Tracking Your Permit Using eTRAKiT

*Please see the instructions for setting up a **Public User** or **Contractor** account in order to track all information regarding your permit(s).*

To log onto *eTRAKiT*, the City's public permit tracking program:

- Go to https://permits.shorelinewa.gov/eTRAKiT/
- Enter your user name and password in the fields outlined below and click LOGIN

My Dashboard opens after Login

- To find a specific permit (or project), click the *Search Permit* (or *Search Projects*) link
- NOTE: *Permit* and *Project* searches and information follow the same format and functionality

- Search for your permit using any of the options listed below

- After clicking *Search*, the results show below your search options - click on the name of the appropriate permit open it for details

- *Search Results* will display the specific *Permit* information as below

To create a link to a permit or project so that it displays on *My Dashboard* when you login, use the My Dashboard option – *Link to Permits and Projects*

- Select *Permit* or *Project* from the dropdown and fill in the *Permit* or *Project* number – click *Link*
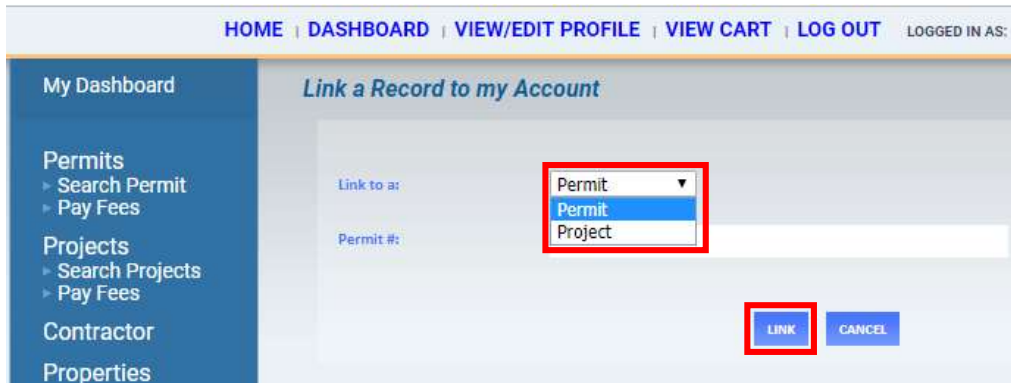
- Clicking on *My Dashboard* will now display your active permit(s), inspection(s) and projects. Click the *Permit No.* under *My Active Permits* to open the permit information window. (Clicking the *red X* to the right of the *Permit* or *Project* will unlink the item)

The Permit window provides information on the Permit (including *Linked Activities* and any *Attachments*)

- *Tab one displays Permit Info*

- *Tab two displays information regarding the site*

- *Tab three displays all Contacts related to the Permit*

Permit #ROW19-0187

| Permit Info | Site Info | Contacts (10) | Fees $0.00 | Inspections | Conditions | Reviews |

Contact Type	Name	Address	City/State/Zip
APPLICANT	SOUND TRANSIT	401 S JACKSON ST	SEATTLE, WA 98104
CITY PROJECT MANA...	TAYLOR BROWN		
CONTRACTOR	STACY WITBECK/KIEWIT/HOF...	2800 HARBOR BAY PKWY	ALAMEDA, CA 94502
OWNER	SEATTLE CITY OF SPU-WTR	PO BOX 34018	SEATTLE, WA 98124
UTILITY AGENT	SOUND TRANSIT	401 S JACKSON ST	SEATTLE, WA 98104
BILLING CONTACT	SOUND TRANSIT	401 S JACKSON ST	SEATTLE, WA 98104
INSPECTOR	DAVID ROPER		
OWNER2	SEATTLE CITY OF SPU-WTR	PO BOX 34018	SEATTLE, WA 98124
PROJECT NAME	SOUND TRANSIT LYNNWOOD...		
UTILITY AGENT 2	SCL ASSET MANAGEMENT & ...	705 5TH AVE, STE 3200, RM 3...	SEATTLE, WA 34023

- *Tab four displays any Fees that are paid or due*

Permit #ROW19-0187

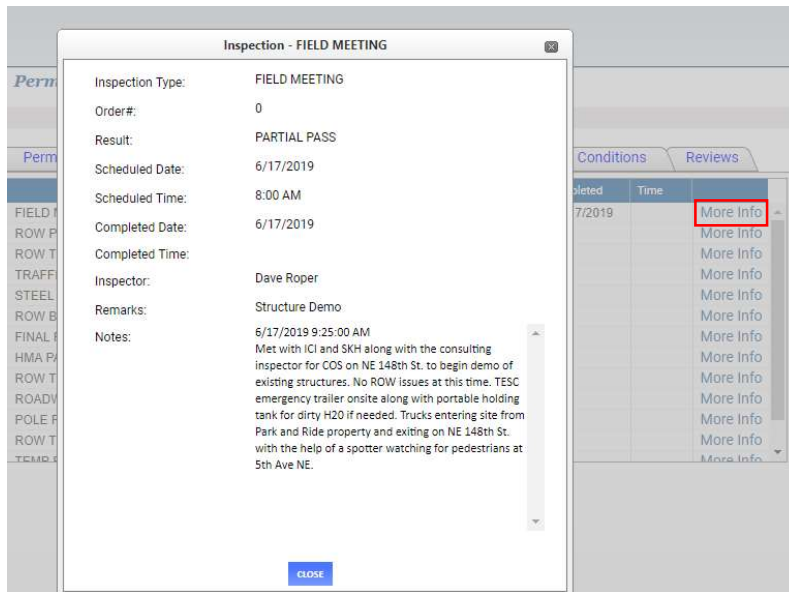| Permit Info | Site Info | Contacts (10) | Fees $0.00 | Inspections | Conditions | Reviews |

There are currently no fees on this record.

- *Tab five displays all Inspections required under the specific permit*
  - To schedule an inspection, click the word "Schedule" across from the type of inspection needed
  - Some inspections may not be available because they are contingent on another inspection's completion and results
  - Inspections may also be scheduled from My Dashboard under My Active Inspections (see the document *Online Inspection Schedule* for further information)

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Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	
FIELD MEETING	0	PARTIAL PASS	6/17/2019	8:00 AM	6/17/2019		More Info
ROW PRE-CON MEETI...	0		Schedule				More Info
ROW TESC INITIAL	0		Schedule				More Info
TRAFFIC CONTROL	0		Schedule				More Info
STEEL PLATES	0		Schedule				More Info
ROW BACKFILL AND ...	0		Schedule				More Info
FINAL ROW**	9		Schedule				More Info
HMA PAVING	0		Schedule				More Info
ROW TESC MONITOR	0		Schedule				More Info
ROADWAY MARKINGS	0		Schedule				More Info
POLE REMOVAL	0		Schedule				More Info
ROW TESC CLOSEOUT	0		Schedule				More Info
TEMP PAVING	0		Schedule				More Info

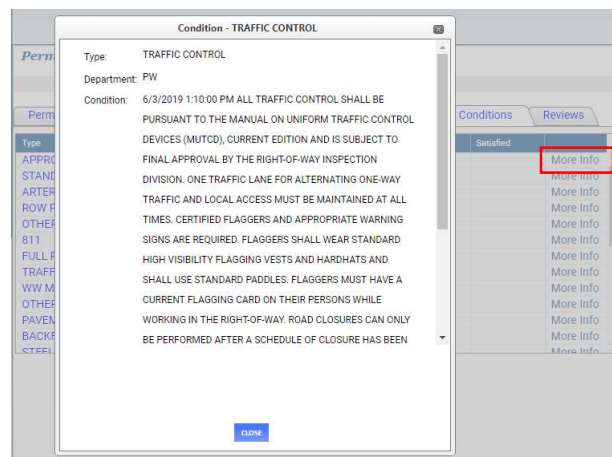- Clicking *More Info* to the right of any completed inspection displays *Inspector's Field Meeting Notes*

- *Tab number six displays Conditions associated with the Permit*

- Again, selecting *More Info* for any listed condition displays additional details

- *The final tab is Reviews*

- Once again, *More Info* provides more information on the review (dates, status and reviewer)