ETRAKIT USER GUIDE

INSTRUCTIONS FOR CONTRACTORS AND DESIGN PROFESSIONALS

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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

My Dashboard

Permits & Reviews
▸ Apply for New Permit/Plan Review
▸ Search Permits & Plan Reviews

Projects
▸ Search Projects

Inspections
▸ Schedule
▸ Cancel
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Violations
▸ Search

Contact
▸ Contact us

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

After your first log in, you will want to change your password. Click <u>View/Edit Profile.</u>

My Active Permits

1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE		
A1806-065		ACCESSIBILITY	PENDING			$0.00		🖨

My Expired Permits

1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	FEES DUE
Q1801-003	TEST ADDRE...	BUILDING	ACTIVE	7/23/2018	$0.00

CHANGE PASSWORD CONT.

My Dashboard

Permits & Reviews
▸ Apply for New Permit/Plan
   Review
▸ Search Permits & Plan
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Edit Information
Required fields

The City of Hemet 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.

Profile

Company Name:	CITY OF HEMET
State License #:	TEST
* Address:	
* City:	
* State:	
* Zip:	-
* Email:	___@cityofhemet.org ✕
* Phone:	(__) __-___
Cell Phone:	(__) __-___
Fax:	(__) __-___
Failed Inspection Notification:	☐

Verify this information is correct.

Change Password

Password:	
	(6 to 15 letters/numbers only)
Confirm Password:	

Change your password here.

SAVE

UNDERSTANDING THE DASHBOARD

1.   MY ACTIVE PERMITS

My Dashboard

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

My Active Permits

From any screen select DASHBOARD from the Title Bar.

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE		
A1806-065		ACCESSIBILITY	ACTIVE			$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
Q1801-003	TEST ADDRE...	BUILDING	ACTIVE	7/23/2018	$0.00

My Active Permits

1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE		
A1806-065	445 FLORID...	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 <u>when available</u> allow for payment of those fees online.

My Active Inspections

1 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
A1806-065	PERMIT	ACTIVE	445 FLORID...	FINAL**	2/01/2019

This list shows all inspections scheduled for any permits owned wherein your account has been linked. By clicking on the permit number it will take you to the permit information page. Here is where you can see the time frame wherein we are scheduled to perform your inspection.

Permit #A1806-065

🖶 Permit ⊕ Request Inspection 🖶 Inspections

| Permit Info | Site Info | Contacts (1) | Fees $0.00 | Inspections(1) | Conditions | Reviews (1) |

Type	Reviewer	Status	Submitted	Completed	Due Date	
BUILDING	BRETT LONG		2/1/2019		2/6/2019	More Info

Under the review tab in the Permit/Plan Review page, this will list all reviews for this specific plan review, the date it was submitted, the date it was completed, and the date it was due to be completed. By clicking the More Info tab you will find the reviewers notes, if any. You can sort the reviews by clicking on the column heater title. The best way to get the latest reviews is to sort by the Submitted Date.

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

Select Request Inspection