are registering for a Contractor Account with Central City.
Your information will be routed to the proper reviewing parties upon submission and you will be required to supply additional license and insurance information.

**You can log onto this portal anytime for real time updates and progress on your registration.*

I Agree I Disagree

CONTINUE

3. Enter company name, choose contractor/design professional type and fill in required information, upload any documentation required and click Next Step.

AEC Application

STEP 1 ENTER AEC INFORMATION STEP 2 STEP 3 STEP 4

AEC Registration Information

AEC Information

*Company Name

*AEC Type

Company Information

*Email

eTRAKiT Login Info

*Password Rules Password must contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

*Password

*Confirm Password

Secret Question

*Secret Answer

*Re-enter Secret Answer:

Attachments

Filename

Description

4. Provide additional contact information required and click Next Step.

AEC Application

STEP 1 **STEP 2 ENTER CONTACT INFORMATION** STEP 3 STEP 4

Application for a AEC_CONTRACTOR Aec

Authorized Contact Information

Name	<input type="text" value="Deb Jardim"/>	Phone	<input type="text" value="(407) 885-9935"/>
Address	<input type="text" value="1000 Business Center Drive"/>	Email Address	<input type="text" value="debra.jardim@centralsquare.com"/>
City	<input type="text" value="Lake Mary"/>		
State	<input type="text" value="FL"/>	Zip	<input type="text" value="347"/> - <input type="text" value=""/>



5. Review information and click Next Step.

AEC Application

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

Application for a AEC_CONTRACTOR AEC

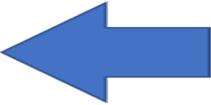
Review the information below prior to submitting the application

AEC Information <input type="button" value="EDIT"/>	Contacts <input type="button" value="EDIT"/>
Type: AEC_CONTRACTOR	Authorized Contact Information
Company Name: DebTest	Deb Jardim (407) 885-9935
Email: debra.jardim@centralsquare.com	1000 Business Center Drive debra.jardim@centralsquare.com
	Lake Mary, FL 34753

License Information <input type="button" value="EDIT"/>	Fees
ATTACHMENTS	Type: STANDARD FEE
I certify that I have attached a current copy of my license and insurance information below YES	Amount: \$25.00
	Total Fees: \$25.00

Attachments

To upload additional attachments click [Here](#)



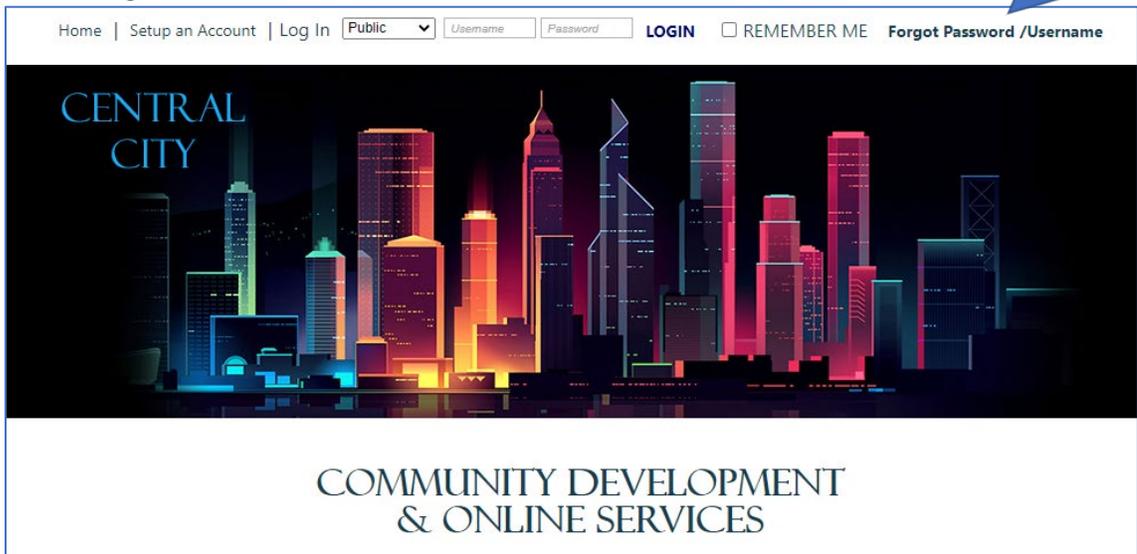
- Once the fee is paid online (if applicable) the account will be created with the information provided and assigned an automatic 'Contractor Number', example AEC123 and you will be taken directly to your dashboard. You will be able to upload the required documentation (ie: copy of current license, insurance, workers comp, etc.) and pay fees if applicable.
- In order to begin submitting applications online, your account will need to be vetted by City staff, once approved, you will be able to apply for permits, projects and licenses. You will receive an email notification once your account has been put into an active status.

Option 2: Applying for a "New Contractor Registration" directly with the City

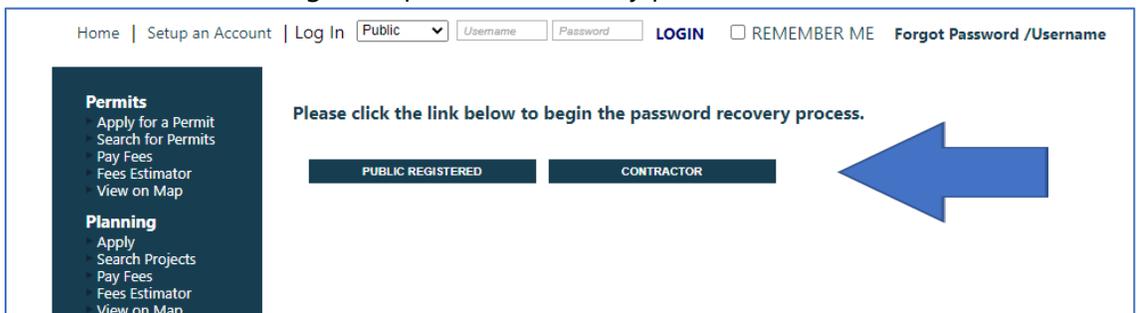
- The City will use their existing process to vet contractors/design professionals and create an account accordingly. Once the contractor account is created by the City, the Contractor will finish registration by creating a password on eTRAKiT.
- Follow the steps for "Option 3: Signing into eTRAKiT for the first Time" below.

Option 3: Signing In for the first time

- Click "Forgot Password /Username"



- Click "Contractor" to begin the password recovery process.



3. Enter the email address associated with your account and click on reset password. An email will be sent to the email address on file (*be sure to check your spam folder if you do not receive an email*).

Home | Setup an Account | Log In Public Username Password LOGIN REMEMBER ME Forgot Password /Username

Permits
Apply for a Permit
Search for Permits
Pay Fees
Fees Estimator
View on Map

Planning
Apply
Search Projects
Pay Fees
Fees Estimator
View on Map

Contractor
Registration
Search
Pay Fees

Properties
Search Property

Forgot Password

To begin the process for getting your password please enter the requested information below and click the **RESET PASSWORD** button.

Enter email address:

RESET PASSWORD

4. Confirmation message.

Home | Setup an Account | Log In Public Username Password LOGIN REMEMBER ME Forgot Password /Username

Forgot Password

Thank you!

You will receive an email with instructions for resetting your password shortly. Click the RESET PASSWORD link in the email to complete the process.

If you do not receive an email, please check your spam folder.

5. Email with link to reset your password.

Requested Account Information from Central City - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Reply Reply All Forward Denton TX - up... To Manager Team Email Move Assign Policy Categorize Follow Up Editing Speech Zoom Share to Teams Insights Report Message

Delete Archive Respond Quick Steps Move Tags Zoom Teams Protection

Requested Account Information from Central City

Debra Jardim
To Debra Jardim

Reply Reply All Forward Wed 8/4/2021 9:30 AM

You are receiving this email because you clicked on the FORGOT PASSWORD link on the Central City eTRAKIT Website.

Please click below to reset your password:

[Reset Password](#)

Thank you!

6. Follow instructions to reset your password and click submit.

Home | Setup an Account | Log In **Public** Username Password **LOGIN** REMEMBER ME [Forgot Password /Username](#)

Permits
Apply for a Permit
Search for Permits
Pay Fees
Fees Estimator
View on Map

Planning
Apply
Search Projects
Pay Fees
Fees Estimator
View on Map

Contractor
Registration
Search
Pay Fees

Properties
Search Property
View on Map

Inspections
Schedule
Cancel
View on Map
Scheduled

Licensing
Apply for New Licenses
Search Licenses
Pay Fees
Renew

Reset Password

You have chosen to **RESET** your password. An email will be sent to you with instructions on completing this process.

Security Question: What was your childhood nickname?
Secret Answer:

Password Rules:
Password Must be contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

New Password:
Confirm Password:

SUBMIT

7. Once your password is reset you will be directed to your dashboard. You can now begin submitting applications online.

Option 4: Signing In (with existing PIN number - for .net migrations)

1. Select contractor next to 'Log In' box if not already selected. Use the drop-down list to select your company name, enter in your old IVR Pin Number as your password. You will then be prompted to create a new password. If you do not remember your Pin Number, please contact us at xxx-xxx-xxxx

Home | **Contractor** | Password **LOGIN** REMEMBER ME [Forgot Password](#)

CENTRAL CITY

COMMUNITY DEVELOPMENT & ONLINE SERVICES

Contractor dropdown list:
Cogan's Contracting
COHEN, KAREN BILGRAI - DC
COLBERT CONST.
COLE CONSTRUCTION #611143
COLE ELECTRIC, BENJAMIN 809699
COLES PLUMBING, PETER #775020
COLLIGAN ELECTRIC #529846
COLLINS ELECTRIC COMPANY #115427
COLLINS&AIKMAN FLOORCOVERINGS, INC
COLUMBELL CONST.
COLUMBIANA CONST
Colvin Const
COLWELL COFFMAN AND ASSOC 860698
Comcast Cable TV
COMFORT-AIR HVAC INC
COMMAIR MECHANICAL SERVICES
COMMAIR MECHANICAL SERVICES CO
COMMERCIAL MECHANICAL SERVICE
COMMERCIAL REFRIG SPEC INC 866399
COMMERCIAL RESIDENTIAL TELEPHONE

Application Process

Process for submitting applications will be the same for public users and contractors/design professionals.

1. Login to your account
Log in with a public login if you are a homeowner or as a contractor.
See the Contractor Log In section of this document for more information.
2. Read and agree to the City disclaimer. Choose "I Agree" to continue, if you choose "I Disagree" you will be taken back to the homepage, click continue.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: DEB JARDIM

My Dashboard

- Permits**
 - Apply for a Permit
 - Search for Permits
 - Pay Fees
 - Fees Estimator
 - View on Map
 - Issued Permits Report
- Planning**
 - Apply
 - Search Projects
 - Pay Fees
 - Fees Estimator
 - View on Map
- Contractor**
 - Search for a Contractor
 - Pay Fees
- Properties**
 - Search Property
 - View on Map
- Inspections**
 - Request Inspection

By clicking on "**I agree**" you are submitting a permit application with Central City, when properly validated, this form constitutes a building permit.

This permit will expire and become null and void should work not be commenced within 180 days from validation date or should authorized construction be suspended or abandoned for a period of 180 days after work is commenced.

For permit types that require plan review, you can complete your permit application and it will be routed to the proper plan reviewing parties upon submission.

**You can log onto this portal anytime for real time updates and progress on your permit, schedule inspections, pay fees, and search for information.*

I Agree
 I Disagree

CONTINUE

STEP 1: Permit Information

3. Fill out the following fields, fields marked with * are required fields

Permit Application

Step 1 Permit Information | Step 2 | Step 3 | Step 4

Permit Type Information

PERMIT Type: NEW RESIDENTIAL BUILDING [Instructions for online NEW RESIDENTIAL BUILDING applications.](#)

PERMIT Subtype: SFD

Short Description: Single family

Detailed Description of Work

Please provide a complete detailed description of all work including finish work to be performed as part of this project.

Notes: Notes about permit application

Job Value Information

Job value consists of the total of all material costs and value of labor necessary to complete the project. If providing only material costs please indicate that in the detailed notes section above.

Job Value: \$750,000.00

4. The following information may vary depending on application type.

Please check all your entries before proceeding to the next step.

REQUIRED INFO

SQ FT OF HEATED AREA:	<input type="text" value="3,000"/>
SQ FT OF UNHEATED AREA:	<input type="text" value="500"/>
TOTAL SQ FT:	<input type="text" value="3,500"/>
EXTERIOR PAINTING:	<input type="text" value="Yes"/>
DRIVEWAY CONSTRUCTION:	<input type="text" value="Yes"/>
NUMBER OF DWELLING UNITS:	<input type="text" value="1"/>
SIDEWALK CONSTRUCTION:	<input type="text" value="Yes"/>
NUMBER OF BUILDINGS:	<input type="text" value="1"/>

5. In "Search By" box select address or parcel and enter site address or parcel number for location and click search and click on address in the results window.

Permits must be linked to a valid Central City parcel or address.

**If your address or parcel number is not found, please make sure that you are using the correct address format. Example, directional streets please use W instead of West.*

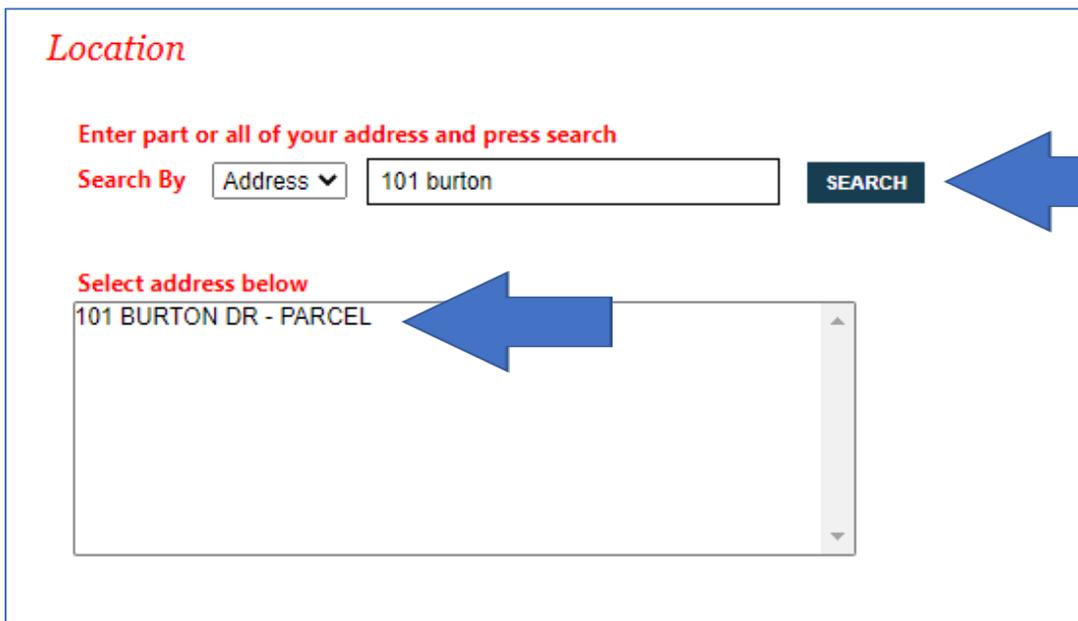
If the address does not populate and you have verified the address is within City limits, please contact the Building Department at 800-555-12121.

Location

Enter part or all of your address and press search

Search By

Select address below



6. Once you click on the address you will see the address you selected as shown below:

Location

00909319
101 BURTON DR
SANTA CRUZ, CA 95065

[Address Lookup](#)

7. Select your relationship to the application. If you are a property owner completing the work yourself, you can select both boxes.
8. Upload any documents required, upload all required documents.
Visit www.centralcity.com for a complete list of what is required for submitting.
Please name your files in a way which describes the item submitted. Improperly named files may result in an incomplete application. If you need to submit additional documentation you will be notified upon review of your application by City staff.
**The following document types are accepted: PDF, DOC, DOCX, XLS, JPG and PNG*
Click "Next Step".

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Some attachments might not be allowed for upload. See your system administrator for more information about disallowed attachments.

Filename

Description



STEP 2: Contact Information

1. Fill out the following fields, fields marked with * are required fields and click "Next Step"
**Most of this information will be already completed based on your profile information.
The owner information should pre-populate based on the owner of record according to the County Assessor's Office. This may not reflect recent changes made in ownership.*

Permit Application

Step 1 **Step 2 Contact Information** Step 3 Step 4

Application for a NEW RESIDENTIAL BUILDING Permit

Applicant Information

Name	<input type="text" value="Deb Jardim"/>	Phone	<input type="text" value="() -"/>
Address	<input type="text" value="1000 Business Center Drive"/>	*Email Address	<input type="text" value="debra.jardim@centralsquare.com"/>
City	<input type="text" value="Lake Mary"/>		
State	<input type="text" value="FL"/>	Zip	<input type="text" value="347?"/> - <input type="text"/>

Owner Information

Name	<input type="text" value="Deb Jardim"/>	Phone	<input type="text" value="() -"/>
Address	<input type="text" value="1000 Business Center Drive"/>	*Email Address	<input type="text" value="debra.jardim@centralsquare.com"/>
City	<input type="text" value="Lake Mary"/>		
State	<input type="text" value="FL"/>	Zip	<input type="text" value="347?"/> - <input type="text"/>

Contractor Information

Name	<input type="text"/>	Phone	<input type="text" value="() -"/>
Address	<input type="text"/>	*Email Address	<input type="text"/>
City	<input type="text"/>	License#	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>

CANCEL PREVIOUS STEP NEXT STEP



STEP 3: Review and Submit

1. Review Information. You will be able to review and make edits to your application if needed. When done with any edits needed, click "Submit".
**Upon submission of your application, City staff will review your application and notify you if the application is incomplete or if more information is needed.*

Permit Application

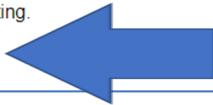
Step 1 Step 2 **Step 3 Review and Submit** Step 4

Application for a NEW RESIDENTIAL BUILDING Permit

Permit Information EDIT	Location EDIT
Type: NEW RESIDENTIAL BUILDING	101 BURTON DR
Subtype: SFD	SANTA CRUZ, CA 95065 Prospect Heights
Description: Single family	
Job Value: \$750,000.00	

Contacts EDIT	Fee Information
Applicant Information	Type Amount
Deb Jardim	BUILDING FEES \$135,075.00
1000 Business Center Drive debrajardim@centralsquare.com	BUILDING APPLICATION 75.00
Lake Mary, FL 34753	FEE
	NEW RESIDENTIAL BUILDING ... 135,000.00
Owner Information	<hr/>
Deb Jardim	Total Fees \$135,075.00
1000 Business Center Drive debrajardim@centralsquare.com	
Lake Mary, FL 34753	
Contractor Information	Attachments
Deb Test (140) 788-5993	To upload additional attachments click Here
1000 Business Center Drive debrajardim@centralsquare.com	
Lake Mary, FL 32746	

Review the information prior to submitting.

CANCEL PREVIOUS STEP SUBMIT 

STEP 4: Checkout/Confirmation

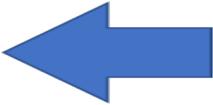
1. Payment requirement will vary by application type:
 - If payment is due at the time of application submission you will be directed to the payment screen to complete your online payment.
 - If there is no payment due at the time of submission you will see the following confirmation message.
2. Click "View Permit" to view your application and obtain your permit number.

Permit Application



Confirmation

Once Central City has reviewed your application you will be notified if any additional fees are required, these fees can be viewed and paid online once finalized.

[VIEW PERMIT](#) 

Example of permit below:

Permit #NRES21-0007 

Permit Add To Cart Inspections

Permit Info Site Info Contacts (3) Fees \$135,075.00 Inspections(10) Chronology (0) Conditions (0) Reviews (1) AUTHORIZATION REQUIRED IN

Type: NEW RESIDENTIAL BUILDING
Subtype: SFD
Short Description: Single family
Status: APPLIED ONLINE
Applied Date: 8/13/2021
Approved Date:
Issued Date:
Finaled Date:
Expiration Date:
Notes: 8/13/2021 12:27:34 PM Notes about permit application

Dashboard

Your permit will now be shown in your dashboard, from here you will be able to monitor overall progress, pay fees if applicable, request inspections and follow progress with reviews and inspections.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) LOGGED IN AS: **DEB JARDIM**

Hello Deb Jardim.
Below is a Dashboard of your current activities.

LINK TO PERMITS, PROJECTS, AND LICENSES

My Active Permits 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
NRES21-0007	101 BURTON...	NEW RESIDENTIAL BUILDING	APPLIED ONLINE		\$135075.00			

My Active Inspections 10 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	FOOTING		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	FOUNDATION		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	FRAMING		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	INSULATION		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	ROUGH ELECTRICAL		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	ROUGH MECHANICAL		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	ROUGH PLUMBING		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	**BUILDING FINAL		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	GAS LINE ROUGH		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	DRYWALL		

Inspections

Once your permit is in an "Issued" status, you will be able to request inspections.

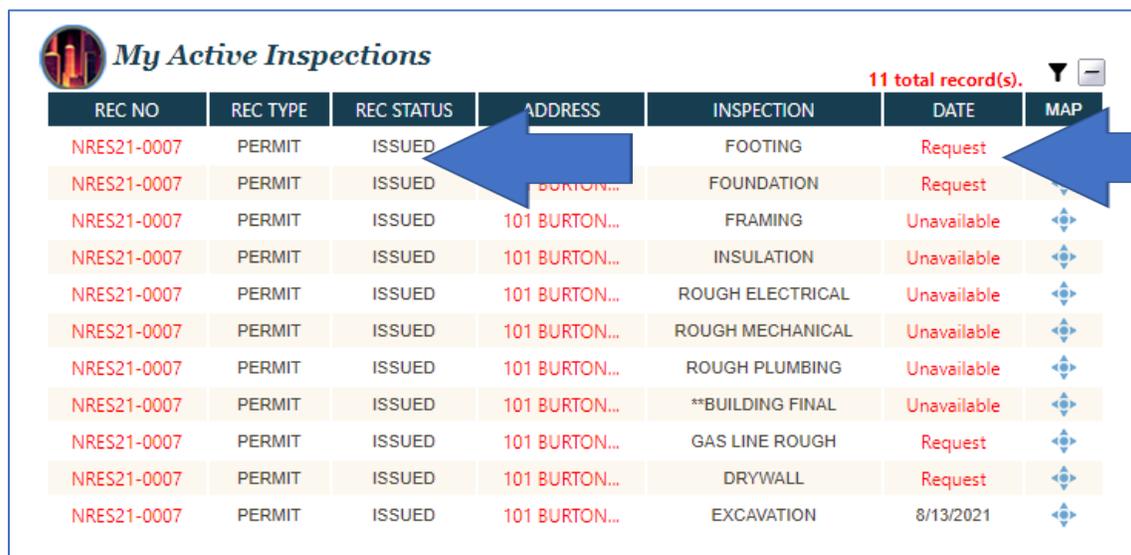
**Please note our Inspections policy: Inspections can be scheduled up to 7 days in advance from the current date. Each inspection type has a cap (max inspections per day). When the cap is reached, the day is removed from the "Requested Date" drop down menu. If the cap is reached for the entire time period, no dates would be displayed. In this situation please check back as availability can open as the next day becomes available. If there is a continued unavailability, please contact the Building Department at 800-555-1212.*

If the preferred dated is not available and the inspection request is time sensitive, you may check with the inspectors for an alternate available date. Availability is based on the current inspection load and the priorities for inspections.

Inspections are active once an Inspector's name has been assigned. Inspection status is updated daily by 8AM.

Request an Inspection:

1. Click on the "Request" link to begin the request.



The screenshot shows a table titled "My Active Inspections" with 11 total records. The table has columns for REC NO, REC TYPE, REC STATUS, ADDRESS, INSPECTION, DATE, and MAP. The first two rows have "Request" links in the DATE column, while the others have "Unavailable". Blue arrows point to the "Request" links and the "MAP" column.

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
NRES21-0007	PERMIT	ISSUED		FOOTING	Request	
NRES21-0007	PERMIT	ISSUED	BURTON...	FOUNDATION	Request	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FRAMING	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	INSULATION	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH ELECTRICAL	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH MECHANICAL	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH PLUMBING	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	**BUILDING FINAL	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	GAS LINE ROUGH	Request	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	DRYWALL	Request	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	EXCAVATION	8/13/2021	

2. Fill out the following fields, fields marked with * are required fields and click "Submit"

Schedule FOOTING PERMIT Inspection - NRES21-0007

* ONSITE Contact Name:

* ONSITE Phone Number:

* Site Address:

* Email Address:

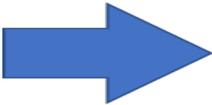
Permit Inspection Remarks Request:

Notes:

Inspection Type: FOOTING

Requested Date:

Time:



CENTRAL CITY Inspection Policy

Inspections can be scheduled up to 7 days in advance from the current date. Each inspection type has a cap (max inspections per day). When the cap is reached, the day is removed from the "Requested Date" drop down above. If the cap is reached for the entire time period, no dates would be displayed. In this situation please check back as availability can open as the next day becomes available. If there is a continued unavailability, please contact the Building Department at 800-555-1212.

If the preferred dated is not available and the inspection request is time sensitive, you may check with the inspectors for an alternate available date. Availability is based on the current inspection load and the priorities for inspections.

Inspections are active once an Inspector's name has been assigned. Inspection status is updated daily by 8AM.

You may cancel your inspection up to 3:00PM the day before the inspection is scheduled using the Online Web Portal or calling the Building Department at 800-555-1212 for assistance.

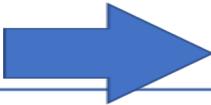
We cannot guarantee the inspector will be contacted prior to visiting the job site for same day cancelations

3. Read and click "Accept" to accept the disclaimer.

Disclaimer

While Central City tries to accommodate all requests, we cannot guarantee that the requested inspection time will be honored.

Inspection scheduling is at the complete discretion of Central City.



4. You will now see the chosen date in your dashboard.

 **My Active Inspections** 11 total record(s)  

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP	CANCEL
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FOUNDATION	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FRAMING	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	INSULATION	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH ELECTRICAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH MECHANICAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH PLUMBING	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	**BUILDING FINAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	GAS LINE ROUGH	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	DRYWALL	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	EXCAVATION	8/13/2021		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FOOTING	8/16/2021		

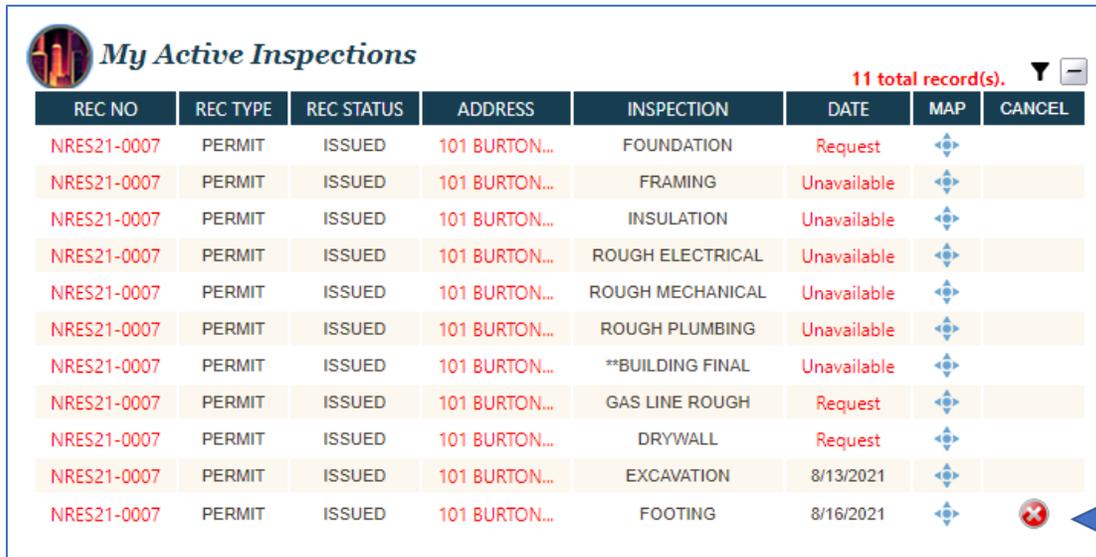


Cancel an Inspection:

You may cancel your inspection up to 3:00PM the day before the inspection is scheduled.

**We cannot guarantee the inspector will be contacted prior to visiting the job site for same day cancelations*

1. Click on the "Red X" link to begin the request.



The screenshot shows a web interface titled "My Active Inspections" with a sub-header "11 total record(s)". Below the title is a table with columns: REC NO, REC TYPE, REC STATUS, ADDRESS, INSPECTION, DATE, MAP, and CANCEL. The table contains 11 rows of inspection records. The last row, for REC NO NRES21-0007, has a red "X" icon in the CANCEL column, which is pointed to by a large blue arrow from the right.

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP	CANCEL
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FOUNDATION	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FRAMING	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	INSULATION	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH ELECTRICAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH MECHANICAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH PLUMBING	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	**BUILDING FINAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	GAS LINE ROUGH	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	DRYWALL	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	EXCAVATION	8/13/2021		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FOOTING	8/16/2021		