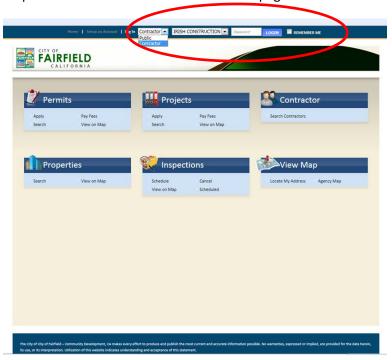
eTrakit3 Step-by-step Guide

Website - https://vm-permits.fairfield.ca.gov/etrakit3

Step 1: Go to website. You should see this page:



My Dashboard

Hello IRISH CONSTRUCTION.

Below is a Dashboard of your current activities.

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Step 2: Without logging in, you will have access to limited function such as Search. To log in, go to the top of the page. If you have a property owner account, choose public and enter your information. If you have a Contractor account then select Contractors and then select the name of the Company that you are an authorized user. Enter your password and press login.

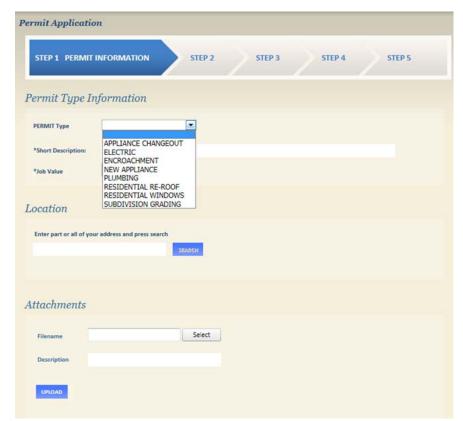
To Create an account, click on <u>Setup an Account</u> and fill out User Account Information page.

Step 3: A successful log in will bring you to your dashboard. Here you will see your open permit and project applications that has not been submitted as well as your active permits that have been submitted. You can return to your dashboard at any time to check the status of your permit including review comments, fees paid, etc. Click on a permit no and it will take you to the overview page of that specific permit.

Step 4: To start a new permit or project application, click on apply under Permits or Project.



Step 5: In order to continue you will have to agree to this statement. Click 'Agree' and then continue.



Step 10: Attachments – Please upload and attach all required documents to process your permit. Under description, please use these names for the appropriate files:

- Project plans (with the Building Division approval stamp if the plans have already been approved by Building.)
- Traffic Control
- Insurance (if your insurance has not yet been approved)
- Cost Estimate

Step 6: Permit Type - Choose the type of permit you are applying for.

Step 7: Short Description: Enter a short description of work to be covered by the permit. Be as specific as possible to expedite the review of the permit. Include number of working days in the description. For example, 'Installing a 2" domestic water meter for 1 day' or 'TCP for 5 days on St. A from St. B to St. C'.

Step 8: Job Value – Enter the job value that covers the permit scope of work.

Step 9: Location — If you are working in the street please enter the address you are working near. For example, if you are working in near 1000 Webster St, then enter the address and select 1000-1100 Webster St. Searching an address would only be applicable if you are pulling a permit to do work for that specific address, like a water meter or sewers clean out. Use the following abbreviations: St, Blv, Ct, Av, and Ln. Click Search and select the appropriate selection.





Step 11: If you are applying usin a public account, you will need to identify if you are the property owner or the contractor. By choosing one, you will be required to enter the information for the other.

Step 12: Please fill out all information.

Applicant Information should be the entity that is applying for the permit. We will be required to have the insurance inforamtion approved for this entity prior to issuing the permit. If you are providing a bond, the bond must be securing the applicant. This will not apply to a deposit. However we strongly recomment that the entity doing the work applies for the permit and submits the deposit/bond.

If you are doing work in the street, please leave the Owner information blank.

Click Next to continue.

elect /	Questy	Description	Amount
		APPLICATION HIS WITH TRAFFIC CONTROL	
		REVIEW	90.0
r	1.01	APPLICATION HIS WITHOUT TRAFFIC CONTROL REISW	90.
÷		REPECTION FOR BORING WILLIAM	82.
		INSPECTION FOR DESTROYING MONTHS WILLS	80.0
		INSPECTION FOR DRIVINGER INSTALLATION	
		OR MODIFICATION REPECTION FOR INSTALLING NEW STELLTY	90.0
		168(10)	90.0
ř	8	MIPSCHON FOR MUNICIPAL DR REPLACING BROKELDW	90.
		INSPECTION FOR INSTALLING/REPLACING	901
		CURR, GUTTOR, HUMBANGE MIRROTTON FOR MUDICUMA/REPLACING	
-		ATEMINA	36
		INSPECTION FOR VISCALLIANIOUS TEMS. INSPECTION FOR PLACING A GUIVELING.	90.
7		NON-CRITICANA UNIT	90.
÷	3 0	MUPRETION FOR NOS MORPHS	821
9		REPRETION HOW TRAFFIC CONTROL	90.
Ė	8	REPRETION FOR TRAFFIC CONTROL LINEY	90.0
ř		REPETION FOR TRAFFIC HISMAL REPALLATION OR MICHIGANICA	90
		INSPECTION FOR TRUE REMOVAL OR	901
		REPECTION FOR TRENCHING	
		REPECTION TO REPLACE/METALL POWER.	90.0
	10.	AT LIGHTS, SIGN POLIS	90.0
		MYSSTRATION FEE	301
		SRENCH CUT 446 - ARTERIAL	90.0
		TREACH CAT HE - RELOWITING ENCROPOWENT REPUNDANCE OPPOINT	90.0
		WATER CONNECTION	301
	0.0	WATER COMMICTION - 5"	90.0
		WATER COMMICSION - 5.5°	90.0
r.		WATER CONNECTION - 2.5" - TURBONS	901
		WATER CONNECTION - SIT*	90.0
		WATER COMMICTION - 32" - TURNING	jac.
		WATER CONNECTION - 2"	90
5		WATER COMMICTION - 2" - TURBING	90.0
		WATER COMMISSION - 8" - TURRING WATER COMMISSION - 8" - TURRING	90.0
		WATER COANCINGS - A - TORRING	90.0
		WATER EDANGED ON - 8"	90.0
		WATER COMMITTION - 4" - FURRISH	90.0
		WATER CORNECTION - 6"	80.0
		WATER CONNECTION - 6" - TURBURE	90.0
÷		WATER CORNECTION - 8"	90.0
7		WATER CONNECTION - 8" - TURBUNE	90.0
		WATER COMMECTION JONE & COMMI MURCHARGE	
E.	14.1	WATER COMMISSION - 2" ZI SURCHARGE	je.
-		WATER COMMICTION - 2.5" 21 SURCHARGE	90.0
		WATER CONNECTION - 2.5" CORRESS ZO	let a
		WALLS CHARLES IN - 31, SUSTRINORS	90.0
		WATER CORNECTION - 22"TURNING 21	90.0
		SURCH	
		WATER COMMEDICA - 2" JUNEOUS 20.	90.0
		ESPECIA	90.0
		WATER CONNECTOR - 8" 21 SURCHARGE	90.0
		WATER CONNICTION - 8710 RB 765 JU SURCH	90.0
F		WATER CONNECTION - 4/Y" 21 SURCHARGE	341
E		WATER COMMISSION - 4" ZII SURCHARGE	90.0
÷		WATER CONNECTOR - 4"TURBUS IN	301
ti .		WATER CORNECTION - 5" 21 SURCEARES	90.0
		WATER CONNECTION - 6"TURNING 21.	90.0
		WATER COMMISSION - 8" 21 SURCHARIS	
		WATER CONNECTION - 8"TURBOR JO	90.0
	1.0	MATERIAL MAT	90.0
2	1.0	WATER METER - 1"	901
		WATER METER - 1.0"	90.0
		WATER METER - 2"	90.0
		WATER METER - 8"	90.0
ė.		WATER METER - 8/4"	90.0
		WATER METER - 6"	áz
		MATER METER - 6"	90
		WATER METER - 8"	90.0
		COMMUNITY PACILITY DISTRICTS	
	35	COMMUNETY FACULTY DISTRICT 2	80.0
		COMMUNETY HACLIST DISTRICT AND COMMUNETY HACLIST DISTRICT A	90.0
		Total Amount : 50.	90.0

Step 13: This is a list of all the permit fees.

Select	Quantity	Description	Amount
		ENCROACHMENT FEES	
п	0	APPLICATION FEE WITH TRAFFIC CONTROL REVIEW	\$0.0
E	0	APPLICATION FEE WITHOUT TRAFFIC CONTROL REVIEW	\$0.0
	0	INSPECTION FOR BORING UTILITIES	50.0
10	0	INSPECTION FOR DESTROYING MONITORING WELLS	\$0.0
0	0	INSPECTION FOR DRIVEWAY INSTALLATION OR MODIFICATION	\$0.0
	0	INSPECTION FOR INSTALLING NEW UTILITY SERVICE	\$0.0
10	0	INSPECTION FOR INSTALLING OR REPLACING BACKFLOW	\$0.0
15	0	INSPECTION FOR INSTALLING/REPLACING CURB, GUTTER, SIDEWALK	\$0.0
	0	INSPECTION FOR INSTALLING/REPLACING STRIPING	\$0.0
10	0	INSPECTION FOR MISCELLANEOUS ITEMS	\$0.0
0	0	INSPECTION FOR PLACING A DUMPSTER, SIGN OR STORAGE UNIT	\$0.0
	0	INSPECTION FOR SOIL BORING	\$0.0
	0	INSPECTION FOR TRAFFIC CONTROL	\$0.0
151	0	INSPECTION FOR TRAFFIC CONTROL ONLY	\$0.0
п	0	INSPECTION FOR TRAFFIC SIGNAL INSTALLATION OR MODIFICATION	\$0.0
	0	INSPECTION FOR TREE REMOVAL OR TRIMMING	\$0.0
	0	INSPECTION FOR TRENCHING	\$0.0
	0	INSPECTION TO REPLACE/INSTALL POWER, ST LIGHTS, SIGN POLES	\$0.0
	0	INVESTIGATION FEE	\$0.0
123	0	TRENCH CUT FEE - ARTERIAL	\$0.0
ET.	0	TRENCH CUT FEE - RESIDENTIAL	50.0
6	0	ENCROACHMENT REFUNDABLE DEPOSIT	\$0.0

Choosing your fee can be a little tricky.

If you are applying for a permit that doesn't require a traffic control plan, please select Application fee without traffic control review. However if you permit requires a traffic control plan for review, please select Application fee with traffic control review.

For Inspection Fee, please select the type of work you are performing and enter the number of working days.

Lastly, please select refundable deposit. This will automatically calculate based on the job value you entered at the beginning of the process. This value should also match the value on the cost estimate you attached to the permit.

Your total fees will be at the bottom of the page.

Click Next to continue to the next page to review the information prior to submitting application.

If everything is correct, then hit Next Step to submit the application. It will bring you to the permit overview page. Here you will be able to check the status of the permit.