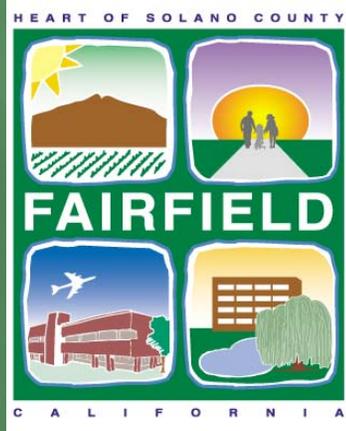


HOW TO.....

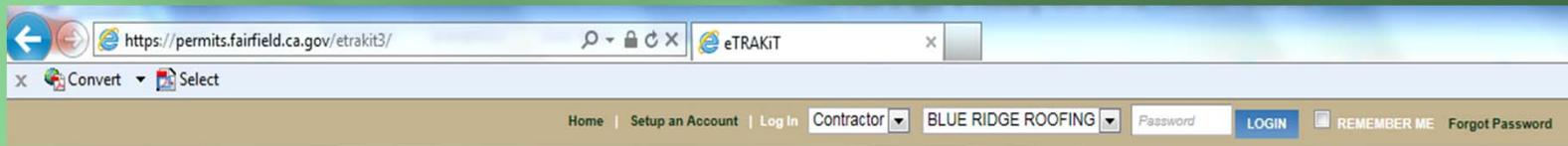
Apply for a Permit Online with eTRAKiT



Brought to you by the City of Fairfield

Getting Started

- **There are 2 ways to get to the new inspection scheduling website.**
 - From the web address bar type the following: <https://permits.fairfield.ca.gov/eTRAKiT3>
 - Go to the Building Inspection Services webpage on: www.fairfield.ca.gov



eTRAKiT Website

- ▣ **The eTRAKiT website allows you to view multiple items**
 - **PERMITS:** Information about permits in the different stages of the permit process with City of Fairfield
 - **PROJECTS:** Information about projects submitted through the Planning Department
 - **CONTRACTORS:** Information on Contractors
 - **PROPERTIES:** Information about parcels, including permit history
 - **INSPECTIONS:** Schedule, View and Cancel Inspections
 - **LICENSE:** Information about Business Licenses in City of Fairfield
 - **VIOLATIONS:** Information about current Code cases in City of Fairfield

Online Permits Contractor Login

- Go to eTRAKiT
- Select “Apply” or Login as a “Contractor”
- At the “Contractor Login” screen, select your name from the company drop down box and enter your password (PIN)

The screenshot displays the City of Fairfield Online Services website. At the top, there is a navigation bar with links for Home, Setup an Account, Log In, Contractor (selected), BLUE RIDGE ROOFING (selected), Password, LOGIN, REMEMBER ME, and Forgot Password. Below the navigation bar is the City of Fairfield logo, which includes a grid of four icons representing different aspects of the city: a house, a sun, a factory, and a school. The text "CITY OF FAIRFIELD CALIFORNIA" is displayed next to the logo. Below the logo, the text "Welcome to City of Fairfield Online Services" is shown, followed by the address "1000 Webster Street, Fairfield, CA 94533 (707)399-5660". At the bottom, there are three main sections: Permits, Projects, and Contractor. Each section has a green header with an icon and a list of options below it. The Permits section includes Apply, Pay Fees, Search, and View on Map. The Projects section includes Apply, Pay Fees, Search, and View on Map. The Contractor section includes Search Contractors.

Home | Setup an Account | Log In | Contractor | BLUE RIDGE ROOFING | Password | LOGIN | REMEMBER ME | Forgot Password

 CITY OF
FAIRFIELD
CALIFORNIA

Welcome to City of Fairfield Online Services

1000 Webster Street, Fairfield, CA 94533 (707)399-5660

 **Permits**

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

 **Projects**

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

 **Contractor**

- ▶ Search Contractors

Online Permits

Step 1:

Read the requirements to obtain a permit.

Select the "Online Permit Documents" link to download any forms required for your permit.

Choose "I agree" or "I disagree" and click "Continue"

I agree will take you to the application screen, I disagree will return you to the main screen.

The screenshot displays a web application interface for online permits. At the top, a navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, and LOG OUT, along with the user's login status: LOGGED IN AS: JOHN SMITH. A left-hand sidebar menu, titled "My Dashboard", lists various categories: Permits (with sub-links for Apply, Search, Pay Fees, and View on Map), Projects (with sub-links for Apply for New Project, Search Projects, Pay Fees, and View on Map), Contractor (with sub-link for Search Contractors), Properties (with sub-links for Search Property and View on Map), Inspections (with sub-links for Schedule, Cancel, View on Map, and Scheduled), Map (with sub-links for View Map and Locate My Address), and Shopping Cart (with sub-links for Pay All Fees and Paid Items). The main content area features a warning message: "When issued by granting agency, this permit could expire and become 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." Below this message are two radio button options: "I Agree" (which is selected) and "I Disagree". A blue "CONTINUE" button is positioned to the right of these options.

Online Permits

Step 2:

APPLICATION: Choose eTRAKiT as your permit type and then select your permit subtype.

Enter a short but detailed description.

Enter your job value: Numbers only

LOCATION: An address is required for all permits. In the "Location" section, type in the street address number and street. A list of available addresses will display, choose the correct address. Verify the address is correct, a permit on the incorrect address will be void.

ATTACHMENTS: If you have an attachment that is relevant to the permit, click "Select" to choose the file on your computer to upload and add a simple description.

Permit Type Information

PERMIT Type: BASIC RESIDENTIAL REPLACEMENT ▾

*PERMIT Subtype: AIR CONDITIONER ▾

*Short Description: Replacement of Old A/C

*Job Value: \$900.00

Additional Information

+ MECHANICAL

+ PLUMBING

+ ELECTRICAL

Location

0030330060
1000 WEBSTER ST
FAIRFIELD, CA 94533

Address Lookup

Attachments

Filename: Select

Description:

UPLOAD

CANCEL NEXT STEP

Online Permits

Step 3:

PERMIT APPLICATION: Verify "APPLICANT", "CONTRACTOR" and "OWNER" information. Items marked with * are required. Select Next Step

Permit Application

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

Application for a BASIC RESIDENTIAL REPLACEMENT Permit

Applicant Information

*Name	John Smith	*Phone	(707) 429-6296
*Address	1000 Webster Street	*Email Address	jsmith@yahoo.com
*City	Fairfield		
*State	CA	*Zip	94533 - -

Owner Information

*Name	FAIRFIELD PUBLIC IMPROV CORP	Phone	(707) 123-4567
*Address	CO CHARLES LONG	Email Address	
*City	FAIRFIELD		
*State	CA	*Zip	94533 - -

Contractor Information

Name	John Smith Repair	Phone	(707) 876-5432
Address	123 Webster Street	Email Address	
City	Fairfield	License or ID	12345678
State	CA	Zip	94533 - -

Online Permits

Step 4:

CONFIRM AND RECORD: At this step you will confirm the information you have provided for the permit.

Permit Type, Subtype, Description, Location Fee information will be displayed.

Select "Next Step" to go to the Shopping Cart and pay for your permit.

You will also have the option to edit any information before the permit is created and payment is required

Permit Application

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

Application for a BASIC RESIDENTIAL REPLACEMENT Permit

Permit Information EDIT	Location EDIT
Type: BASIC RESIDENTIAL REPLACEMENT Subtype: AIR CONDITIONER Description: Replacement of Old ... Job Value: 900	1000 WEBSTER ST FAIRFIELD, CA 94533
Contacts EDIT	Fee Information
Applicant Information John Smith (707) 429-6296 1000 Webster Street jsmith@yahoo.com Fairfield, CA 94533	Type: MINIMUM PERMIT FEE Amount: \$35.00 Type: MECHANICAL Amount: \$25.00 Total Fees: \$60.00
Owner Information FAIRFIELD PUBLIC IMPROV CORP (707) 123-4567 CO CHARLES LONG FAIRFIELD, CA 94533	Attachments To upload additional attachments click Here
Contractor Information John Smith Repair (707) 876-5432 123 Webster Street Fairfield, CA 94533	

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

Online Permits

Step 5:

FEES: After your new permit is created, you will be able to pay the fees. In the "Shopping Cart" select "Pay Now"

CREDIT CARDS: City of Fairfield only accepts VISA or MASTERCARD for all online transactions.

REFUNDS: Refunds will be handled on a case-by-case basis and payments will be returned if deemed necessary by the Chief Building Official.

PERSONAL INFORMATION: City of Fairfield does not store and will never sell your personal information, including credit card account information, to a third party for marketing purposes.

Permit Application

STEP 1 STEP 2 STEP 3 **STEP 4 PAYMENT**

Checkout Summary

BASIC RESIDENTIAL REPLACEMENT Permit

MINIMUM PERMIT FEE	\$35.00
MECHANICAL	\$25.00

Fees Due: \$60.00

Total: \$60.00

[BACK TO STEP ONE](#) [PAY NOW](#)

Online Permits

Step 6:

CREDIT CARD INFO: On this page you will enter your credit card information and billing address. When complete, select the "Process Payment" link and your payment will be processed.

RECEIPT: Once the payment is processed the following page can be printed as your receipt and you will also receive a receipt by e-mail.

Permit Application

STEP 1 STEP 2 STEP 3 **STEP 4 PAYMENT**

Total Fees:	\$60.00
Total Payment:	\$60.00

First Name

Last Name

Credit Card Type

Credit Card Number

Expiration Date

Security Code(CVN)

Billing Address

City

State

Zip -

Online Permits

Step 7:

Payment Summary: On this page you will see a summary of all payment information and fees. Here you have the option to print the summary as a receipt to keep as a record of your transaction. A receipt will be e-mailed to you as well.

Permit Application

STEP 1 STEP 2 STEP 3 **STEP 4 PAYMENT**

Payment Summary

The Transaction is Approved
Credit Card number: **** * 5454
Authorization Code: 28011035
Receipt No: WEB37
Paymethod:MasterCard
Amount Paid: \$60.00
Paid Date: 6/23/2015

Name: John Smith
Address: 1000 Webster Street
City, State, Zip: Fairfield, CA 94533
Phone: (707) 429-6296
Email: jsmith@yahoo.com

[VIEW PERMIT](#) [PRINT SUMMARY](#)