

PUBLIC WORKS eTRAKiT INSPECTION REQUEST SUBMITTAL PROCESS

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

NOTE: Inspection Requests can only be accessed after the fee payment has been processed by the City. Additionally, all Inspection Requests must be submitted via eTrakit 48 hours (2 working days) prior to the start of work.

Please link the permit to your Active Permits table by clicking on "Link to Permits and Projects"

NOTE: You can access multiple permits by linking them to your account.



Go to My Dashboard and click "Request" in the Inspection column (highlighted in blue):

A screenshot of the "My Active Permits" dashboard. It shows a table with columns: PERMIT NO., ADDRESS, TYPE, STATUS, EXPIRED, INSPECTION, FEES DUE, and two icons. The "INSPECTION" column for the first row is highlighted in blue and contains the word "Request" with a mouse cursor pointing to it. The first row contains: PWE22-0156, 30111 CROW..., ENCROACHMENT, ISSUED, and \$0.00. There is a "1 total record(s)" indicator in the top right corner of the table.

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE		
PWE22-0156	30111 CROW...	ENCROACHMENT	ISSUED		Request	\$0.00		

Adding of Inspection Request: Please selections below

A screenshot of the "Adding of Inspection Request" form. It includes fields for Contact Name, Phone Number, Site Address, and Email Address. There are also text areas for Remarks and Notes. A dropdown menu for "Inspection Type" is set to "602-DURING CONSTR". A "Requested Date" dropdown is set to "3/19/2022". At the bottom, there are "ADD INSPECTION" and "CANCEL" buttons, with a mouse cursor pointing to "ADD INSPECTION".

• Contact Name:

• Phone Number:

• Site Address:

• Email Address:

Remarks:

Notes:

Inspection Type: 602-DURING CONSTR

Requested Date: 3/19/2022

Remarks: Enter the exact location of the project site and type of inspection request.

Notes: Any additional information or leave blank

Inspection Type: 602 During Construction

Requested Date: Select date of inspection 48 hours in advance

Verify the information and click submit

A screenshot of a summary table for the inspection request. It has columns for Inspection Type, Request Date, Time, and an action button. The first row contains: 000-GENERIC INSP REQUEST, 6/21/2022, Any, and Delete. Below the table are "SUBMIT" and "RESET" buttons.

Inspection Type	Request Date	Time	
000-GENERIC INSP REQUEST	6/21/2022	Any	Delete

Disclaimer does not apply to Public Works, click accept.

A screenshot of a "Disclaimer" dialog box. The text inside reads: "Inspection requests received by 4pm Sunday through Friday (excluding holidays) will be eligible for inspections the next day. In the case of inspection overload, some inspections may not be done on the day requested. On these occasions, the inspectors will make an effort to contact the applicant to notify them that the inspection will be scheduled for the following business day. All requested inspections shall be ready at the time of scheduling." There is a scroll bar on the right side of the text area.

Disclaimer

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