



Town of

ATHERTON *California*

## Atherton's eTRAKiT Web Portal

Entry page at <http://atherton.trakit.net/etrakit3>

### **CONTRACTORS AND DESIGN PROFESSIONALS ACCESS**

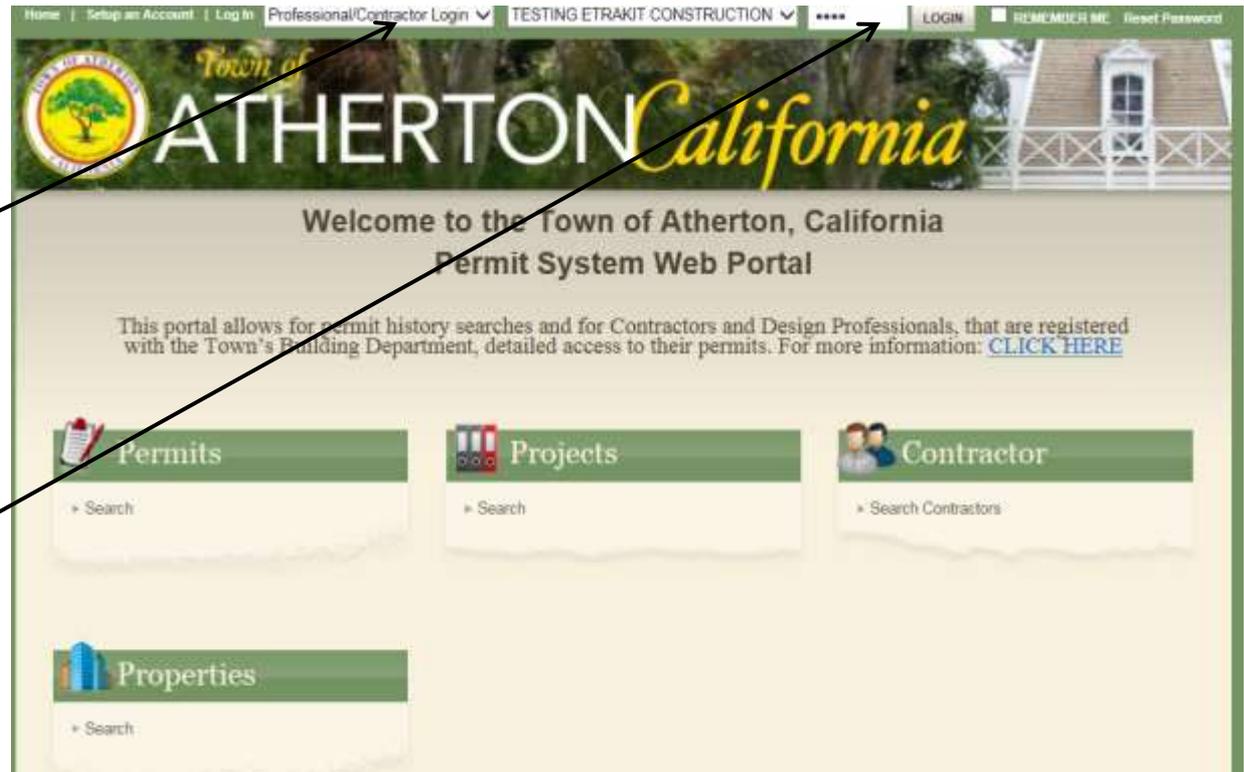
- Submit a written request to the Building Department to acquire a password. At first log-in reset the assigned password and complete the additional security information.
- When logged in as a Professional/Contractor you will only be able to see permits you are attached to. To search for other permits you will need to log out and search.

# Atherton's eTRAKiT Web Portal

## CONTRACTORS AND DESIGN PROFESSIONALS ACCESS

Once you are assigned a password find your name in the dropdown box under the "Professional/Contractor Login".

Enter your password then click on the Login tab.



# Atherton's eTRAKiT Web Portal

## CONTRACTORS AND DESIGN PROFESSIONALS ACCESS

This is the "Dashboard".  
When logged-in you can  
return here by clicking on  
any Dashboard tab.

The screenshot shows the user interface of the eTRAKiT web portal. At the top, a navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, LOG OUT, and a logged-in status for 'TESTING ETRAKIT CONSTRUCTION'. A left sidebar contains menu items for My Dashboard, Permits (with a search option), Projects (with a search option), Contractor (with a search option), and Properties (with a search option). The main content area features a personalized greeting: 'Hello TESTING ETRAKIT CONSTRUCTION. Below is a Dashboard of your current activities.' Below this is a section titled 'My Active Permits' showing a table with 2 total records. The table has columns for PERMIT NO., ADDRESS, TYPE, STATUS, FEES DUE, and an icon column. Two records are listed: one for permit BP13-00020 (NEW RES, ISSUED, \$0.00) and another for BP15-00012 (ELECTRICAL, UNDER REVIEW, \$526.50). A disclaimer at the bottom states that the town of Atherton, CA makes every effort to provide accurate information but provides no warranties. The footer includes the text 'POWERED BY CRW SYSTEMS' and the website URL 'www.ci.atherton.ca.us', with a secondary navigation bar containing HOME, DASHBOARD, and CONTACT links.

PERMIT NO.	ADDRESS	TYPE	STATUS	FEES DUE	
BP13-00020	150 WATKIN...	NEW RES	ISSUED	\$0.00	
BP15-00012	150 WATKIN...	ELECTRICAL	UNDER REVIEW	\$526.50	

# Atherton's eTRAKiT Web Portal

## CONTRACTORS AND DESIGN PROFESSIONALS ACCESS

Select the permit number for details.

Example: BP13-00820

**Hint:** Once finalized the permit will not show up here but can still be viewed by searching for it while you are logged in.



The screenshot displays the Atherton eTRAKiT web portal interface. At the top, navigation links include HOME, DASHBOARD, VIEW/EDIT PROFILE, LOG OUT, and LOGGED IN AS: TESTING ETRAKIT CONSTRUCTION. A welcome message reads: "Hello TESTING ETRAKIT CONSTRUCTION. Below is a Dashboard of your current activities." The main content area is titled "My Active Permits" and shows a table with 2 total records. The table columns are PERMIT NO., ADDRESS, TYPE, STATUS, FEES DUE, and an icon column. The first row shows permit BP13-00820 with status ISSUED and \$0.00 fees. The second row shows permit BP15-00012 with status UNDER REVIEW and \$526.50 fees. A left sidebar contains navigation options: My Dashboard, Permits (with a search icon), Projects (with a search icon), Contractor (with a search icon), and Properties (with a search icon). An arrow points from the text "Example: BP13-00820" to the first row of the table. At the bottom, there is a disclaimer: "The Town of Atherton, CA makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement." The footer includes "POWERED BY CRW SYSTEMS" and the website URL "www.ci.atherton.ca.us" with navigation links for HOME, DASHBOARD, and CONTACT.

PERMIT NO.	ADDRESS	TYPE	STATUS	FEES DUE	
BP13-00820	150 WATKIN...	NEW RES	ISSUED	\$0.00	
BP15-00012	150 WATKIN...	ELECTRICAL	UNDER REVIEW	\$526.50	

# Atherton's eTRAKiT Web Portal

## CONTRACTORS AND DESIGN PROFESSIONALS ACCESS

Under the "Permit Info" tab you will have access to all documents including Plan Review comments.

**Permit #BP13-00820**

Inspections

Permit Info | Site Info | Contacts (4) | Fees \$29,079.28 | Inspections (37) | Reviews (19)

Type: NEW RES  
Subtype: W/BASEMENT  
Short Description: NEW RESIDENCE W/2 GARAGES & GUEST HOUSE  
Status: ISSUED  
Applied Date: 12/20/2013  
Issued Date: 2/11/2014  
Approved Date: 2/11/2014  
Finaled Date:  
Expiration Date: 4/23/2015  
Notes:

Linked Activities:  
Parent Project(s): IRB14-00005 INITIAL REVIEW APPROVED

Attachments:  
Correction letter BP13-0082059SELBYLANECORRECTIONLETTER\_140116.DOCX  
Correction letter BP13-0082059SELBYLANE2NDREVIEWCORRECTI\_140205.DOCX  
AGREEMENT Landscape Screening Agreement Form.pdf

# Atherton's eTRAKiT Web Portal

## CONTRACTORS AND DESIGN PROFESSIONALS ACCESS

Here you can view details by selecting any tab.

NOTE: You can print or view the entire inspection using:

Example: Selecting the "Inspections" tab you will see this permit has a scheduled inspection.

The inspectors will automatically update the inspections while they are in the field.

HOME | DASHBOARD | VIEW/EDIT PROFILE | LOG OUT | LOGGED IN AS: TESTING ETRAKIT CONSTRUCTION

My Dashboard

Permit Search

Search By: Address Begins With SEARCH

Click here for search examples

Permit #BP13-00228

Inspections

Permit Info Site Info Contacts (4) Fees \$29,079.28 Inspections (37) Reviews (19)

Type	Result	Scheduled Date	Time	Completed	Time	More Info
TEMP. CERT OF OCC		1/26/2015				More Info
FOOTINGS	PASS	10/14/2014	9:00 AM	10/14/2014		More Info
REBAR	PASS	10/14/2014	9:00 AM	10/14/2014		More Info
SLAB	PASS	10/14/2014	9:00 AM	10/14/2014		More Info
FOOTINGS	PASS	10/3/2014	8:00 AM	10/3/2014		More Info
REBAR	PASS	10/3/2014	8:00 AM	10/3/2014		More Info
SLAB	PASS	10/3/2014	8:00 AM	10/3/2014		More Info
ROOF NAIL	PASS	9/8/2014	8:00 AM	9/8/2014		More Info
SHEAR WALL EXT	PASS	9/8/2014	8:00 AM	9/8/2014		More Info
LETTER (ENGINEER)	CORRECTIONS	9/8/2014	8:00 AM	9/8/2014		More Info
REBAR	PASS	7/23/2014	1:00 PM	7/23/2014		More Info
SLAB	PASS	7/23/2014	1:00 PM	7/23/2014		More Info
REBAR	PASS	7/10/2014	1:30 PM	7/10/2014		More Info

# Atherton's eTRAKiT Web Portal

## CONTRACTORS AND DESIGN PROFESSIONALS ACCESS

Under this Review tab click "More Info" to acquire additional details as shown in the next slide.

This is also available under the "Inspections" tab.

HOME | DASHBOARD | VIEW MY PROFILE | LOG OUT | LOGGED IN AS: TESTING ETRAKIT.CONSTRUCTION

My Dashboard

Permit Search

Search by: Address Begins With SEARCH Click here for search examples

Permits Search  
Projects Search Projects  
Contractor Search Contractors  
Properties Search Property

Permit #BP13-00820

Inspections

Permit Info Site Info Contractors (11) Fees \$29,079.28 Inspections (37) Reviews (19)

Type	Reviewer	Status	Submission	Review	Due Date	More Info
BLDG ARCH 1ST REV PC1	BRETT HALE	APPROVED	4/11/2014	4/14/2014	4/23/2014	More Info
BLDG ARCH PC1	DAVE LASATER	CORREC...	1/3/2014	1/15/2014	1/15/2014	More Info
BLDG ARCH PC2	DAVE LASATER	CORREC...	2/4/2014	2/5/2014	2/7/2014	More Info
BLDG IN HOUSE STRUC	DAVE LASATER	APPROVED	2/10/2014	2/11/2014	2/13/2014	More Info
BLDG STRUC PC1 RO	JOHN WENINGER	CORREC...	1/3/2014	1/15/2014	1/15/2014	More Info
BLDG STRUC PC2 RO	JOHN WENINGER	CORREC...	2/4/2014	2/4/2014	2/7/2014	More Info
C.O.P.	KEVIN KIELTY	APPROVED	1/3/2014	1/16/2014	1/15/2014	More Info
DEFERRED SUBMITTAL	BRETT HALE	INCOMPL...	8/5/2014	8/11/2014	8/15/2014	More Info
DEFERRED SUBMITTAL	BRETT HALE	APPROVED	8/25/2014	8/25/2014	8/29/2014	More Info
GRADING & DRAINAGE	DAVID HUYNH	NEEDED				More Info
Landscape Screening		APPROVED		1/15/2014		More Info
MENLO FIRE		APPROVED		1/30/2014		More Info
PLANNING	ANDREA MARD	1ST REV	1/3/2014	1/19/2014	1/15/2014	More Info

# Atherton's eTRAKiT Web Portal

## CONTRACTORS AND DESIGN PROFESSIONALS ACCESS

“More Info”  
Details of the selected  
review.

The screenshot displays the Atherton's eTRAKiT Web Portal interface. At the top, navigation links include HOME, DASHBOARD, MY USER PROFILE, LOG OUT, and LOGGED IN AS TESTING@ATHERTON.CONSTRUCTION. The main content area is titled 'Review - BLDG ARCH 1ST REV PC1'. The review details are as follows:

- Group: REV#1, 1ST SUBMITTAL
- Type: BLDG ARCH 1ST REV PC1
- Status: APPROVED
- Date Submitted: 4/11/2014
- Date Due: 4/23/2014
- Date Completed: 4/14/2014
- Reviewer: BRETT HALE
- Remarks: Arch and Struc
- Notes: 4/14/2014 9:17:35 AM  
Checked with Andrea at county for minor reconfigure of stair well and flatwork porch. All within the setback lines so will not route.

The modal window includes a 'CLOSE' button at the bottom. The background shows a sidebar with navigation options like 'My Dashboard', 'Permits', 'Projects', 'Contractor', and 'Properties'. A table of 'Due Date' entries is visible on the right side of the background.

# Atherton's eTRAKiT Web Portal

## CONTRACTORS AND DESIGN PROFESSIONALS ACCESS

When logged-in you have access to final permits and the same details as shown here.

The screenshot displays the Atherton's eTRAKiT Web Portal interface. At the top, there is a navigation bar with links for HOME, DASHBOARD, VIEW MY PROFILE, LOG OUT, and LOGGED IN AS: TESTING ETRAKIT CONSTRUCTION. The main content area is divided into a left sidebar and a main panel. The sidebar, titled "My Dashboard", contains links for Permits (Search), Projects (Search Projects), Contractor (Search Contractors), and Properties (Search Property). The main panel features a "Permit Search" section with a search form. The search criteria are set to "Permit Number" and "Begins With" with the value "bp15-00011". A "SEARCH" button is visible. Below the search form, the "Search Results" section shows a table with one entry: "Permit Number BP15-00011". To the right of the search results, the "Permit #BP15-00011" details are displayed. This section includes a tabbed interface with tabs for "Info", "Site Info", "Contacts (3)", "Fee \$520.50", "Inspections (3)", and "Reviews (2)". The "Info" tab is active, showing the following details: Type: ELECTRICAL, Subtype: PHOTOVOLTAIC, Short Description: test/ki of apply online, Status: FINALED, Applied Date: 1/23/2015, Issued Date: 1/25/2015, Approved Date: 1/25/2015, Finalist Date: 1/25/2015, Expiration Date: 7/24/2015, and Notes.



*Town of*

**ATHERTON** *California*

## **Some Keys to remember:**

- If you don't see a permit you should have access to you will need to contact the Building Department to research and correct the record as needed.
- When logged in as a Professional/Contractor you will only be able to see permits you are attached to. To search for other permits you will need to log out and then search.

**The Building Department can be reached at**

**(650) 752-0560 - [www.ci.atherton.ca.us](http://www.ci.atherton.ca.us)**