

How To Apply for a Permit on eTRAKiT?

- Go to [eTRAKiT](#) and log in to your account.
- Select **Apply for New Permit** option on the left side of the screen.
- Please read and agree to the disclaimer. Click **Continue** to proceed to the online application.

STEP 1: PERMIT INFORMATION

Permit Application

Step 1 Permit Information Step 2 Step 3 Step 4

Permit Type Information

PERMIT Type

*Project Name:

*Short Description:

*Job Value

Location

***Enter part or all of your address and press search**

Search By

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

Contractor
Check this box if you are the Contractor

Attachments

Filename

Description

Select the applicable Permit Type.

Enter a Project Name

Enter a Short Description and Job Value. (Enter numbers only)

Enter the number portion only of the site location into the Location search box, then click **SEARCH**

Select the correct address from the search results.

Attachments must be uploaded.

Click the Select button to browse your computer for the attachment.

Enter the file description using the applicable Naming Standards.

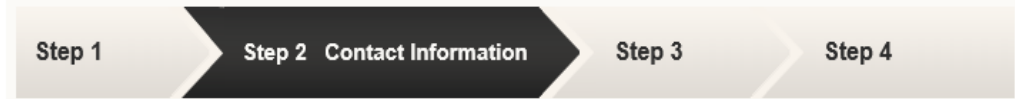
Click on the upload button to save the attachment(s).

Click **NEXT STEP**

If you sign out during the application process, the responses will be saved. Return later to the Dashboard to continue the application. Do not use the Backspace key, as entries will not be saved.

STEP 2: CONTACT INFORMATION

Permit Application



Application for a PLUMBING Permit

Applicant Information

*Name	<input type="text" value="ABC Building Construction"/>	*Phone	<input type="text" value="(503) 691-3044"/>
*Address	<input type="text" value="18880 SW Martinazzi Ave"/>	*Email Address	<input type="text" value="ndowd@tualatin.gov"/>
*City	<input type="text" value="Tualatin"/>	*Zip	<input type="text" value="970€"/> - <input type="text"/>
*State	<input type="text" value="OR"/>		

Owner Information

*Name	<input type="text"/>	*Phone	<input type="text" value="() -"/>
*Address	<input type="text"/>	Email Address	<input type="text"/>
*City	<input type="text"/>	*Zip	<input type="text"/> - <input type="text"/>
*State	<input type="text"/>		

Contractor Information

*Name	<input type="text" value="ABC Building Construction"/>	*Phone	<input type="text" value="(503) 691-3044"/>
*Address	<input type="text" value="18880 SW Martinazzi Ave"/>	*Email Address	<input type="text" value="ndowd@tualatin.gov"/>
*City	<input type="text" value="Tualatin"/>	*License or ID	<input type="text" value="AEC532"/>
*State	<input type="text" value="OR"/>	*Zip	<input type="text" value="970€"/> - <input type="text"/>

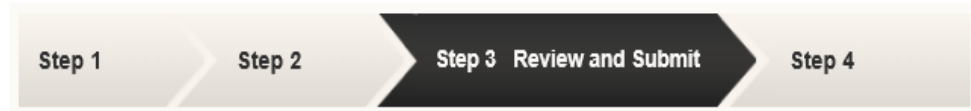
Enter all applicable Contact Information and click **NEXT STEP**

*Asterisks denote a required field

CANCEL **PREVIOUS STEP** **NEXT STEP**

STEP 3: REVIEW AND SUBMIT

Permit Application



Application for a PLUMBING Permit

Permit Information

EDIT

Type PLUMBING
 Subtype COMMERCIAL
 Description Example Project
 Job Value \$100.00

Location

EDIT

18880 MARTINAZZI
 TUALATIN, OR 97062

Review the information entered.

If a correction is required, use the EDIT button next to that area to make the corrections.

Select **SUBMIT** after review.

Contacts

EDIT

Applicant Information

ABC Building Construction (503) 691-3044
 ndowd@tualatin.gov
 18880 SW Martinazzi Ave
 Tualatin, OR 97062

Owner Information

City of Tualatin (503) 691-3031
 18880 SW Martinazzi Ave
 Tualatin, OR 97062

Contractor Information

ABC Building Construction (503) 691-3044
 ndowd@tualatin.gov
 18880 SW Martinazzi Ave
 Tualatin, OR 97062

Fee Information

Type	Amount
PLUMBING PERMITS	\$60.00
PLUMBING FIXTURES	60.00
STATE SURCHARGE	\$7.20
STATE SURCHARGE PLUMBING	7.20
Total Fees	\$67.20

Attachments

To upload additional attachments click **Here**

Review the information prior to submitting.

CANCEL

PREVIOUS STEP

SUBMIT



STEP 4: CHECKOUT/CONFIRMATION

Permit Application



Confirmation

Thank you for submitting a permit.