

eTRAKiT User Manual

Public Works Transportation Online Permits



Updated 06/13/2018

City of Laguna Niguel
30111 Crown Valley Pkwy
Laguna Niguel, CA 92677
949-362-4337

<https://trakit.cityoflagunaniguel.org/trakit3/>

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1.1 Getting Started

Welcome to the City of Laguna Niguel's permitting and request web portal called eTRAKiT (<https://trakit.cityoflagunaniguel.org/etrakit3/>). Through eTRAKiT, users have the ability to search permit records, apply for regular transportation permits for single use or annual transporting. Most functionality requires the user to be registered.

Registered public users can:

- report an issue

Registered contractors* have the ability to:

- Search for permits
- Apply, pay**, and print valid transportation permits
- Schedule inspections for transportation permits
- View inspection results.

Online Pay Methods

- Visa
- MasterCard

Contacting Us

For assistance with eTRAKiT, please contact:

City of Laguna Niguel
Public Works Department
30111 Crown Valley Pkwy
Laguna Niguel, CA 92677


Phone: 949-362-4337

2.0 How to Access eTrakit

The web site address for eTRAKiT is <https://trakit.cityoflagunaniguel.org/etrakit3/>

You may, also access eTRAKiT through the City of Laguna Niguel's homepage at: www.cityoflagunaniguel.org and click on the Online Services menu, **eTRAKiT Online Permitting**.

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



CALIFORNIA
LAGUNA NIGUEL

CITY OF LAGUNA NIGUEL
1989

eTrakit Permit and Request System

- CREDIT CARD UPDATE -

Please note that you will be transferred to the Converge secure web site for the processing of your credit card payment

LOG IN OPTIONS:

Please note that you must be a registered user to submit permits in eTrakit. **Contractor User:** Select company name from dropdown, if the City has already set up your account. Please contact bpermit@cityoflagunaniguel.org to setup a permit account.

Public User: Log in (select "Public" from dropdown) or click "Set up an Account".

Building permits: You may apply and pay online however staff will review the application and either email the permit or request further information within 24hrs.

- Residential Repipe Permit
- Residential Standard Water Heater Replacement Permit
- Residential Dishwasher Permit
- Residential PV (Single Family) Permit (pay plan check fees at application)

Public Works Permits: You may apply and pay online however staff will review the application and contact you for further information within 24hrs.

- Encroachment Permit
- Transportation Permit

3.1 Contractor Login

Select CONTRACTOR LOGIN from the drop down menu and select the contractor in the drop down menu and password then click the login button.

To apply for a Permit, users must pre-register with the Public Works Department. To request an application and program information, please call 949-362-4337.



How to Create a Secure Password

The first time you login, you will be asked to create a secure password that you will use each time you log into eTrakit. Password Recommendations:

- Minimum 6 characters
- Maximum of 25 characters
- At least one number and one letter
- Password is case sensitive

4.0 Apply for Transportation Permit

Find the “Apply/ New Permit” Link

Go to <https://trakit.cityoflagunaniguel.org/etrakit3/> and select the “Apply/ New Permit” menu option under the Permits menu.



Permit Declarations

Please read the Permit Declaration, click the radial button next to I AGREE and then click CONTINUE

Transportation Permits:

Transportation permits must be kept inside the Transport Vehicle, during transport.

You must include these attachments (as applicable) to this application:

- Proof of Insurance

PERMIT AND APPROVED PLANS SHALL BE MAINTAINED AT THE JOBSITE. PERMITEE SHALL COMPLY WITH REGULATIONS PRINTED ON THE REVERSE SIDE OFFERMIT AND ATTACHMENTS. ALL UNDERGROUND WORK REQUIRES PRIOR UNDERGROUND SERVICE ALERT COMPLIANCE. CALL USA AT 1-800-422-4133 AT LEAST 48 HOURS PRIOR TO EXCAVATING. THIS PERMIT SHALL BE NON-TRANSFERABLE.

You must also read and agree to the [Standard Public Property Encroachment Provisions](#)

I Agree
 I Disagree

CONTINUE

Permit Application: Step 1 Enter Permit Information

Permit Application

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type:

*PERMIT Subtype:

*Short Description, include location:

Enter Permit Type Information:

Select Transportation as permit type, some permits may have a subtype to choose. IN CAPS enter the project description and scope of work. (ie.: TRANSPORTING?....)

The screenshot shows a light blue header with the title "Location". Below the header is a search area with the instruction "*Enter part or all of your address and press search". A "Search By" label is followed by a white text input field and a blue "SEARCH" button. Below this is another section titled "Your Relation to this Permit". At the bottom right of this section, there is a checked checkbox labeled "Contractor" with the text "Check this box if you are the Contractor" below it.

Enter Location:

Enter part or all of the address and click SEARCH. Then select the correct address for the job site. Typing just the street number or number and first few letters of street name is recommended, ie. '30111 Crown'. Select the correct address. If an address does not appear or the location of work does not have a primary location, please select the street segment and provide a location map detailing the exact location(s). Additional location information can be stated in the description section. Staff will input the correct location upon review.

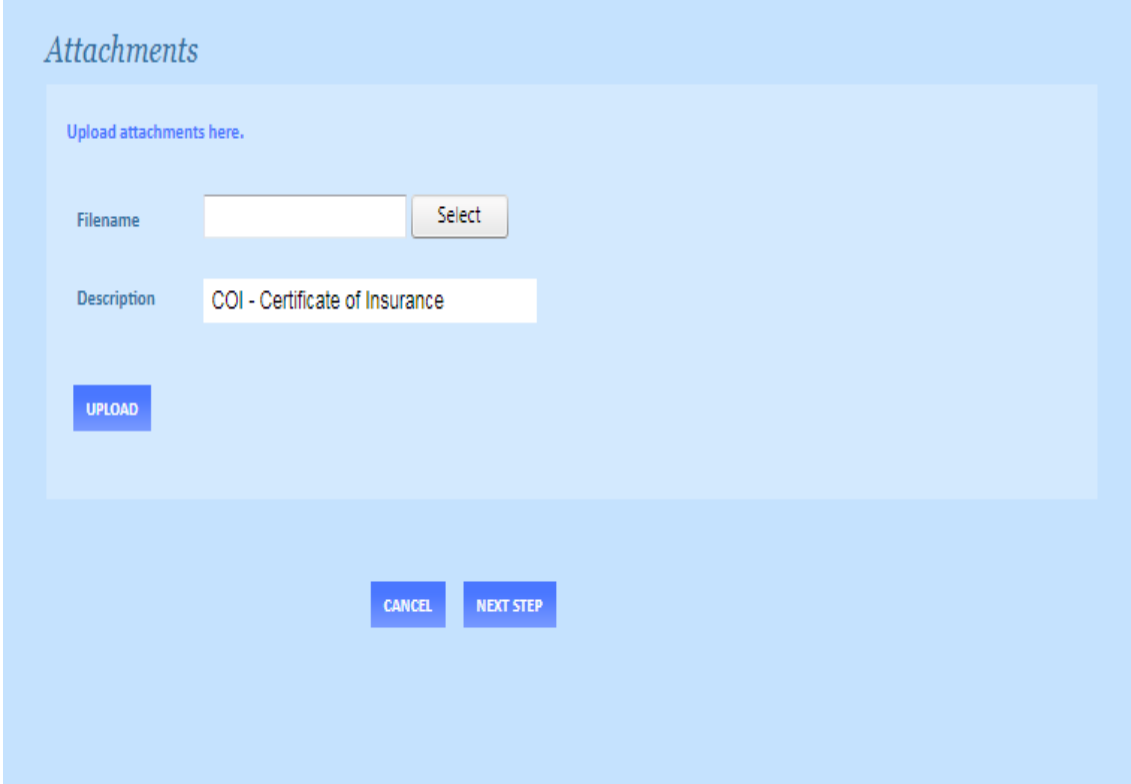
This screenshot shows the same "Location" section as above, but with the search input field containing the text "avila" and the "SEARCH" button highlighted. Below the search area, the text "Select address below" is displayed above a scrollable list box. The list contains the following items: AVILA RD, AVILA RD, AVILA RD, AVILA RD, AVILA RD, 23731 AVILA RD, 24000 AVILA RD, 24000 AVILA RD, and 24241 AVILA RD.

Upload Documents:

Upload documents by clicking SELECT. Find the file you want to upload on your computer, select the file. Then type in a file description.

Click UPLOAD.

Then click NEXT STEP.



The screenshot shows a web interface titled "Attachments" with a light blue background. Inside a white-bordered box, the text "Upload attachments here." is displayed. Below this, there are two input fields: "Filename" with an empty text box and a "Select" button, and "Description" with a text box containing "COI - Certificate of Insurance". A blue "UPLOAD" button is positioned below the description field. At the bottom of the interface, there are two blue buttons: "CANCEL" and "NEXT STEP".

Permit Application: Step 2 Enter Contact Information

Enter Contact Information:

Enter or confirm the Applicant and Contractor contact Information. Most fields should already be populated from the database. Contractor phone number is required.

Then click NEXT STEP

Permit Application

STEP 1 **STEP 2 CONTACT INFORMATION** STEP 3 STEP 4

Application for a TRANSPORTATION Permit

Applicant Information

*Name	<input type="text"/>	*Phone	<input type="text" value="() - -"/>
*Address	<input type="text"/>	*Email Address	<input type="text"/>
*City	<input type="text"/>	License or ID	<input type="text"/>
*State	<input type="text"/>	*Zip	<input style="width: 100px;" type="text" value=" - "/>

Transporter 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 style="width: 100px;" type="text" value=" - "/>
State	<input type="text"/>		

Payee 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 style="width: 100px;" type="text" value=" - "/>
State	<input type="text"/>		

Permit Application: Step 3 Fee Selection

This area allows you to select the appropriate fees. Please select the Public Works Encroachment item(s) and/ or input the number of days in the quantity box for Transporting. Then click next. No fees will be paid until Transportation Application have been submitted for review and approved by Public Works. **NOTE: Transportation permits are only valid for one day or annually.**

Permit Application

STEP 1 STEP 2 **STEP 3 FEE SELECTION** STEP 4 STEP 5

Application for a TRANSPORTATION Permit

Select	Quantity	Description	Amount
PUBLICWORKS			
<input checked="" type="checkbox"/>	<input type="text" value="0"/>	TRANSPORTATION SINGLE	\$0.00
<input type="checkbox"/>	<input type="text" value="0"/>	TRANSPORTATION PERMIT ANNUAL	\$0.00
Total Amount :			\$0.00

CANCEL PREVIOUS STEP NEXT STEP

Permit Application: Step 4 Review and Submit

This area allows you to review your application. Click EDIT to make changes. If everything is correct, click on SUBMIT to proceed.

Permit Application

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

Application for a TRANSPORTATION Permit

Permit Information [EDIT](#)

Type	TRANSPORTATION
Subtype	SINGLE TRIP PERMIT
Description	1
Job Value	0

Location [EDIT](#)

30111 CROWN VALLEY PKWY LAGUNA NIGUEL, CA 92677 N/A
--

Contacts [EDIT](#)

Applicant Information

CRWTEST (949) 362-4337

30111
Crown Valley Pkwy
Laguna Niguel, CA 92677

Transporter Information

PWENCROACHMENT@CITYOFLAGUNANIGUEL.ORG

Payee Information

Fee Information [EDIT](#)

Type	Amount
PUBLICWORKS	\$15.00
TRANSPORTATION SINGLE	15.00
Total Fees	\$15.00

Attachments

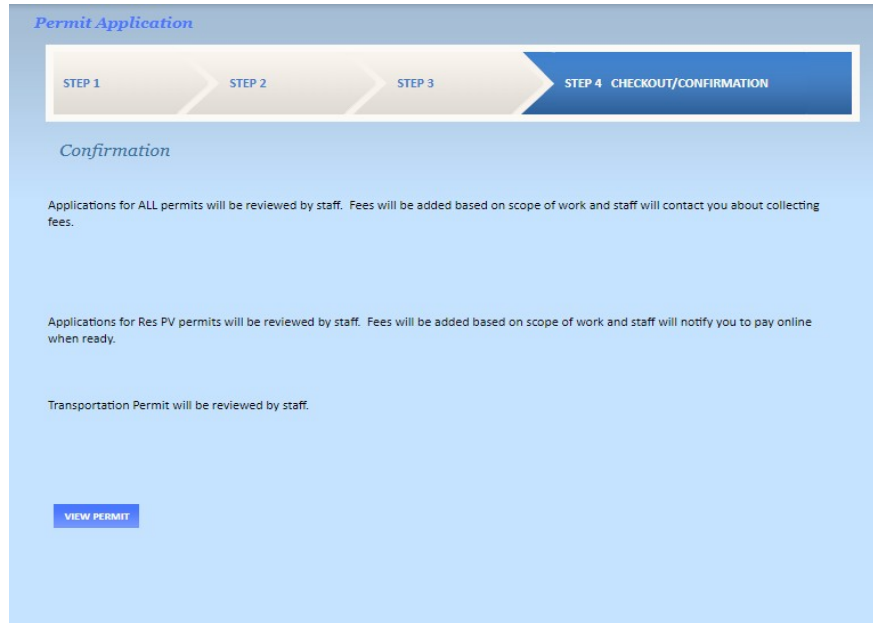
To upload additional attachments click [Here](#)

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

Confirmation Page

After submitting the permitting application, you should see the Confirmation page stating that the application will be reviewed by Staff and that any fees will be assessed once the permit has been approved. Please do not click on PRINT PERMIT as this is for building permits only. Issued permits will be an attachment to the permit once approved and issued. **NOTE: Permits are not valid until issued by Staff.**



Permit Application

STEP 1 STEP 2 STEP 3 STEP 4 CHECKOUT/CONFIRMATION

Confirmation

Applications for ALL permits will be reviewed by staff. Fees will be added based on scope of work and staff will contact you about collecting fees.

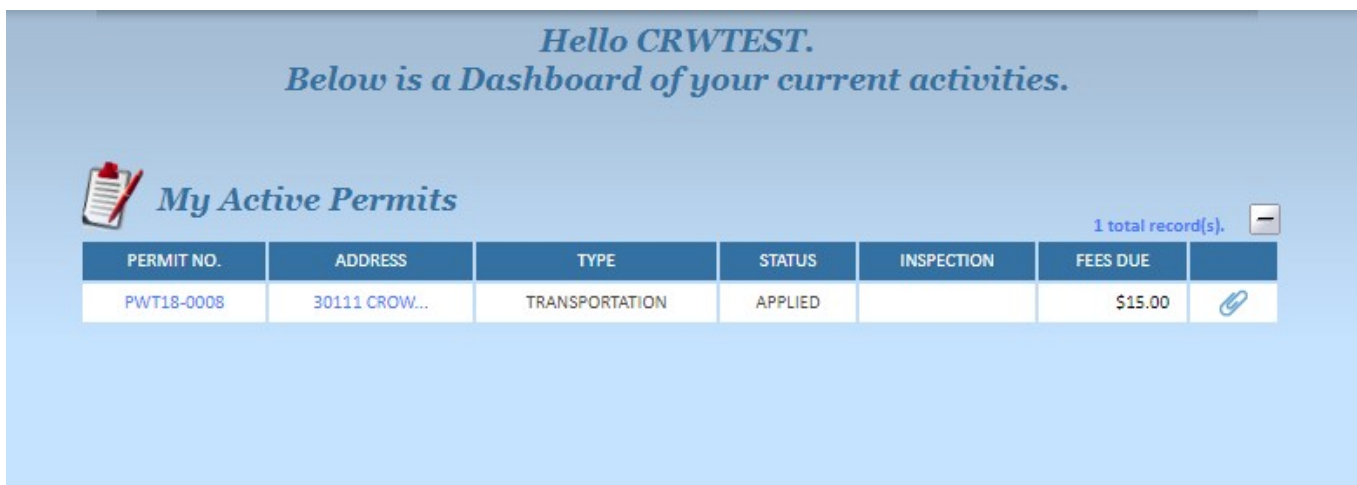
Applications for Res PV permits will be reviewed by staff. Fees will be added based on scope of work and staff will notify you to pay online when ready.

Transportation Permit will be reviewed by staff.


[VIEW PERMIT](#)


Approval of Permit Application

Once staff have reviewed and approved the permit application, Staff will contact the applicant via email/ phone to proceed with adding the permit to CART for payment.



Hello CRWTEST.
Below is a Dashboard of your current activities.

 **My Active Permits** 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
PWT18-0008	30111 CROW...	TRANSPORTATION	APPLIED		\$15.00	

After clicking on DASHBOARD, your Active Permits will be shown. Click on the applicable permit number that was approved by Staff.

Permit Search

Search By: [Click here for search examples](#)

Permit #PWT18-0008

Attachment

Permit Info | Site Info | Fees \$15.00

Type: TRANSPORTATION
 Subtype: SINGLE TRIP PERMIT
 Short Description, include 1
 location:
 Status: APPLIED
 Applied Date: 6/13/2018
 Approved Date:
 Issued Date:
 Finalized Date:
 Expiration Date:

Click on ADD TO CART to add the selected approved permit to the CART to proceed with payment.

Shopping Cart: Payment

As shown below in the Shopping Cart screen, you can see the selected permit with the associated fees prior to proceeding to CHECKOUT. Multiple permits can be paid at once if added to cart. Click on PROCEED TO CHECKOUT.

Shopping Cart

City of Laguna Niguel Online Permits

Please allow 24 hrs to process building permit applications.

	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PERMIT (PWT18-0012)	TRANSPORTATION	30111 CROWN VALLEY PKWY	\$15.00
				Total: \$15.00

Whenever possible, refunds will be credited to the same credit card used for the initial payment and will be processed timely upon approval.

The screen below summarizes the transaction before proceeding to Payment. Click on PROCEED TO PAYMENT to continue.

Checkout Summary

Whenever possible, refunds will be credited to the same credit card used for the initial payment and will be processed timely upon approval.

Building Permits:
 In accordance with the California Building Code 107.6 - Fee Refunds:

The building official may authorize refunding of any fee paid hereunder which was overcharged, paid or collected.

The building official may authorize refunding of not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with this code.

The building official may authorize refunding of not more than 80% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment

All refund requests must be submitted in writing to the City of Laguna Niguel, Building Division/Refunds, 30111 Crown Valley Pkwy, Laguna Niguel, CA 92677

PERMIT	PWT18-0012	30111 CROWN VALLEY PKWY
Description	Quantity	Amount
PUBLICWORKS	1	\$15.00
TRANSPORTATION SINGLE	1	15.00
Total Fees:		\$15.00
Total:		\$15.00

The next screen will bring up the payment option, only VISA or MASTERCARD is accepted on as an online eTrakit payment. For all other payment methods, please come into the Public Works Department Counter to pay via cash, check, or MasterCard/ Visa credit card. American Express and Discover cards are not accepted by the City.

Input the payment information and click on PROCESS PAYMENT once. While the transaction is processing the PROCESS PAYMENT button will turn gray. This process may take up to 30 seconds to complete the transaction. Do not press back.

Sample Receipt (This is what the receipt looks like for all permits.):

Click on the PRINT SUMMARY button.

Retain this copy for your statement records.

Payment Summary

Your permit is paid in full and is now valid. Please print out the permit and make available at the job site. You may start the project described on this permit. A copy of your receipt will be mailed to the email address on record.

The Transaction is Approved

Credit Card number: ***** 1111

Authorization Code: 123456

Receipt No: W15-0022

Payment Method: CREDIT CARD

Amount Paid: \$141.64

Paid Date: 6/16/2015

PERMIT	WB15-0017	30111 CROWN VALLEY PKWY LAGUNA NIGUEL, CA 92677	RES REPIPE
		PLUMBING	
		PLUMBING ISSUANCE FEE	\$27.25
		FIXTURE	\$114.39
		SUB TOTAL:	\$141.64
TOTAL AMOUNT PAID:			\$141.64

test test

Address: My Work

City, State, Zip: 123 Main St, CA 92677

Please click the PRINT