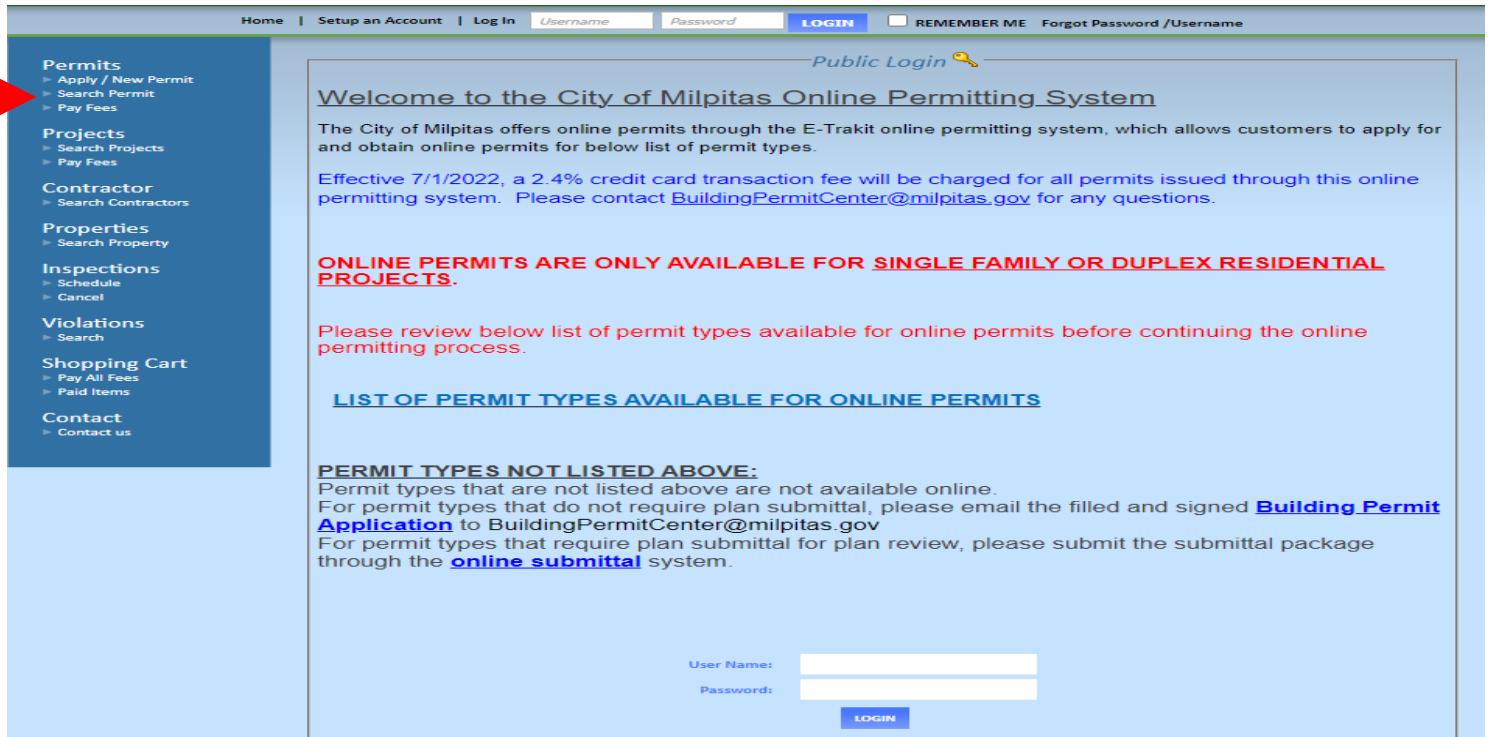


How to Schedule an Inspection on E-Trakit

1. Login

- a. if you don't have an account, please follow the steps below to create one.
- b. To set up an account go to:
<https://trakit.ci.milpitas.ca.gov/ETRAKIT3/publicUserAccount.aspx?action=npa>
- c. Obtain a username and password.
- d. Complete the required fields.
- e. Click on Create Account

2. Click on "Search Permits" under the **Permits** section (make sure you are logged in)



Home | Setup an Account | Log In Username Password LOGIN 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 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.

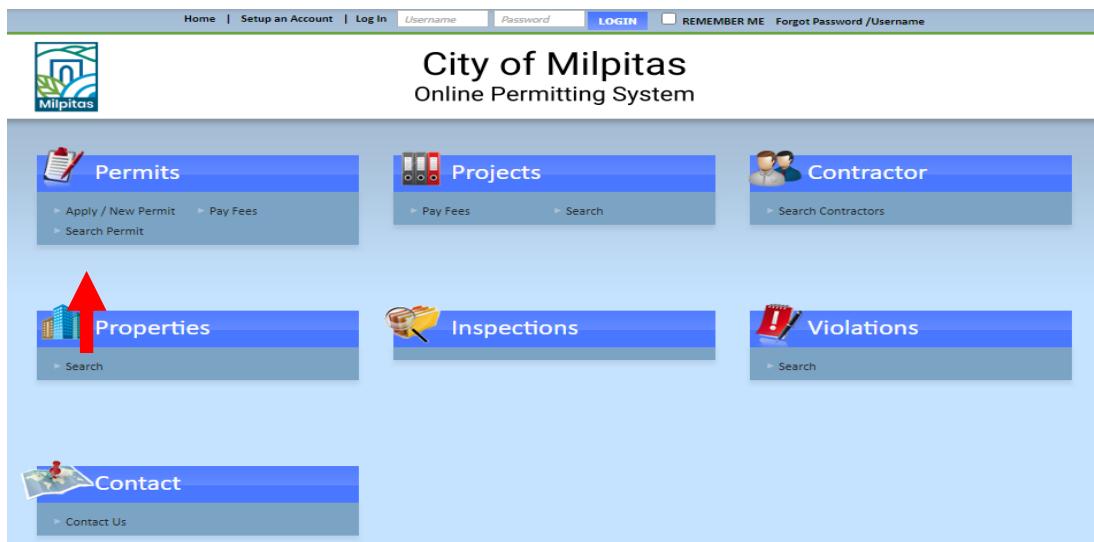
LIST OF PERMIT TYPES AVAILABLE FOR ONLINE PERMITS

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](mailto:BuildingPermitApplication@milpitas.gov) to 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:
LOGIN

Or



Home | Setup an Account | Log In Username Password LOGIN REMEMBER ME Forgot Password /Username

City of Milpitas
Online Permitting System

Permits
Apply / New Permit
Search Permit
Pay Fees

Projects
Pay Fees
Search

Contractor
Search Contractors

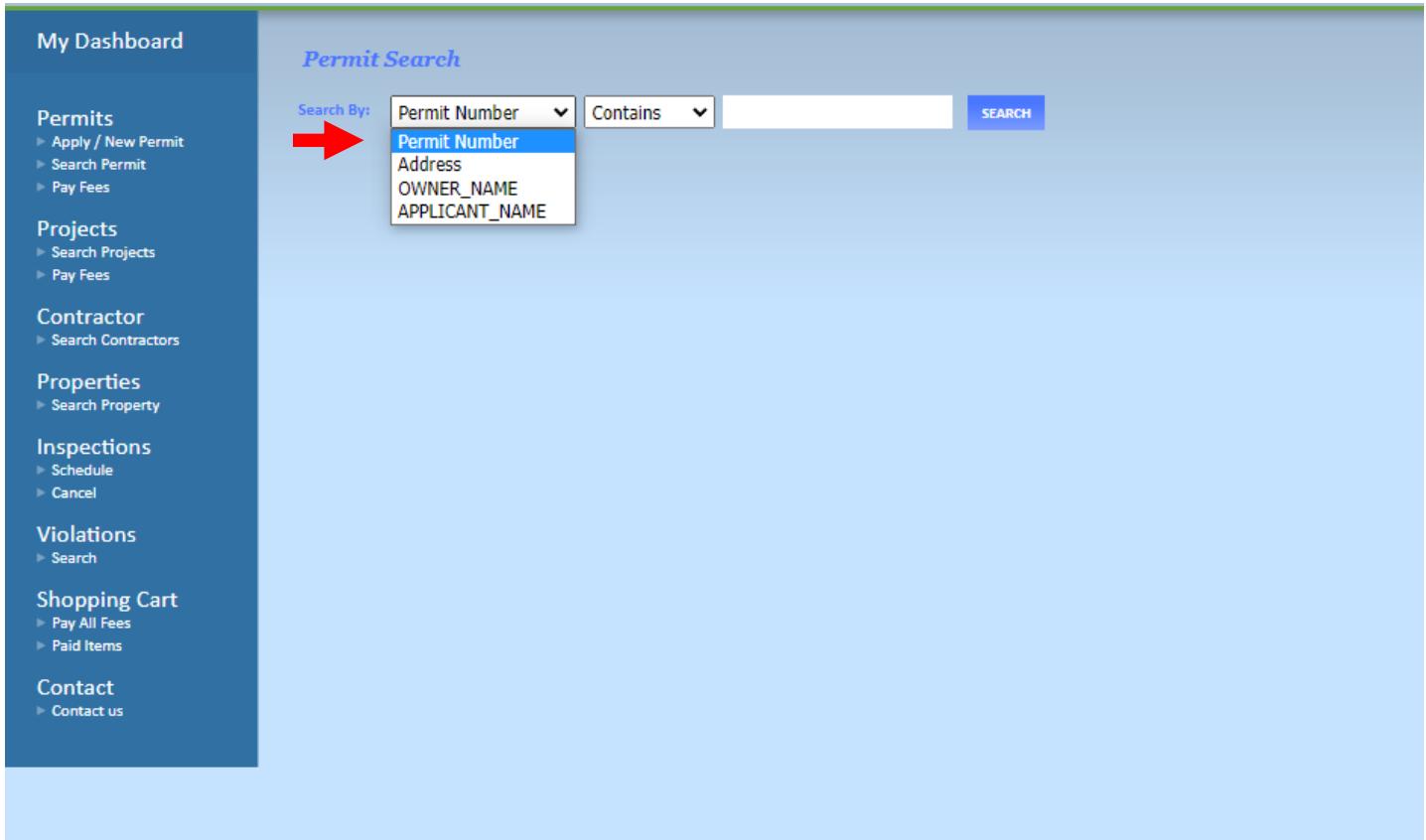
Properties
Search

Inspections

Violations
Search

Contact
Contact Us

3. Change the drop down 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

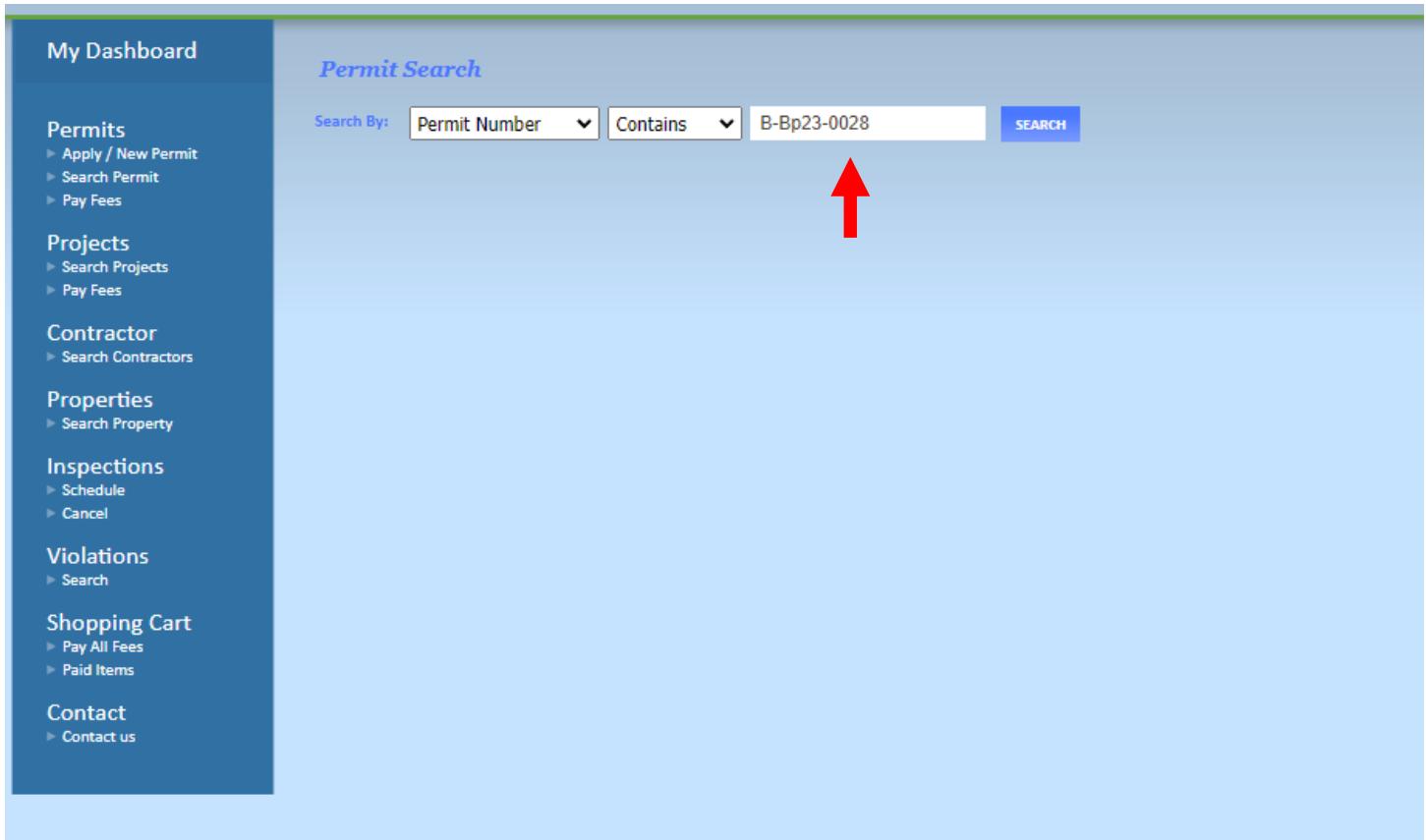
- Contact us

Permit Search

Search By: **Permit Number** Contains **SEARCH**

Address OWNER_NAME APPLICANT_NAME

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



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

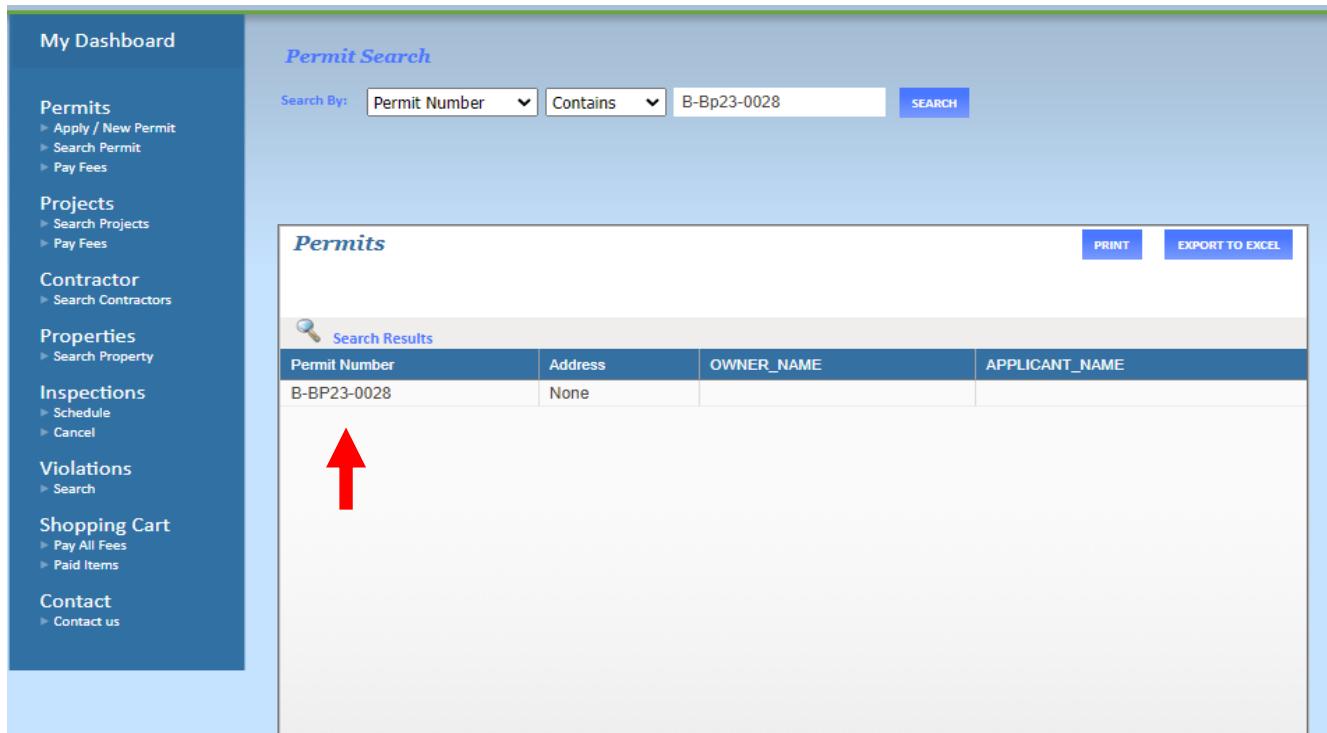
Contact

- Contact us

Permit Search

Search By: **Permit Number** Contains **B-Bp23-0028** **SEARCH**

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

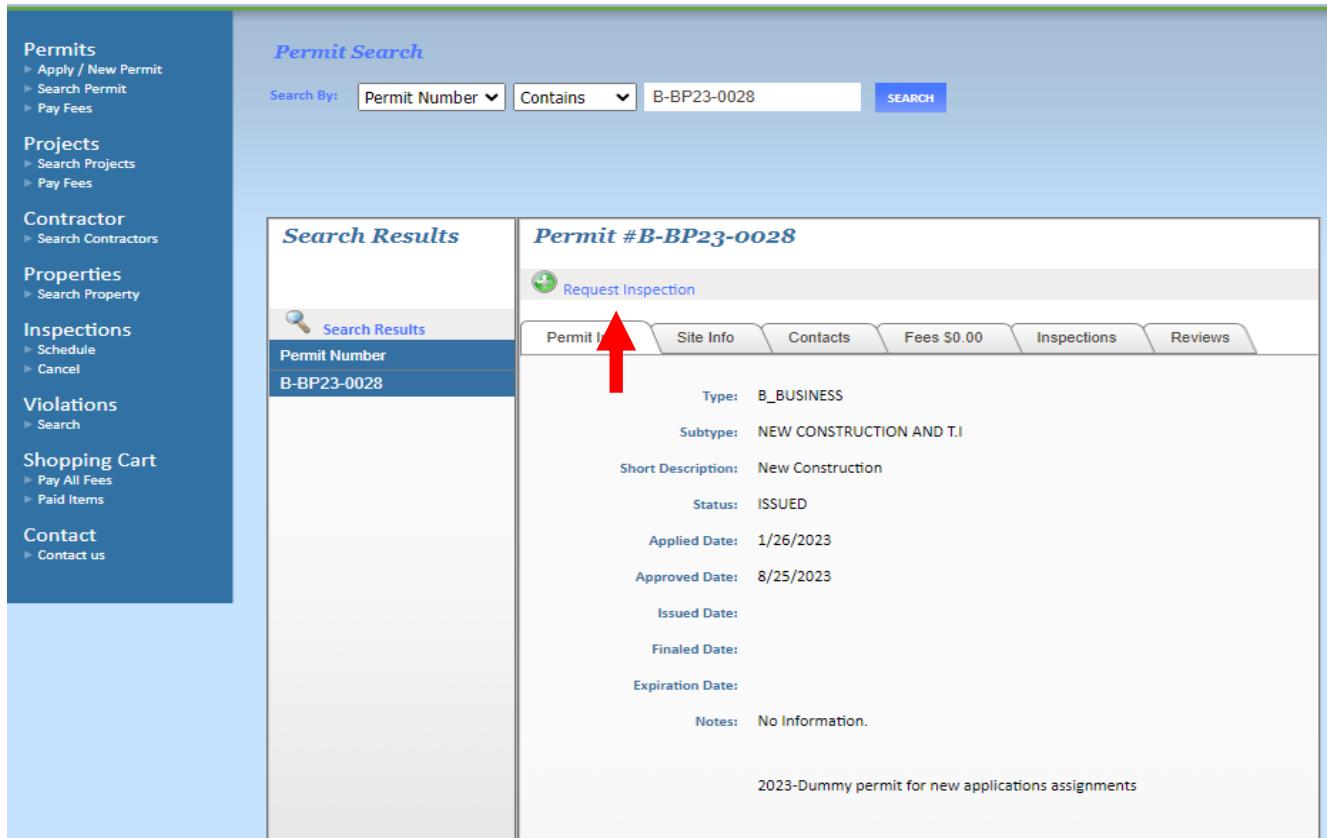
Search By: Permit Number Contains B-BP23-0028 SEARCH

Permits

PRINT EXPORT TO EXCEL

Permit Number	Address	OWNER_NAME	APPLICANT_NAME
B-BP23-0028	None		

6. Click on “Request Inspection”



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: Permit Number Contains B-BP23-0028 SEARCH

Search Results

Permit Number
B-BP23-0028

Permit #B-BP23-0028

Request Inspection

Permit I Site Info Contacts Fees \$0.00 Inspections Reviews

Type: B_BUSINESS
Subtype: NEW CONSTRUCTION AND T.I
Short Description: New Construction
Status: ISSUED
Applied Date: 1/26/2023
Approved Date: 8/25/2023
Issued Date:
Finalized Date:
Expiration Date:
Notes: No Information.

2023-Dummy permit for new applications assignments

7. Fill in the requested information

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 Inspection Request - B-BP23-0028

* Contact Name:

* Phone Number:

* Site Address: None

* Email Address:

Notes:

Inspection Type:

Requested Date:

Time:

ADD INSPECTION **CANCEL**

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'

Please note that inspectors will arrive between 7:30am-12pm for inspections scheduled for AM and between 12pm-3:30pm for inspections scheduled for PM.

8. Select the drop-down menu for "Inspection Type" to find the specific inspection you need to schedule.

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 Inspection Request - B-BP23-0028

* Contact Name:

* Phone Number:

* Site Address: None

* Email Address:

Notes:

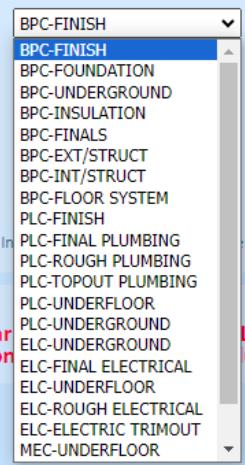
Inspection Type: 

Requested Date:

Time:

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'

Please note that inspectors will arrive between 7:30am-12pm for inspections scheduled for AM and between 12pm-3:30pm for inspections scheduled for PM.



9. Select the drop-down menu for “Requested Date” to select the date you need to schedule the inspection for.

My Dashboard

PERMIT Inspection Request - B-BP23-0028

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

Contact Name: _____

Phone Number: (____) ____-_____

Site Address: _____

Email Address: _____

Notes: _____

Inspection Type: BPC-FINISH

Requested Date: 8/28/2023

Time: 8/28/2023

8/28/2023
8/29/2023
8/30/2023
8/31/2023
9/1/2023
9/5/2023
9/6/2023
9/7/2023
9/8/2023
9/11/2023

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'

Please note that inspectors will arrive between 7:30am-12pm for inspections scheduled for AM and between 12pm-3:30pm for inspections scheduled for PM.



10. Select the drop-down menu for “Time” to select the time frame you need to schedule the inspection for.

My Dashboard

PERMIT Inspection Request - B-BP23-0028

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

Contact Name: _____

Phone Number: (____) ____-_____

Site Address: _____

Email Address: _____

Notes: _____

Inspection Type: BPC-FINISH

Requested Date: 8/28/2023

Time: Any

Any
AM
PM

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'

Please note that inspectors will arrive between 7:30am-12pm for inspections scheduled for AM and between 12pm-3:30pm for inspections scheduled for PM.



11. Click "Add Inspection"

My Dashboard

PERMIT Inspection Request - B-BP23-0028

• Contact Name: Jane Doe
• Phone Number: (123) 456-7890
• Site Address: 123 Main St
• Email Address: jane.doe@Gmail.com
Notes:
Inspection Type: BPC-FINISH
Requested Date: 8/28/2023
Time: Any

ADD INSPECTION **CANCEL**

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'

Please note that inspectors will arrive between 7:30am-12pm for inspections scheduled for AM and between 12pm-3:30pm for inspections scheduled for PM.

12. Click "Submit" to finalize the scheduling of the inspection.

My Dashboard

PERMIT Inspection Request - B-BP23-0028

• Contact Name: Jane Doe
• Phone Number: (123) 456-7890
• Site Address: 123 Main St
• Email Address: jane.doe@Gmail.com
Notes:
Inspection Type: BPC-FINISH
Requested Date: 8/28/2023
Time: Any

ADD INSPECTION **CANCEL**

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'

Inspection Type	Request Date	Time	Delete
BPC-FINISH	8/28/2023	Any	Delete

SUBMIT **RESET**

Please note that inspectors will arrive between 7:30am-12pm for inspections scheduled for AM and between 12pm-3:30pm for inspections scheduled for PM.

13. Once your inspection has been scheduled you will receive an email from etrakitsupport@ci.milpitas.ca.gov confirming your scheduled inspection.

Online Inspection Request



jane.doe@Gmail.com
To Etrakit Support

Reply Reply All Forward Fri 8/25/2023 3:18 PM

CAUTION: EXTERNAL SENDER

This email originated from outside the organization. Do NOT click links or open attachments unless you recognize the sender and know the content is safe. Report suspicious messages to the IT Helpdesk.

Your request has been received. Thank you for using our on-line system to schedule your inspection.

Please note that inspectors will arrive between 7:30am-12pm for inspections scheduled for AM and between 12pm-3:30pm for inspections scheduled for PM.

Construction is limited to the hours of 7:00 am to 7:00pm each day. (MMC V-213-3 (b)).

This is the information sent:

Permit Number: B-BP23-0028

Inspection(s):

BPC-FINISH 8/28/2023

Contact Name: Jane Doe

Site Address: 123 Main St

Phone: 1234567890

e-Mail: jane.doe@Gmail.com