

Message Permit Guide

To complete an application for a Message Permit or a Message Permit Renewal, you must complete all steps:

1. Fill out a [Message Permit Application](#) form
2. Photograph or scan all items listed in the Message Permit Application form's checklist (page 1)
3. Start an application through our online [eTRAKiT](#) portal
4. Upload the Message Permit Application form and attachments to the portal
5. Complete all remaining steps on the eTRAKiT portal

Step-By Step eTRAKiT Tutorial

1. Download the Message Permit Application form:
https://www.rocklin.ca.us/sites/main/files/file-attachments/city_approved_message_permit_online.pdf
2. Complete all fields in the application
3. Photograph/scan all items listed in the Application form's checklist (page 1)
4. Set up a Public User Account on eTRAKiT:
<https://etrakit.rocklin.ca.us>
5. Once logged in to your eTRAKiT account, select **Apply / New Permit**
6. Under **Permit Type**, select **Message Permit** or **Message Renewal Permit**, depending on your individual case
7. Under **Short Description**, please add a description of the Message Permit
8. Under **Job Value**, type \$0
9. Under **Additional Information** please complete all fields
10. Under **Location**, find your business address using the search functions
11. Under **Your Relation to this Permit**, check both **Property Owner** and **Contractor**
12. Under **Attachments**, upload your Message Permit or Message Renewal Permit and all scanned additional items (from Step 3)
13. Click **Next Step**

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- 14. For this step, all information here should be identical, since you are considered both the Owner and Contractor:
 - **Applicant Information**
 - **Owner Information**
 - **Contractor Information**
 - **Project Contact Information**
- 15. Click **Next Step**

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 Apply for a New Permit
 Search for a Permit
 Pay Fees

Projects
 Search Projects
 Pay Fees

Contractor
 Search Contractors

Properties
 Search Property

Inspections
 Schedule
 Cancel
 Scheduled

Shopping Cart
 Pay All Fees
 Paid Items

Contact
 Contact us

Step 1 Step 2 **Contact Information** Step 3 Step 4

Application for a MASSAGE NEW Permit

Applicant Information

*Name: Mike Jones *Phone: (415) 555-1212
 *Address: 1130 Westfield Dr *Email Address: mikejones@gmail.com
 *City: Rocklin
 *State: CA *Zip: 95765 -

Owner Information

*Name: Mike Jones *Phone: (415) 555-1212
 *Address: 1130 Westfield Dr Email Address: mikejones@gmail.com
 *City: Rocklin
 *State: CA *Zip: 95765 -

Contractor Information

*Name: Mike Jones *Phone: (415) 555-1212
 *Address: 1130 Westfield Dr Email Address: Mikejones@gmail.com
 *City: Rocklin License#:
 *State: CA *Zip: 95765 -

Proj Contact Information

*Name: dsad *Phone: (415) 555-1212
 *Address: dsa *Email Address: fsdf@me.com
 *City: dsa
 *State: ca *Zip: 95747 -

CANCEL PREVIOUS STEP NEXT STEP

- 16. Click the **Pay Now** button to process the application fee
- 17. You will receive a confirmation email and the Police Records Department will begin renewing your application

My Dashboard

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Step 1 Step 2 Step 3 Step 4 **Checkout/Confirmation**

Permit Application

Checkout Summary

MASSAGE NEW Permit \$771.00

MASSAGE NEW

Fees Due: \$771.00

Total: \$771.00

BACK TO STEP ONE PAY NOW