- Silverthorne permits begin differently than Summit County permits. See examples:

Silverthorne:	County:
BP2017-XXX	S17-XXXX
PL2017-XXX	PS17-XXXX
MC2017-XXX	MS17-XXXX
FP2017-XXX	FS17-XXXX

Please use the county permit number as eTRAKiT does not recognize the Silverthorne permit number. Silverthorne & County permit numbers are stamped on your approved set of plans.

- If there is a balance due on the permit (e.g. reinspection fees) you will be unable to schedule your inspection until the balance is paid in full.

- AM/PM scheduling requests are available for concrete inspections.

- To find out where your inspection falls on the inspector's route slip, go to www.summitcountyco.gov/164/Inspections or https://commdev.summitcountyco.gov/eTRAKiT3/ and click on "today's inspections" or call (970) 668-3170 after 8:30 am.

Building Inspection Department

How to Set up your Account and Schedule Inspections with eTRAKiT
https://commdev.summitcountyco.gov/eTRAKiT3/

eTRAKiT saves time!
LEARN IT! LIVE IT! LOVE IT!

- *No busy signal when "calling" in your inspection*
- *Search by address, permit number, schedule number*
- *Check your inspection results*
- *Check plan review status*
- *No more punching in codes for each inspection*
- *Schedule inspection for the same day (before 7am)*

Office Phone: (970) 668-3170
Fax: (970) 668-4255
Email: buildinginspection@summitcountyco.gov

HOW TO USE eTRAKiT

To access the eTRAKiT website, type https://commdev.summitcountyco.gov/etrakit3/ (bookmark it)

1. To create a new account, click on "Setup an Account" at the top of the webpage. If you already have an account, type in your username and password. If you are having trouble logging in, please see "Troubleshooting."
2. Once you click to set up a new account, fill out the required boxes (*).
3. You will automatically be taken to your "Dashboard."
4. Click on the box "LINK TO PERMITS AND PROJECTS."
5. Type in your permit number using this format B17-0001 (example). You will be taken back to your Dashboard where your permit will now be listed under "My Active Permits."
6. To request an inspection, you can click on a) the permit number or b) under the "Inspection" column, "Request." Either choice will automatically bring you to the page where you'll be able to request your inspection.
7. This page has a lot of helpful information regarding your permit.
a) Clicking on "Request Inspection" will take you to the page to request your inspection (see step #8 to skip ahead).
b) Any linked permits will be listed below under "Linked Activities".
c) The "Permit Info" tab will tell you the description of your permit, date it was issued, expiration date, etc.

d) The "Site Info" tab lists information about the property.
e) The "Inspections" tab will list all inspections performed as well as the results of inspections performed. If your result states "corrections required," those corrections will be listed as well.
8. Once you click on "Request Inspection" you'll see that all your contact information is auto-filled.
a) The Inspection Type is available in the dropdown box. Select your inspection
b) Select your inspection date (allows for you to schedule up to 3 business days ahead).
c) Type any message for the inspector in the "Notes" box (DO NOT enter sensitive information such as entry codes. This is a public website and is viewable to all who have access). Contact the Building Department with access codes at (970) 668-3170.
d) Click the "ADD INSPECTION" box. The inspection requested will pop up below. If it is the inspection you want, click on the "SUBMIT" button. If you added an inspection in error, click "RESET" and start again.
e) A "Disclaimer" box will pop up once you click "SUBMIT". Please read the disclaimer and click "Accept" or "Cancel". "Accept" will schedule your inspection; "Cancel" will not.
f) You will receive an email confirmation that your inspection has been scheduled. You will see the inspection you scheduled under the "Inspection" tab as well.

TROUBLESHOOTING eTRAKiT

- If you can't log in to your account, please create a new account.

- If you forgot your username or password, please create a new account (we do not have that information nor can we access that information).

- If you're logged in and can't find your permit number, check that you typed it in correctly (see step #5).

- If you're logged in and can't schedule an inspection, make sure that your permit is issued by looking at the "Permit Info" tab (see step #7, c).

- If you're logged in and the inspection you want isn't listed, make sure you are scheduling under the correct permit.

- If your username and password aren't accepted when creating a new account, try different variations. Don't give up!

TIPS FOR USING eTRAKiT

- When using the search option, you'll get the best results when you choose "contains" instead of "equals".

- When scheduling finals (which need to be scheduled on the same day) see the "Linked Activities" (step #7, b). You'll be able see all sub-permits that apply to your building permit.