HOW TO APPLY FOR A PERMIT ON eTRAKIT

Log into eTrakit:
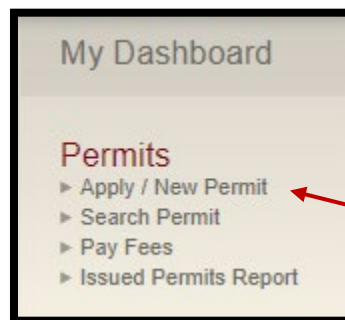
Go to eTrakit at https://pine-trk.aspgov.com/eTRAKiT/

Once there, you have to make sure that you select "Contractor" or "Public" to login. You will not be able to apply, pay fees, or access your dashboard if you do not have an account. Contractors who are not registered with The Village of Pinecrest must do so by completing the Contractor Registration Form (pinecrest-fl.gov) and submitting the required documents listed on the form. Once complete, it must be emailed to renewals@pinecrest-fl.gov Contractors will be notified with password upon registration to access the portal.

Registered contractors will find their company name listed in the drop-down list. If license or insurance updates are needed the system will notify you, at which point you will email updates to renewals@pinecrest-fl.gov

Once logged in, eTrakit will take you to your "Dashboard". On the left-hand side of the screen, you will see "Apply" under permits.

Next, it will take you to a Disclaimer. Please make sure to read it thoroughly as there is important information regarding permit processing online.

You are about to submit a Permit application on-line please have all the required documents for processing, for more information visit Form/Fees/Information.

Please note, you may be asked to provide additional information during processing.

Applications will be processed between 8AM and 2PM (Monday thru Friday). Any application received outside processing hours will be received the next business day.

Failure to attach the Permit Application Form with your submission, will automatically deny your request.

If there are upfront fees associated with your application, you will be contacted via email with additional information on how to pay online.

** Automatic fees may not be the final fees. Please wait for approval. **

○ I Agree
○ I Disagree

CONTINUE

After clicking on "I Agree", click Continue at the bottom of the screen.

Completing the Permit Application:

Step 1:

PERMIT TYPE INFORMATION:

Select the "Permit Type" from the drop down that you are applying for. Then select the "Subtype". In the "Short Description", type in the description of work in ALL CAPS (NEW CONSTRUCTION, WOOD FENCE, WINDOWS, SEPTIC TANK, etc.), Make sure that you also put the amount of your contract in the "Job Value".
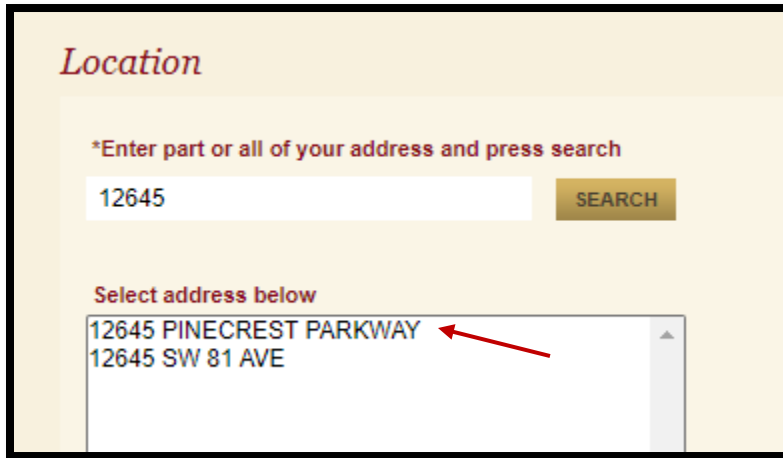

Permit Type Information

PERMIT Type	FENCE SINGLE FAMILY
PERMIT Subtype	WOOD OR CHAIN OR PVC
Short Description:	INSTALL 6' WOOD FENCE
*Job Value	$2,300.00

LOCATION:

Enter part or all of your address and press search of where the work is being in done in "Location". Click on the correct address. The complete address will appear in the "Location". If you clicked on the wrong address, <u>do not hit the back button</u>. Click the "Address Lookup" and it will allow you to type in another address.

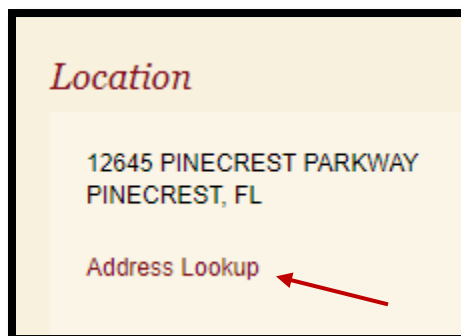

If you clicked on the wrong address, <u>do not hit the back button</u>. Click the "Address Lookup" and it will allow you to type in another address.

ATTACHMENTS

You must now submit the **APPLICATION** and **PLANS** (if required) in "Attachments". To do this, click "Select" next to "File name". Double click on your file. You can always remove your selection by clicking on "Remove".

IMPORTANT: Make sure that you type in the "Description" box the exact file name that has been uploaded. (ex. Site Plan, A1, A100, Survey, NOA, M1, P1, E1 etc.), then click "Upload"

Step 2:

Review all of the Applicant, Contractor, and Owner Information. It will not allow you to move on until the required (*) information is completed. Click "Next Step"

Application for a ADDITION Permit

Applicant Information

*Name		*Phone	(__) __-___
*Address		*Email Address	
*City			
*State		*Zip	-

Owner Information

*Name		*Phone	(__) __-___
*Address		*Email Address	
*City			
*State		*Zip	-

COMPANY NAME, NOT QUALIFIER'S NAME (ex. PINE ROOFING)

Contractor Information

*Name	** COMPANY NAME ***	*Phone	(__) __-___
*Address		*Email Address	
*City		*License or ID	
*State		*Zip	

QUALIFIER'S LICENSE NO.

CANCEL   PREVIOUS STEP   NEXT STEP

Step 3:

Review all of the information. You will be able to edit any information in this screen. When everything is correct, click "SUBMIT". Your permit will appear on your dashboard, with a status of submitted.

REMEMBER: YOU DO NOT HAVE A PERMIT UNTIL IT HAS BEEN APPROVED, PAID FOR, AND ISSUED!

Your permit application will show up in the permit clerks' workspace for intake review. Applications will be processed between 8AM and 2PM (Monday thru Friday). Any application received outside processing hours will be received the next business day. Please note, you may be asked to provide additional information during processing. Once they have reviewed and processed the permit, you will receive an email or phone call if an upfront fee is necessary by the end of the business day.

<p style="color:red; text-align:center;">**Please wait for approval prior to making a payment**</p>

Searching and Viewing Records

To search for permits, choose a Search field by "CONTAINS". Then enter the value you are searching in the Search String and click on the "Search" button.

View Permit History Online

➢ Go to eTrakit
➢ Select Search under the permit's sections:

The next screen is where you will search for permits.
- o The search field should be set to "PERMIT NUMBER" or "ADDRESS the next field should be set to "BEGINS WITH" or "CONTAINS"
- o Now enter your permit number or address. (ex. BL2010-100 or 12600 S Dixie Hwy)
  - o Click search and clock on the row that has the information you searched.
    - o

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