eTRAKiT
CONTRACTOR
USER GUIDE

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INSTRUCTIONS ON THE USE OF PLANNING AND DEVELOPMENT SERVICE’S ETRAKIT ONLINE PERMITTING SYSTEM

HTTPS://ETRAKIT.PDSKC.ORG/

PDS recommends using INTERNET EXPLORER for best results when using eTRAKiT.

This site provides access to our Community Development services, allowing citizens and contractors to search for information and complete many common tasks over the Internet. Online applications, permits, projects, and online payment are available for registered contractors.
1. Account type selection – Public is for homeowners, Contractor if for contractors registered
2. Account name – This list is organized alphabetically with the specific contact name in parenthesis
3. Password – Your initial password is the PIN given to you by PDS Staff.

To have your contractor account created send an email to PDS at permits@pdskc.org with the following information.

- Company Name*
- Primary contact name, phone number, email*
- Type of company*
- Proof of liability insurance
- Occupational license
- License # (HVAC contractors only)

* - Required
After using your PIN to login you will be prompted to create a password and set a security question and answer.

- Minimum of 6 characters
- Maximum of 25 characters
- At least one letter and 1 number

Note: Password is case sensitive

Select SAVE AND LOGIN to complete the initial login.
1. Permit Number – unique identifier for each record
2. Record Address – site address entered when application was submitted
3. Record Type – identifies work type of work being completed
4. Record Status – identifies where the application is in the approval process
5. Fees Due – any outstanding fees
6. Attachments – select to see attachments associated to the record
7. Map – will show the site location on a map
8. Collapse/expand – show or hide list
1. Record Number – unique identifier for each record
2. Record Type – identifies work type of work being completed
3. Record Status – identifies where the application is in the approval process
4. Address – site address entered when application was submitted
5. Inspection – Identifies the type of inspection
6. Date – scheduled date of inspection
7. Map – will show the site location on a map
1. Record Type – identifies work type of work being completed
2. Subtype – Identifies the specific type of work and fee schedule line items
3. Short Description – explains any necessary details
4. Status – identifies where the application is in the approval process
5. Applied Date – date application was submitted
6. Approved Date – date PDS staff approved plans and/or application
7. Issued Date – date customer was sent or picked up permit
8. Finaled Date – date of passing final inspection
9. Expiration Date – date permit expires
### Identify and Navigate the Permit Link

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Paid Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC RESIDENTIAL</td>
<td>$105.00</td>
<td>9/20/2018</td>
</tr>
<tr>
<td>HVAC RESIDENTIAL</td>
<td>$100.00</td>
<td></td>
</tr>
</tbody>
</table>

- **1. Fee schedule items** – each item associated for permit cost total
- **2. Amount** – total for each fee item
- **3. Paid Date** – date that fee was paid or link to pay fees
- **4. Total Fees** – total of all fee items
- **5. Balance Due** – remaining cost of permit
- **6. Pay All Fees** – link to pay all fee for permit
- **7. Add To Cart** – link to add permit fees to Shopping Cart

**Fees**

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![Permit Details](image-url)
1. Type – Inspection type
2. SEQ# - Order of inspection
3. Results – Status of inspection
4. Scheduled Date – Date of inspection
5. Time – Time of inspection
6. Completed – Date inspection was completed
7. Time – Time inspection was completed
8. More Info – will display a window that contains all inspection information
1. Item selection – check or uncheck boxes to select fees to add to shopping cart
2. Remove Selected Items – removes items that have a checked box
3. Back To Dashboard – returns to dashboard page
4. View Paid Items – allows you to see all paid items
5. Proceed To Checkout – brings you to the payment screen
6. Payment Options – Choose to pay with Pay Pal or Credit or debit card
APPLYING FOR NEW PERMIT
HVAC PERMIT

STEP 1

Starting in the Dashboard page under the Permits select Apply/New Permit

1. Apply/ New Permit – Select this option to open Permit Application page
2. From the dropdown select the Permit Type
3. From the dropdown select the Permit Subtype
4. Enter a Short Description
5. Enter a Job Value
6. Acknowledge the Disclaimer
7. From the dropdown select your preferred Fast Track option
8. Enter the information for each unit
APPLYING FOR NEW PERMIT

HVAC PERMIT

STEP 1

1. Enter Location of site work will be performed – site address must match correct address for our database
2. Select relationship to permit – Contractor if you are performing the work
3. Add any necessary documents to the application – See attachment criteria on Electronic Plan Submission Guidelines on Page 16
4. Enter document description then Select Upload
5. Select NEXT STEP when all required fields are complete
STEP 2

1. Verify that all information is correct for each contact
2. Select NEXT STEP
**APPLYING FOR NEW PERMIT**

**HVAC PERMIT**

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**STEP 3**

1. Check all items that apply to the work you are performing
2. Enter the quantity for each system to be installed
3. Select NEXT STEP
APPLYING FOR NEW PERMIT

HVAC PERMIT

STEP 4

1. Verify that all information is correct
2. Select NEXT STEP
APPLYING FOR NEW PERMIT

HVAC PERMIT

STEP 5

1. Select ADD TO SHOPPING CART if you would like to keep entering permits
2. Select PAY NOW if you would like to pay for the permit fees
Electronic Plan Submission Guidelines

FILE SIZE AND TYPE

- Documents must be in PDF format or another format viewable in Bluebeam.
- Minimum of 300 DPL is required.

PLAN REQUIREMENTS

- It is imperative that the building plan sets be fully dimensioned as imaged versions may be printed at a reduced scale.
- Plans shall be prepared to industry standard scaled of a legible size. i.e. Architectural Drawings to scale 1/8" = 1 \text{'} minimum. Engineering Site Plans to a1" =20\text{'}.
- A 3-inch x 3-inch space in the title box area for the County Approval stamp should be provided. This space must be in a corner, preferably the lower right, and in the same location on all pages.
- All sheets shall be in order and properly oriented so that the top of the page is always at the top of the monitor and pages must be set to landscape.
- All architectural, structural, mechanical, electrical, and plumbing plans shall be in one file, so the Plan Reviewer may scroll through the file, and have the ability to view all pages without opening another file.
- Additional submittal documents shall be saved as individually-named PDF files separate from the plans.
- All text shall be readable with standard fonts and no smaller than 10 points.
- The security options selected by the design professional shall allow the plan reviewer to markup digital documents, create notes, and to insert/remove sheets to create a complete set of approved plans.
- Plans marked “Not for Construction or Preliminary” will not be accepted.
- Pages may not be "shaded" or use different colored layers to ensure easy electronic viewing and printing.
- Each submitted pdf file shall include bookmarks that will clearly identify each sheet in the file. Bookmarks shall have the same name as the cover sheet index. Example of Bookmarks:
  - COVER: CS-I Cover Sheet
  - SITE: CS-2 Site plan
eTRAKiT
SUPPORT

PERMITS OFFICE CONTACT INFO

Email – Permits@pdskc.org

Phone – (859)-957-2408