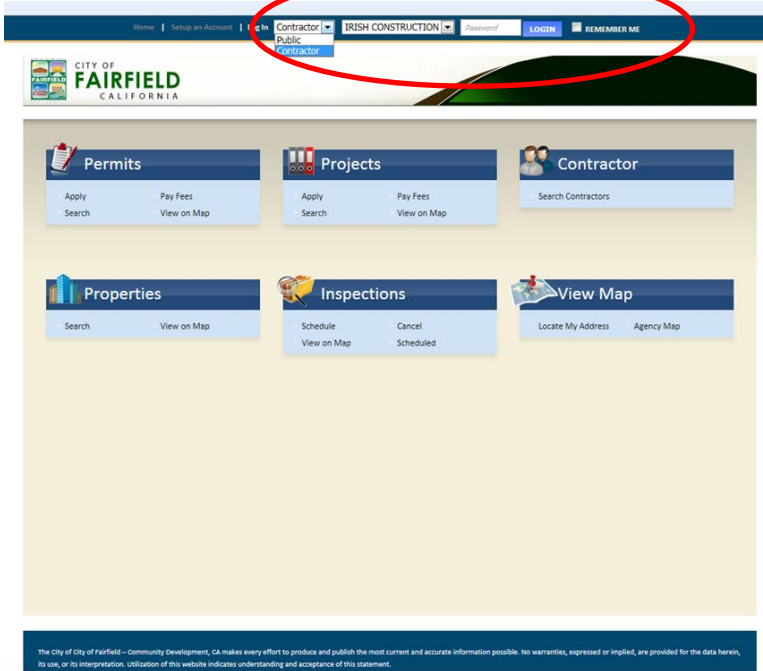


eTrakit3 Step-by-step Guide

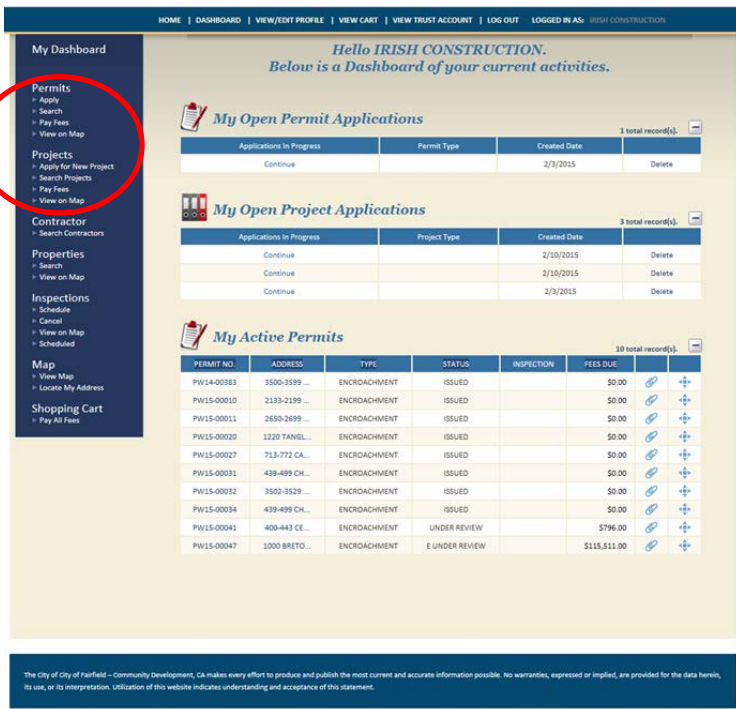
Website - <https://vm-permits.fairfield.ca.gov/etrakit3>

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



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 [Setup an Account](#) 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.

When issued by granting agency, this permit expires and becomes null and void should work not be commenced 180 days from validation date or should authorized construction be suspended or abandoned for a period of 180 days after work is commenced.

I Agree
 I Disagree

[CONTINUE](#)

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

Permit Application

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4 STEP 5

Permit Type Information

PERMIT Type:

*Short Description:

*Job Value:

Location

Enter part or all of your address and press search

[SEARCH](#)

Attachments

Filename: [Select](#)

Description:

[UPLOAD](#)

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 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

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

Step 11: If you are applying using 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.

Permit Application

STEP 1 **STEP 2 CONTACT INFORMATION** STEP 3 STEP 4 STEP 5

Application for a ENCROACHMENT Permit

Applicant Information

*Name *Phone

*Address *Email Address

*City

*State *Zip

Owner Information

*Name Phone

*Address Email Address

*City

*State *Zip

Contractor Information

*Name *Phone

*Address *Email Address

*City License or ID

*State *Zip

Deposit Submitter Information

Name Phone

Address Email Address

City

State Zip

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 information 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 recommend 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.

