

eTRAKIT INSTRUCTIONS - DUMPSTER ENCROACHMENT PERMIT APPLICATION

Go to City of Laguna Niguel eTRAKIT Permit System by Clicking on the following link: [eTRAKIT](#)

NOTE: If you already have an account, please skip the following “Setup an Account” step.

At the top of the page, click on “Setup an Account”, and select “Public” from the drop-down menu:



Please login and Select Apply/New Permit from “My Dashboard” table, then scroll down on next page and select “I Agree” to terms/conditions:



Step 1) PERMIT INFORMATION:

Permit type information

Permit type: ENCROACHMENT

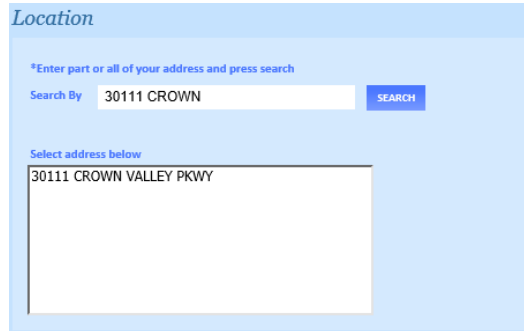
Permit Subtype: DUMPSTER

Short Description: Homeowner/Company Name – Dumpster

Job Value: Leave Blank

Location:

Enter the number and/or part of the street name as shown below, then click search and select the site location



Your Relation to this Permit:

Please leave both fields unchecked

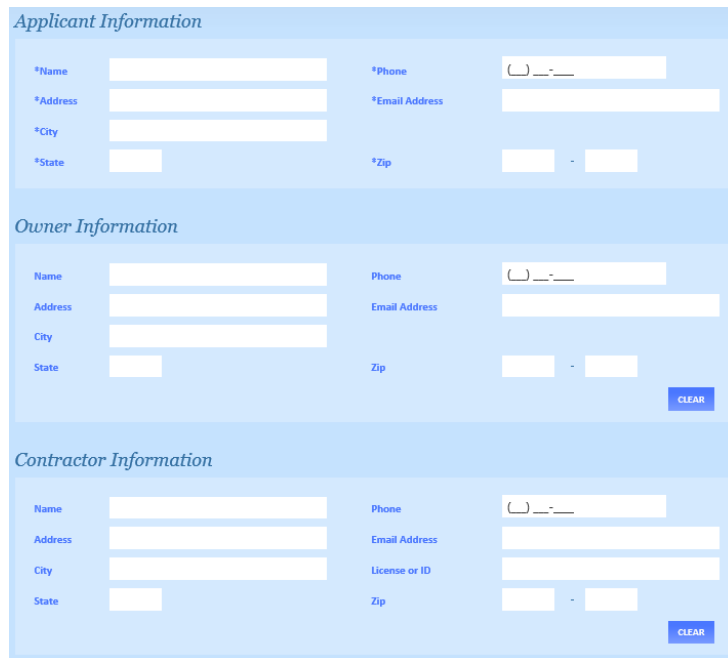


Attachments:

Not applicable, click "Next Step":

Step 2) CONTACT INFORMATION

Review Contact Information, then click "Next Step":



STEP 3) Fee Selection

Please make sure that the DUMPSTER checkbox is selected, and the total is \$75, then click “Next Step”:

Application for a ENCROACHMENT Permit

Select	Quantity	Description	Amount
PUBLICWORKS			
<input type="checkbox"/>	0	CURB CORE	\$0.00
<input checked="" type="checkbox"/>	0	CONSTRUCTION DURATION	\$0.00
<input type="checkbox"/>	0	POOLS AND SPAS	\$0.00
<input type="checkbox"/>	0	POTHOLE	\$0.00
<input type="checkbox"/>	0	PW DOUBLE FEE	\$0.00
<input type="checkbox"/>	0	PW FEE ADJUSTMENT	\$0.00
<input type="checkbox"/>	0	RAISE MANHOLE OR VALVE TO GRADE	\$0.00
<input type="checkbox"/>	0	REP AND REPLACE/INST NEW SW/CURB/GUTTER	\$0.00
<input type="checkbox"/>	0	STORAGE OF PAVER PALLETS IN PUBLIC ROW	\$0.00
<input type="checkbox"/>	0	TRENCH IN DIRT/GRASS AREA	\$0.00
<input type="checkbox"/>	0	WIDEN/INST/REP AND REPLACE DRIVEWAY APPR	\$0.00
<input type="checkbox"/>	0	TRANSPORTATION SINGLE	\$0.00
<input type="checkbox"/>	0	TRANSPORTATION PERMIT ANNUAL	\$0.00
<input checked="" type="checkbox"/>	1	DUMPSTERS AND BINS	\$75.00
<input type="checkbox"/>	0	PW BIKE LOCKER	\$0.00
<input checked="" type="checkbox"/>	1	PW DEPOSIT	\$0.00
Total Amount :			\$75.00

STEP 4) REVIEW AND SUBMIT

Please review the entered information and click “Next Step” when ready.


STEP 5) Checkout and Confirmation

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



NOTE: Please allow the City 72 hours to review your application and approve the application for payment. Should you need to expedite your application review process, please notify staff by emailing your request to pwencroachment@cityoflagunaniqueel.org after submitting the application.

Once the City approves your application(s) for payment, go to *My Dashboard* and click on the amount under FEES DUE (highlighted in blue) for the permit(s) to be included in payment:

LINK TO PERMITS AND PROJECTS

 **My Active Permits**

1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE		
PWE22-0256	30111 CROW...	ENCROACHMENT	APPROVED			\$75.00		

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 (PWE22-0256)	PUBLICWORKS	75.00
			Total: \$75.00

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

Checkout Summary:

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

PERMIT	PWE22-0256	30111 CROWN VALLEY PKWY
Description	Quantity	Amount
PUBLICWORKS	1	\$75.00
CONSTRUCTION DURATION	0.5	75.00
Total Fees:		\$75.00
Total:		\$75.00

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