



COMMUNITY DEVELOPMENT DEPARTMENT Building & Fire Safety Division

eTRAKiT Procedure and Permit Information – Attic Insulation

Online permits are available for residential attic insulation.

Prior to eTRAKiT Login:

Unless the applicant is a California licensed contractor, the Owner-Builder Verification form must also be filled out completely and attached to the permit application.

Permit Application:

Sign in to eTRAKiT using your username and password. Go to the “Permits” tab and select “Apply”. Select the Permit Type from the drop down menu, which will be “Basic Residential (Replacement)” in this case. Select the Permit Subtype Attic Insulation. Enter a short description that includes the R value and valuation of the proposed work and specify the address to which this permit application will pertain. No attachments are required.

Review all permit application information prior to submittal. Once submitted, a vicinity map and permit / property information screen will appear after the application has finished processing. The status of the application will be updated to “E Under Review”.

Permit Review:

The permit application is under review by City of Fairfield Building Division staff after the submission. This and any other permit applications may be tracked under the title “My Active Permits” accessed through the “My Dashboard” link on the menu bar to the left of the screen. This area may be used to track the status of active permits as well as their associated inspections. Once the application has been approved by staff (typically by the end of the next business day unless more information is required), the status will be changed to “Approved”. At this point, click the “Pay Fees” link on “My Dashboard” to complete the required transaction. Once the permit fees are paid, the permit status will change to “Issued”.

Permit Issuance:

Once issued, the permit applicant / holder is responsible for printing the building permit, the permit inspection card, and any associated attached forms (such as energy forms, etc.). These documents must be on site and available to the building inspector at the time of inspection(s).

Permit Inspection / Final:

Inspections may be scheduled via the “Schedule” link on the menu bar to the left of the screen. The cut-off time for scheduling inspections is 3:00 PM of the business day prior to the desired inspection date. The phone inspection line (707-428-7570) will also be available to schedule inspections.

In addition to the printed documents that are required to be on site at the time of inspection(s) as noted above, form CR2R-ENV-03-E must be filled out post installation. This additional form must be presented to the building inspector at the time of the last inspection in order to final the building permit.

Additionally, California law requires smoke and carbon monoxide detectors to be present at all required locations and to be verified at the point of building permit inspection of any alteration requiring a building permit. The applicant must fill out the Smoke/CO Detector Self-Certification form and present this form as well to the building inspector in order to final the permit.