



eTRAKiT COR CONNECT Web Portal: A Brief How-To Schedule Inspections Guide

Access the City of Richmond's "eTRAKiT" COR CONNECT Web Portal at etrakit.ci.richmond.ca.us

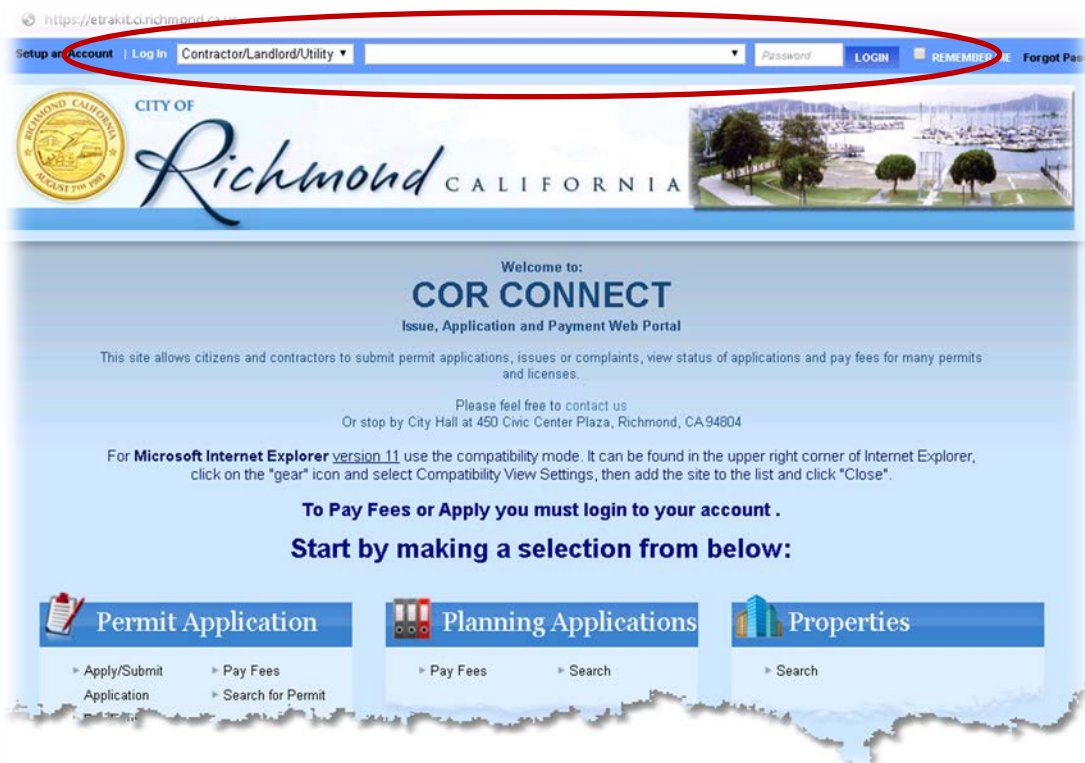
There are two types of Log-Ins, PUBLIC (Owner/Builder) and CONTRACTOR.

Registered Contractors on our portal, use the drop down to find your Company Name registered with the City or your Permt Technican can supply you with the login and password.

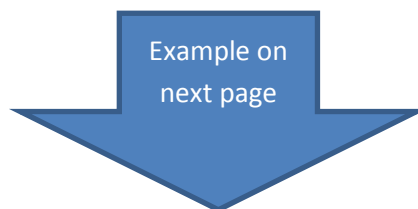
Check the "Remember Me" box to always have your login appear.

Once you are logged in the system will bring you to your Dashboard, where all of your associated permits applications, permits, inspections, project and Active City Licenses are be collected. If you are a Public Owner/Builder, or Contractor logging in for the first time you will not have any active permits.

YOU MUST LOGIN WITH THE SAME ACCOUNT USED WHEN YOU APPLIED IN ORDER TO SCHEDULE AN INSPECTION. IF YOU ARE NOT LINKED TO THE PERMIT YOU CANNOT SCHEDULE AN INSPECTION.



Your dashboard will look like the example on the next page.



City of Richmond eTRAKiT Building Permit Inspection Guide

Click on the permit you want schedule in the “My Active Permits” section to see the detail or click “Request” under “INSPECTION”, if the permit you are trying to schedule an inspection for is not listed on your dashboard, Click ‘Search for Permits’ on the left side.

The screenshot shows the eTRAKiT dashboard for CRW SYSTEMS INC. The left sidebar contains a menu with 'Search for Permits' circled in red. A red arrow points from this menu item to the 'My Active Permits' table. In this table, the 'Request' button in the 'INSPECTION' column for permit B20-00805 is also circled in red.

| PERMIT NO. | ADDRESS | TYPE | STATUS | EXPIRED | INSPECTION | FEES DUE |
|------------|---------------|-----------------|---------|-----------|------------|----------|
| B20-00805 | 450 CIVIC ... | BLD RESIDENTIAL | ISSUED | 12/8/2020 | Request | \$0.00 |
| B20-00805 | 450 CIVIC ... | WASTEWATER | APPLIED | | | \$0.00 |

If searching for the permit, here you can enter your Permit Number or use the drop-down to choose other criteria. If you are trying to enter an address, and not using the option “Contains” consider using ‘%’ the wildcard symbol. For example, instead of typing 450 Civic Center Plz, you could try 450%Civic%

The screenshot shows the 'Permit Search' page. The search criteria are: SITE_ADDR, Contains, 450%civic%. The search results table is as follows:

| PERMIT_NO | DESCRIPTION OF WORK | SITE_ADDR | SITE_APN | PM Job Number | 2_RECEIPT_NO |
|-----------|------------------------------|----------------------|-----------|---------------|--------------|
| B20-00805 | CONVERT ADU BACK INTO GARAGE | 450 CIVIC CENTER PLZ | 515210001 | | |

Once you get your desired results in the results window, click the row that contains your permit.

City of Richmond eTRAKiT Building Permit Inspection Guide

The Permit and details are available on this screen. Click on 'Request Inspection'.

The screenshot displays the eTRAKiT interface for permit #B20-00805. The page title is "Permit #B20-00805". The main content area shows the permit details, including the type (BLD RESIDENTIAL), subtype (ALTERATION/REPAIR), and scope of work (CONVERT ADU BACK INTO GARAGE). The status is ISSUED, and the applied date is 3/31/2020. The expiration date is 12/6/2020. The "Inspections(14)" tab is highlighted, indicating that there are 14 inspections associated with this permit. A red circle highlights the "Request Inspection" button, and a red arrow points from the text above to this button. Another red arrow points from the "Inspections(14)" tab to the text below.

Also on this screen you can check scheduled and completed inspections on the 'Inspections tab' to ensure that the inspection has not already been scheduled.

City of Richmond eTRAKiT Building Permit Inspection Guide

This screen will populate all of the fields that you have previously entered, still allowing you to enter any relevant 'Notes', such as 'side gate open' or 'documents on patio table' etc. to allow for social distancing. Continue with your inspection request by selecting the 'Inspection Type' from the drop-down menu, select the 'Requested Date' (up to one week in advance), and select your preferred 'Time' for inspection (AM/PM). Then Click 'ADD INSPECTION'. At this time you can select another inspection to add it to the existing one. Information with *** are Required**

etrakit.d.richmond.ca.us/inspection/request.aspx?Group=permit&ActivityNo=B20-00805

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

My Dashboard

PERMIT Inspection Request - B20-00805

Permit Application
Apply/Submit Application
Search for Permit
Pay Fees
Issued Permits Report

Planning Projects
Search Projects
Pay Fees

Properties
Search Property

Inspections
Schedule
Cancel
Scheduled

License
Apply for New Licenses
Search Licenses
Pay Fees

Violations
Search
Pay Fees

Issues/Concerns
Report Issue/Concern
Search Issue/Concerns

Shopping Cart
Pay All Fees
Paid Items

Contact
Contact us

* Contact Name: CRW SYSTEMS INC
* Phone Number: [] - [] - []
* Site Address: 450 CIVIC CENTER PLZ
* Email Address: []
Notes: []
Inspection Type: 110 FRAMING INSULATI
Requested Date: 6/15/2020
Time: Any

ADD INSPECTION CANCEL

Add Inspections by selecting Inspection Type, Request Date, Time and pressing Add Inspection
When finished adding all Inspection request you Must Press "SUBMIT"

* Inspection Request must be made by 6:00 a.m the day of the inspection
* You will receive an e-mail confirmation
* Your inspection is not scheduled until confirmed by email

Additional Information for Final Inspections

Please note that some projects require approval and a subsequent sign-off by agencies other than the Building Division. You are required to obtain these sign-offs on your permit card prior to scheduling your Building Division final inspection.

Depending on your project work scope sign-offs from any or all of the following agencies may be required:

- Fire Department: 510-307-8031
- Planning Department 510-620-6706
- Health Department 925-692-2500
- Engineering 510-307-8091
- Sanitary District:
 - Richmond 510-620-6594
 - Stege 510-524-4668
 - West County 510-222-6700
 - Water Resource Recovery 510-620-6594

*If your projects approved plans include an approval stamp by any of the above agencies then sign-off by that agency on your permit card is required before scheduling your Building Division Final inspection.

- Requested date: is the next date available, you can change the date that will list only the next 7 days.
- Time: A.M. inspection the time fame is 8 to 12. A P.M. inspection is 12 to 4.

City of Richmond eTRAKiT Building Permit Inspection Guide

When you have added all inspections desired, **you must click SUBMIT**

ettrakit.ci.richmond.ca.us/inspection/request.aspx?Group=permit&ActivityNo=B20-00805

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

My Dashboard

PERMIT Inspection Request - B20-00805

Contact Name: CRW SYSTEMS INC

Phone Number: [] - [] - []

Site Address: 450 Civic Center Plaza

Email Address:

Notes: Job Card and plans on Construction
Site Bulletin Board

Inspection Type: 114 LATH/SIDING

Requested Date: 6/15/2020

Time: Any

ADD INSPECTION CANCEL

Add Inspections by selecting Inspection Type, Request Date, Time and pressing Add Inspection
When finished adding all Inspection request you Must Press "SUBMIT"

| Inspection Type | Request Date | Time | |
|----------------------|--------------|------|--------|
| 110 FRAMING INSULATI | 6/15/2020 | Any | Delete |
| 114 LATH/SIDING | 6/12/2020 | Any | Delete |

SUBMIT RESET

CONGRATULATIONS!! You have scheduled your inspection. You will be sent an email confirmation of the Inspection type, date and time and you can see it in your Inspections tab.

ettrakit.ci.richmond.ca.us/Search/permit.aspx?activityNo=B20-00805

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CRW SYSTEMS INC

My Dashboard

Permit Search

Search By: PERMIT_NO Contains SEARCH Click here for search examples

Permit #B20-00805

Attachment Request Inspection

Permit Info Site Info Contacts (2) Fees \$0.00 Inspections(14) Conditions Reviews

Type: BLD RESIDENTIAL

Subtype: ALTERATION/REPAIR

City of Richmond eTRAKiT Building Permit Inspection Guide

You will receive the following email.

PERMIT INSPECTION RECEIVED NOTICE B20-00805
Building Regulations Division - City of Richmond [DoNotReply@ci.richmond.ca.us]
Sent: Wednesday, June 10, 2020 4:34 PM
To: noreply@ci.richmond.ca.us

YOUR INSPECTION HAS BEEN SCHEDULED

PERMIT APPLICATION B20-00805



This email has been generated to inform you that your inspection request for the below location address, has been scheduled.

Building Regulations Division

450 Civic Center Plaza
Richmond, CA 94804

Phone: (510) 620-8800 Fax: (510) 621-1229

email: noreply@ci.richmond.ca.us

The following 104 SHEAR NAILING-IN has been scheduled in the system for permit: B20-00805

Please note if you scheduled an A.M. inspection the time frame is 8 to 12. A P.M. inspection is 12 to 4. If you would like to narrow the time frame please call 510-231-3018 no later than 7:30 am the morning of your inspection.

If your inspection needs to be re-scheduled due to circumstances beyond our control you will receive an email notification

| | |
|------------------|--|
| Permit ID: | B20-00805 |
| Permit Status: | ISSUED |
| Inspection Type: | 104 SHEAR NAILING-IN |
| Location: | CONVERT ADU BACK INTO GARAGE |
| Applicant: | CRW SYSTEMS INC |
| Contractor: | CRW SYSTEMS INC |
| Created Via: | Web Portal Scheduling System |
| Inspection Date: | 06/15/2020 |
| Inspection Time: | 8 A.M. to 12 P.M. |
| Created Date: | 06/10/2020 |
| Permit Amt Due: | 0 |
| Notes: | 6/10/2020 4:34 PM CRW SYSTEMS INC Contact Name: CRW SYSTEMS INC Site Address: 450 CIVIC CENTER PLZ Phone: 5106206740 e-Mail: noreply@ci.richmond.ca.us |

This inspection is scheduled 5 days from today

Use your inspection record card as a guide to scheduling or rescheduling inspections. The card is organized by inspection type and will list inspection codes as normally sequenced for most projects

[View basic detail of your permit by clicking here](#)

NOTE:

Please be advised that:

- failure to properly complete an issued permit is a violation of the City of Richmond Municipal Code;
- this notice may be referred to Code Enforcement for further action;
- all plans and documents will be discarded if the permit is not completed within 360 days from the expiration date;
- failure to complete this permit may adversely affect future property transactions.

Please contact the Building Division with additional questions.

All fees are subject to change and will be charged at the rate in effect at the time your payment is made.

M01-24 (3/2015) This email was sent to noreply@ci.richmond.ca.us. This email was sent from a confidential-only address that cannot accept incoming email. Please do not reply to this message.

