



# How to: Schedule an Inspection

## Getting Started

- Welcome to the City of Key West's Land Records Management eTRAKiT system. Registered users who create an account will have the ability to schedule inspections and view their associated records in detail.

## Be prepared before you log in

- Know that
  - eTRAKiT will timeout after 20 minutes if you have not completed your application. When you sign-in again click *continue*. You will have to re-enter most information.
  - Do not use the browser back button.

## Registration

- You must be a registered eTRAKiT user to use the eTRAKiT software. Contractors licensed with the State of Florida can register by contacting the City of Key West Building Department one of the following ways:
  - In Person:  
City Hall  
1300 White Street  
Key West, FL. 33040
  - By Phone:  
(305) 809-3956
- The website address for eTRAKiT is <http://etrakit.cityofkeywest-fl.gov/etrakit/> You may also access eTRAKiT through the City of Key West homepage at [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov).

## Registered User Login

- Change login type to Contractor. Choose Contractor Name from Username drop down list and enter password. Then select login.










## To Schedule an Inspection

- Select "Dashboard" from the top menu.



- In the section "My Active Permits" you will see all of your active permits. If the permit has been placed in a status that allows inspections, you will see a link "Request".

 **My Active Permits** 5 total record(s). 

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
2018 [redacted]	[redacted]	ELECTRICAL	PERMIT ISSUED	<a href="#">Request</a>		
2018 [redacted]	[redacted]	ELECTRICAL	PERMIT ISSUED	<a href="#">Request</a>		
2018 [redacted]	[redacted]	ELECTRICAL	PERMIT ISSUED	<a href="#">Request</a>		
2018 [redacted]	[redacted]	ELECTRICAL	PERMIT ISSUED	<a href="#">Request</a>	\$0.00	
2018 [redacted]	[redacted]	PLUMBING	PERMIT ISSUED	<a href="#">Request</a>	\$0.00	

- On the Permit Inspection Request screen, verify that your information is correct, select the inspection type, add any remarks or notes, and select "Add Inspection". Note: fields that have a red asterisk are required fields.

**PERMIT Inspection Request - 2018-**

\* Contact Name:

\* Phone Number:

\* Site Address:

\* Email Address:

Remarks:

Notes:

Inspection Type: 30 DAY TEMP SVC E96

Requested Date: 9/14/2018

Time: Any

**ADD INSPECTION** **CANCEL**


Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'. Any items with an \* are REQUIRED fields and must be populated to complete inspection scheduling.

**Inspection Policies**

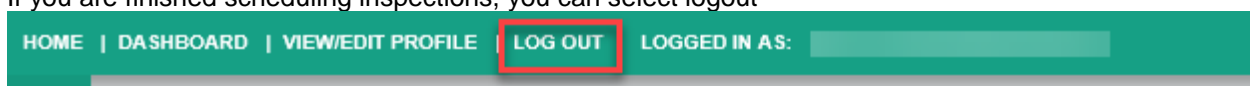
- Inspections can be scheduled up to 30 days in advance from the current date. Each inspection type has a cap (max inspections per day). When the cap is reached, the day is removed from the "Requested Date" drop down above. If the cap is reached for the entire time period, no dates would be displayed. In this situation please check back as availability can open as the next day becomes available. If there is a continued unavailability, please contact permitting at (305) 809-3956 for assistance. You will need your pin number to schedule.
- If the preferred dated is not available and the inspection request is time sensitive, you may check with the inspectors for an alternate available date. Availability is based on the current inspection load and the priorities for inspections. Further information and inspectors contact data is available in the Inspection Service Brochure.
- Inspections are active once an inspector's name has been assigned. Inspection status is updated daily by 8AM.
- You may cancel your inspection up to 9:00PM the day before the inspection is scheduled using eTRAKiT or the IVR telephone system.
- If you need to cancel your inspection on the day it is scheduled, please call (800 ) 555-1212 after 7:30AM.
- We cannot guarantee the inspector will be contacted prior to visiting the job site for same day cancelations.

- You should now see your requested inspection in the section below the permit inspection request area. If the information is correct select submit.

Inspection Type	Request Date	Time	
30 DAY TEMP SVC E96	9/14/2018	Any	Delete

 **SUBMIT** **RESET**

- If you are finished scheduling inspections, you can select logout



- If you need to schedule additional inspections, select "Dashboard and repeat the steps 8 – 11.