



eTRAKiT Online Building Permit Applications

For Contractors

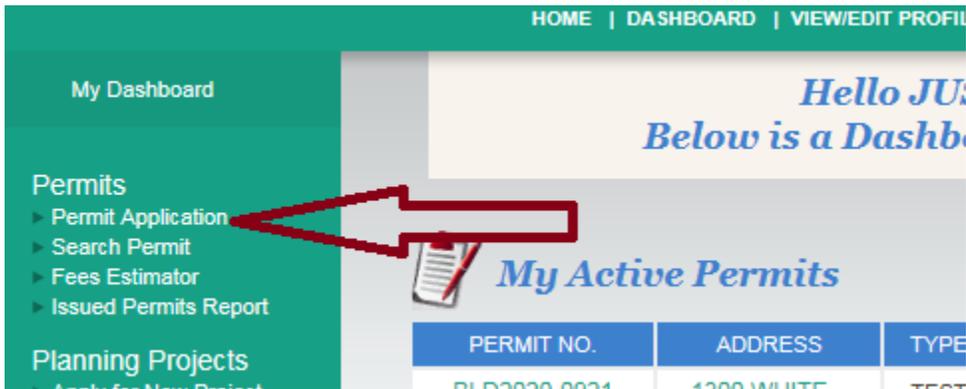
Step-by-Step Instructions

1. Go to: <https://etrakit.cityofkeywest-fl.gov/eTRAKIT/>
2. “Log In” or “Setup an Account”

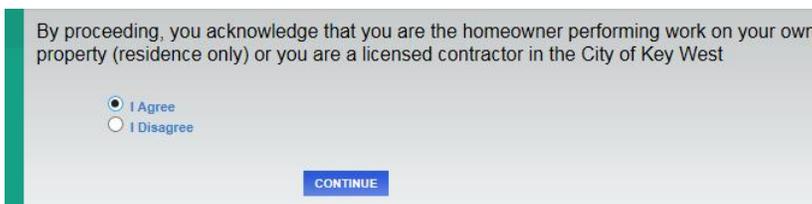


- a.
- b. Choose “Contractor” from drop-down list at top of page.
- c. If no account, choose “Setup an Account” and follow instructions

3. Click “Permit Application”



- a.
4. Click “I Agree” & then “Continue”



- a.
5. Chose the “Permit Type”

Permit Application

Step 1 Permit Information Step 2 Step 3

Permit Type Information

PERMIT Type: RENOVIATION EXTERIOR [Instructions for applications.](#)

PERMIT Subtype: COMMERCIAL
COMMERCIAL HARC
RESIDENTIAL
RESIDENTIAL HARC

*Short Description:
*Notes:
*Job Value: \$12,500.00

a.

- i. Note: If the work involves anything showing to the outside (doors, windows etc.) then it's considered exterior.

b. Choose "Permit Subtype"

- i. If the location is within a historic district click either "Commercial HARC" or "Residential HARC."

c. Short Description & Notes:

Permit Type Information

PERMIT Type: RENOVIATION EXTERIOR [Instructions for online RENOVIATION EXTERIOR applications.](#)

PERMIT Subtype: COMMERCIAL

*Short Description: Replaced doors, windows, renovate bathroom and kitchen

*Notes: Replace two exterior doors and five windows. Partially demo then renovate bathroom wit

*Job Value: \$12,500.00

i.

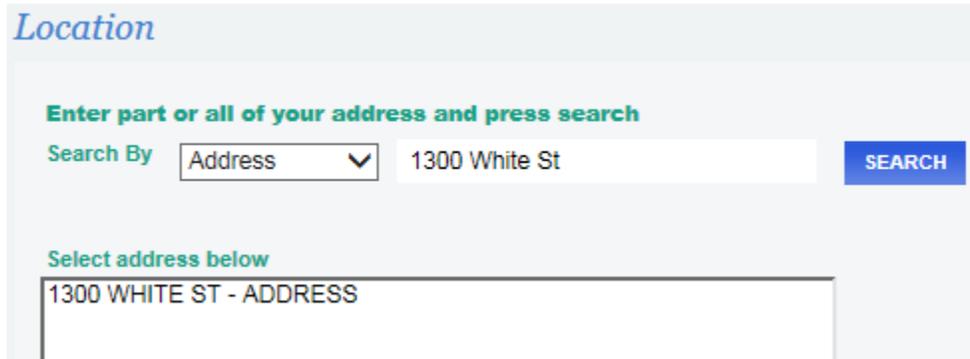
- ii. "Short Description:" For example: "New Fence," "Repair Fence," "Plumbing," "New Commercial Building," "Build Shed," "Renovate bathroom" or "Replace kitchen cabinets" etc. There's only room for about seven words here, so be brief.

- iii. "Notes:" This is where you describe the work in greater detail, what's known as the scope of work.

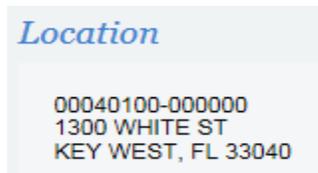
1. Keep in mind, what's being permitted is what's written here in this scope or work, not what may necessarily appear on the plans. (If something appears on the plans but isn't included within the written scope-of-work then it's not permitted.)
 - a. Each structure requires its own permits. If you Include work in this description that involves multiple buildings, the application will be returned.
 - b. Each discipline requires its own permits (plumbing, electrical, mechanical, fence, construction, etc.)

- iv. Enter the "Job Value"

6. **Location:** In the blank white space to the right of “Address” (in this example “1300 White”) & click “Search.”
- Important note. Enter only the street numbers and a few letters of the street name; it’ll make the search function better.



- Choices matching your search will appear in the larger white box below entitled “Select addresses below.” Click on the correct address and it should look like this...



i.

- Question: “Your Relation to this Permit” ensure the appropriate items it checked.

7. **Attachments** [PLEASE NO ZIP OR OTHER COMPRESSED FILE TYPES]

- Before attaching anything, please rename the individual files to reflect what’s inside the attachment. This will help speed your processing, as the staff won’t have to open each file, determine what it is and rename the file. Examples ...
 - Survey-1922StaplesAv.pdf
 - FencePlan-1888-patterson.pdf
 - WarrantyDeed-1420SouthSt.pdf
 - NOA-5Vcrimp-roofing.pdf
 - NOA-Windows.pdf
 - PermitPlans-Remodel-654simonton.pdf
 - MCPA-PropertyReport-654simonton.pdf
 - Photos-for-HARC-314JuliaSt.pdf
 - PhotosForForester-314JuliaSt.pdf
 - NOC.pdf
- Click “Select” to find the attachments on your computer. You may attach them individually or [batch select](#) them.
 - Important. **BEFORE** going to the “Next Step” click “Upload.”

- c.
 - i. “Accept” the pop-up warning, unless you forgot an attachment. If you forgot to attach a file, click “Cancel” to return to the “Attachments” screen.
- d. Your attachments should now show on the screen; as shown in the following example in the red box...

- i.
 - e. Click “Next Step” (If the page won’t advance, you’ve likely overlooked a required entry.)
 - f. Helpful Link: [How to select multiple files at a time, to upload all at once.](#)

8. Step 2 - Contact Information

- a. Complete all the fields. Accurate telephone numbers and e-mail addresses must be entered, or the application will be returned for corrections.
 - i. **Zip Code Field Problem:** There’s a glitch with this field. It only shows four of the five digits for the zip code. All five digits are actually there, but you can’t see them until you put your cursor in the field and use the arrow keys to move left & right within that field. *(We’re trying to get the software company to fix this glitch.)*
- b. Click “Next Step”

9. Step 3 – Review and Submit

- a. Check your entries for accuracy. (Ignore the “Fee Information”)

Permit Application

Step 1 > Step 2 > Step 3 > **Step 4 Review and Submit** > Step 5

Application for a RENOVATION EXTERIOR Permit

Permit Information [EDIT](#)

Type: RENOVATION EXTERIOR
 Subtype: COMMERCIAL HARC
 Description: asd;fkjjsa
 Job Value: \$1,009.00

Location [EDIT](#)

1300 WHITE ST
 KEY WEST, FL 33040

Contacts [EDIT](#)

Applicant Information
 JUSTIFIED DESIGN CBC (305) 809-0000
 1 Saloon Way sample@cityofkeywest-fl.gov
 Key West, fl 33040

Owner Information
 Alfred E. Newman (305) 809-0000
 1600 Pennsylvania Ave sample@cityofkeywest-fl.gov
 Key West, FL 33041

Contractor Information
 JUSTIFIED DESIGN CBC (305) 809-0000
 1 Saloon Way sample@cityofkeywest-fl.gov
 Key West, fl 33040

Qualifier Information

Fee Information [EDIT](#)

Type	Amount
HARC	\$100.00
HARC APPLICATION FEE	50.00
HARC INSPECTION FEE	25.00
HARC REVIEW FEE	25.00
Total Fees	\$100.00

Attachments

Attachments:
 Koala.jpg [DELETE](#)
 Photo koala bear

To upload additional attachments click [Here](#)

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [SUBMIT](#)

b.

c. If all is well, click "Submit" and you should see the following screen:

Permit Application

Step 1 > Step 2 > Step 3 > **Step 4 Checkout/Confirmation**

Confirmation

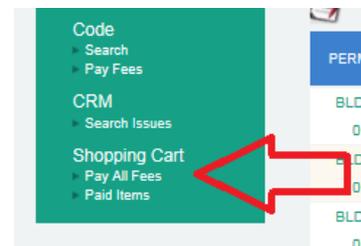
Your application has been accepted.+After initial review you'll receive a notification email to go online and pay the fees. Once all fee are paid permit processing will continue. You'll receive another notification email with your receipt and permit board attached when the permit is issued. You can also go online to print a copy of the permit after it has been issued.

[VIEW PERMIT](#)

i.

ii. Click "View Permit" to see what's been submitted.

d. Ignore the Shopping Cart/Payment options; it's not setup.



Permit Info | Site Info | Contacts (3) | Fees \$100.00 | Inspections | Chronology (0) | Reviews (1)

Type: RENOVATION EXTERIOR
Subtype: COMMERCIAL HARC
Short Description: asd,fkjsa
Status: INTAKE PROCESSING
Applied Date: 3/18/2020
Approved Date:
Issued Date:
Finaled Date:
Expiration Date:
Notes: 3/18/2020 7:30:27 PM
alkdjsfasij

Attachments:
Photo koala bear [Koala.jpg](#)

- 1.
2. Cycle through the tabs to view the different sections, or click the attachments shown at the bottom to view them.

e. At the top of the page click "Dashboard."

HOME | **DASHBOARD** | VIEW/EDIT PROFILE | VIEW CART | LOG OUT

Permit Search

Search By:

i.

10. Dashboard

Hello JUSTIFIED DESIGN CBC.
Below is a Dashboard of your current activities.

 **My Active Permits** 7 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEE DUE	
BLD2020-0921	1300 WHITE...	TEST	CANCELLED			\$100.00	
BLD2020-0936	1300 WHITE...	TEST	CANCELLED			\$250.00	
BLD2020-0939	1300 WHITE...	TEST	CANCELLED			\$210.00	
BLD2020-0940	1300 WHITE...	TEST	CANCELLED			\$210.00	
BLD2020-0946	1300 WHITE...	RENOVATION EXTERIOR	INTAKE PROCESSING			\$100.00	
BLD2020-0947	1300 WHITE...	RENOVATION EXTERIOR	INTAKE PROCESSING			\$12.50	
TEST2020-0004		TEST	DENIED			\$1,896.00	

a.

i. Your application should appear under “My Active Permits” with the status as “Intake Processing.”

1. While the status shows “Intake Processing” new attachments can’t be uploaded. Once that status has changed, a paperclip icon will appear, allowing for new attachments.

Hello JUSTIFIED DESIGN CBC.
Below is a Dashboard of your current activities.

 **My Active Permits** 7 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEE DUE	
BLD2020-0921	1300 WHITE...	TEST	CANCELLED			\$100.00	
BLD2020-0936	1300 WHITE...	TEST	CANCELLED			\$250.00	
BLD2020-0939	1300 WHITE...	TEST	CANCELLED			\$210.00	
BLD2020-0940	1300 WHITE...	TEST	CANCELLED			\$210.00	
BLD2020-0946	1300 WHITE...	RENOVATION EXTERIOR	INTAKE PROCESSING			\$100.00	
BLD2020-0947	1300 WHITE...	RENOVATION EXTERIOR	REVIEW SIMULTANEOUS			\$12.50	
TEST2020-		TEST	DENIED			\$1,896.00	

a.

b. If instead, you see your permit listed under “My Open Permit Applications” with the word “Continue” (boxed below in red) your application didn’t get submitted.

- i. Click "Continue" to return to your application. Make any necessary changes then resubmit until successful.

*Hello JUSTIFIED DESIGN CBC.
Below is a Dashboard of your current activities.*

 **My Open Permit Applications** 1 total record(s) 

Applications In Progress	Permit Type	Created Date	
Continue	RENOVATION EXTERIOR	3/18/2020	Delete

 **My Active Permits** 6 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEEES DUE	
BLD2020-0921	1300 WHITE...	TEST	CANCELLED				
BLD2020-0936	1300 WHITE...	TEST	CANCELLED				

- c.
- d. Start another permit application or log out.

11. Issuing the Permit

- a. When approved, the permit will be e-mailed to the Qualifier.
 - i. Print it (in color)
 - ii. Sign it
 - iii. Post it on the work site.

End.