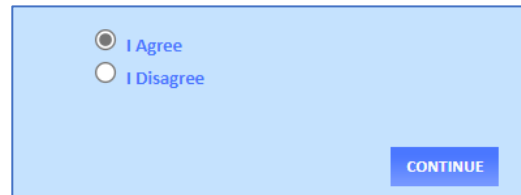
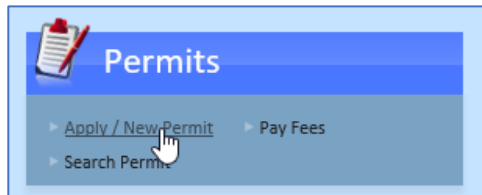


eTRAKIT INSTRUCTIONS - TRANSPORTATION PERMIT APPLICATION

Login to City of Laguna Niguel eTrakit Permit System by clicking on the following link and entering your credentials. Please setup a Public Account if you don't have one yet: [eTRAKIT](#)



Once Logged in, select Apply/New Permit, then read the permit declaration, and standard public property encroachment provisions, then select "I Agree" and continue when ready:



Please complete all four (4) steps of the Encroachment Permit Application.

Step 1) PERMIT INFORMATION:

Permit Type Information:

Permit type: TRANSPORTATION

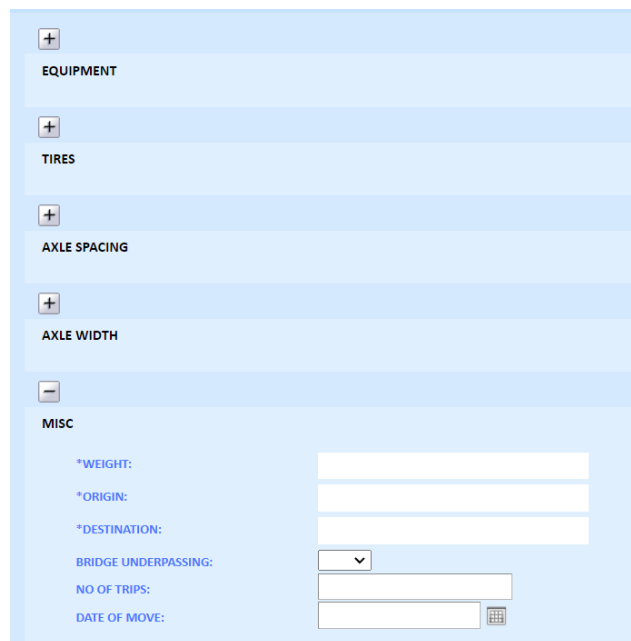
Permit Subtype: ANNUAL PERMIT (**\$85**) OR SINGLE TRIP PERMIT (**\$15**)

Short Description: Company Name – transporting material or

equipment Job Value: Leave Blank

Additional Information:

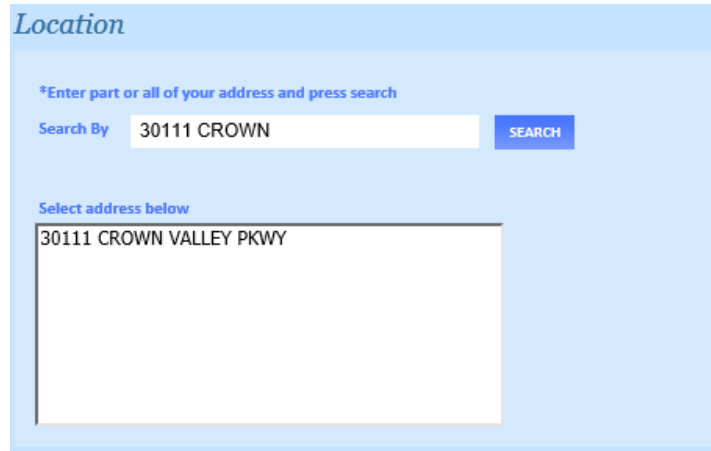
Please expand each section and enter the required information



Location:

ANNUAL PERMIT: Enter City Hall’s address (30111 Crown Valley Parkway)

SINGLE TRIP PERMIT: Enter the destination address, then click search and select the site location



Your Relation to this Permit: Please leave both options blank (unchecked) .



Attachments:

Please upload the Certificate of Insurance, and Additional Insured policy endorsement, then click “Next Step”:

Certificate of Insurance:

1. A Certificate of Liability (ACORD 25 or similar form) is to be issued by Contractor’s insurance company.
2. The amount of Commercial General Liability insurance required is \$1,000,000.00 per occurrence/\$2,000,000.00 general aggregate, for bodily injury, personal injury and property damage.
3. The General Liability coverage box should be checked “occurrence.”
4. The policy period shown must cover the permit date(s).
5. The City of Laguna Niguel, Public Works Department must be listed as Certificate Holder.
6. The City of Laguna Niguel, its officials, employees and volunteers must be named as additional insured. An Additional Insured endorsement must accompany the certificate of insurance.
7. Automobile Liability coverage box should be checked “ Any Auto”
8. Insurance must be provided by a California admitted insurer with a current A.M. Best Guide Rating of A-, Class VII or better. Certificates of Insurance shall provide that 30-day written notice shall be given to the City in the event of cancellation, non-renewal and/or reduction in coverage and 10-day notice for non-payment of premium.

Step 2) CONTACT INFORMATION

Enter or confirm the Applicant and Transporter contact Information. Most fields should already be populated from the database. Transporter's phone number is required, then click "Next Step":

Applicant Information

*Name	JC Herrera3	*Phone	(949) 362-4382
*Address	address test	*Email Address	jherrera@cityoflagunaniguel.org
*City	City_test		
*State	CA	*Zip	92677 -

Contractor Information

Name		Phone	() - -
Address		Email Address	
City		License or ID	
State		Zip	-

CLEAR

Transporter Information

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

CLEAR

Step 3) FEES

Fee Processing: Please review the fees, then click "Next Step":

Select	Quantity	Description	Amount
<input type="checkbox"/>	0	PUBLICWORKS TRANSPORTATION SINGLE	\$0.00
<input checked="" type="checkbox"/>	1	TRANSPORTATION PERMIT ANNUAL	\$85.00
Total Amount :			\$85.00

CANCEL PREVIOUS STEP NEXT STEP

Please review Permit Application and attachments, then click “Next Step”:

Permit Information EDIT

Type	TRANSPORTATION
Subtype	ANNUAL PERMIT
Description	TEST company name
Job Value	0

Location EDIT

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

Contacts EDIT

Applicant Information

JC Herrera3 (949) 362-4382
address test jherrera@cityoflagunaniguel.org
City_test, CA 92677

Contractor Information

Transporter Information

Payee Information

Owner Information

Fee Information EDIT

Type	Amount
PUBLICWORKS	\$85.00
TRANSPORTATION PERMIT ANN...	85.00
Total Fees	\$85.00

Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

CANCEL
PREVIOUS STEP
NEXT STEP

STEP 4) Checkout and Confirmation

Click “VIEW PERMIT” to view a draft of your permit.

The City will approve the application for payment once the review process is completed.

Once the City approves your permit for payment, go to *My Dashboard* and select the permit from the *My Active Permits* table and click on the amount under FEES DUE (highlighted in blue):

[LINK TO PERMITS AND PROJECTS](#)

My Active Permits

1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE		
PWT22-0031	30111 CROW...	TRANSPORTATION	APPROVED			\$85.00		

NOTE: From this dashboard, you can also link for payment, upload attachments, or submit Inspection Requests for other permits by Clicking [LINK TO PERMITS AND PROJECTS](#)

Shopping Cart:

Review the “Amount Due” of the permit, click “Proceed to Checkout” when ready:

<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PERMIT (PWT22-0031)	PUBLICWORKS	85.00
			Total: \$85.00

REMOVE SELECTED ITEMS BACK TO DASHBOARD VIEW PAID ITEMS PROCEED TO CHECKOUT

Checkout Summary:

Review the summary and click “Proceed to Payment” when ready:

Description	Quantity	Amount
PUBLICWORKS	1	\$85.00
TRANSPORTATION PERMIT ANNUAL		85.00
Total Fees:		\$85.00
Total:		\$85.00

BACK TO SHOPPING CART PROCEED TO PAYMENT

Please complete all required fields below prior submitting payment, click “Process” when ready:

SALE

Order Section

Credit Card Number: *

Expiration Date(MMY): *

Amount: *

CVV2: *

Description: *

Billing Address

Company: *

First Name: *

Last name: *

Address1: *

Address2:

City: *

State/Province: *

Postal Code: *

Phone:

Email Address: *

Process

You shall receive a confirmation of payment. **Please allow a minimum of 48 hours to process the payment and issue the Encroachment Permit.**