How to.....

Schedule a Building Permit Inspection On-line with eTRAKIT
Getting Started

There are 2 ways to get to the new inspection scheduling website.

- From the web address bar type the following: https://etrakit.yolocounty.org/etrakit/
- Go to the Building Inspection Services webpage on www.yolocounty.org
The eTRAKIT website allows you to view multiple items:

- **PERMITS**: Information about permits in the different stages of the permit process with Yolo County
- **PROJECTS**: Information about projects submitted through the Planning Department
- **CONTRACTORS**: Information on Contractors
- **PROPERTIES**: Information about parcels, including permit history
- **INSPECTIONS**: Schedule, View and Cancel Inspections
- **LICENSE**: Information about Business Licenses in Yolo County
- **VIOLATIONS**: Information about current Code cases in Yolo County
Online Inspection Scheduling

From the eTRAKIT Services Screen, Select “Schedule” under “Inspections”

Log in to your account. Don’t have an account? You can register here.
After logging into your account you will be on your dashboard. If your permit is not shown, use the “LINK TO PERMITS, PROJECTS AND LICENSES” button to search for your permit.

Set the dropdown to “Permit” and type in your permit number and click “LINK”
Online Inspection Scheduling

Your permit will now be listed under “My Active Permits” If there are inspections available to be scheduled, select “Request”

Your will now be in the PERMIT Inspection Request screen. Verify the contact information and add any notes that may be required.
Online Inspection Scheduling

Using the dropdown menu, select your inspection and the date of your request and select “ADD INSPECTION”. If you have more than one inspection to request, follow the same steps to select your next inspection.

PERMIT Inspection Request - CRW-PERMIT

* Contact Name: Test Account
* Phone Number: (530) 666-8775
* Site Address:
* Email Address: chris.starkey@yolocounty.org
Notes:

Inspection Type: GAS TEST
Requested Date: 1/7/2016

Add Inspections by selecting Inspection Type, Request Date, and click 'Add Inspection'. Once you have selected all inspections needed and date requested, click 'Submit'.
Online Inspection Scheduling

After all inspections have been added a list of inspections will be listed. Click “SUBMIT” to have each of the inspections scheduled.
Accept the Permit Inspection Requirements. You will receive an e-mail confirmation of your inspection request. Check back online after 8:00am the morning of your inspection for the inspection 2 hour window.