

Online Inspection Scheduling

Planning & Community Development
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Shoreline, WA 98133
206-801-2500
pcd@shorelinewa.gov



These instructions will show you how to schedule inspections through our eTRAKiT portal. Before inspections can be scheduled online, users must first have an online account. Public user accounts can be created at will and contractor/professionals/homeowners need to contact us for account creation. Please see separate [Online Account Setup](#) information for more information.

1. Login to the [eTRAKiT portal](#) with your account.
2. On your dashboard under **My Active Inspections**, you will see inspections linked to your active permits. This includes available inspections that can be scheduled now and **Unavailable** inspections that can be scheduled in the future.

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
MOP24-1730	PERMIT	RECEIVED	17500 MIDV...	PLUMBING WATER SERVICE	
MOP24-1730	PERMIT	RECEIVED	17500 MIDV...	PLUMBING GROUND	
MOP24-1730	PERMIT	RECEIVED	17500 MIDV...	PLUMBING ROUGH	
MOP24-1730	PERMIT	RECEIVED	17500 MIDV...	PLUMBING GAS PIPING	
MOP24-1730	PERMIT	RECEIVED	17500 MIDV...	PLUMBING MEDICAL GAS	
MOP24-1730	PERMIT	RECEIVED	17500 MIDV...	PLUMBING BACKFLOW	
MOP24-1730	PERMIT	RECEIVED	17500 MIDV...	MECHANICAL DUCTWORK	
MOP24-1730	PERMIT	RECEIVED	17500 MIDV...	MECHANICAL EQUIPMENT	
MOP24-1730	PERMIT	RECEIVED	17500 MIDV...	FINAL PLUMBING**	
MOP24-1730	PERMIT	RECEIVED	17500 MIDV...	FINAL MECHANICAL**	
ROW21-2530	PERMIT	ISSUED	2330 NW 19...	FINAL ROW**	Schedule
ROW21-2530	PERMIT	ISSUED	2330 NW 19...	HMA PAVING	Schedule
ROW21-2530	PERMIT	ISSUED	2330 NW 19...	SUB-BASE	Schedule
ROW21-2530	PERMIT	ISSUED	2330 NW 19...	TRAFFIC CONTROL	Schedule

Identify the inspection you wish to schedule and click on **Schedule** in the **DATE** column, e.g. the “TESC” inspection in the screenshot above.

NOTE: Inspections with **Unavailable** under the **DATE** column cannot be scheduled until a prior required inspection is passed.

3. **Inspection Schedule Request Form** - You will now see the scheduling request form where you can select a date and time window for the inspection (see image example on next page).

Schedule FINAL ROW** PERMIT Inspection - ROW21-2530

* Contact Name: TEST PROFESSIONAL
* Phone Number: (206) 801-2500
* Site Address: 2330 NW 199th St
* Email Address: Sasquatch@SHORELINEWA.GOV
Notes:
Inspection Type: FINAL ROW**
Requested Date: 7/9/2024
Time: Any

SUBMIT

CANCEL

RESET

If it is before 7:00 a.m. you can request an inspection for the same day. Requests received after 7:00 a.m. can only be scheduled the next work day or up to 5 days in advance. You may request a possible morning or afternoon time and we will do our best to accommodate your request.

We appreciate your assistance in helping us prevent unnecessary trips by making sure you are ready for an inspection and the area to be inspected is accessible.

IMPORTANT: Always have your City approved plans (stamped, intact with attachments) and permit card on site for each inspection.

Schedule building Fire Investigation Report inspections after structure is stripped and debris is removed.

After submitting the form above you will receive an automated response to inform you that your inspection request has been received. City staff will contact you separately by phone or email to confirm. Please do not respond to the email.

4. **Name:** Replace the default name that appears with your name, if it is different.

Phone & Email Address: Make sure that the phone and email are correct. They will be auto-filled from your online account and may not be your contact info.

Site Address: The site address will auto-fill from the Permit record.

Requested Date: We prefer inspections to be scheduled one day in advance. Select a date up to 5 calendar days in advance. Same day inspections can be scheduled before 7:00 a.m.

Time: You may request AM or PM. Inspectors will try to accommodate the selected time window to the best of their ability.

Notes: Use this optional field for any special requests or special instructions, e.g. "permit and plans located at back door", "come to the back door".

Disclaimer - After clicking Submit you will be presented with the Disclaimer. After clicking Accept in the Disclaimer an automated email will be sent with your inspection schedule request.



Mon 2/5/2018 3:27 PM
no-reply@shorelinewa.gov
Online Inspection Request

To [redacted]

This is an automated response to inform you that your inspection request has been received. City staff will contact you separately by phone or email to confirm.

This is the information sent:

Permit Number: DEM18-0002
Inspection(s):
TESC 2/6/2018 AM
2/5/2018 3:26 PM Test AEC Contractor
permit and plans located at back door
Contact Name: Test AEC Contractor
Site Address: 123 Main St
Phone: 1234567890
e-Mail: [redacted]

5. Return to your dashboard at any time by clicking **My Dashboard** in the top left corner or **Dashboard** in the header

