

ETRAKIT USER GUIDE

INSTRUCTIONS FOR CONTRACTORS AND DESIGN PROFESSIONALS

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GETTING STARTED IN ETRAKIT INITIAL LOG-IN

*****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.**

Contractor Login 

LOG IN BELOW TO ENTER THE CONTRACTOR PORTAL

Contractor Login is restricted to contractors with a valid license through the California State License Board. Contractors must register with the Building Division in person to obtain a log-in.

Company

Password

[LOGIN](#)

[Forgot your password?](#)

Note: Your privacy is important to the City of Hemet. We ask for the minimum amount of information required to establish an account. Email information will be used for city purposes only. Please contact us at (951) 765-2475 with any questions. Accounts with invalid contact information may be disabled.

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.

VIEW/EDIT PROFILE

CHANGE PASSWORD

HOME | DASHBOARD | **VIEW/EDIT PROFILE** | LOG OUT | LOGGED IN AS: CITY OF HEMET

My Dashboard

Permits & Reviews
Search Permits & Plan Reviews

Inspections
Schedule
Cancel

Contact
Contact us

Permit Search

Search By: |

[Click here for search examples](#)

After your first log in, you will want to change your password. Click [View/Edit Profile](#).

The City of Hemet, CA makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.

1. Select View/Edit Profile

CHANGE PASSWORD CONT.

HOME | DASHBOARD | VIEW/EDIT PROFILE | LOG OUT LOGGED IN AS: CITY OF HEMET

My Dashboard

- Permits & Reviews
 - Search Permits & Plan Reviews
- Inspections
 - Schedule
 - Cancel
- Contact
 - Contact us

Edit Information

** Required fields*

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Profile

Company Name: CITY OF HEMET

State License #: TEST

* Address:

* City:

* State:

* Zip: -

* Email: sretmier@cityofhemet.org

* Phone: () _ - _

Cell Phone: () _ - _

Fax: () _ - _

Failed Inspection Notification:

Change Password

Password:

(6 to 15 letters/numbers only)

Confirm Password:

SAVE

Verify this information is correct.

Change your password here.

2. Verify the Profile information is correct. If not please update as necessary.
3. Change Password and Confirm Password.
4. Click "Save"

UNDERSTANDING THE DASHBOARD

1. MY ACTIVE PERMITS

HOME | **DASHBOARD** | VIEW/EDIT PROFILE | LOG OUT | LOGGED IN AS: CITY OF HEMET

My Dashboard

- Permits & Reviews
 - Search Permits & Plan Reviews
- Inspections
 - Schedule
 - Cancel
- Contact
 - Contact us

Hello CITY OF HEMET.
Below is a Dashboard of your current activities.

My Active Permits 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE
A1806-065		ACCESSIBILITY	ACTIVE		Request	\$0.00

My Active Inspections 1 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
A1806-065	PERMIT	ACTIVE		FINAL**	2/01/2019

My Expired Permits 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	FEES DUE
B1906-174	3800 THORN...	ELECTRICAL	ACTIVE	12/22/2019	\$0.00

1. From any screen click “dashboard”.

My Active Permits 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE
A1806-065		ACCESSIBILITY	ACTIVE		Request	\$0.00

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

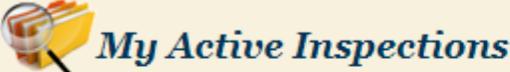
Click on the address will take you to the parcel information.

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.

UNDERSTANDING THE DASHBOARD

2. MY ACTIVE INSPECTIONS



1 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
A1806-065	PERMIT	ACTIVE		FINAL**	2/01/2019

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.

Permit #A1806-065

 Request Inspection  Inspections

Permit Info | Site Info | Contacts (1) | Inspections(1) | Conditions | Reviews

Type: ACCESSIBILITY
Subtype:
Description:
Status: ACTIVE
Applied Date: 6/27/2018
Approved Date:
Issued Date:
Finaled Date:
Expiration Date:
Notes:

Attachments: IMG_5427.JPG IMG5427.JPG

PLAN REVIEW LINK



 **My Active Permits (Pending)** 1 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	
A1806-065		ACCESSIBILITY	ACTIVE		Request	\$0.00	

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.

 **My Active Permits** 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEE DUE
A1806-065		ACCESSIBILITY	ACTIVE		Request	\$0.00

Permit #A1806-065

 Request Inspection  Inspections

Permit Info | Site Info | Contacts (1) | Inspections(1) | Conditions | Reviews

Type: ACCESSIBILITY
Subtype:
Description:
Status: ACTIVE
Applied Date: 6/27/2018
Approved Date:
Issued Date:
Finaled Date:
Expiration Date:
Notes:

Attachments: IMG_5427.JPG IMG5427.JPG

1. Select Request Inspection

My Dashboard

Permits & Reviews
Search Permits & Plan
ReviewsInspections
Schedule
CancelContact
Contact us*PERMIT Inspection Request - A1806-065*

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type:

Requested Date:

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.

~ Inspections can be scheduled up to 7 days in advance from the current date.

~ Inspections are active once an inspector's name has been assigned. Inspection status is updated daily by 7:30am.

~ 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) 765-2475 after 7:30am.

~ You will not receive a call from the inspector to set-up a time or receive a confirmation.

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.