

# How to do a Permit Records Search on E-Trakit

\*\*\*Please note the permit records available on this site are from 2006 till present. For older permits or to request any plans please visit <https://www.milpitas.gov/276/Record-Research> \*\*\*

1. To set up an account go to: <https://trakit.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

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

**Create New Public User Account**

\* Required fields

**Profile**

Company Name:

\* First Name: Jane

\* Last Name: Doe

Address:

City:

State:

Zip:  -

\* Email:  Invalid e-Mail

\* Phone:  (123) 456-7890

Ext:

**Username and Password**

\* Log-In Name:  (letters/numbers only) janedoe

\* Password:  (6 to 15 letters/numbers only)

\* Confirm Password:   Passwords do not match

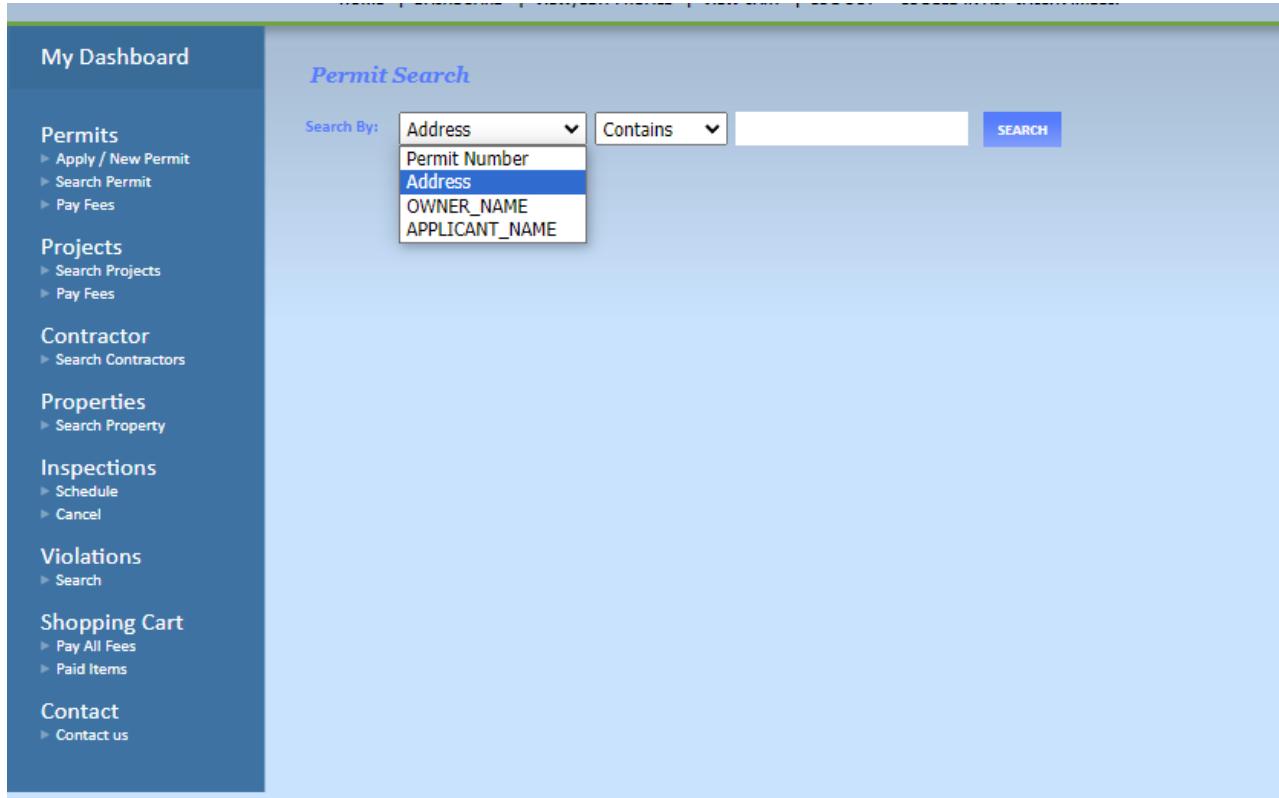
**CREATE ACCOUNT**

2. You can search for permit information via the “Search Permit” listed under the “Permits” tab



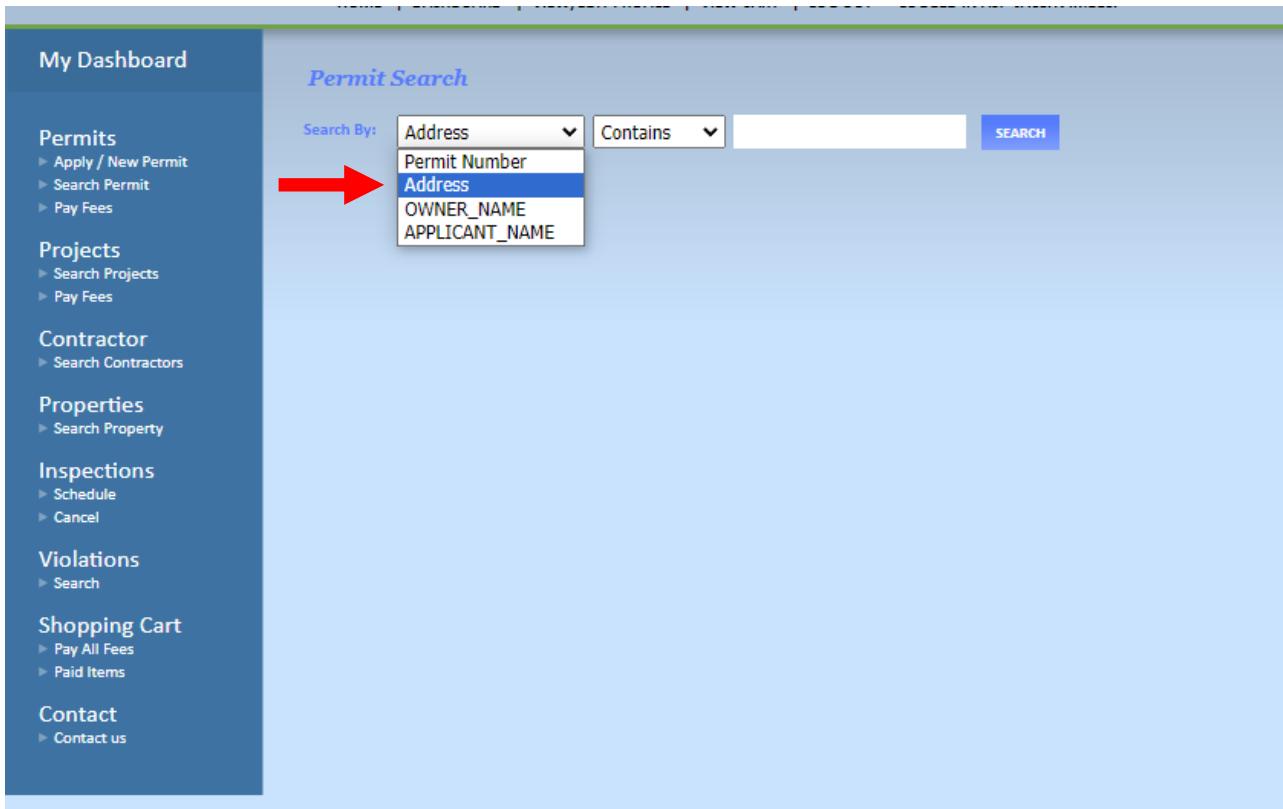
The screenshot shows the City of Milpitas Online Permitting System. At the top, there is a navigation bar with links for Home, Setup an Account, Log In, Username, Password, LOGIN, REMEMBER ME, and Forgot Password /Username. The main title is "City of Milpitas Online Permitting System". Below the title, there are six main categories: Permits, Projects, Contractor, Properties, Inspections, and Violations. Each category has a sub-menu. The "Permits" category has a red arrow pointing to the "Search Permit" link. The "Properties" category has a "Search" link. The "Inspections" category has a "Search" link. The "Violations" category has a "Search" link. The "Contact" category has a "Contact Us" link.

3. You can search permit information by permit number, address, property owner or permit applicant.



The screenshot shows the "Permit Search" page. On the left, there is a sidebar with links for My Dashboard, Permits, Projects, Contractor, Properties, Inspections, Violations, Shopping Cart, and Contact. The main area is titled "Permit Search" and contains a search form. The "Search By" dropdown menu is open, showing options: Address (which is selected), Permit Number, Address, OWNER\_NAME, and APPLICANT\_NAME. There is also a "Contains" dropdown menu and a "SEARCH" button.

4. To search by address, select “Address” from the first drop down menu



My Dashboard

**Permit Search**

Search By: **Address** Contains  **SEARCH**

Address  
Permit Number  
**Address**  
OWNER\_NAME  
APPLICANT\_NAME

Permits  
▶ Apply / New Permit  
▶ Search Permit  
▶ Pay Fees

Projects  
▶ Search Projects  
▶ Pay Fees

Contractor  
▶ Search Contractors

Properties  
▶ Search Property

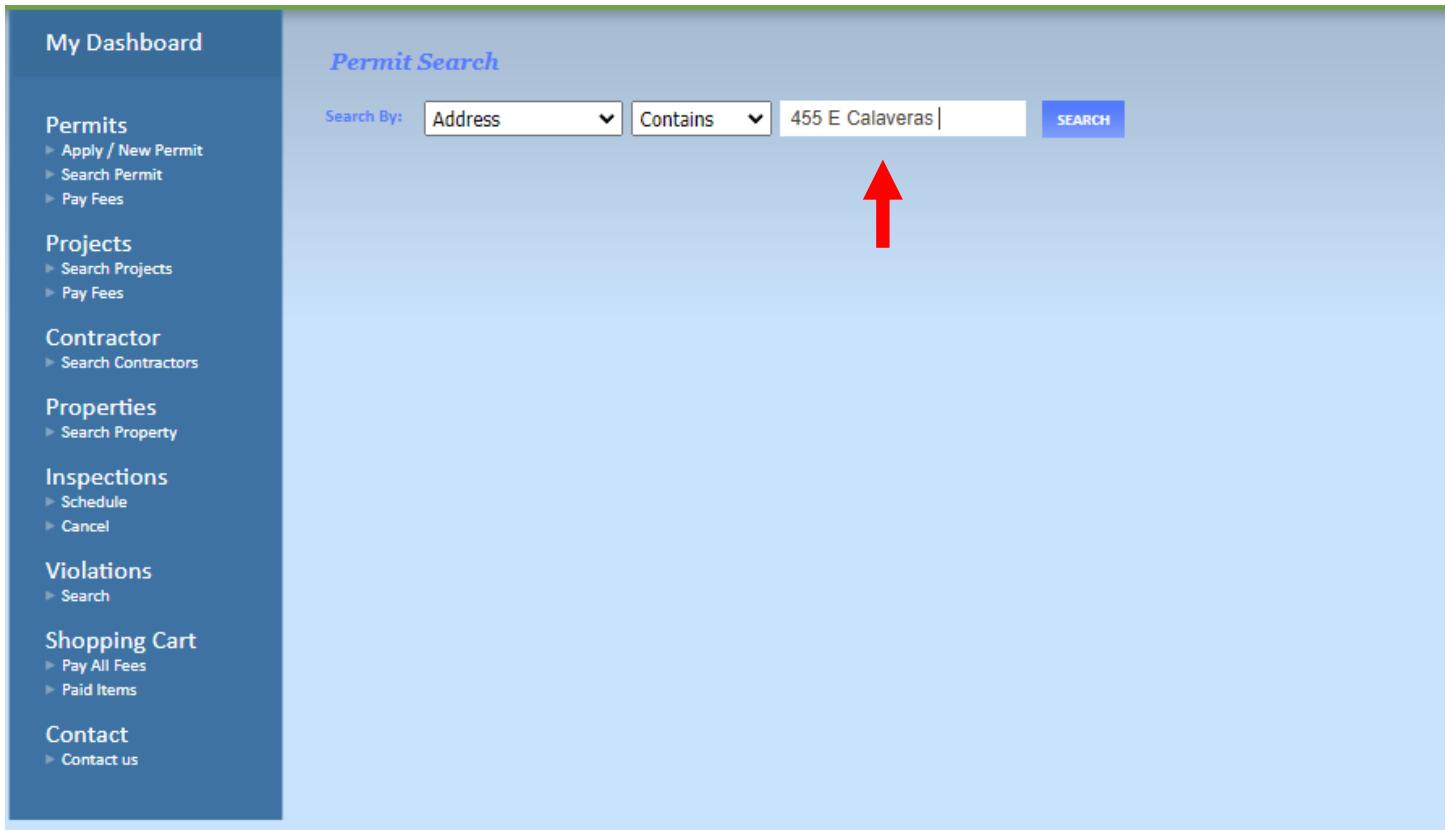
Inspections  
▶ Schedule  
▶ Cancel

Violations  
▶ Search

Shopping Cart  
▶ Pay All Fees  
▶ Paid Items

Contact  
▶ Contact us

5. Enter the address you would like to search in the last box, then click “Search”



My Dashboard

**Permit Search**

Search By: **Address** Contains  **SEARCH**

Address  
Permit Number  
**Address**  
OWNER\_NAME  
APPLICANT\_NAME

455 E Calaveras

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

6. The search will result in all the permits that are associated with that address.

**My Dashboard**

**Permit Search**

Search By:   455 E Calaveras

Your search returned 100 of 122 total records.  
Please refine your search criteria to reduce the number of records returned.

**Permits**

Permit Number	Address	OWNER_NAME	APPLICANT_NAME
B-EL18-0642	455 E CALAVERAS BL	CITY OF MILPITAS	CITY OF MILPITAS
E-EN07-0140	455 E CALAVERAS BL	MILPITAS, CITY OF	Pacific Geotechnical Engineering
B-EL2006-521	455 E CALAVERAS BL	MILPITAS, CITY OF	RANIS CONSTRUCTION & ELECTRIC
B-ME2003-305	455 E CALAVERAS BL	MILPITAS, CITY OF	ACCO, AIR CONDITIONING COMPANY
B-RV2001-80	455 E CALAVERAS BL	MILPITAS, CITY OF	CITY OF MILPITAS

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7. Click on the permit you wish to view.

**My Dashboard**

**Permit Search**

Search By:   455 E Calaveras

**Permits**

Permit Number	Address	OWNER_NAME	APPLICANT_NAME
B-BP2003-640	455 E CALAVERAS BL	MILPITAS, CITY OF	ACCO, AIR CONDITIONING COMPANY
B-BP2005-558	455 E CALAVERAS BL	MILPITAS, CITY OF	RANIS CONSTRUCTION & ELECTRIC
B-BP2006-622	455 E CALAVERAS BL	MILPITAS, CITY OF	RANIS CONSTRUCTION & ELECTRIC
B-BP21-0177	455 E CALAVERAS BL	CITY OF MILPITAS	Bardia Khadiv
<b>B-BP23-0498</b>	<b>455 E CALAVERAS BL</b>	<b>CITY OF MILPITAS</b>	<b>Cienna King</b>

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8. Once you click on the permit you will be able to view information pertaining to that permit including the scope of work, permit status, fees, site information, plan check and inspection results.

**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

<b>Search Results</b>		<b>Permit #B-BP23-0498</b>					
<a href="#">Search Results</a>		<a href="#">Permit Info</a> <a href="#">Site Info</a> <a href="#">Contacts **</a> <a href="#">Fees \$0.00</a> <a href="#">Inspections(4)</a> <a href="#">Reviews **</a>					
<b>Permit Number</b>		<b>Type:</b> EQUIPMENT AND RACKS					
B-PL22-0169		<b>Subtype:</b> EQUIPMENT INSTALLATION					
B-PL22-0170		<b>Short Description:</b> CITY OF MILPITAS: Replace (E) gas fired water heater with ne					
B-PL21-0503		<b>Status:</b> FINALED					
B-PL22-0172		<b>Applied Date:</b> 8/25/2023					
B-PL22-0173		<b>Approved Date:</b> 10/31/2023					

**Search Results**

Permit Number

B-PL22-0169  
B-PL22-0170  
B-PL21-0503  
B-PL22-0172  
B-PL22-0173

[◀](#) [◀](#) [▶](#) [▶](#)

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**Permit #B-BP23-0498**

**Type:** EQUIPMENT AND RACKS  
**Subtype:** EQUIPMENT INSTALLATION  
**Short Description:** CITY OF MILPITAS: Replace (E) gas fired water heater with new 120 gal heat pump heater.  
**Status:** FINALED  
**Applied Date:** 8/25/2023  
**Approved Date:** 10/31/2023  
**Issued Date:** 11/8/2023  
**Finalized Date:** 11/9/2023  
**Expiration Date:** 11/2/2024  
**Notes:** CITY OF MILPITAS: Replace (E) gas fired water heater with new 120 gal heat pump heater.