

# How to Check a Permits Plan Check Status on E-Trakit

1. Log in at <https://trikit.ci.milpitas.ca.gov/etrakit3/>
2. Or set up an account at: <https://trikit.ci.milpitas.ca.gov/ETRAKIT3/publicUserAccount.aspx?action=npa>
  - a. Obtain a username and password.
  - b. Complete the required fields.
  - c. Click on Create Account
3. Click on "Search Permits" under the **Permits** section (make sure you are logged in)



Home | Setup an Account | Log In     REMEMBER ME [Forgot Password /Username](#)

**Permits**  
» Apply / New Permit  
» Search Permit  
» Pay Fees

**Projects**  
» Search Projects  
» Pay Fees

**Contractor**  
» Search Contractors

**Properties**  
» Search Property

**Inspections**  
» Schedule  
» Cancel

**Violations**  
» Search

**Shopping Cart**  
» Pay All Fees  
» Paid Items

**Contact**  
» Contact us

Welcome to the City of Milpitas Online Permitting System

The City of Milpitas offers online permits through the E-Trakit online permitting system, which allows customers to apply for and obtain online permits for below list of permit types.

Effective 7/1/2022, a 2.4% credit card transaction fee will be charged for all permits issued through this online permitting system. Please contact [BuildingPermitCenter@milpitas.gov](mailto:BuildingPermitCenter@milpitas.gov) for any questions.

**ONLINE PERMITS ARE ONLY AVAILABLE FOR SINGLE FAMILY OR DUPLEX RESIDENTIAL PROJECTS.**

Please review below list of permit types available for online permits before continuing the online permitting process

**LIST OF PERMIT TYPES AVAILABLE FOR ONLINE PERMITS**

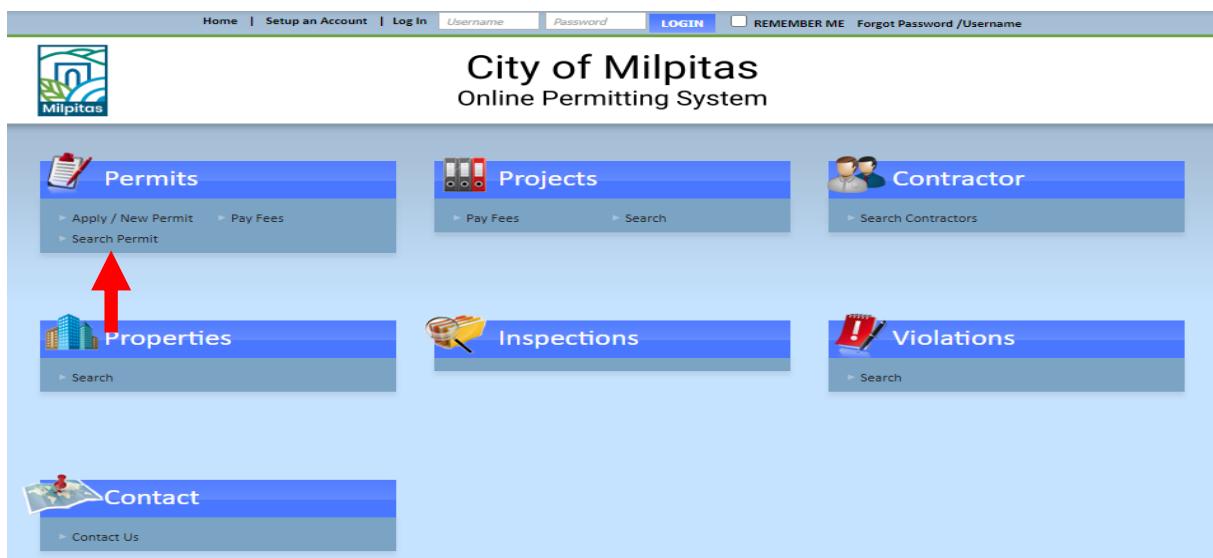
**PERMIT TYPES NOT LISTED ABOVE:**

Permit types that are not listed above are not available online. For permit types that do not require plan submittal, please email the filled and signed [Building Permit Application](#) to [BuildingPermitCenter@milpitas.gov](mailto:BuildingPermitCenter@milpitas.gov) For permit types that require plan submittal for plan review, please submit the submittal package through the [online submittal](#) system.

User Name:   
Password:

\* New users [Click here](#) to Register.  
[Forgot your password?](#)  
[Forgot your user name?](#)

Or



Home | Setup an Account | Log In     REMEMBER ME [Forgot Password /Username](#)

 **City of Milpitas**  
Online Permitting System

**Permits**  
» Apply / New Permit  
» Pay Fees  
» Search Permit

**Properties**  
» Search

**Projects**  
» Pay Fees  
» Search

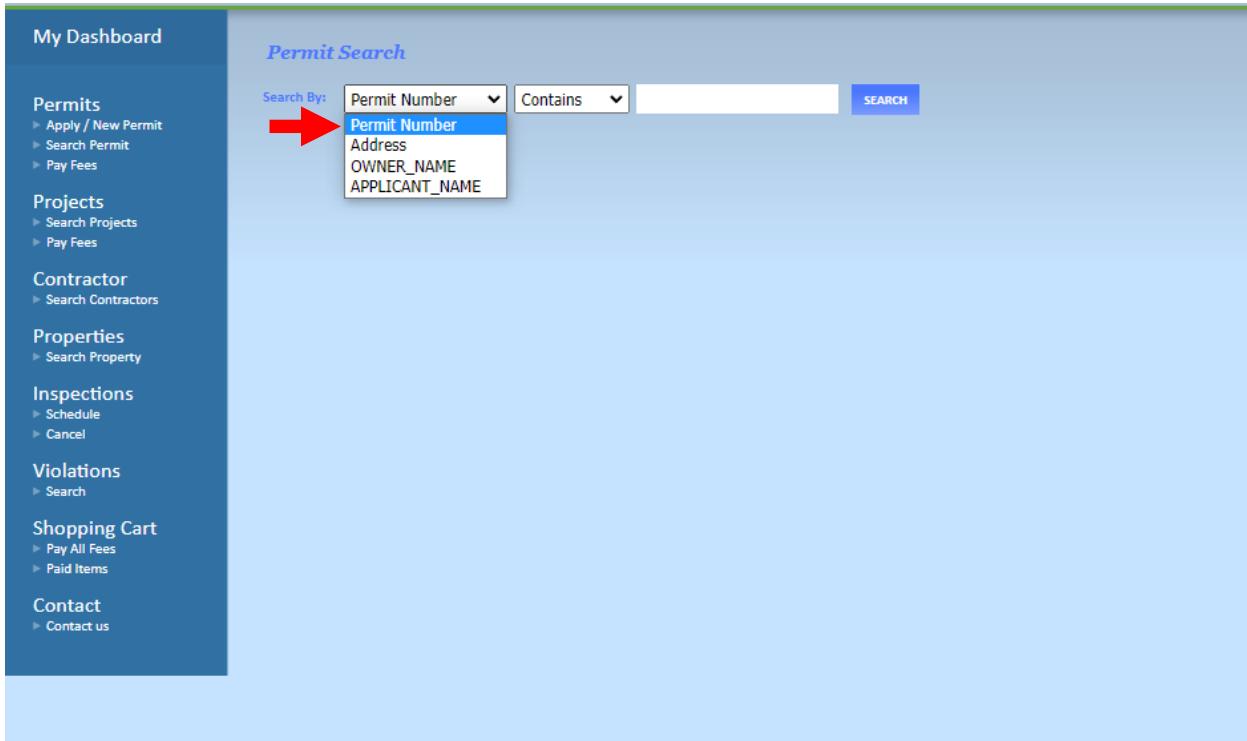
**Contractor**  
» Search Contractors

**Inspections**

**Violations**  
» Search

**Contact**  
» Contact Us

4. Change the drop-down menu to “Permit Number”



My Dashboard

Permits

- Apply / New Permit
- Search Permit
- Pay Fees

Projects

- Search Projects
- Pay Fees

Contractor

- Search Contractors

Properties

- Search Property

Inspections

- Schedule
- Cancel

Violations

- Search

Shopping Cart

- Pay All Fees
- Paid Items

Contact

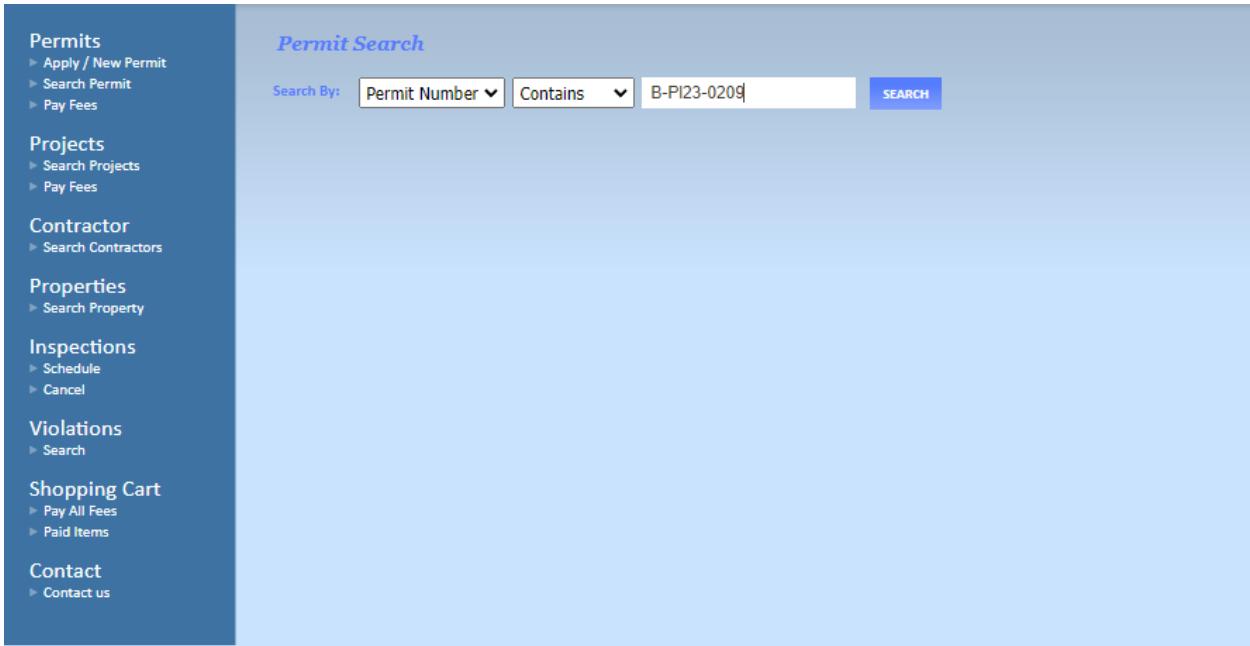
- Contact us

Permit Search

Search By:  Contains

The 'Search By' dropdown menu is open, showing the following options: Permit Number (highlighted with a red arrow), Address, OWNER\_NAME, and APPLICANT\_NAME.

5. Type in the permit number in the last box and click “Search”



Permits

- Apply / New Permit
- Search Permit
- Pay Fees

Projects

- Search Projects
- Pay Fees

Contractor

- Search Contractors

Properties

- Search Property

Inspections

- Schedule
- Cancel

Violations

- Search

Shopping Cart

- Pay All Fees
- Paid Items

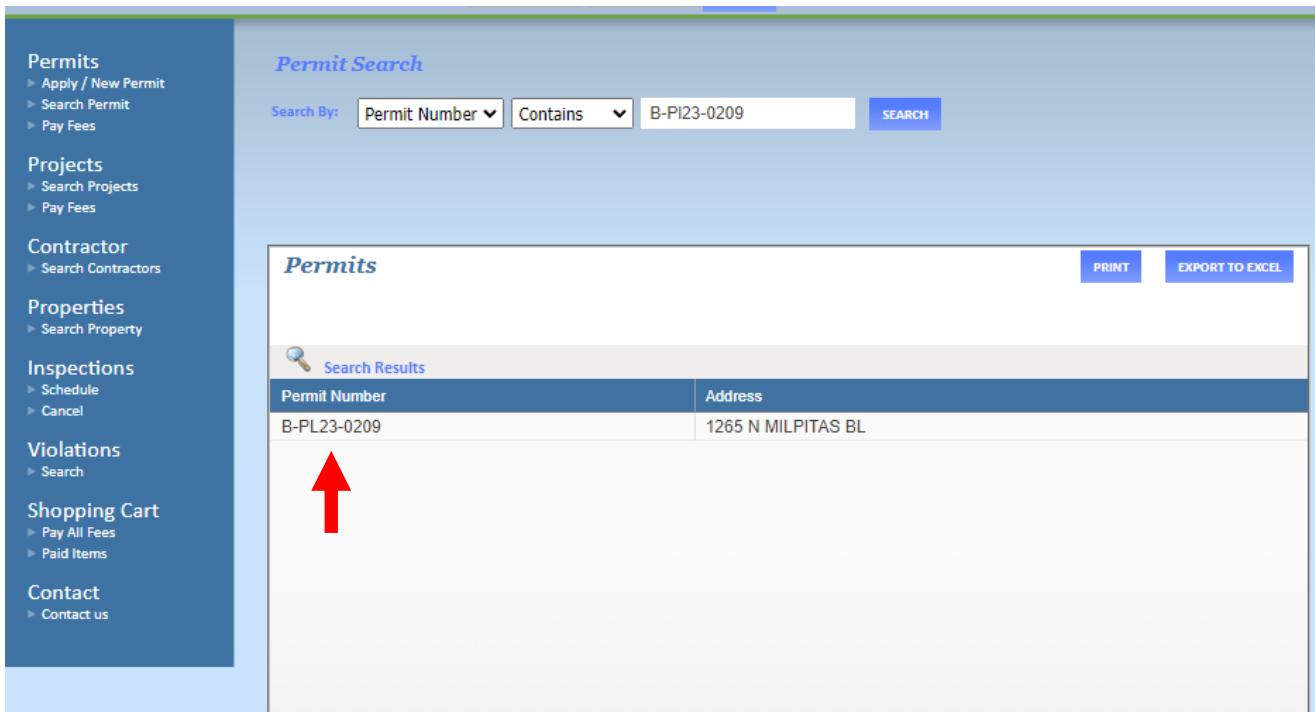
Contact

- Contact us

Permit Search

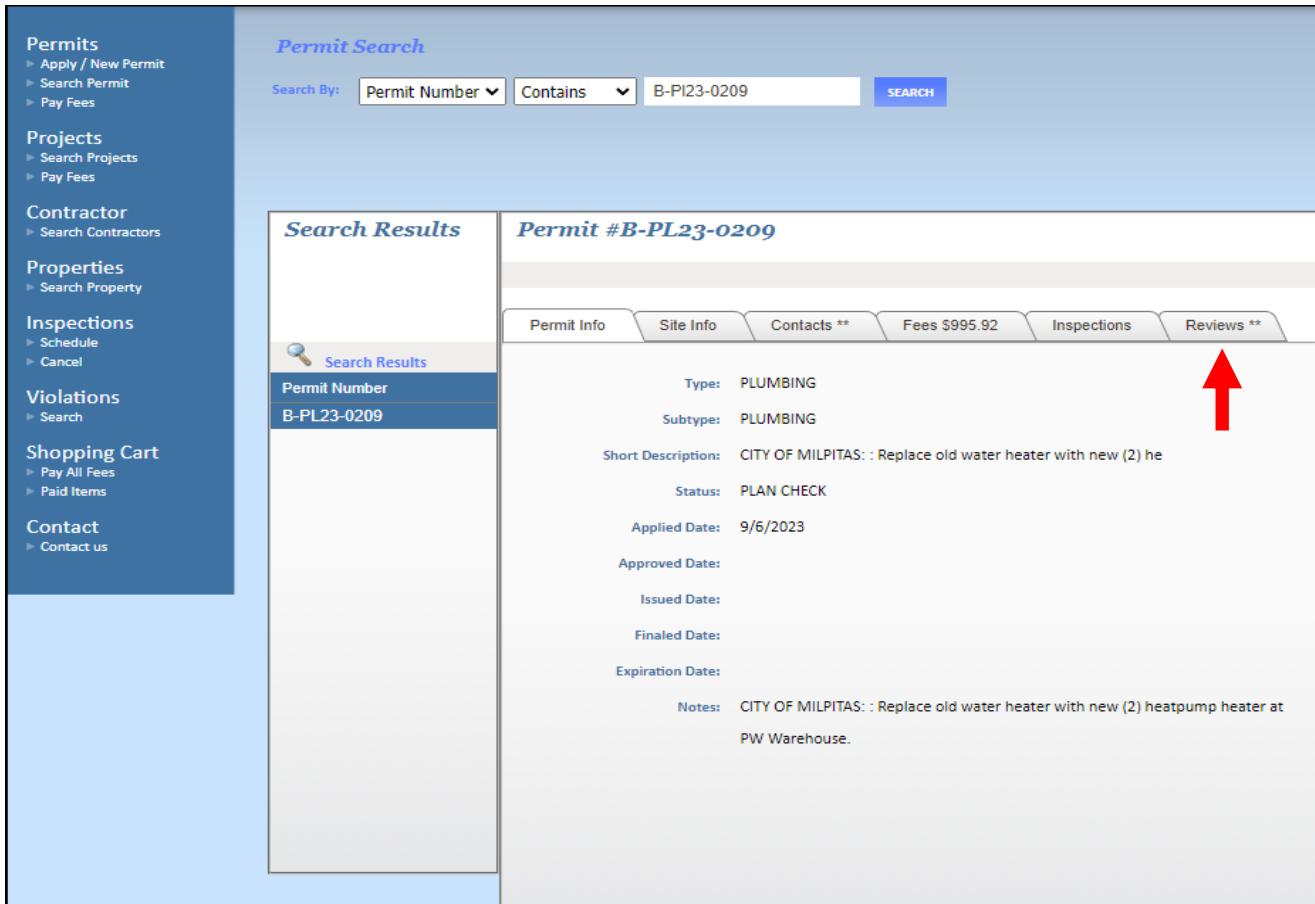
Search By:  Contains

6. The permit number will appear as a search result. Click on the permit number.



The screenshot shows the 'Permit Search' page. On the left, a sidebar lists various menu items: Permits (Apply / New Permit, Search Permit, Pay Fees), Projects (Search Projects, Pay Fees), Contractor (Search Contractors), Properties (Search Property), Inspections (Schedule, Cancel), Violations (Search), Shopping Cart (Pay All Fees, Paid Items), and Contact (Contact us). The main search area has a 'Search By' dropdown set to 'Permit Number', a 'Contains' dropdown, and a text input field with 'B-PL23-0209'. A 'SEARCH' button is to the right. Below the search bar is a table titled 'Permits' with a single row for 'B-PL23-0209' with address '1265 N MILPITAS BL'. A red arrow points to the permit number in the search results table.

7. Click on the “Reviews” Tab.



The screenshot shows the 'Permit Search' page with the same sidebar as the previous screenshot. The search results for 'B-PL23-0209' are displayed. The right panel shows the 'Permit #B-PL23-0209' details. At the top of this panel is a navigation bar with tabs: Permit Info, Site Info, Contacts \*\*, Fees \$995.92, Inspections, and Reviews \*\*. A red arrow points to the 'Reviews \*\*' tab. Below the tabs, the permit details are listed: Type: PLUMBING, Subtype: PLUMBING, Short Description: CITY OF MILPITAS: : Replace old water heater with new (2) he, Status: PLAN CHECK, Applied Date: 9/6/2023, Approved Date: (empty), Issued Date: (empty), Finaled Date: (empty), and Expiration Date: (empty). Notes: CITY OF MILPITAS: : Replace old water heater with new (2) heatpump heater at PW Warehouse.

8. This page will display all the reviews that have been completed or reviews in progress. You can view the date the review was submitted, completed, type of review, reviewer and status of the review.

Permits

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**Permit Search**

Search By: Permit Number Contains B-PL23-0209 **SEARCH**

**Search Results**

**Permit #B-PL23-0209**

Permit Info	Site Info	Contacts **	Fees \$995.92	Inspections	Reviews **
Type	Reviewer	Status	Submitted	Completed	
B-Electrical	Gary King	Not Appr...	9/6/2023	9/8/2023	More Info
B-Plumbing	Gary King	Not Appr...	9/6/2023	9/8/2023	More Info
B-Prjct Coordinator	HEINZ KUO	PC Com...	9/6/2023	9/12/2023	More Info
B-Special Inspection	HEINZ KUO	No Revie...	9/6/2023	9/12/2023	More Info
B-Structural	Heinz Kuo	Approve...	9/6/2023	9/12/2023	More Info

9. To see any comments the reviewer may have left you can click on “More Info”

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**Permit Search**

Search By: Permit Number Contains B-PL23-0209 **SEARCH**

**Search Results**

**Permit #B-PL23-0209**

Permit Info	Site Info	Contacts **	Fees \$995.92	Inspections	Reviews **
Type	Reviewer	Status	Submitted	Completed	
B-Electrical	Gary King	Not Appr...	9/6/2023	9/8/2023	More Info
B-Plumbing	Gary King	Not Appr...	9/6/2023	9/8/2023	More Info
B-Prjct Coordinator	HEINZ KUO	PC Com...	9/6/2023	9/12/2023	More Info
B-Special Inspection	HEINZ KUO	No Revie...	9/6/2023	9/12/2023	More Info
B-Structural	Heinz Kuo	Approve...	9/6/2023	9/12/2023	More Info



## 10. Example of information that is displayed

The screenshot shows a software interface for permit management. On the left, a sidebar lists various menu items: Pay Fees, Contractor (Search Contractors), Properties (Search Property), Inspections (Schedule, Cancel), Violations (Search), Shopping Cart (Pay All Fees, Paid Items), and Contact (Contact us). The main area is titled "Search Results" and displays "Permit #B-PL23-0209". Below the title are tabs for Permit Info, Site Info, Contacts \*\*, Fees \$995.92, Inspections, and Reviews \*\*. A table lists permit details: Type (B-Electrical, B-Plumbing), Reviewer (Gary King, Gary King), Status (Not Appr..., Not Appr...), Submitted (9/6/2023, 9/6/2023), Completed (9/8/2023, 9/8/2023), and a "More Info" link for each. A modal window titled "Review - B-Structural" is open, showing a summary of the submittal: Group: 1 Submittal, Type: B-Structural, Status: Approved with Conditions, Date Submitted: 9/6/2023, Date Completed: 9/12/2023, Reviewer: Heinz Kuo, and Notes: Provide restraint strap per DSA guidelines. A "CLOSE" button is at the bottom of the modal. At the bottom of the page, a disclaimer states: "The City of Milpitas makes every effort to ensure the accuracy of the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement." and "No express or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement."