

# Log into www.cityoflagunaniguel/etrakit

Contractor log in can be set up at the Building Counter

Click "Apply"

The screenshot displays the eTrakit website interface. At the top, a navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: CRWTEST. A left-hand sidebar menu lists various services: My Dashboard, Permits (with sub-links for Apply / New Permit, Search Permit, Pay Fees, and Issued Permits Report), Inspections (with sub-links for Schedule and Cancel), Report Issue (with sub-link for Report Issue), and Shopping Cart (with sub-links for Pay All Fees and Paid Items). The main content area is titled "By applying online, I agree to the following:" and contains several sections: "Building Permits:" with a note on multi-tenant buildings and a declaration of ownership; "Contractors:" with a sworn statement of licensure; "Owner Builder:" with a requirement to attach form #114; "Encroachment Permits:" with a list of required attachments (Traffic control plan, Site plan, Construction Drawings, Proof of insurance); and a deposit retention policy. At the bottom, a disclaimer states that permit and approved plans must be maintained at the jobsite and that the permit is non-transferable.

My Dashboard

Permits

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ Issued Permits Report

Inspections

- ▶ Schedule
- ▶ Cancel

Report Issue

- ▶ Report Issue

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Permit Application

STEP 1 PERMIT INFORMATION

STEP 2

STEP 3

STEP 4

STEP 5

Permit Type Information

PERMIT Type RES PV

\*Short Description, include location:

Drop down menu choose RES PV

Enter Description with number of modules and kw

Location

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

Search By

Address will auto-fill based on City database

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

Upload attachments here.

Filename

Description

- PERMITS
- Apply / New Permit
- Search Permit
- Pay Fees
- Issued Permits Report
- Inspections
- Schedule
- Cancel
- Report Issue
- Report Issue
- Shopping Cart
- Pay All Fees
- Paid Items

Permit Type Information

PERMIT Type    RES PV

\*Short Description, include location:    Roof mounted PV 27 panels 7.0 kw

Location

30111 CROWN VALLEY PKWY  
LAGUNA NIGUEL, CA 92677

Address Lookup

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

Forms required:  
Label as follows:  
133 APPLICATION  
1<sup>ST</sup> plans (ADDRESS)  
1<sup>st</sup> calc (ADDRESS)

Attachments

Upload attachments here.

name        Select

Description   

UPLOAD

Your attachments will be listed here

- Attachments:
- handout 133.pdf    DELETE
  - application
  - PV WORKSHEET STANDARD INVERTER.pdf    DELETE
  - check list
  - processing plans sample OCFA and approvals.JPG    DELETE
  - plans

Permits

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Shopping Cart

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STEP 1

STEP 2 CONTACT INFORMATION

STEP 3

STEP 4

STEP 5

### Application for a RES PV Permit

#### Owner Information

Name	COUNTY OF ORANGE	Phone	( ) _-__
Address	400 W CIVIC CENTER DR	Email Address	
City	SANTA ANA	Zip	92701 - 4539
State			

Owner Information should auto-fill based on City data; please add current phone number

#### Applicant Information

*Name	CRWTEST	*Phone	(949) 362-4337
*Address	30111 Crown Valley Pkwy	*Email Address	ctuper@CITYOFLAGUNANIGUEL
*City	Laguna Niguel	License or ID	CRWTEST
*State	CA	*Zip	92677 -

Please type in YOUR NAME, YOUR EMAIL, YOUR PHONE Company address,

#### Contractor Information

Name	CRWTEST	Phone	(949) 362-4337
Address	30111 Crown Valley Pkwy	Email Address	PWENCROACHMENT@CITYOFLAG
City	Laguna Niguel	License or ID	CRWTEST
State	CA	Zip	92677 -

This will auto-fill based on your contractor log in

CLEAR

#### Architect Information

Name		Phone	( ) _-__
Address		Email Address	
City		Zip	
State			

## My Dashboard

### Permits

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ Issued Permits Report

### Inspections

- ▶ Schedule
- ▶ Cancel

### Report Issue

- ▶ Report Issue

### Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Please click here,  
this amount due  
for Plan Check

## Permit Application



## Application for a RES PV Permit

Select	Quantity	Description	Amount
<input type="checkbox"/>	0	PHOTOVOLTAIC FEE PV FEE	\$0.00
<input type="checkbox"/>	0	PV ISSUANCE FEE	\$0.00
<input type="checkbox"/>	0	PV CASP ADJ COM	\$0.00
<input checked="" type="checkbox"/>	1	PHOTOVOLTAIC PLAN CHECK	\$210.48
<b>Total Amount :</b>			<b>\$210.48</b>

CANCEL

PREVIOUS STEP

NEXT STEP

Permits

- Apply / New Permit
- Search Permit
- Pay Fees
- Issued Permits Report

Inspections

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- Cancel

Report Issue

- Report Issue

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STEP 1

STEP 2

STEP 3

STEP 4 REVIEW AND SUBMIT

STEP 5

### Application for a RES PV Permit

Verify all Information

#### Permit Information

EDIT

Type	RES PV
Subtype	
Description	Roof mounted PV 27 ...
Job Value	0

#### Location

EDIT

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

#### Contacts

EDIT

Owner Information

COUNTY OF ORANGE  
 400 W CIVIC CENTER DR  
 SANTA ANA 92701 - 1453

Applicant Information

CRWTEST (949) 362-4337  
 30111 Crown Valley Pkwy ctuper@CITYOFLAGUNANIGUEL.ORG  
 Laguna Niguel, CA 92677

Contractor Information

CRWTEST (949) 362-4337  
 30111 Crown Valley Pkwy PWENCROACHMENT@CITYOFLAGUNANIGUEL.ORG  
 Laguna Niguel, CA 92677

Architect Information

Engineer Information

#### Fee Information

EDIT

Type	Amount
PHOTOVOLTAIC FEE	\$29.04
PV ISSUANCE FEE	29.04
<b>Total Fees</b>	<b>\$29.04</b>

#### Attachments

Attachments:

- handout 133.pdf DELETE
- application
- PV WORKSHEET STANDARD INVERTER.pdf DELETE
- check list
- processing plans sample OCFA and approvals.JPG DELETE
- plans

To upload additional attachments click [Here](#)

## My Dashboard

### Permits

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## Permit Application

STEP 1

STEP 2

STEP 3

STEP 4 CHECKOUT/CONFIRMATION

### 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*

#### RES PV Permit

Description	Quantity	Amount
PHOTOVOLTAIC FEE	1	\$29.04
PV ISSUANCE FEE		29.04

Fees Due: \$29.04

Total: \$29.04

BACK TO STEP ONE

ADD TO SHOPPING CART

PAY NOW

Verify amount and click "Pay Now"



## My Dashboard

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### Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

The City of Laguna Niguel will never sell your personal information, including credit card account information to a third party for marketing purposes.

Total Fees:	\$29.04
<hr/>	
Total Payment:	\$29.04

Enter required payment information

First Name

Last Name

Credit Card Type

Credit Card Number

Expiration Date

Security Code(CVN)

Billing Address

City

State

Zip  -

Email Confirmation

PROCESS PAYMENT