



eTrakit Online Building Permits

The City of Elk Grove would like to thank you for the opportunity to serve you. You can now apply for minor building permits and schedule your inspections using the new eTrakit Online Permit program.

If you are a licensed contractor, you must first *register* with the Building Safety & Inspection Division to access and fully use the program. Please register using the link below:

https://cityofelkgrove.formstack.com/forms/contractor_online_inspection_registration_form

You will receive an email confirmation after you've submitted the registration form. Please allow up to 48 hours for processing. Once registered, you will receive an email providing you with a Username and directions on how to access the site.

All other applicants can register for a public account through the eTrakit site, please use the link below:
<https://elgr-trk.aspgov.com/eTRAKiT/publicUserAccount.aspx?action=npa>

Please refer to the eligible permit types listed below. If your project is not one of the Eligible Permit Types you will need to use our [Electronic Plan Review Policy](#) for online submittals.

Eligible Permit Types:

- **ROOFING: Reroofing or repairs.**
New installations or reroofing (including overlays) with materials having a total combined weight exceeding 3-1/2 pounds per square foot must be applied for using the Electronic Plan Review Policy.
- **WATER HEATERS: Water heater replacements in the same location.**
Relocation and/or conversion of water heaters from gas to electric must be applied for using the Electronic Plan Review Policy.
- **HVAC, CONDENSER, FURNACE OR DUCT WORK:**
Replacement of existing units in the same location.
Relocations must be applied for using the Electronic Plan Review Policy.
Mini-Split System Installation. Whole House Fan Installation
- **SEWER LINES: Repair or replacement of existing line in same location.**
Relocation or new connections must be applied for using the Electronic Plan Review Policy.
- **WATER LINES: Repair or replacement of existing line in same location.**
Relocation or new connections must be applied for using the Electronic Plan Review Policy.
- **ELECTRICAL SERVICE: Panel replacement or upgrade of up to 200amp service in same location.**
Relocation of service panel must be applied for using the Electronic Plan Review Policy.
- **SMUD SAFETY INSPECTION: If services have been disconnected at your property a safety inspection is required for code compliance prior to restoration.**
- **WINDOW REPLACEMENT(S): Window replacement of same size and in same location.**
Any modification to existing window frame or installation of new window(s) must be applied for using the Electronic Plan Review Policy.
- **WATER SOFTENER: The installation of a water softener system.**
- **SOLAR PHOTOVOLTAIC SYSTEM: The installation of a *residential* solar photovoltaic system.**
Plan review required. Commercial installations will need to be applied for using the Electronic Plan Review Policy.
- **ACCESSORY STRUCTURE: The installation of a *residential* carport, patio cover or patio enclosure**
Plan review required. Commercial installations will need to be applied for using the Electronic Plan Review Policy.

- **SWIMMING POOLS AND SPAS:** The installation of a *residential* swimming pool and/or spa.
Plan review required. Commercial installations will need to be applied for using the Electronic Plan Review Policy.
- **ADDITIONS AND/OR REMODELS:** The interior *residential* remodel, garage conversion and/or addition to dwelling. *Plan review required. Commercial installations will need to be applied for using the Electronic Plan Review Policy.*
- **VEHICLE CHARGING:** The installation of a residential electrical vehicle charging station.
Plan review required. Commercial installations will need to be applied for using the Electronic Plan Review Policy.

Procedure:

You will need to complete the online application, attach all required supporting documents, and pay the plan review fee or permit fee online using the eTrakit permit portal. A Permit Technician will then review the application for completeness. If accepted, the permit technician will process your application and notify you through email of the next step. If additional information is needed, we will reach out to you through email. Please allow 24-48 hours for processing and notification. City regulations prohibit you from commencing work before you have obtained your permit. You can access the eTrakit site using the link below: <https://elgr-trk.aspgov.com/eTRAKIT/>

Application Forms & Handouts

Please visit the Building Safety & Inspection Forms Handouts webpage for *project specific submittal* requirements: http://www.elkgrovecity.org/city_hall/departments_divisions/building_safety_inspection_permits/forms_handouts_featured_articles

Online Submittal Requirements

- All documents and/or plans submitted for electronic plan review must be in pdf format.
- Each document type such as application for permit, plan sets, energy forms, etc. must be uploaded as a separate file.

File Naming Convention

- Do not use special characters (-/*&@\) in the file names.
- Do not use spaces in the file names. Use the underscore (_) instead of spaces.
- Identify submitted plans and documents with PC1, PC2 and PC3 based on the cycle of review submitted.

File	Filename
Application for Permit	Application.pdf
Site Plan	SitePlanPC1.pdf
Construction Plans	PlansPC1.pdf
Structural Calculations	Stuctural_CalcsPC1.pdf
Energy Report	Energy_ReportPC1.pdf
Construction Plans 2 nd submittal	PlansPC2.pdf
Response Letter 2 nd submittal	ResponseLtrPC2.pdf