eTRAKiT Task Instructions

SCHEDULING OR CANCELING AN INSPECTION

Once your permit has been issued, you can schedule an inspection online. Follow the steps below to schedule or cancel an inspection.

INSPECTION SCHEDULING STEPS:

1. **Dashboard:** Login to eTRAKiT and go to your Dashboard
2. **Find Permit:** Find the permit and make sure it is in Issued status.
3. **Open Permit:** Open the permit and go the Inspections tab.
4. **Find Inspection:** Find the inspection you want and click “Schedule.”
5. **Inspection Information:** In the new screen, shown below, provide the following info:
   a. Verify or update the contact information
   b. Confirm the site address
   c. Add any notes (e.g., gate locked, call before arrival, etc.)
   d. Select inspection date
   e. Select preferred time (AM or PM)
6. **Schedule Inspection:** At the bottom of the screen, click “Submit” and then “Accept.”

![Schedule 800 LATH OR PRESIDING PERMIT Inspection - REAL22-01435](image)
CANCELLING AN INSPECTION:

1. **Dashboard**: Login to eTRAKiT and go to your Dashboard
2. **Find Permit**: Find the permit and make sure it is in Issued status.
3. **Open Permit**: Open the permit and go the Inspections tab.
4. **Find Inspection**: Find the inspection that has been scheduled.
5. **Cancel**: Click on the red circle with an X by the scheduled inspection to cancel it. See example below.

*Permit #REAL22-01435*

---

**QUESTIONS?**

For questions or assistance with eTRAKiT inspection scheduling, please contact:

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