



Checking Permit Application Status

Permit applications can easily be monitored through the eTRAKiT portal.

Locating Permits

1. Log in to eTRAKiT
2. Go to your Dashboard
3. Select your Permit number to view more information
4. If you are not connected to the permit, you will not have access to the record.

Review permit

1. Information about the permit is located in each tab.
2. Any attachments to the record will be located under Permit Info, under attachments.
3. The review tab shows all the reviews on the record. **More Info** will show comments from staff.

Reviewing and Responding to Staff Comments

1. Comments from staff will be under **More Info**.
2. If a review requests more information to be provided, you will be able to comment on the review and add attachments from the pop-up window.
3. Selecting the **SUBMIT** button will send an email to the staff member assigned.