

## eTrakit Online Building Permits

The City of Elk Grove would like to thank you for the opportunity to serve you. You can now apply for minor building permits and schedule your inspections using the new eTrakit Online Permit program.

If you are a licensed contractor, you must first register with the Building Safety & Inspection Division to access and fully use the program. Please register using the link below:

[https://cityofelkgrove.formstack.com/forms/contractor\\_online\\_inspection\\_registration\\_form](https://cityofelkgrove.formstack.com/forms/contractor_online_inspection_registration_form)

You will receive an email confirmation after you've submitted the registration form. Please allow up to 48 hours for processing. Once registered, you will receive an email providing you with a Username and directions on how to access the site.

All other applicants can register for a public account through the eTrakit site, please use the link below:  
<https://elgr-trk.aspgov.com/eTRAKIT/publicUserAccount.aspx?action=npa>

Please refer to the eligible permit types listed below. If your project is not one of the Eligible Permit Types you will need to use our [Electronic Plan Review Policy](#) for online submittals.

### Eligible Permit Types:

- **ROOFING: Reroofing or repairs.**  
*New installations or reroofing (including overlays) with materials having a total combined weight exceeding 3-1/2 pounds per square foot must be applied for using the Electronic Plan Review Policy.*
- **WATER HEATERS: Water heater replacements in the same location.**  
*Relocation and/or conversion of water heaters from gas to electric must be applied for using the Electronic Plan Review Policy.*
- **HVAC, CONDENSER, FURNACE OR DUCT WORK:**  
**Replacement of existing units in the same location.**  
*Relocations must be applied for using the Electronic Plan Review Policy.*  
**Mini-Split System Installation. Whole House Fan Installation**
- **SEWER LINES: Repair or replacement of existing line in same location.**  
*Relocation or new connections must be applied for using the Electronic Plan Review Policy.*
- **WATER LINES: Repair or replacement of existing line in same location.**  
*Relocation or new connections must be applied for using the Electronic Plan Review Policy.*
- **ELECTRICAL SERVICE: Panel replacement or upgrade of up to 200amp service in same location.**  
*Relocation of service panel must be applied for using the Electronic Plan Review Policy.*
- **SMUD SAFETY INSPECTION: If services have been disconnected at your property a safety inspection is required for code compliance prior to restoration.**
- **WINDOW REPLACEMENT(S): Window replacement of same size and in same location.**  
*Any modification to existing window frame or installation of new window(s) must be applied for using the Electronic Plan Review Policy.*
- **WATER SOFTENER: The installation of a water softener system.**

### **Procedure:**

You will need to complete the online application, attach all required supporting documents, and pay the permit fee online using the eTrakit portal. A Permit Technician will then review the application for completeness. If accepted, we will process your building permit and notify you through email of the next step. If additional information is needed, we will reach out to you through email. Please allow 24-48 hours for processing and notification. City regulations prohibit you from commencing work before you have obtained your permit. You can access the eTrakit site using the link below:

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