

How To Schedule Inspection on eTRAKiT?

- Go to [eTRAKiT](#) and log in to your account.
- Go to your **Dashboard** and look at “My Active Permits”
- Click on the “Request” under the “Inspection” column.

*Hello ABC Building Construction.
Below is a Dashboard of your current activities.*

 **My Active Permits** 4 total record(s). 

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
HFT20-0584	1234 SW NA...	HYDRANT FLOW TEST	WORK COMPLETE		\$250.00	
MECH17- 1596	1234 SW NA...	MECHANICAL	ISSUED	Request		 
MINL20- 0912	1234 SW NA...	BCD MINOR LABEL	FEES DUE			

- The Permit Inspection screen will automatically open for you. Once there, you can add your contact information (if not already there) and any notes for the inspector.

PERMIT Inspection Request - MECH17-1596

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Property Access Information:

Notes:

Inspection Type:

Requested Date:

Time:

Add Inspections by selecting **Inspection Type, Request Date, Time** and click **ADD INSPECTION**. Verify the inspection information and click **SUBMIT** on the bottom.



ADD INSPECTION **CANCEL**

- Our online system allows you the option of scheduling fourteen (14) days in advance.



- You will receive an e-mail conformation from our system if you have successfully scheduled your inspection. You can see an example of what that e-mail looks like below.



Fri 8/21/2020 12:57 PM

donotreply@ci.tualatin.or.us

Online Inspection Request

To Nadya Dowd

Your inspection request has been received, thank you!

This is the information sent:

Permit Number: ADD19-0080

Inspection(s):

CEILING GRID 8/24/2020
8/21/2020 12:57 PM ABC Building Construction

Contact Name: ABC Building Construction

Site Address: 1234 SW NADYA TEST CT

Phone: 5036913044

e-Mail: ndowd@tualatin.gov