



eTRAKIT -- How To's

Schedule and View Inspections



For permits issued by the City of Lakeland, inspections may be scheduled through eTRAKIT when the work has been completed. Login to eTrakit and go to My Dashboard. The My Dashboard portal will display all permit activity that you have transacted with the City of Lakeland.


Below is a Dashboard of your current activities.



[LINK TO LICENSES](#)

 **My Open Permit Applications** 1 total record(s) 

Applications In Progress	Permit Type	Created Date	
Continue	ROOF DUPLEX	8/21/2013	Delete

 **My Active Permits** 1 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
BLD13-01412	1014 W BEA...	GAS COMMERCIAL	ISSUED		\$4.00	

 **My Active Inspections** 1 total record(s) 

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
BLD13-01412	PERMIT	ISSUED	1014 W BEA...	GAS FINAL	Schedule	

Find the permit for which inspections should be scheduled under My Active Inspections. Select the inspection which needs to be scheduled and click the Schedule link on the correct row.

1 total record(s)

ON	DATE	CAN
AL	Schedule	

On the Schedule Inspection page, verify the permit inspection, and enter any notes that should be shared with the permit inspector. Select the inspection date. Inspections may be scheduled starting on the next City work day up to seven days in the future.

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type: GAS FINAL

Requested Date:

- 11/15/2013
- 11/18/2013
- 11/19/2013
- 11/20/2013
- 11/21/2013
- 11/22/2013
- 11/25/2013

When ready submit the inspection date click

A blue rectangular button with the word "SUBMIT" in white, uppercase letters.

After your inspection has been scheduled, you may use eTRAKiT to cancel the inspection if necessary. Go to My Active Inspections, and click the red Cancel button next to the inspection that needs to be cancelled. This will change the status of the inspection and allow it to be scheduled for a different date.

When the inspection has been completed, the results will be automatically updated in eTRAKiT several times a day. To view the inspection results, login to eTRAKiT and go to My Dashboard. Select the permit for which you would like to view the results and click on the permit number. The permit information will be displayed in tabs, and the inspection results along with any notes made by the inspector, may be viewed on the inspection tab.