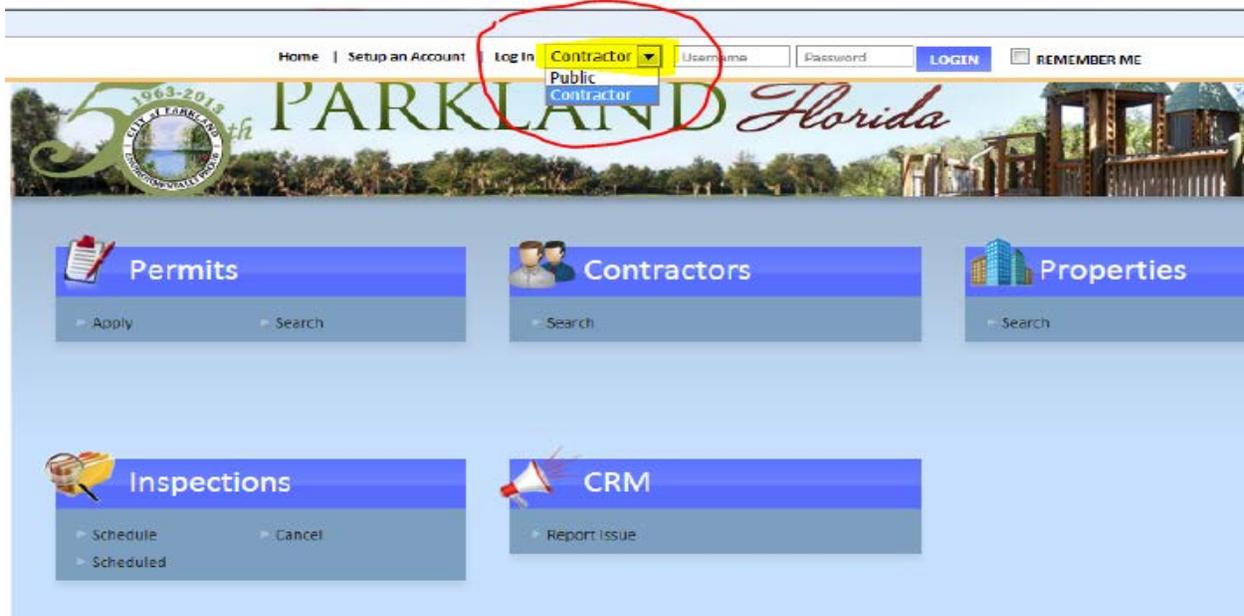


Parkland on-line inspection request/results for Contractors

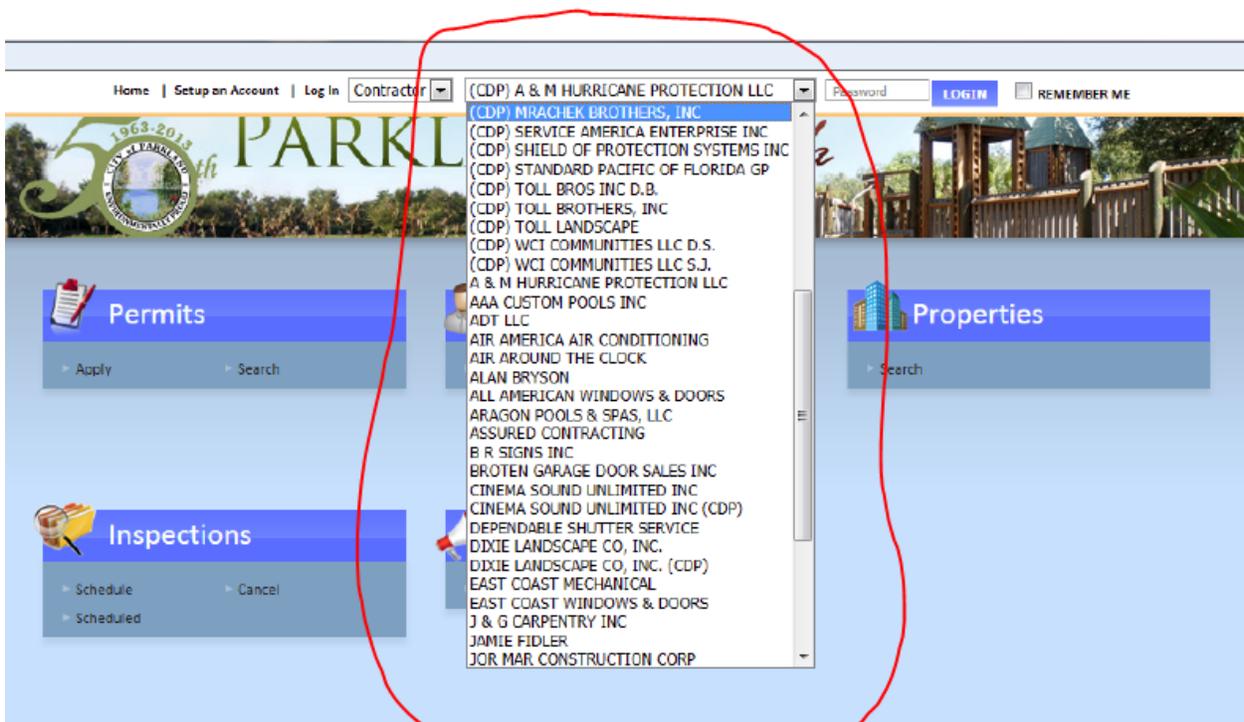
Website address: <https://etrakit.cityofparkland.org/etrakit3/>

1. Select contractor from drop down list.



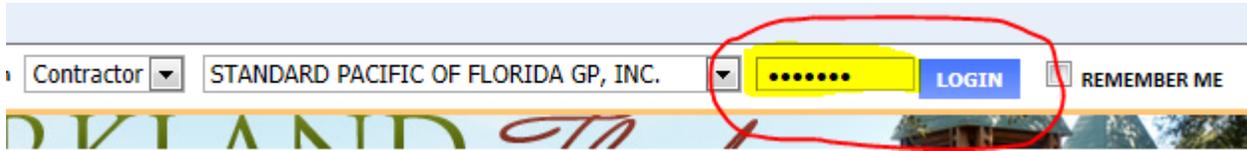
2. Select your company name from the drop down list.

Company names that have (CDP) in front of them are legacy accounts from the old system and once the active permits under these accounts are **finalized**, these accounts will be historic only and will no longer be visible in the drop down list.



3. Sign in with your password.

FYI: The first time you login under your account you will be prompt to change your password.



4. Once in your account you will want to start in **My Dashboard**.



5. Your screen has two distinct areas; **My Active Permits** and **My Active Inspections**.

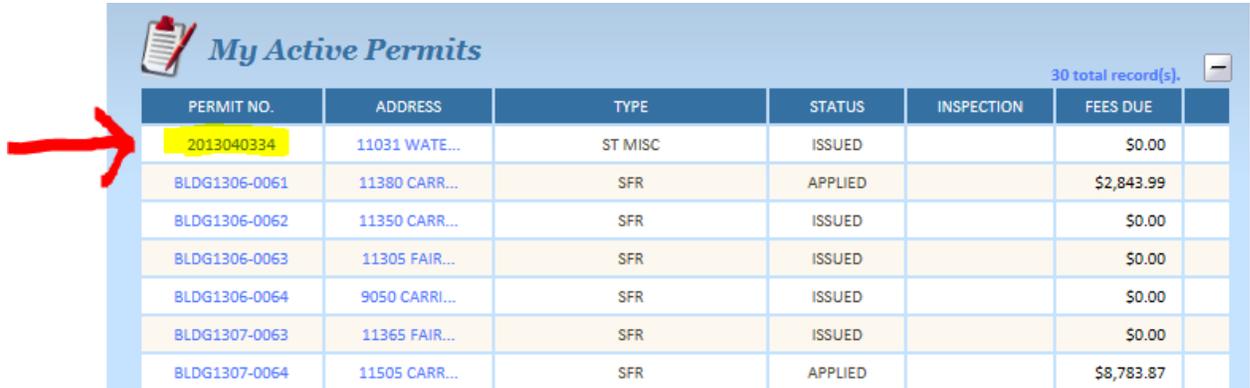


My Active Permits lists all open permits and allows you to view and schedule inspections and results through a variety of links and tabs. For builders with multiple open projects, this section will be your quickest path to scheduling inspections and to view results and statuses.

My Active Inspections is a list of all open inspections, stacked numerically by permit number. This list may contain up to 1000 inspections from multiple permits. For builders with single or small projects, this will be the simplest way to schedule your inspections.

6. To schedule your inspection through **My Active Permits**:

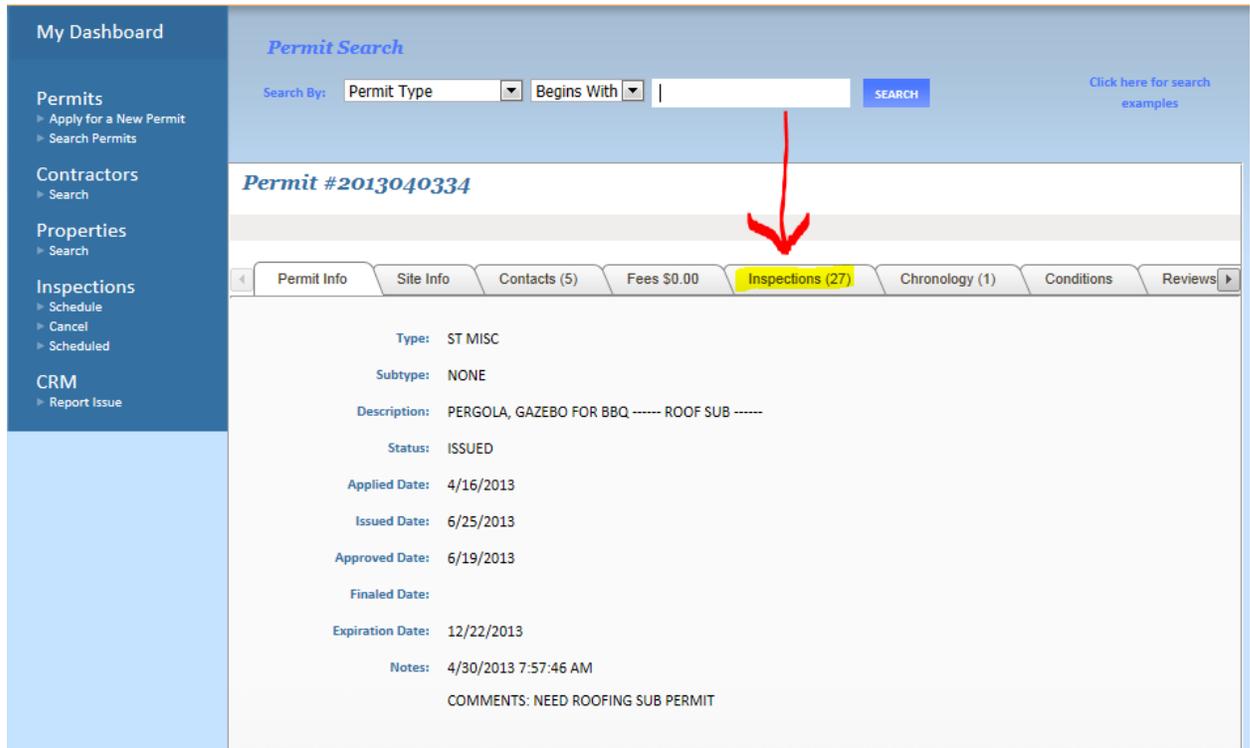
A. Choose and click on the permit number - this will take you to a new screen showing your permit number and a selection of tabs.



The screenshot shows a table titled "My Active Permits" with a sub-header "30 total record(s)". A red arrow points to the first row of the table, which has a yellow background. The table columns are: PERMIT NO., ADDRESS, TYPE, STATUS, INSPECTION, FEES DUE, and an empty column. The first row contains: 2013040334, 11031 WATE..., ST MISC, ISSUED, and \$0.00.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
2013040334	11031 WATE...	ST MISC	ISSUED		\$0.00	
BLDG1306-0061	11380 CARR...	SFR	APPLIED		\$2,843.99	
BLDG1306-0062	11350 CARR...	SFR	ISSUED		\$0.00	
BLDG1306-0063	11305 FAIR...	SFR	ISSUED		\$0.00	
BLDG1306-0064	9050 CARRI...	SFR	ISSUED		\$0.00	
BLDG1307-0063	11365 FAIR...	SFR	ISSUED		\$0.00	
BLDG1307-0064	11505 CARR...	SFR	APPLIED		\$8,783.87	

B. Choose and click on inspections tab - this will take you to a table with a list of required inspections and related information.



The screenshot shows the "Permit #2013040334" details page. A red arrow points to the "Inspections (27)" tab in the navigation bar. The page includes a search bar at the top and a sidebar on the left with navigation options like "Permits", "Contractors", "Properties", "Inspections", and "CRM". The main content area displays permit details:

- Type: ST MISC
- Subtype: NONE
- Description: PERGOLA, GAZEBO FOR BBQ ----- ROOF SUB -----
- Status: ISSUED
- Applied Date: 4/16/2013
- Issued Date: 6/25/2013
- Approved Date: 6/19/2013
- Finalized Date:
- Expiration Date: 12/22/2013
- Notes: 4/30/2013 7:57:46 AM
- COMMENTS: NEED ROOFING SUB PERMIT

C. Scroll to the inspection you need to schedule and click on the **Request** button - the next screen will show the details of inspection you are scheduling.

The screenshot shows the 'Permit Search' interface for permit #2013040334. The left sidebar contains navigation options: My Dashboard, Permits, Contractors, Properties, Inspections, and CRM. The main area displays a table of inspections with columns for Type, Result, Scheduled Date, Time, and Completed. The 'FINAL**' row is highlighted, and a red arrow points to the 'Request' button in the 'Scheduled Date' column.

Type	Result	Scheduled Date	Time	Completed	Time	More Info
GROUND ROUGH	APPROVED	7/15/2013		7/15/2013		More Info
ELECTRIC ROUGH	PARTIAL APP..	7/11/2013		7/11/2013		More Info
SPOT SURVEY	APPROVED	7/11/2013		7/11/2013		More Info
TIE BEAM/BOND	APPROVED	7/11/2013		7/11/2013		More Info
TRUSS PLANS O...	APPROVED	7/9/2013		7/9/2013		More Info
SOIL BEARING C...	APPROVED	7/5/2013		7/5/2013		More Info
NOC	APPROVED	7/5/2013		7/5/2013		More Info
FOOTER/FOUND...	APPROVED	7/3/2013		7/3/2013		More Info
FOOTER BOND	APPROVED	6/28/2013		6/28/2013		More Info
UNDERGROUND	APPROVED	6/28/2013		6/28/2013		More Info
FOOTER BOND	APPROVED	6/26/2013		6/26/2013		More Info
FOOTER/FOUND...	APPROVED	6/26/2013		6/26/2013		More Info
FINAL**		Request				More Info

D. If the information appears to be correct, click the submit button - the inspection has now been scheduled. You can return to the dashboard at any time by clicking on the **DASHBOARD** link at the top of each page.

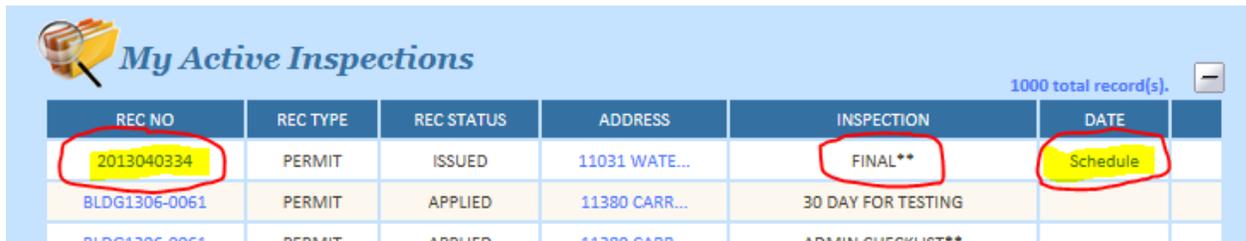
The screenshot shows the 'Schedule FINAL** PERMIT Inspection - 2013040334' form. The form contains the following fields:

- Contact Name: STANDARD PACIFIC OF FLORIDA GP, INC
- Phone Number: (954) ___ - ___
- Site Address: 11031 WATERCREST CIRCLE W
- Email Address: abc@1234.com
- Notes: (empty text area)
- Inspection Type: FINAL**
- Requested Date: 9/12/2013

Buttons: CANCEL, SUBMIT, RESET. A red arrow points to the SUBMIT button.

7. To schedule your inspection through **My Active Inspections**:

A. Choose the inspection that you would like to schedule and click on the [Schedule](#) button under the date column - this will take you to a new screen.



REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
2013040334	PERMIT	ISSUED	11031 WATE...	FINAL**	Schedule
BLDG1306-0061	PERMIT	APPLIED	11380 CARR...	30 DAY FOR TESTING	
BLDG1306-0061	PERMIT	APPLIED	11380 CARR...	ADMIN CHECKLIST**	

B. If the information appears to be correct, click the submit button - the inspection has now been scheduled. You can return to the dashboard at any time by clicking on the [DASHBOARD](#) link at the top of each page.



Schedule FINAL PERMIT Inspection - 2013040334**

• Contact Name: STANDARD PACIFIC OF FLORIDA GP, INC

• Phone Number: (954) ___-___

• Site Address: 11031 WATERCREST CIRCLE W

• Email Address: abc@1234.com

Notes:

Inspection Type: FINAL**

Requested Date: 9/12/2013

8. As you may notice there is required information that must be inserted that is labeled with an *

Schedule FINAL PERMIT Inspection - 2013040334**

Contact Name: STANDARD PACIFIC OF FLORIDA GP, INC

Phone Number: (954) ___-___

Site Address: 11031 WATERCREST CIRCLE W

Email Address: abc@1234.com

Notes:

Inspection Type: FINAL**

Requested Date: 9/13/2013

CANCEL

SUBMIT RESET

Inspection City Policy

A. If you would like to avoid having to keep entering this information in every time you schedule an inspection you can enter it into your Profile one time and it will automatically insert every time you schedule an inspection.

HOME | DASHBOARD | **VIEW/EDIT PROFILE** | VIEW CART | LOG OUT | LOGGED IN AS: STANDARD PACIFIC OF FLORIDA GP, INC.

My Dashboard

Permits

- Apply for a New Permit
- Search Permits

Contractors

- Search

Properties

- Search

Inspections

- Schedule

Hello STANDARD PACIFIC OF FLO
Below is a Dashboard of your curro

My Active Permits

PERMIT NO.	ADDRESS	TYPE	STAT
2013040334	11031 WATE...	ST MISC	ISSU
BLDG1306-0061	11380 CARR...	SFR	APPL
BLDG1306-0062	11350 CARR...	SFR	ISSU

B. Once all your information has been entered just click on the save button.

Edit Contractor Information

** Required fields*

STANDARD PACIFIC OF FLORIDA GP, INC.

* Address: COMMERCIAL BLVD.

* City: FT. LAUDERDALE

* State: Florida

* Zip: 33309 - 9

* Email: ABC@1234.COM

* Phone: (954) 555-5555

SAVE



Thank you for using the City of Parkland online scheduling system.