

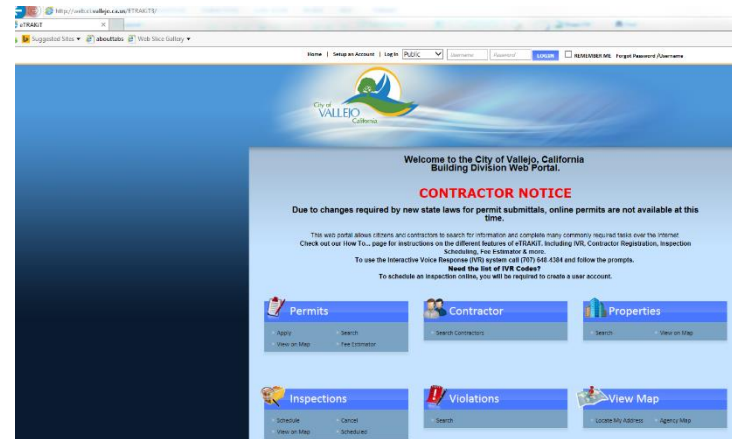
How to.....

How to schedule an inspection online using eTRAKiT.



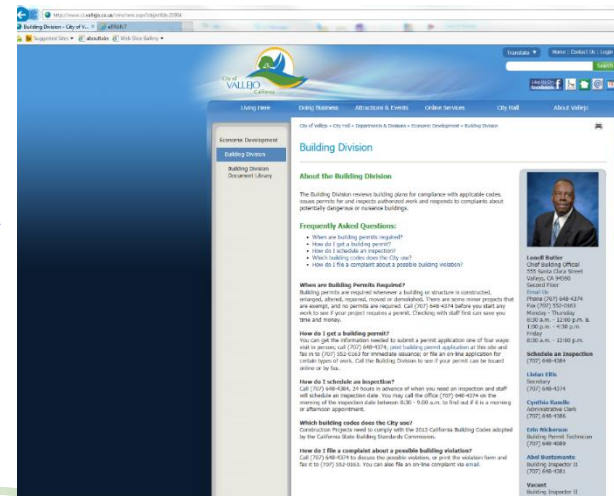
There are 2 ways to get to the web site to schedule an inspection:

- From the web address bar type the following:
web.ci.Vallejo.ca.us/eTRAKIT3



OR

- Go to the Building Division web page:
<http://www.cityofvallejo.net/cms/one.aspx?objectId=21904>



Log in to your user account

- For public user click on the Public drop-down arrow.

- For Contractors click on the Contractor drop-down arrow.

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes sections for Permits, Contractor, Properties, Inspections, Violations, and Map. The main content area has two login sections: 'Public Login' and 'Contractor Login'. The 'Public Login' section has fields for 'User Name' and 'Password', a 'LOGIN' button, and links for 'Forgot your password?' and 'Forgot your user name?'. The 'Contractor Login' section has a dropdown menu with '1001 HOME SERVICES' selected, a 'Password' field, and a 'LOGIN' button. A red circle highlights the 'LOGIN' button in the top navigation bar. Red arrows point from the 'Public' dropdown in the navigation bar to the 'Public Login' section and from the 'Contractor' dropdown to the 'Contractor Login' section.

Home | Setup an Account | Log In | Public | Username | Password | LOGIN | REMEMBER ME | Forgot Password /Username

Public Login

User Name:

Password:

LOGIN

* New users [Click here](#) to Register.
[Forgot your password?](#)
[Forgot your user name?](#)

Contractor Login

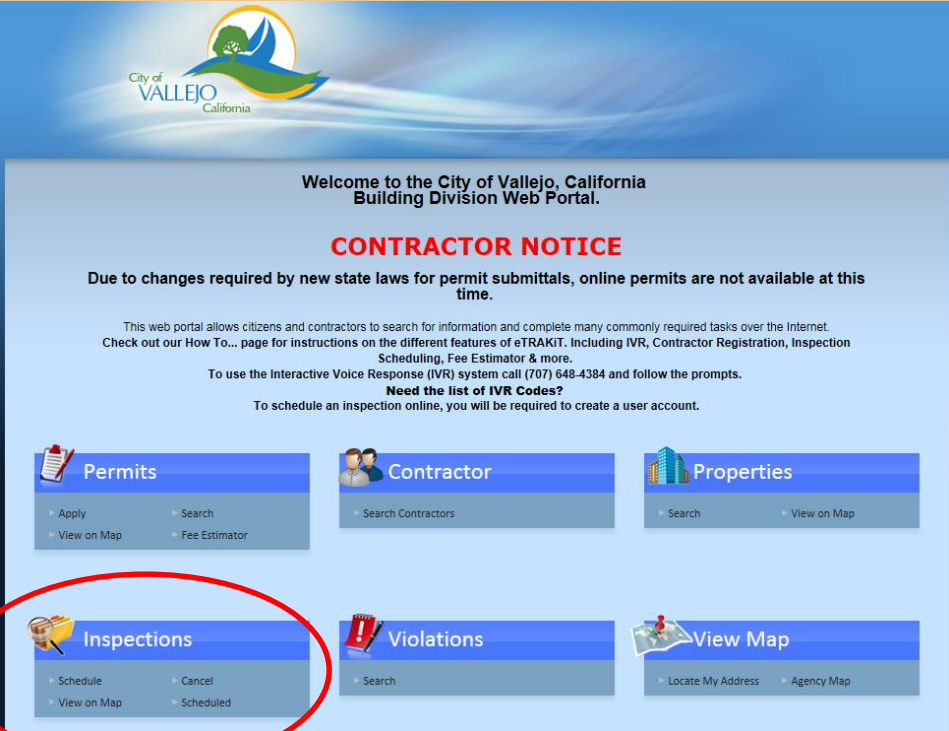
1001 HOME SERVICES

Password:

LOGIN

To schedule an inspection

You must have a valid (active) permit.



City of VALLEJO California

Welcome to the City of Vallejo, California Building Division Web Portal.

CONTRACTOR NOTICE

Due to changes required by new state laws for permit submittals, online permits are not available at this time.

This web portal allows citizens and contractors to search for information and complete many commonly required tasks over the Internet. Check out our [How To...](#) page for instructions on the different features of eTRAKIT. Including IVR, Contractor Registration, Inspection Scheduling, Fee Estimator & more.

To use the Interactive Voice Response (IVR) system call (707) 648-4384 and follow the prompts.
Need the list of IVR Codes?
To schedule an inspection online, you will be required to create a user account.

Permits

- Apply
- View on Map
- Search
- Fee Estimator

Contractor

- Search Contractors

Properties

- Search
- View on Map

Inspections

- Schedule
- View on Map
- Cancel
- Scheduled

Violations

- Search

View Map

- Locate My Address
- Agency Map

Click on schedule.

Enter a valid (active) permit number. Example SR14-0027.

Click on the link button to link a valid (active) permit.

My Dashboard

- Permits
 - ▶ Apply
 - ▶ Search
 - ▶ Fees Estimator
 - ▶ View on Map
- Contractor
 - ▶ Search Contractors
- Properties
 - ▶ Search Property
 - ▶ View on Map
- Inspections
 - ▶ Schedule
 - ▶ Cancel
 - ▶ View on Map
 - ▶ Scheduled
- Violations
 - ▶ Search
- Map
 - ▶ View Map
 - ▶ Locate My Address

Link a Permit to my Account

Permit #:

[LINK](#) [CANCEL](#)

My Active Permits

Click on request button to schedule inspection.

The screenshot shows a user interface for 'My Active Permits'. At the top, it says 'Hello Lonell Butler. Below is a Dashboard of your current activities.' There is a 'LINK TO PERMITS' button. Below that is a section titled 'My Active Permits' with a clipboard icon and a table of 2 records. The table has columns: PERMIT NO., ADDRESS, TYPE, STATUS, INSPECTION, FEES DUE, and three action icons (link, map, delete). The 'Request' button in the 'INSPECTION' column of the second row is circled in red. A red arrow points from the text 'Click on request button to schedule inspection.' to this button.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
EL15-0015	1034 SANDH...	ELECTRICAL	ISSUED	Request	\$0.00			
SR14-0027	7185 STONE...	BUILDING	ISSUED	Request	\$0.00			

Inspection Request

Your information should automatically populate in the required fields.

- Click on the **inspection type** drop-down arrow to and select the type of inspection.
- Select the requested date for the inspection you are requesting.

Note:

Inspection times may vary depending on the inspections for the day. We provide 2-hour inspection windows for all inspections.

My Dashboard

- Permits
 - Apply
 - Search
 - Fees Estimator
 - View on Map
- Contractor
 - Search Contractors
- Properties
 - Search Property
 - View on Map
- Inspections
 - Schedule
 - Cancel
 - View on Map
 - Scheduled
- Violations
 - Search
- Map
 - View Map
 - Locate My Address

PERMIT Inspection Request - SR14-0027

Contact Name:

Phone Number:

Site Address:

Email Address:

Notes:

Inspection Type:

Requested Date:

Time:

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'

Inspection City Policy