

How to Pay Fees on E-Trakit

To set up an account go to: <https://trakit.ci.milpitas.ca.gov/ETRAKIT3/publicUserAccount.aspx?action=npa>

1. Obtain a username and password.
 - a. Complete the required fields.
 - b. Click on Create Account

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

Create New Public User Account

* Required fields

Profile

Company Name:

* First Name:

* Last Name:

Address:

City:

State:

Zip:

* Email: Invalid e-Mail

* Phone:

Ext:

Username and Password

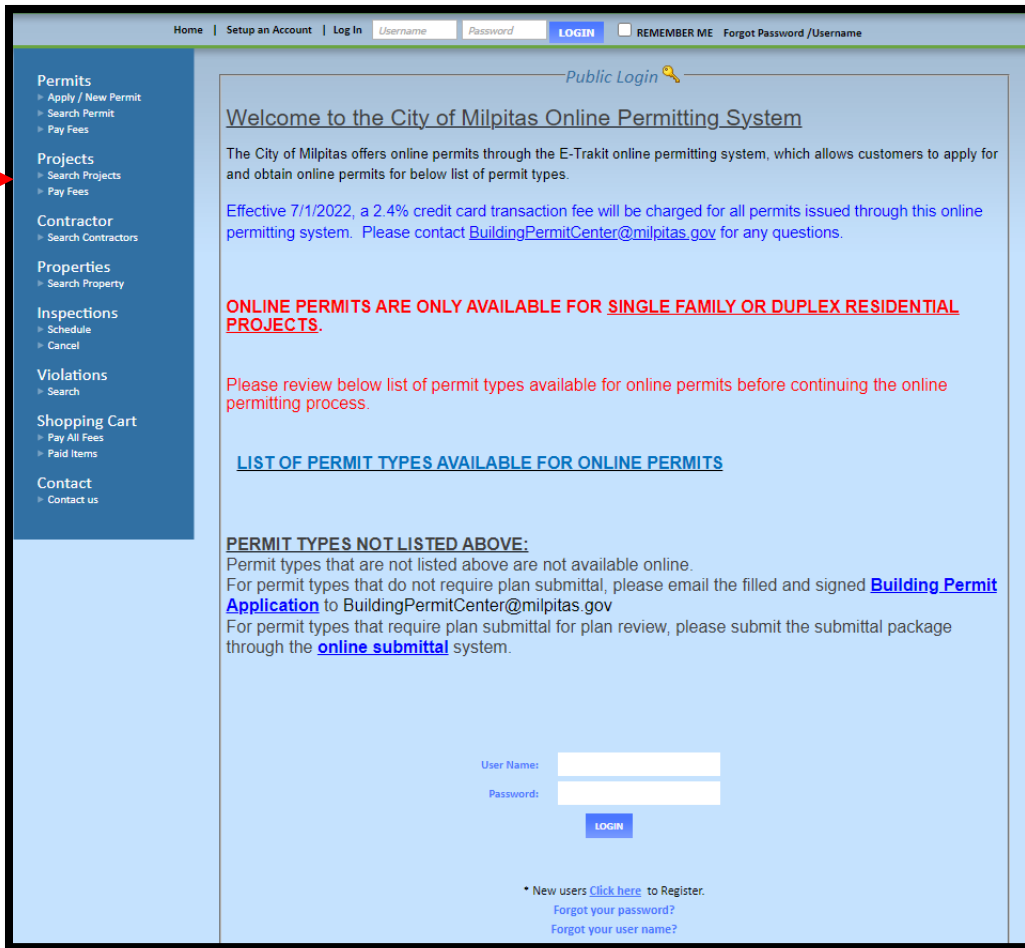
* Log-In Name: (letters/numbers only)

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

* Confirm Password: Passwords do not match

CREATE ACCOUNT

2. Click on “Search Projects” under the **Projects** 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

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.

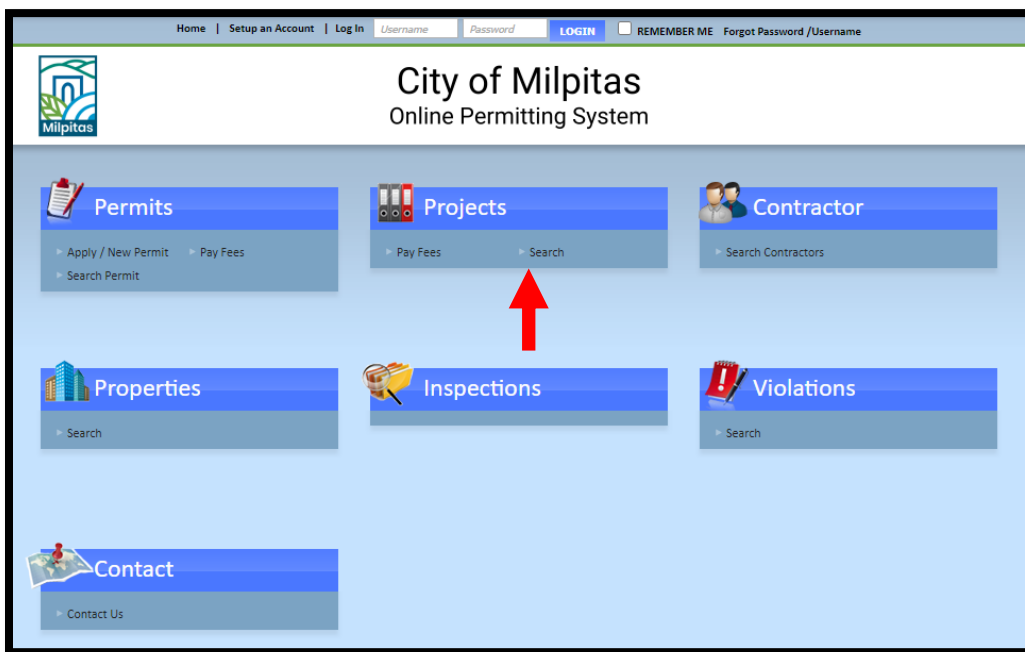
[LIST OF PERMIT TYPES AVAILABLE FOR ONLINE PERMITS](#)

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](mailto:BuildingPermitCenter@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

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

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 » Pay Fees
» Search Permit

Projects
» Pay Fees » Search

Contractor
» Search Contractors

Properties
» Search

Inspections
» Search

Violations
» Search

Contact
» Contact Us

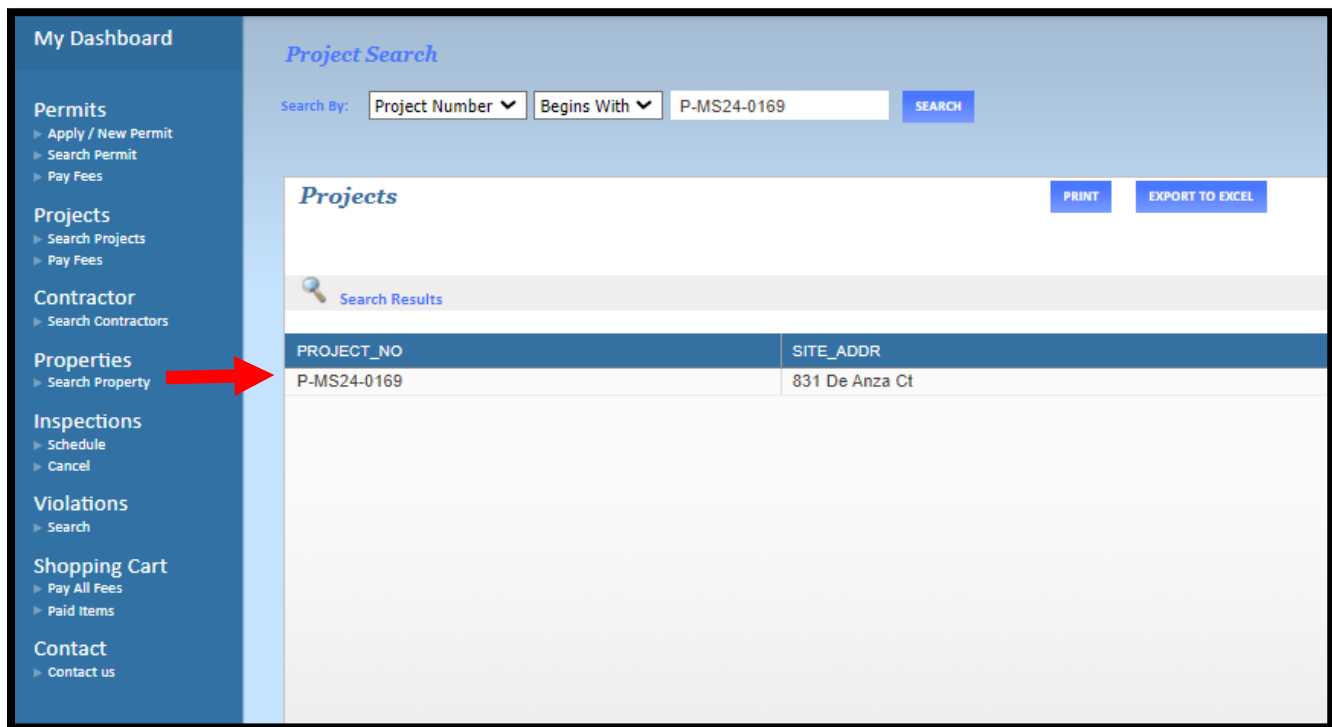
3. Change the drop down to “Project Number”

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar, titled "My Dashboard", contains several menu items: "Permits" (with sub-items "Apply / New Permit", "Search Permit", "Pay Fees"), "Projects" (with sub-items "Search Projects", "Pay Fees"), "Contractor" (with sub-item "Search Contractors"), "Properties" (with sub-item "Search Property"), "Inspections" (with sub-items "Schedule", "Cancel"), "Violations" (with sub-item "Search"), "Shopping Cart" (with sub-items "Pay All Fees", "Paid Items"), and "Contact" (with sub-item "Contact us"). The main content area is titled "Project Search" and contains a search form. The form has a "Search By:" label followed by two dropdown menus: "Project Number" and "Begins With". A red arrow points to the "Project Number" dropdown. To the right of these dropdowns is a text input field and a blue "SEARCH" button.

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

This screenshot shows the same "Project Search" interface as the previous one. The "Project Number" dropdown is still selected. The text input field now contains the project number "P-MS24-0169". A red arrow points to the blue "SEARCH" button, indicating the next step in the process.

- The project number will appear as a search result. Click on the project 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

Project Search

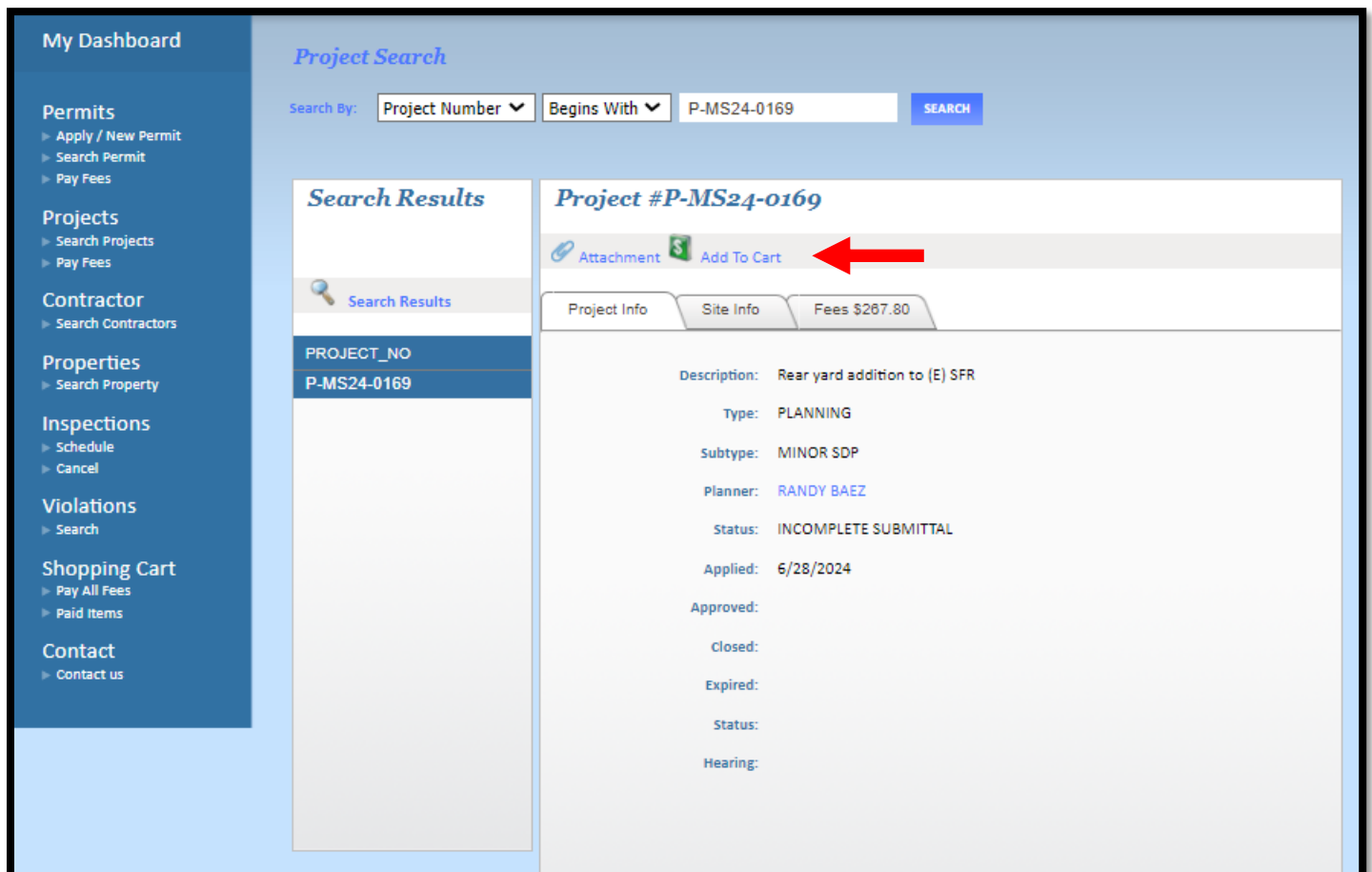
Search By: Project Number Begins With SEARCH

Projects PRINT EXPORT TO EXCEL

Search Results

PROJECT_NO	SITE_ADDR
P-MS24-0169	831 De Anza Ct

- Click on “Add to Cart”



My Dashboard

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 - Schedule
 - Cancel
- Violations
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 - Paid Items
- Contact
 - Contact us

Project Search

Search By: Project Number Begins With SEARCH

Search Results

PROJECT_NO
P-MS24-0169

Project #P-MS24-0169

Attachment Add To Cart

Project Info Site Info Fees \$267.80

Description: Rear yard addition to (E) SFR

Type: PLANNING

Subtype: MINOR SDP

Planner: RANDY BAEZ

Status: INCOMPLETE SUBMITTAL

Applied: 6/28/2024

Approved:

Closed:

Expired:

Status:

Hearing:

7. Check the fees you would like to pay and then click “Proceed to Checkout”

My Dashboard

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Shopping Cart

	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PROJECT (P-MS24-0169)	PLANNING	831 De Anza Ct	\$267.80

Total: \$267.80

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

NOTE: Credit card payments entail a third-party service fee of 2.4%. You may use an alternate payment method to avoid this fee.

8. Review the Summary of fees to be paid then select “Proceed to Payment”

My Dashboard

- Permits
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Checkout Summary

NOTE: Credit card payments entail a third-party service fee of 2.4%. You may use an alternate payment method to avoid this fee.

If you have questions, please contact the Planning & Neighborhood Services Department at 408-586-3279 or email planningdepartment@milpitas.gov

PROJECT	P-MS24-0169	831 De Anza Ct
Description	Quantity	Amount
PERMIT AUTOMATION FEE	258	\$9.80
PLANNING - MINOR SITE DEVELOPMENT	1	\$258.00
STAFF REVIEW - OTC		258.00
Total Fees:		\$267.80
Total:		\$267.80

[BACK TO SHOPPING CART](#) [PROCEED TO PAYMENT](#)


9. Select your payment method and fill out the required information. Select “Pay Now” to process the payment. You can pay with PayPal or VISA, MasterCard or Discover Card.

CITY OF MILPITAS

Choose a way to pay




› Pay with PayPal

The faster, safer way to pay

CHECK OUT WITH 

› Pay with credit or debit card

Card Number

Expiration Date mm / yy

CSC
[What is this ?](#)

Billing Address

First name

Last name

Country

Billing address
If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City

State

ZIP

Phone Number

Email Address

By paying with my card, I agree to the [PayPal Privacy Statement](#).

Order summary

Total (USD): 274.23

↑

NOTE: Credit card payments entail a third-party service fee of 2.4%.

If you have questions, don't hesitate to get in touch with the Planning & Neighborhood Services Department at 408-586-3279 or email planningdepartment@milpitas.gov