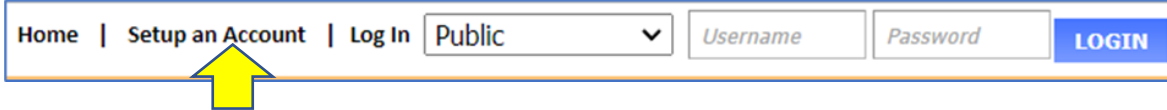


eTRAKIT INSTRUCTIONS - ENCROACHMENT PERMIT APPLICATION

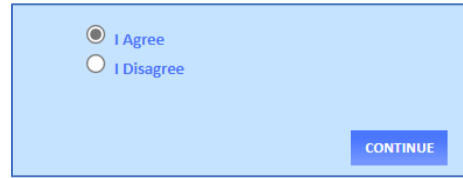
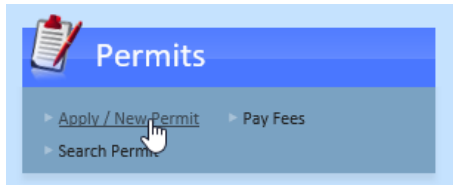
Login to City of Laguna Niguel eTrakit Permit System by Clicking on the following link and entering your credentials. Please setup a Public Account if you don't have one yet at:

<https://trakitcd.cityoflagunaniguel.org/eTRAKiT3/>

Click on setup an Account:



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:



Step 1) PERMIT INFORMATION:

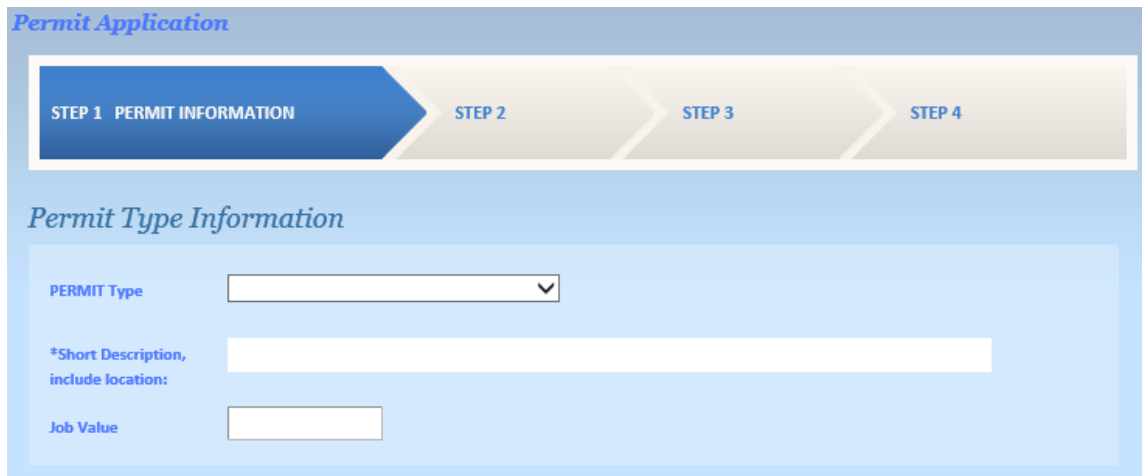
Permit Type Information

Permit type: ENCROACHMENT

Permit Subtype: STANDARD UTILITY (for utilities), or
STANDARD ENCROACHMENT (for all other permits)

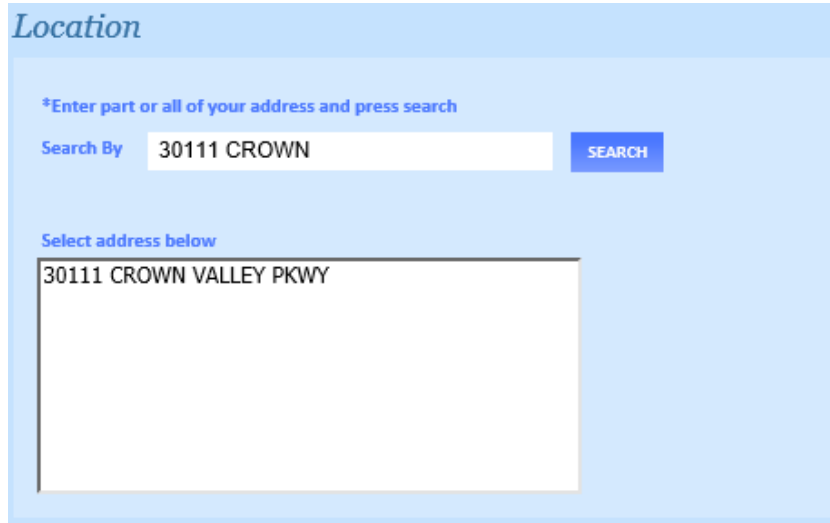
Short Description: Company Name – Description of encroachment

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 options blank (unselected).



Attachments:

(Please contact Public Works if this is a Block Party Permit at (949) 362-4337)

Upload all applicable attachments as shown below, then click "Next Step":

<input type="checkbox"/> Traffic Control Plan?	<input type="checkbox"/> Site Plan?	<input type="checkbox"/> Insurance?
<input type="checkbox"/> Construction Drawings?	<input type="checkbox"/> Other?	

Step 2) CONTACT INFORMATION

Add Contact Information, then click "Next Step":

Applicant Information

*Name	<input type="text"/>	*Phone	<input type="text"/>
*Address	<input type="text"/>	*Email Address	<input type="text"/>
*City	<input type="text"/>		
*State	<input type="text"/>	*Zip	<input type="text"/>

Owner Information

Name	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/>

Contractor Information

Name	<input type="text"/>	Phone	<input type="text"/>
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 type="text"/>

STEP 3) FEE SELECTION (Please contact Public Works if this is a Block Party Permit at (949) 362-4337)

Please select CONSTRUCTION DURATION, and enter the number of construction work days (\$150 per day) in the Quantity box, 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"/>	<input type="text" value="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"/>	<input type="text" value="0"/>	SIDEWALK CLOSE SIGN	\$0.00
<input type="checkbox"/>	0	DUMPSTERS AND BINS	\$0.00
<input checked="" type="checkbox"/>	1	PW DEPOSIT	\$0.00
Total Amount :			\$0.00

Review and submit:

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

STEP 4) Checkout and Confirmation

Click "VIEW PERMIT" to view a draft of your permit.

The City will review your application in the next 48 hours and will approve the application for payment.

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):

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	
PWE22-0156	30111 CROW...	ENCROACHMENT	APPROVED			\$300.00	link delete

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 (PWE22-0156)	PUBLICWORKS	300.00
			Total: \$300.00

Checkout Summary:

Review the summary and click "Proceed to Payment" when ready:

PERMIT	Description	Quantity	Amount
PWE22-0156	30111 CROWN VALLEY PKWY		
	PUBLICWORKS	1	\$300.00
	CONSTRUCTION DURATION	2	300.00
Total Fees:			\$300.00
Total:			\$300.00

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: *

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