

HOW TO APPLY FOR A PERMIT ON eTRAKIT

Log into eTrakit:

Go to eTrakit at <https://pine-trk.aspgov.com/eTRAKiT/>

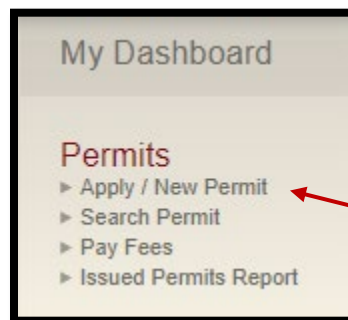
Once there, you have to make sure that you select "Contractor" or "Public" to login. You will not be able to apply, pay fees, or access your dashboard if you do not have an account. Contractors who are not registered with The Village of Pinecrest must do so by completing the [Contractor Registration Form \(pinecrest-fl.gov\)](https://pinecrest-fl.gov/contractor-registration-form) 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".

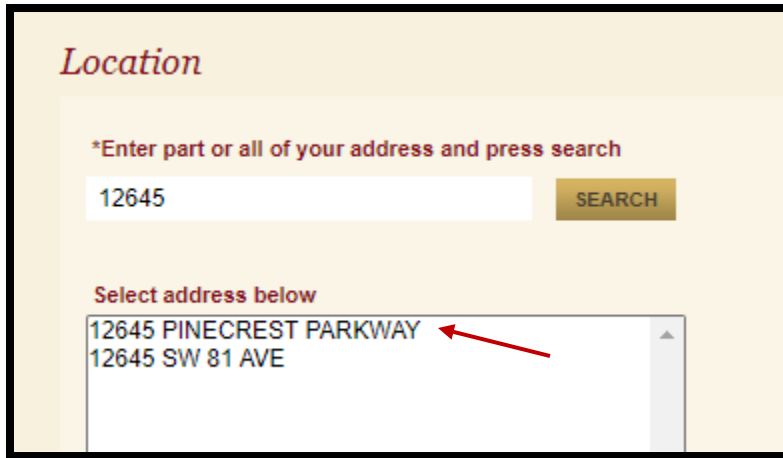


The screenshot shows a web form titled "Permit Type Information". It contains four fields: "PERMIT Type" with a dropdown menu showing "FENCE SINGLE FAMILY", "PERMIT Subtype" with a dropdown menu showing "WOOD OR CHAIN OR PVC", "Short Description:" with a text box containing "INSTALL 6' WOOD FENCE", and "*Job Value" with a text box containing "\$2,300.00".

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, do not hit the back button. Click the "Address Lookup" and it will allow you to type in another address.



Location

***Enter part or all of your address and press search**

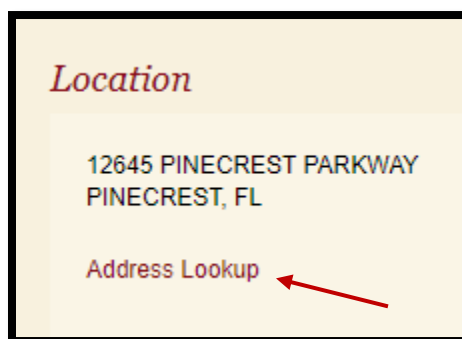
12645 **SEARCH**

Select address below

- 12645 PINECREST PARKWAY
- 12645 SW 81 AVE

A red arrow points to the first address in the dropdown list.

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



Location

12645 PINECREST PARKWAY
PINECREST, FL

Address Lookup

A red arrow points to the 'Address Lookup' button.

ATTACHMENTS

Attachments

Your permit application is not considered complete if a Permit Application Form is not attached.
Failure to attach the **Permit Application Form** with your submission, will automatically DENY your request.

PLANS for Building Permits must be digitally signed and sealed - no wet stamped will be accepted.

For General Plans Requirements for Permit Submission [click here](#).

For Permit Submission checklists, [click here](#).

Steps to upload your documents:

- 1) Click "Select to locate file"
- 2) Enter a description
- 3) Click Upload

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"

Filename

● VOP_Permit_Application.pdf

VOP_Permit_Application.pdf

Description:

● Image_565.pdf

● VOP_Permit_Application.pdf

VOP_Permit_Application.pdf

Description:

Image_565.pdf

Description:

IMPORTANT – DO NOT LEAVE BLANK

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

Contractor Information

*Name ** COMPANY NAME **

*Address *Phone

*City *Email Address

*State *License or ID

*Zip

CANCEL PREVIOUS STEP NEXT STEP

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

QUALIFIER'S LICENSE NO.

Step 3:

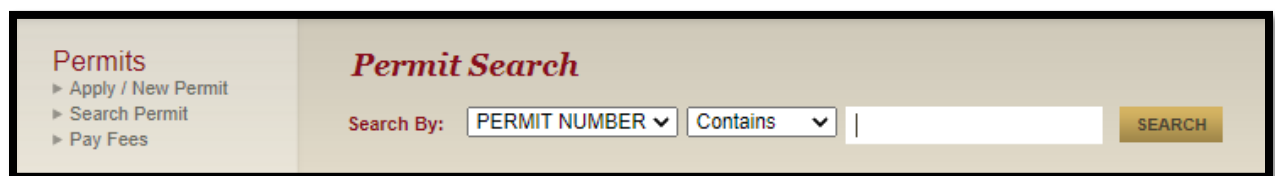
Review all of the information. You will be able to edit any information in this screen. When everything is correct, click "SUBMIT". Your permit will appear on your dashboard, with a status of submitted.

**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.

****Please wait for approval prior to making a payment****

Searching and Viewing Records



The screenshot shows a web interface for searching permits. On the left, there is a navigation menu with the following items: **Permits**, [► Apply / New Permit](#), [► Search Permit](#), and [► Pay Fees](#). The main section is titled **Permit Search**. It features a search bar with the label "Search By:" followed by a dropdown menu currently set to "PERMIT NUMBER", another dropdown menu set to "Contains", an empty text input field, and a yellow "SEARCH" button.

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.

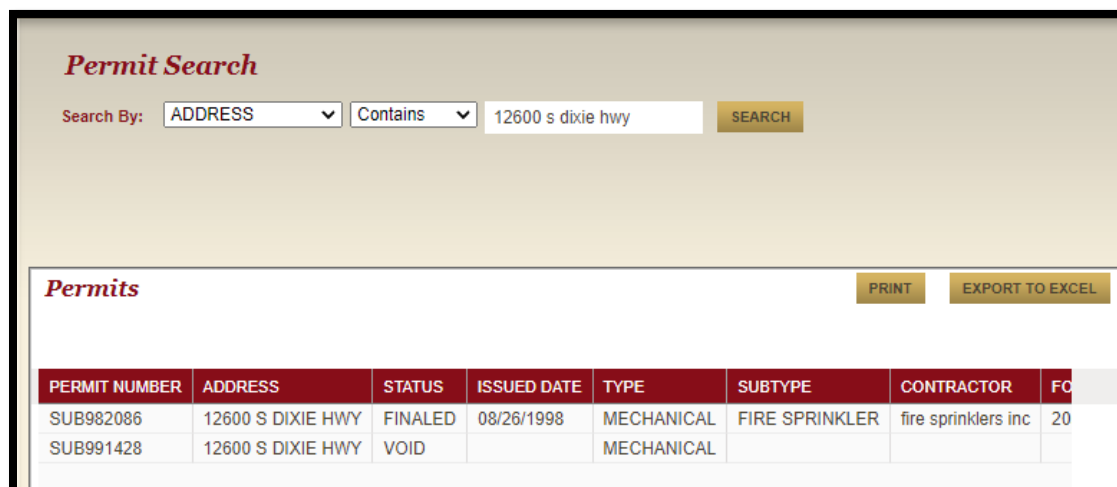
View Permit History Online

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

The next screen is where you will search for permits.

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

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The screenshot shows the results of a search for permits. The search bar at the top is set to "ADDRESS" with "Contains" selected and "12600 s dixie hwy" entered. Below the search bar, there is a section titled **Permits** with "PRINT" and "EXPORT TO EXCEL" buttons. A table displays the search results:

PERMIT NUMBER	ADDRESS	STATUS	ISSUED DATE	TYPE	SUBTYPE	CONTRACTOR	FO
SUB982086	12600 S DIXIE HWY	FINALED	08/26/1998	MECHANICAL	FIRE SPRINKLER	fire sprinklers inc	20
SUB991428	12600 S DIXIE HWY	VOID		MECHANICAL			

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