

INSPECTION STATUS PROCESS

The internet provides to the customer's an opportunity to view inspections that are scheduled and have performed on permits issued by the Building & Safety Division.

To begin, proceed to the following web address:

<https://crwweb.cityofhemet.org/etrakit2/>



Logging In

1. Select the option of Public in the Login Section. If you are a contractor, you can request to use this program for scheduling inspections also. Please contact the Building Division to set this up.



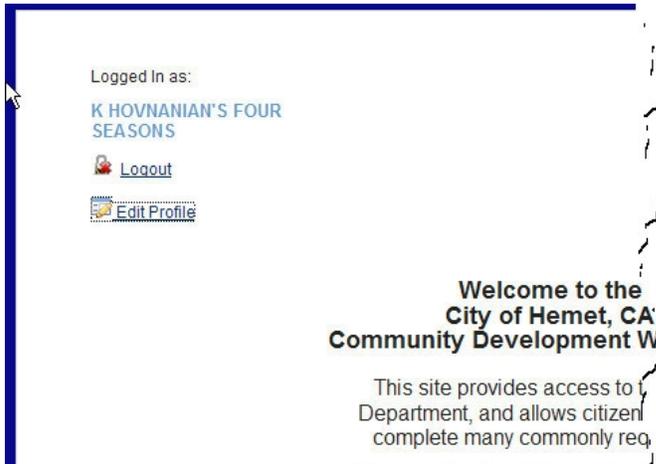
2. The first time using the system, the program will require you to set-up a new account. After the initial set-up, please use your log-in for future access to the program.

The image shows a screenshot of a web application interface. On the left, there is a navigation menu with a 'Login' button and a 'Public Contractor' link. Below it is a 'Search' section with buttons for 'PERMIT/REVIEWS', 'PROJECTS', 'CONTRACTORS', 'PARCELS', 'CASE', and 'LICENSE'. On the right, there is a 'Public Login' form with fields for 'User Name' and 'Password', a 'Login' button, and a note: '* New users [Click here](#) to Register.'

3. Enter your user name and password.
4. Click **Login**.

Update Profile

The first time using the program or at any necessary time in the future, you will want to update your profile information.



1. Select Update Profile
2. Update all fields with the correct information.
3. Click **Save**

*Required Fields

* Company Name: K HOVNIANIAN'S FOUR SEASONS

* First Name:

* Last Name:

* Address:

* City:

* State:

* Zip: -

* e-Mail:

* Phone: ext.

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Inspection Status

1. Select Permit/Reviews

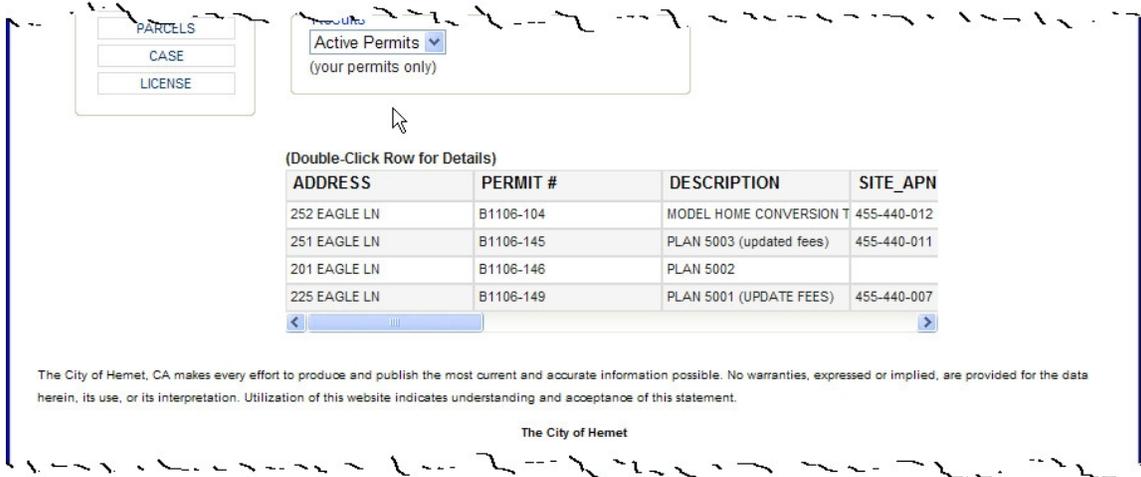


2. There are several ways that you can search for a permit. A drop down list is provided for you. If you have a permit number, this is the best way for you to find the information, however, if you are searching by another means, ie. Site address, we would suggest that you enter possible just the numeric numbers of the address if you are unable to locate your information. Please note, that if the address includes a direction, ie. North, South, E., W, that information is provided at the end of your address. Ie. 445 Florida Ave., E.

3. Select **Search**



- You will then be given a list of ALL permits that fit your search criteria our Permit Software Program. Please be advised, these records will include permits issued after January 1, 2000 and may include others as old as the 1990s. Double-click on the permit row that you would like request view information about.



- The following screen will appear with several options. Select the applicable tabs under details to find the information that you may be seeking. Please be advised only permit numbers that begin with a "B" are actual permits.

