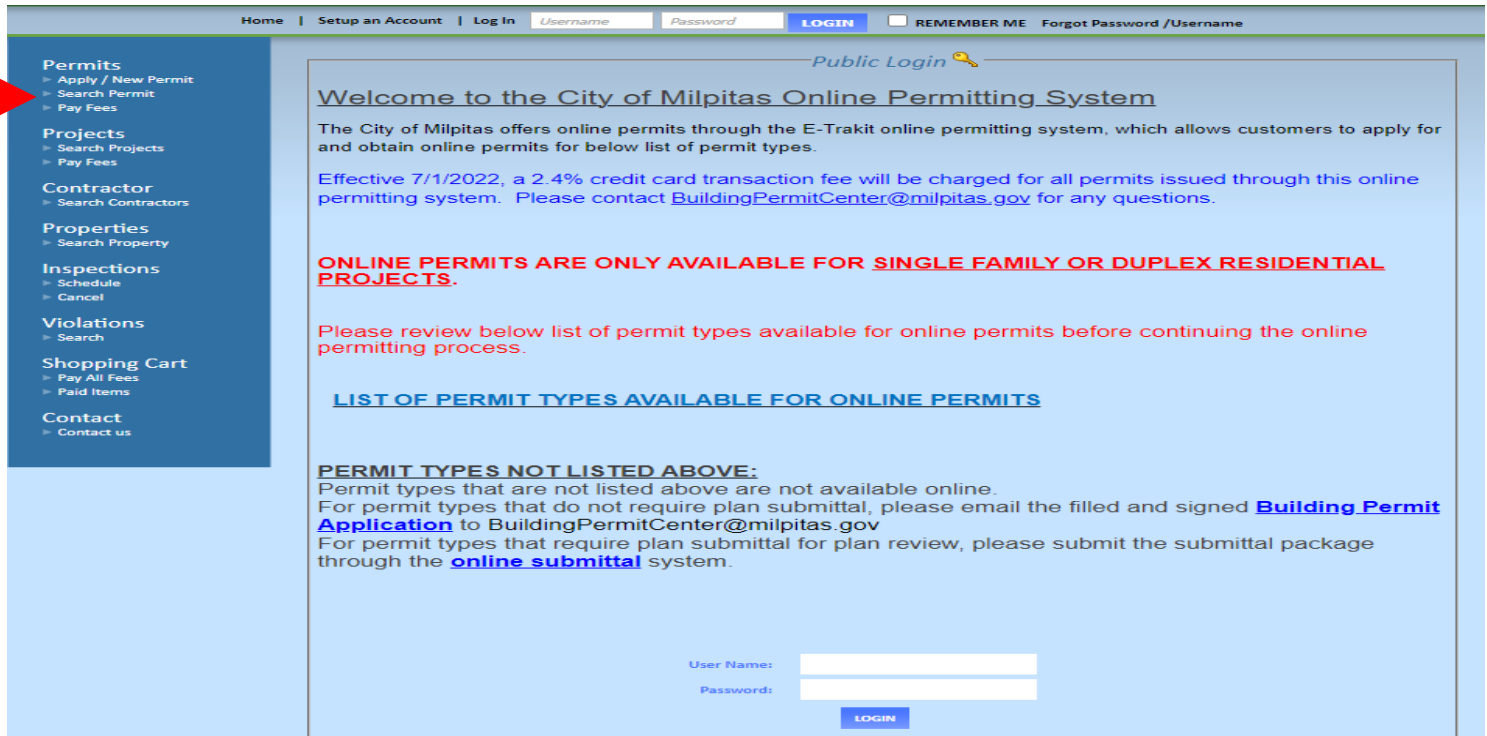


How to Schedule an Inspection on E-Trakit

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 ☐ 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

Public Login

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.

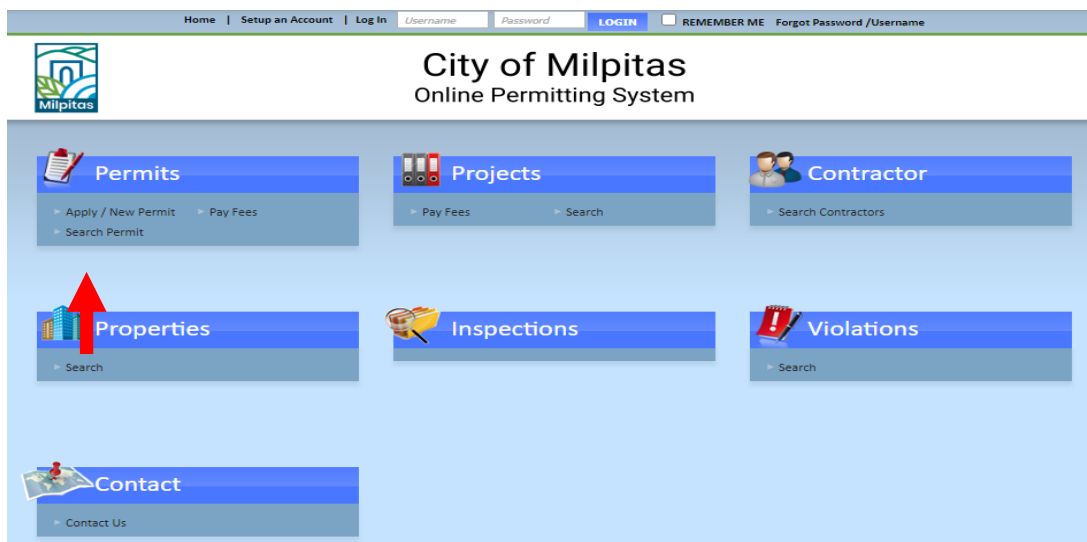
Please review below list of permit types available for online permits before continuing the online permitting process.

[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](#) 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:

Or



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

 **City of Milpitas**
Online Permitting System

Permits
Apply / New Permit
Pay Fees
Search Permit

Projects
Pay Fees
Search

Contractor
Search Contractors

Properties
Search

Inspections
Search

Violations
Search

Contact
Contact Us

3. Change the drop down to "Permit Number"

The screenshot shows the 'Permit Search' page. On the left is a 'My Dashboard' sidebar with links to Permits, Projects, Contractor, Properties, Inspections, Violations, Shopping Cart, and Contact. The main area has a 'Permit Search' header. Below it, the 'Search By:' label is followed by a dropdown menu currently set to 'Permit Number'. A red arrow points to this dropdown. The dropdown menu is open, showing options: 'Permit Number' (highlighted), 'Address', 'OWNER_NAME', and 'APPLICANT_NAME'. To the right of the dropdown is another dropdown set to 'Contains', followed by an empty text input field and a blue 'SEARCH' button.

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

This screenshot shows the same 'Permit Search' page, but now the text input field contains the permit number 'B-Bp23-0028'. A red arrow points to this input field. The 'Search By:' dropdown remains set to 'Permit Number', and the 'Contains' dropdown is still selected. The blue 'SEARCH' button is visible to the right of the input field.

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

Search Results

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

Search Results

Permit Number
B-BP23-0028

Permit #B-BP23-0028

Request Inspection

Permit ISite InfoContactsFees \$0.00InspectionsReviews

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:

* 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:

* 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.

Inspection Type dropdown menu options:

- BPC-FINISH
- BPC-FOUNDATION
- BPC-UNDERGROUND
- BPC-INSULATION
- BPC-FINALS
- BPC-EXT/STRUCT
- BPC-INT/STRUCT
- BPC-FLOOR SYSTEM
- PLC-FINISH
- PLC-FINAL PLUMBING
- PLC-ROUGH PLUMBING
- PLC-TOPOUT PLUMBING
- PLC-UNDERFLOOR
- PLC-UNDERGROUND
- ELC-UNDERGROUND
- ELC-FINAL ELECTRICAL
- ELC-UNDERFLOOR
- ELC-ROUGH ELECTRICAL
- ELC-ELECTRIC TRIMOUT
- MEC-UNDERFLOOR

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

The screenshot shows the 'PERMIT Inspection Request - B-BP23-0028' form. On the left is a 'My Dashboard' sidebar with links to Permits, Projects, Contractor, Properties, Inspections, Violations, Shopping Cart, and Contact. The main form area contains fields for Contact Name, Phone Number, Site Address, Email Address, and Notes. Below these is the 'Inspection Type' dropdown set to 'BPC-FINISH'. The 'Requested Date' dropdown is open, showing a list of dates from 8/28/2023 to 9/11/2023. A red arrow points to the 'Requested Date' label. Below the date list is a 'Time' dropdown. At the bottom of the form, there is a 'CANCEL' button and a note: 'Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection''. A red text box at the bottom states: '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.

This screenshot shows the same 'PERMIT Inspection Request' form, but with the 'Time' dropdown menu open. The 'Requested Date' is now set to 8/28/2023. The 'Time' dropdown shows options for 'Any', 'AM', and 'PM'. A red arrow points to the 'Time' label. The 'ADD INSPECTION' button is now visible. The rest of the form and the red text box at the bottom are identical to the previous screenshot.

11. Click "Add Inspection"

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: 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

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: 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	
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.

S:\BUILDING INSP\HANDOUTS 2023\2023 ORIGINAL DOCUMENTS\Etrakit User Instructions\Handout - How To Schedule An Inspection On E-Trakit.Docx

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



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