

# 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     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:

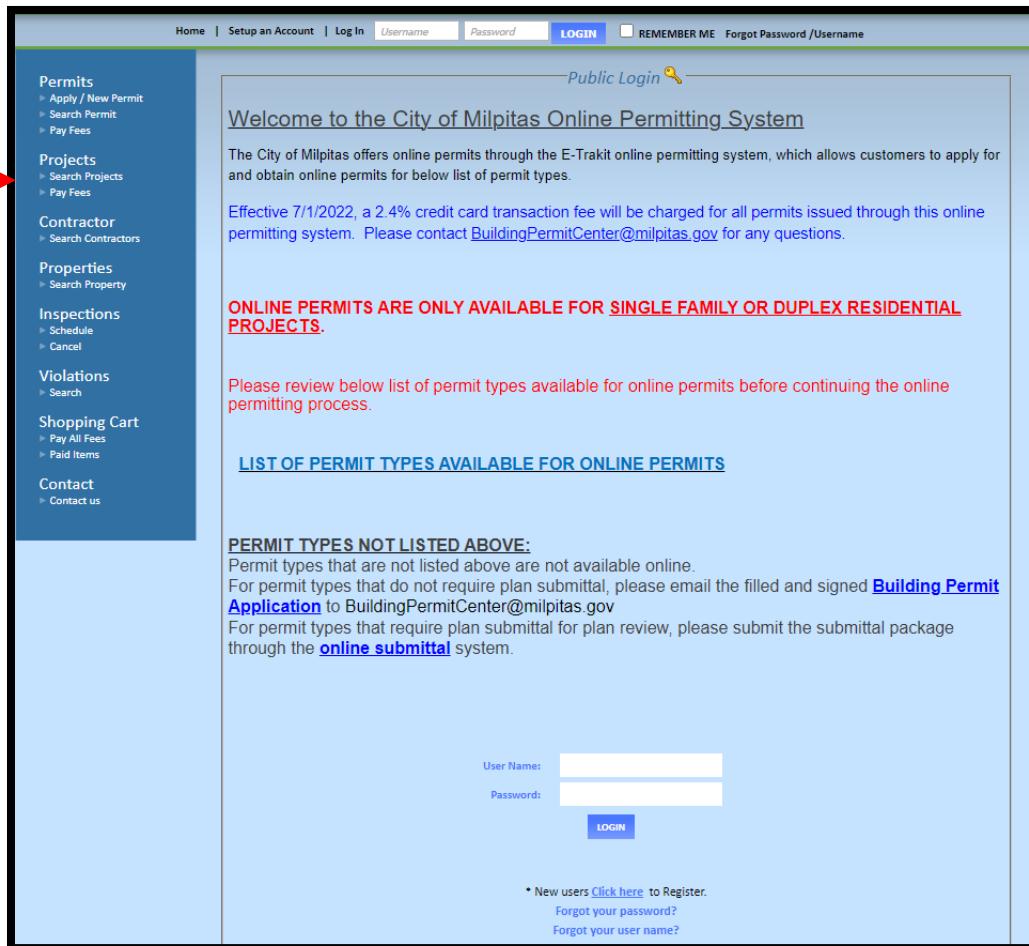
**Username and Password**

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

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

\* Confirm Password:  Passwords do not match

2. Click on “Search Projects” under the **Projects** section (make sure you are logged in)



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](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**

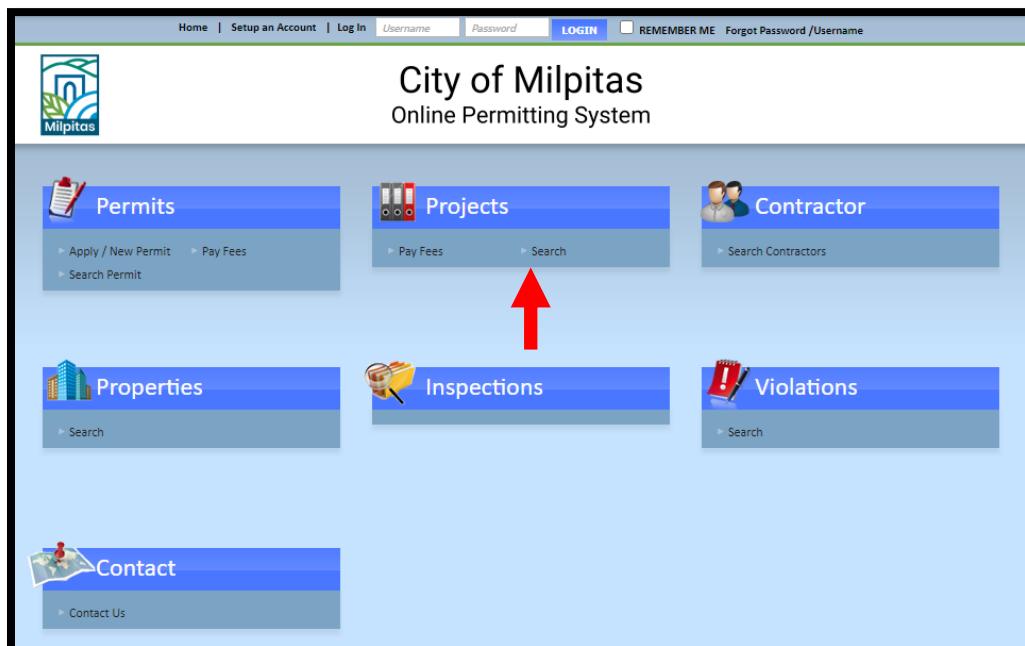
**PERMIT TYPES NOT LISTED ABOVE:**

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

**Projects**  
 Pay Fees | **Search**

**Contractor**  
 Search Contractors

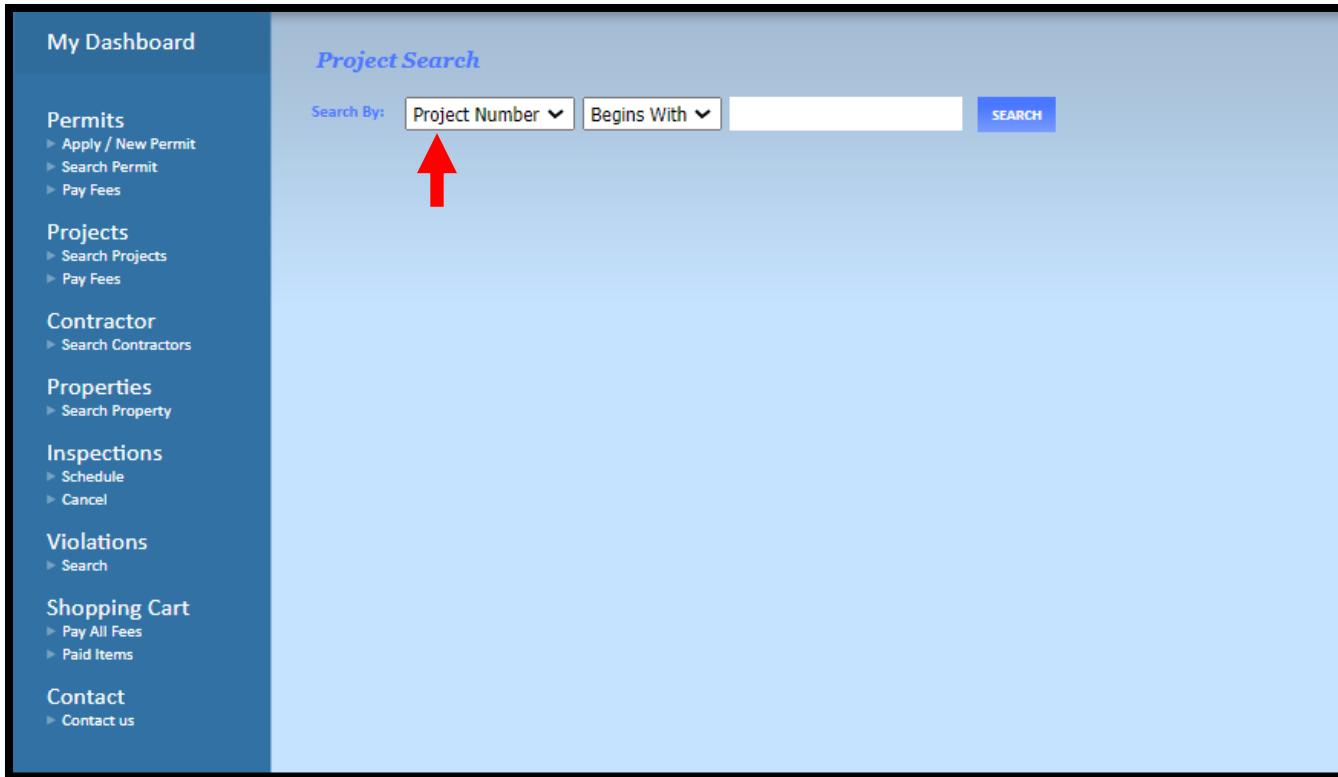
**Properties**  
 Search

**Inspections**

**Violations**  
 Search

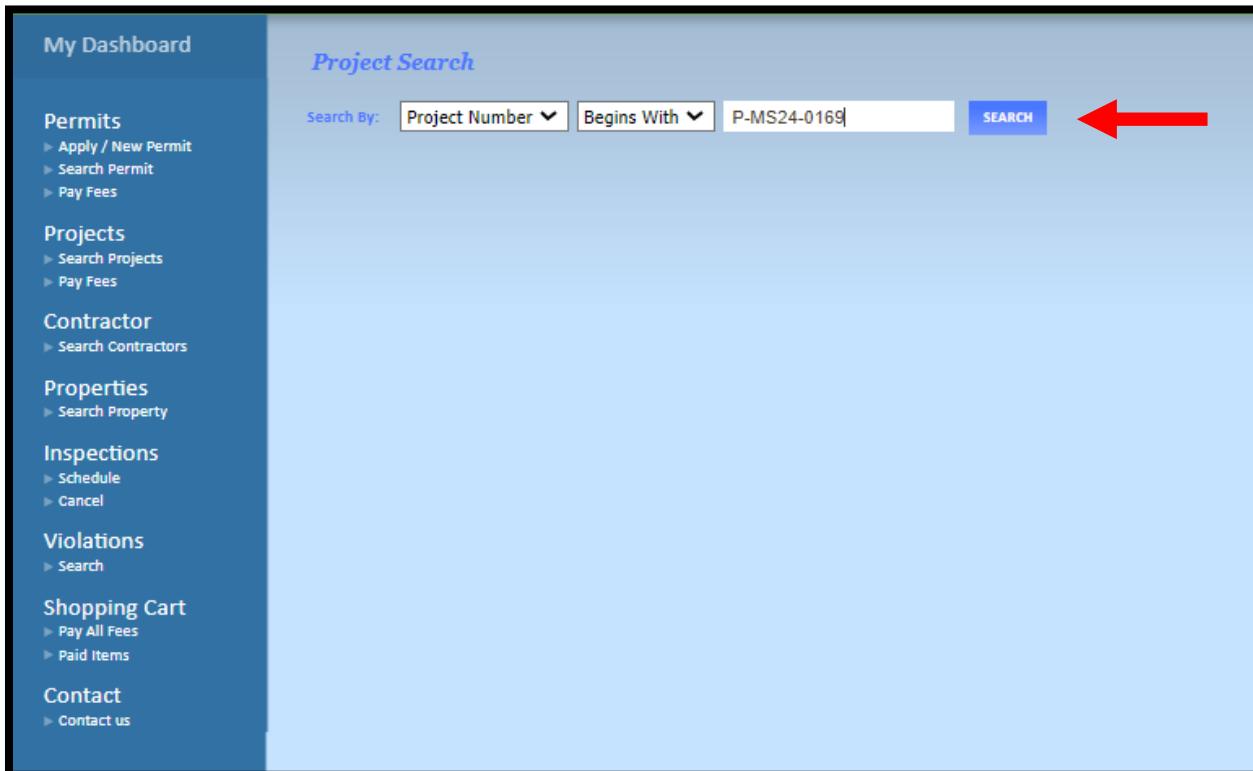
**Contact**  
 Contact Us

3. Change the drop down to “Project Number”



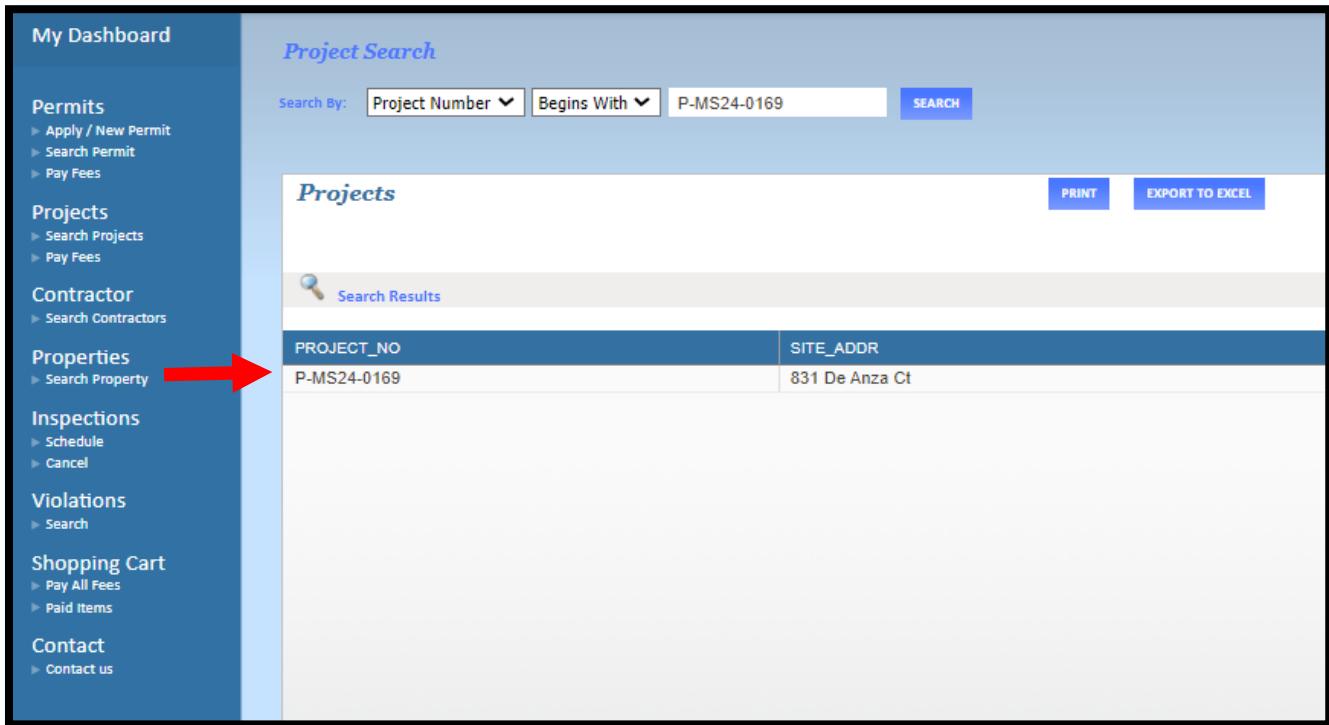
The screenshot shows the 'Project Search' page. On the left is a sidebar with various menu items: Permits, Projects, Contractor, Properties, Inspections, Violations, Shopping Cart, and Contact. The main area is titled 'Project Search' and contains a search bar with 'Search By' dropdowns set to 'Project Number' and 'Begins With'. A red arrow points to the 'Project Number' dropdown. The search bar also contains a text input field and a 'SEARCH' button.

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



The screenshot shows the 'Project Search' page with the search bar populated. The 'Search By' dropdowns are still set to 'Project Number' and 'Begins With'. The text input field contains the project number 'P-MS24-0169'. A red arrow points to the 'SEARCH' button.

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



My Dashboard

**Project Search**

Search By: Project Number ▾ Begins With ▾ P-MS24-0169 **SEARCH**

**Projects**

**Search Results**

PROJECT_NO	SITE_ADDR
P-MS24-0169	831 De Anza Ct

**PRINT** **EXPORT TO EXCEL**

Permits

- Apply / New Permit
- Search Permit
- Pay Fees

Projects

- Search Projects
- Pay Fees

Contractor

- Search Contractors

Properties

**Search Property** (Red arrow points here)

Inspections

- Schedule
- Cancel

Violations

- Search

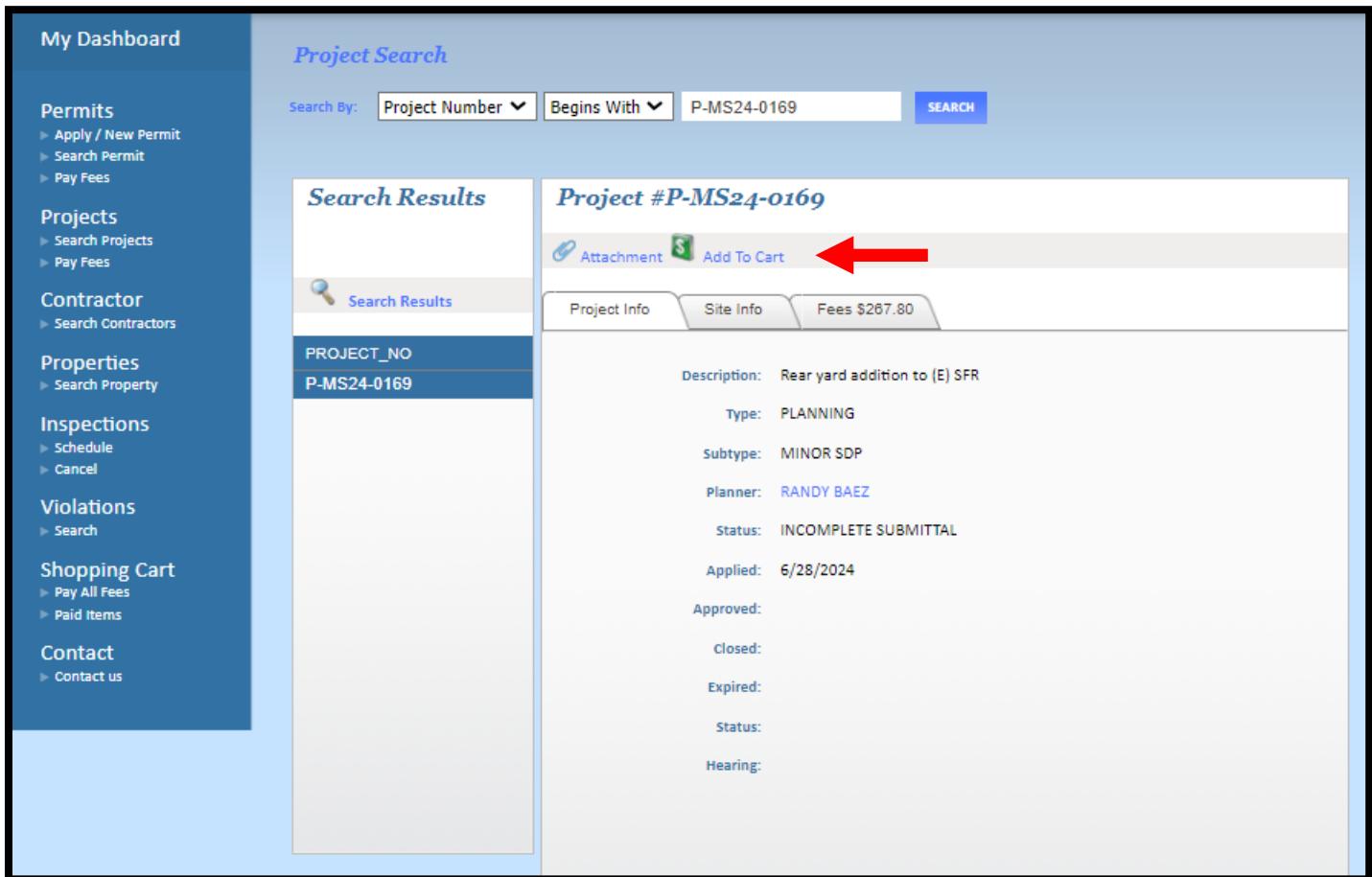
Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

6. Click on "Add to Cart"



My Dashboard

**Project Search**

Search By: Project Number ▾ Begins With ▾ P-MS24-0169 **SEARCH**

**Search Results**

PROJECT_NO
P-MS24-0169

**Project #P-MS24-0169**

**Attachment** **Add To Cart** (Red arrow points here)

**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:

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

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

**My Dashboard**

**Shopping Cart**

**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

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

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

**REMOVE SELECTED ITEMS** **BACK TO DASHBOARD** **VIEW PAID ITEMS** **PROCEED TO CHECKOUT**

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

**My Dashboard**

**Checkout Summary**

**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

**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](tel:408-586-3279) or email [planningdepartment@milpitas.gov](mailto: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
			<b>Total Fees:</b>
			<b>\$267.80</b>

<b>BACK TO SHOPPING CART</b>	<b>PROCEED TO PAYMENT</b>	

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 

> 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](mailto:planningdepartment@milpitas.gov)