Community Development Department



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

eTRAKIT Task Instructions FINDING YOUR PERMIT OR PROJECT

For any active permit or project application submitted prior to March 14, 2022, follow the instructions below to find and link to your existing application.

- 1. Create an eTRAKiT account and login
- 2. Under the Permits section on the left, click "Search for a Permit"
- 3. Search by address (without suffix; e.g., St. Dr, Ct)
- 4. Locate permit number (11 digits; i.e., NRES22-12345 or NEWR22-12345)
- 5. Click on Dashboard on upper left
- 6. At the top, click on Link Permits and Projects
- 7. Enter the full permit or project number
- 8. Click Link
- 9. The permit or project will now show up on My Dashboard

QUESTIONS?

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

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