Community Development Department
50 Natoma Street
Folsom, California 95630
(916) 461-6201

eTRAKiT Task Instructions
APPLYING FOR A PERMIT

To apply for a permit, follow the steps below. These steps can be used to apply for any permit including building permits, engineering permits, tree permits and planning permits except Conditional Use Permits. (To apply for a conditional use permit or any other planning entitlement, refer to the "Applying for a Project" instructions).

START:

- **Website:** Go to eTRAKiT (https://etrakit.folsom.ca.us/etrakit)
- **Login:** At the top, select your Log In type (Public User or Contractor). Enter your username and password. For contractors, your username is your license number.
- **Apply:** On the left side, under Permits select "Apply for a Permit."
- **Application Confirmation:** Please read the information on the screen and check "I Agree." Click on Continue.

STEP 1 – PERMIT INFORMATION:

- **Select Permit Type:** Select the permit type you need. Permits are grouped into larger categories called Permit Types. For example, the Alterations – Residential permit type includes several permit subtypes like HVAC Changeout, Water Heater Changeout, Reroof, EV Charger, Solar, etc. If you don't see it listed, click on the instructions link next to the permit type.
- **Select Permit Subtype:** Select the Permit Subtype (if available).
- **Job Value:** Enter the job value or estimate. Ideally, this should be based on your contract for the work.
- **Description:** Provide a brief description of your project.
- **Additional Information:** If additional information is needed for your application, please complete the section(s) below. Click on the ❓ for more information about each question.
- **Location:** Enter the street number and name. Do not include the street suffix (St, Way, Drive, etc.). When it appears, click on the address to select it.
- **Your Relationship to this Permit:** Check the box if you are the Property Owner or the Licensed Contractor.
- **Attachments:** Upload any required application forms. Refer to the Permit Type application instructions for more details about what is required for your permit.
- **Click on Next Step.**

STEP 2 – CONTACT INFORMATION:

- **Review Contact Information:** Review or enter the contact information for the Applicant, Owner, and Contractor. Any field with a * by it is required.
- **Click on Next Step.**

STEP 3 – REVIEW AND SUBMIT:

- **Application Review:** Make sure everything is correct.
- **Submit:** Click on Next Step to submit the application.

STEP 4 – CONFIRMATION:

- **View Permit:** Click on View Permit to see your permit application number.

QUESTIONS?

For questions or assistance with your eTRAKiT permit application, please contact:

> City of Folsom
> Community Development Department
> Phone: (916) 461-6201
> Email: EPC@folsom.ca.us