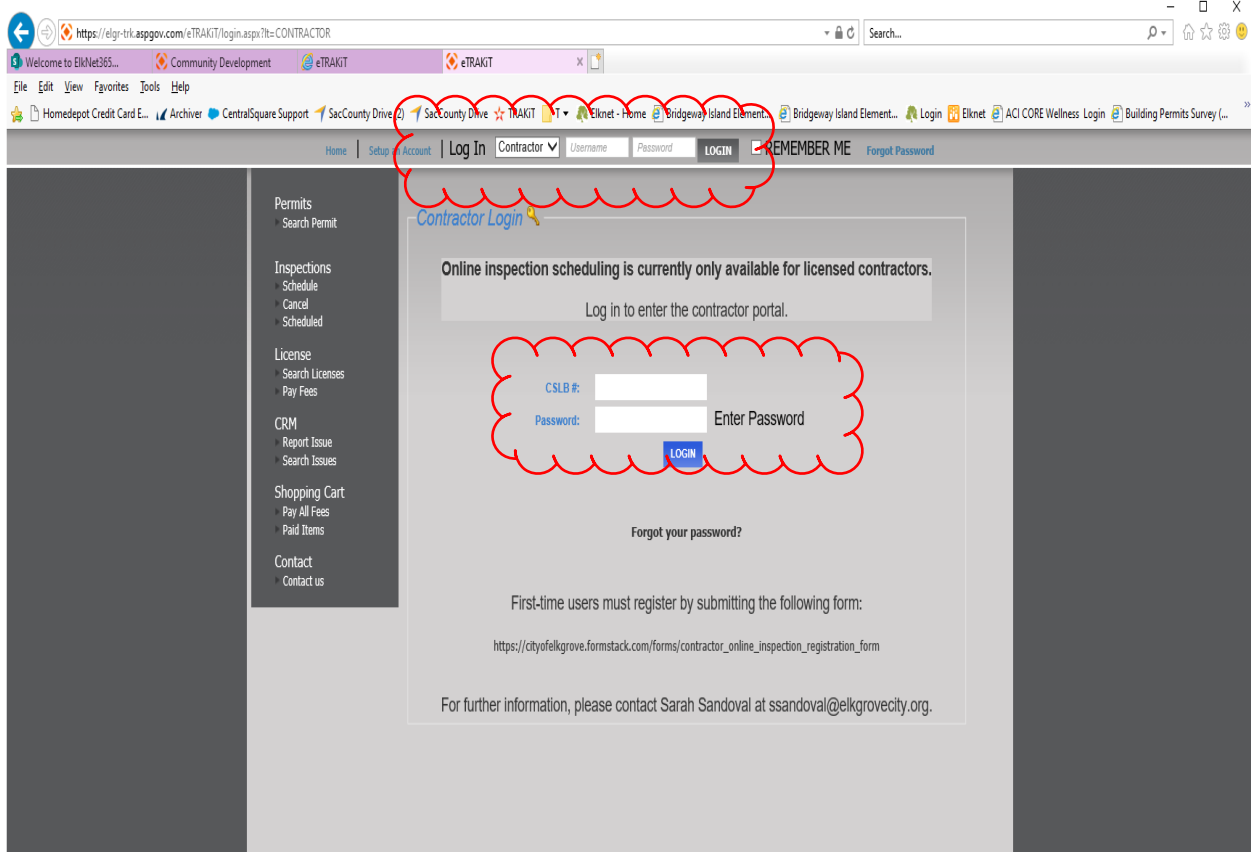


# Scheduling Inspections using eTrakit Online

<https://elgr-trk.aspgov.com/eTRAKIT/login.aspx?It=CONTRACTOR>

- 1) Log in to eTrakit using your Username and Password. **The Username will always be your contractors state license number.**



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[City Privacy Policy](#)

[City Disclaimer](#)

Contact information for support by City Department/Division is located [here](#)

Please use the form located [here](#) to request a refund. The City of Elk Grove reviews each request to determine if a refund can be issued. Please note that the request does not guarantee a refund. Please allow 3 business days after submitting your request to receive a response.



8401 Laguna Palms Way City of Elk Grove, CA 95758

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- Once logged in, your Dashboard should display. If your Dashboard does not display, click on **My Dashboard** located at the top left of the page.

The screenshot shows the eTrakit online dashboard for a contractor. The browser address bar displays the URL <https://elgr-trk.asp.gov.com/eTRAKIT/dashboard.aspx>. The dashboard includes a navigation menu on the left with options like My Dashboard, Permit, Inspections, License, CRM, and Shopping Cart. The main content area features a greeting: "Hello Sarahs Permitting. Below is a Dashboard of your current activities." A red notification states, "Your AEC license has expired." Below this are two tables: "My Active Permits" and "My Active Inspections".

**My Active Permits** (2 total record(s))

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE
<b>18-02820</b>	8401 LAGUN...	CELL TOWER	ISSUED		\$0.00
19-02189	8401 LAGUN...	ONLINE RESIDENTIAL MECHANICAL	ETRAKIT SUBMITTAL		\$0.00

**My Active Inspections** (44 total record(s))

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	<b>Schedule</b>
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	10/23/2019
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	10/23/2019
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	GAS PIPE U/G	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	SLAB ON GRADE	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	MASONRY WALLS	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	ABOVE GRID FRAME	6/09/2021
18-02820	PERMIT	ISSUED	8401 LAGUN...	ROUGH FRAME	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	DUCTS AND FLUES	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	WARRANTY INSPECTION	12/05/2019
18-02820	PERMIT	ISSUED	8401 LAGUN...	BONDING OTHER	10/15/2020
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	GAS TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	GAS TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	GAS TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	ABOVE GRID FRAME	8/12/2021
18-02820	PERMIT	ISSUED	8401 LAGUN...	PERMIT CLOSE OUT	12/17/2019
18-02820	PERMIT	ISSUED	8401 LAGUN...	FLOOR NAIL	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	GRND/BOND/DUFFER	Schedule
18-02820	PERMIT	ISSUED	8401 LAGUN...	METER CONNECT/TAG	Schedule

- For permit information, please click on the **Permit Number** underneath the ***My Active Permits*** section. You can now look through the tabs for permit information.
- To schedule an inspection, click on the **Schedule** button to the right of the inspection you would like to schedule underneath the **My Active Inspections** section.

# Scheduling Inspections using eTrakit Online

<https://elgr-trk.asp.gov.com/eTRAKIT/login.aspx?It=CONTRACTOR>

5. Confirm the information fields are correct and update as needed for the inspection request. Any special notes should be entered in the Notes section. This is the section for any required Gate Codes that the Inspector may need for entry.

The screenshot shows a web browser window with the URL `elgr-trk.asp.gov.com/eTRAKIT/Inspection/request.aspx?id=CRW:19082112092804598&Group=permit&ActivityNo=18-02820&rd=dashboard.aspx`. The page title is "Schedule METER CONNECT/TAG PERMIT Inspection - 18-02820". The interface includes a navigation menu on the left with sections for My Dashboard, Permits, Inspections, License, CRM, Shopping Cart, and Contact. The main content area contains a form with the following fields:

- Contact Name: Sarahs Permitting
- Phone Number: (916) 478-2235
- Site Address: 8401 LAGUNA PALMS WAY
- Email Address: ssandoval@elgrovacity.org
- Notes: Gate Code #123 (circled in red)
- Inspection Type: METER CONNECT/TAG
- Requested Date: 8/9/2021
- Time: AM

At the bottom of the form are three buttons: SUBMIT, CANCEL, and RESET.

The footer contains a disclaimer: "The City of Elk Grove, California (City of Elk Grove TRAKIT, United States of America) makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement." It also includes links for City Privacy Policy, City Disclaimer, and contact information for support by City Department/Division.

The footer also features the CENTRALSQUARE logo and the address: 8401 Laguna Palms Way City of Elk Grove, CA 95758, with links for HOME, DASHBOARD, and CONTACT.

# Scheduling Inspections using eTrakit Online

<https://elgr-trk.asp.gov/eTRAKIT/login.aspx?It=CONTRACTOR>

6. You will need to read and Accept the inspection disclaimer.

The screenshot displays the eTrakit web application interface. The browser address bar shows the URL: <https://elgr-trk.asp.gov/eTRAKIT/inspection/request.aspx?id=CRW:1908211209280459&Group=permit&ActivityNo=18-02820&rd=dashboard.aspx>. The page title is "Schedule METER CONNECT/TAG PERMIT Inspection - 18-02820". The main content area contains a form with the following fields:

- Contact Name: Sarahs Permitting
- Phone Number: (916) 478-2235
- Site Address: 8401 LAGUNA PALMS WAY
- Email Address: ssandoval@elkgrovecity.org
- Notes: Gate Code #123
- Inspection Type: METER CONNECT/TAG
- Requested Date: 8/9/2021
- Time: AM

A "Disclaimer" dialog box is overlaid on the form, containing the following text:

Thank you for requesting an Inspection with the Building Department. A couple of things to consider prior to your Inspection:

A person of legal consenting age must be contacted if access is required to complete the Inspection request.

We will do our very best to accommodate morning and afternoon Inspection requests but, specific times are not guaranteed.

Approved sets of plans, building permit card and any related documentation will be needed for the Inspector to review and compare prior to approving any construction action.

For further questions or concerns please contact our department at (916) 478-2235.

At the bottom of the dialog box are two buttons: "ACCEPT" and "CANCEL".

The footer of the page includes the Central Square logo and the address: 8401 Laguna Palms Way City of Elk Grove, CA 95758.

7. Once you Accept, you will be taken back to your Dashboard. You will see the scheduled inspection on your Dashboard. You will also receive an email confirmation of the inspection.