



Applying for a Major/Minor Encroachment Permit

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

1. Log in to eTrakit using your Username and Password under Public.

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

Home | Setup an Account | Log In | Contractor | AEC274 | LOGIN | REMEMBER ME | Forgot Password

Welcome to the City of Elk Grove.

This portal provides access to community development services, allowing the general public, property owners and contractors the ability to search information and complete licensing and permitting actions.

- Permits**
 - Apply for a Permit
 - Search Permit
- Inspections**
 - Schedule
 - Cancel
 - Scheduled
- License**
 - Pay Fees
 - Search
- Contact**
 - Contact Us

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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.

CENTRAL SQUARE

2. Once logged in, your dashboard should display showing all your permit activities. To apply for an encroachment permit, click on “Apply for a Permit” at the top left of the page.

The screenshot shows the eTRAKT dashboard for Sarahs Permitting. The page is titled "Hello Sarahs Permitting. Below is a Dashboard of your current activities." It features a sidebar with navigation options: My Dashboard, Permits (Apply for a Permit, Search Permit), Inspections (Schedule, Cancel, Scheduled), License (Search Licenses, Pay Fees), Shopping Cart (Pay All Fees, Paid Items), and Contact (Contact us). The main content area is divided into two sections: "My Open Permit Applications" and "My Active Permits".

My Open Permit Applications (22 total record(s))

Applications In Progress	Permit Type	Created Date	
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	ONLINE REROOFING	4/6/2022	Delete
Continue	TRANSPORTATION PERMIT	4/5/2022	Delete
Continue	TRANSPORTATION PERMIT	4/5/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/28/2022	Delete
Continue	ONLINE REROOFING	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE GENERAL PERMIT WITHOUT PLAN REVIEW	3/28/2022	Delete
Continue	ONLINE RESIDENTIAL PLUMBING	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL PLUMBING	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/23/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/21/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/21/2022	Delete
Continue	ONLINE RESIDENTIAL MECHANICAL	3/21/2022	Delete

My Active Permits (9 total record(s))

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE
18-02820	Intersect...	CELL TOWER	ISSUED		
22-00276	8401 LAGUN...	MOBILE OR MANUFACTURED HOME	ISSUED		
22-01233	8401 LAGUN...	ONLINE SOLAR PHOTOVOLTAIC PERMITS	ETRAKIT SUBMITTAL		
22-01280	8401 LAGUN...	ONLINE RESIDENTIAL MECHANICAL	WITHDRAWN		
22-01369	8401 LAGUN...	ONLINE SOLAR PHOTOVOLTAIC PERMITS	WITHDRAWN		
22-01370	8401 LAGUN...	ONLINE SOLAR PHOTOVOLTAIC PERMITS	WITHDRAWN		
22-01655	8401 LAGUN...	ONLINE RESIDENTIAL MECHANICAL	WITHDRAWN		
22-02000	8401 LAGUN...	ONLINE WINDOWS OR DOORS	ISSUED		
22-02006	8401 LAGUN...	ONLINE REROOFING	ISSUED		

My Active Inspections

3. Choose the **Permit Type** at the top of the page and continue completing the required fields. Please upload the signed contracted, work site plans, signed traffic checklist, and traffic control plans. Once the page is completed, click **Next Step**.
4. Confirm all fields are correct on Step 2. The Property Owner Information does not need to be completed unless you are applying for a Minor Encroachment Permit.
5. On Step 3, please verify all information is correct. You can click on any of the **edit** buttons to make corrections. You can also attach additional documents before clicking **Next Step** at the bottom of the page.
6. On Step 4, you will click the **Pay Now** button to pay your permit fees online either by credit card or electronic check.
7. Complete the payment portion. Once the payment has been received you will see your Payment Summary. Please note your application number for future reference.
8. You will receive an email receipt for the payment.
9. Please check your dashboard for the status(es) of your permits. If you have any questions, please email pwpermits@elkgrovecity.org.