

# INSTRUCTIONS ON HOW TO PAY FEES ONLINE

GO TO:

<https://www.pinecrest-fl.gov/government/building-planning>

The screenshot shows the website for the Village of Pinecrest, Florida, specifically the Department of Building & Planning page. The page features a navigation menu with options like 'Home', 'Contact Us', and 'Translate'. A prominent green button labeled 'PERMIT ONLINE ACCESS' is highlighted with an orange arrow pointing to it from the URL above. The page content includes a 'Government' dropdown menu, a 'Coronavirus Update' link, and a section titled 'Department Heads' with biographical information about Paul W. Buckler and Stephen R. Olmsted.

Government »

## Department of Building & Planning

Font Size: + - + Share & Bookmark Feedback Print

[Coronavirus Update: Building & Planning Department Resumes Normal Operations | Re-opening Procedures](#)

**PERMIT ONLINE ACCESS**

You can apply for a permit, pay permit fees, schedule your inspections or search permit records online

The Department of Building and Planning is divided into two divisions: Building Division and Planning Division. Building is responsible for the processing of all permit applications, plan review, issuance, and inspection of all permits. Planning is responsible for the Village's Comprehensive Development Master Plan, Land Development Regulations, the Code Compliance functions, and the issuance of business tax receipts. Planning also presents cases to the Special Master, Zoning Board and Village Council.

### Department Heads

After 15 years as a consultant to the Pinecrest Building Department and another six years as the Assistant Building Official, Paul W. Buckler, RA, was appointed by the Village Manager to serve as the Village's third Building Official on March 4, 2022. Previously, following graduation from Catholic University, Mr. Buckler relocated from his hometown of Washington, DC to Coral Gables. After several years of working for local firms, Mr. Buckler and his wife established their own eponymous architectural practice in 1993. Mr. Buckler, who has worked on the "other side" of the counter, is empathetic to the efforts of architects, homeowners, and contractors in obtaining permits for their projects and strives to provide the best service possible.

Stephen R. Olmsted, AICP was appointed by the Village Manager to serve as the Village's Planning Director on October 12, 2010. A native of Michigan, he graduated from the University of Michigan in 1980 and earned a Master's degree in Urban

## LOGIN OR CREATE A LOGIN (SETUP AN ACCOUNT)

<https://pine-trk.aspgov.com/eTRAKIT/>

pine-trk.aspgov.com/eTRAKIT/

Home | [Setup an Account](#) | [Log In](#) | Public | User Name:  Password:  [LOGIN](#)  Remember Me [Forgot Password /Forgot Username](#)



Welcome to the  
Village of Pinecrest, FL  
Building and Planning Web Portal

[Recommended browser is Google Chrome](#)

Permit applications on-line are now available via the "Apply" button under Permits.  
[For instructions on how to apply online \(step by step\), click here](#)

[Applying as a Contractor](#)

[Applying as an Owner/General Public](#)

### Click search on the license tab

pine-trk.aspgov.com/eTRAKIT/

Once the information has been verified, the Contractor will be registered and will have access to the portal with the selected pin/password chosen during registration.

To remain active in the system, your licenses and insurances must be up-to-date. If you need to renew your documents, please email them at [renewals@pinecrest-fl.gov](mailto:renewals@pinecrest-fl.gov) (only pdf format will be accepted)

[STEP BY STEP INSTRUCTIONS ON HOW TO PAY ONLINE AS CONTRACTOR](#)

Owners/Public must also create an account in order to apply, and pay for permits online. To create a public account, please [click here](#)

[STEP BY STEP INSTRUCTIONS ON HOW TO PAY ONLINE AS AN OWNER/PUBLIC USER](#)

\* Construction work is no longer permitted in Pinecrest on SUNDAYS and STATE HOLIDAYS \*

\*\*\* Inspections may be subject to cancellation due to inclement weather. \*\*

 <b>PERMITS</b> <ul style="list-style-type: none"><li>Apply / New Permit</li><li>Pay Fees</li><li>Search Permit</li></ul>	 <b>PROJECTS/RESEARCH</b> <ul style="list-style-type: none"><li>Apply for a Project</li><li>Pay Fees</li><li>Search for a Project</li></ul>	 <b>CONTRACTOR</b> <ul style="list-style-type: none"><li>Landscapers Registration Only</li><li>Search for a Contractor</li><li>Pay Fees</li></ul>
 <b>PROPERTIES</b> <ul style="list-style-type: none"><li>Search Properties</li></ul>	 <b>INSPECTIONS</b> <ul style="list-style-type: none"><li>Schedule an Inspection</li><li>Today's Scheduled Inspections</li></ul>	 <b>LICENSE</b> <ul style="list-style-type: none"><li>Pay Fees</li><li>Search for a License</li><li>Renew</li></ul>

# Search for your LBT by your license number (LBT2022-XXXX, HBB2022-XXXX OR VM2022-XXXX)

pine-trk.aspgov.com/eTRAKIT/Search/license2.aspx

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS:

**My Dashboard**

- Permits**
  - Apply / New Permit
  - Search Permit
  - Pay Fees
  - Issued Permits Report
- Projects/Research**
  - Apply for New Project
  - Search Projects
  - Pay Fees

**License Search**

Search By: License#  
Search Operator: Begins With  
Search Value: LBT2023-00002

SEARCH

**Click "ADD TO CART"**

pine-trk.aspgov.com/eTRAKIT/Search/license2.aspx

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS:

**My Dashboard**

- Permits**
  - Apply / New Permit
  - Search Permit
  - Pay Fees
  - Issued Permits Report
- Projects/Research**
  - Apply for New Project
  - Search Projects
  - Pay Fees
- Contractor**
  - Search for a Contractor
  - Pay Fees
- Properties**
  - Search Property
- Inspections**
  - Schedule
  - Scheduled
- License**
  - Search Licenses
  - Pay Fees
- Violations**
  - Search
  - Pay Fees
- Shopping Cart**
  - Pay All Fees
  - Paid Items
- Contact**
  - Contact us

**License Search**

Search By: License#  
Search Operator: Begins With  
Search Value: LBT2023-00002

SEARCH

**Search Results**

**License #LBT2023-00002**

Add To Cart

License Info | Additional Info | Site Info | Contacts (3) | Fees \$234.39

Inspections | Chronology | Conditions | Reviews

License#	Description	Amount	Paid Date
LBT2023-00002	RESIDENTIAL USE	\$187.50	\$187.5...

Charged: \$234.39 **Balance Due: \$234.39** Pay All Fees

## Click on "PROCEED TO CHECKOUT"

pine-trk.aspgov.com/eTRAKIT/shoppingCart.aspx

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS:

My Dashboard

**Permits**  
Apply / New Permit  
Search Permit  
Pay Fees  
Issued Permits Report

**Projects/Research**  
Apply for New Project  
Search Projects  
Pay Fees

**Contractor**  
Search for a Contractor  
Pay Fees

**Properties**  
Search Property

### Shopping Cart

	Item	Fee Description	Amount Due
<input type="checkbox"/>	LICENSE2 (LBT2023-00002)	RESIDENTIAL USE	187.50
			Total: \$0.00

REMOVE SELECTED ITEMS | BACK TO DASHBOARD | VIEW PAID ITEMS | PROCEED TO CHECKOUT

## Click on "PAY BY CREDIT CARD"

pine-trk.aspgov.com/eTRAKIT/Gatewayredirect.aspx

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS:

My Dashboard

**Permits**  
Apply / New Permit  
Search Permit  
Pay Fees  
Issued Permits Report

**Projects/Research**  
Apply for New Project  
Search Projects  
Pay Fees

**Contractor**  
Search for a Contractor  
Pay Fees

**Properties**  
Search Property

**Inspections**  
Schedule  
Scheduled

**License**  
Search Licenses  
Pay Fees

**Violations**  
Search  
Pay Fees

**Shopping Cart**  
Pay All Fees  
Paid Items

*Checkout Summary*

**LICENSE2 LBT2023-00002**

Description	Quantity	Amount
RESIDENTIAL USE	1	\$187.50 187.50
<b>Total Fees:</b>		<b>\$187.50</b>
<b>Total:</b>		<b>\$187.50</b>

BACK TO SHOPPING CART | PAY BY CREDIT CARD | PAY WITH ECHECK

## ENTER REQUIRED INFORMATION

accept.authorize.net/payment/payment

### Order Summary

Description	a594c1e7-2e43-4e30-8a52-8da74cb01448	Total	\$ 187.50
Invoice Number	WEB20007		

 Card Number \*  Exp. Date \*  Card Code

### Billing Address

First Name <input type="text"/>	Last Name <input type="text"/>
Billing Country USA <input type="text"/>	Zip <input type="text"/>
Street Address <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Phone Number <input type="text"/>

Pay

Cancel

**THANK YOU!**