ETRAKIT USER GUIDE

INSTRUCTIONS FOR CONTRACTORS AND DESIGN PROFESSIONALS

Table of Contents
GETTING STARTED IN ETRAKIT .................................................................................................................. 2
  INITIAL LOG-IN ................................................................................................................................. 2
VIEW/EDIT PROFILE .............................................................................................................................. 3
  CHANGE PASSWORD ............................................................................................................................ 3
CHANGE PASSWORD CONT. ................................................................................................................... 4
UNDERSTANDING THE DASHBOARD .................................................................................................. 5
  1. MY ACTIVE PERMITS ................................................................................................................ 5
UNDERSTANDING THE DASHBOARD .................................................................................................. 6
  2. MY ACTIVE INSPECTIONS ......................................................................................................... 6
PLAN REVIEW LINK .............................................................................................................................. 7
SCHEDULING AN INSPECTION .............................................................................................................. 8
***Please note that you must have a pin number issued to you by the City of Hemet for your initial log-in. Please email bldgstaff@cityofhemet.org to request this pin number.

1. Select the drop-down menu of the “Company” name and select your contractor’s name.
2. Enter your password issued by the City of Hemet. After initial log-in you will want to change your password.
1. Select View/Edit Profile

After your first log in, you will want to change your password. Click View/Edit Profile.
2. Verify the Profile information is correct. If not please update as necessary.
3. Change Password and Confirm Password.
4. Click “Save”
1. From any screen click “dashboard”.

You can click on your permit number to more detailed information regarding this permit.

Click on the address will take you to the parcel information.

Click on Request to request an inspection. If the word is not shown, contact the City of Hemet.

This column will show any fees due on your permit and when available allow for payment of those fees online.
1. This will provide you with the date of your scheduled inspection and if the inspection is scheduled for AM or PM. Generally, inspections scheduled in the “AM” are performed between 8:30am – 12:00pm. “PM” scheduled inspections are performed between 1:00am and 5:00pm.

2. By clicking on the “REC NO” you will have access to the permit details. Here you will be able to:
   a. See permit details
   b. Attachments of the permits, ie. Correction notices
   c. Inspections performed on the site and the results.
My Active Permits is also used by the system to show your pending permits, ie. Plan Reviews in the system. Plan checks are identified by the number being preceded by the letter “A”.

Once you select the Plan Check number, select the “Reviews” tab. Here you will find information regarding the status of your current plan review. By clicking the More Info tab you will find the reviewers notes, if any. You can sort the reviews by clicking on the column header title. The best way to get the latest reviews is to sort by the Submitted Date.
SCHEDULING AN INSPECTION

From your dashboard select the applicable permit number under My Active Permits.

1. Select Request Inspection
1. Complete all required fields. Once complete select “Add Inspection”
2. Please note:
   a. Inspections can be scheduled up to 7 days in advance from the current date.
   b. You can cancel inspections up to 7:00am the day of the inspection using eTRAKit.
      If you need to cancel your inspection after this time, please call (951) 765-3872 after 7:30am.
   c. You will not receive a call from the inspector to set-up a time or receive a confirmation.