

Permit Application Guide

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

1. Fill out an Application form: available online at <https://www.rocklin.ca.us/get-permit>
2. Photograph or scan all items listed in the Application form
3. Start an application through our online [eTRAKiT](#) portal
4. Upload the Application form and attachments to the portal
5. Complete all remaining steps on the eTRAKiT portal

Step-By Step eTRAKiT Tutorial

1. Download the appropriate application: <https://www.rocklin.ca.us/get-permit>
2. Complete all fields in the application
3. Photograph/scan all items listed in the Application form
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 the type of permit you are applying for
7. Under **Short Description**, please add a description of your 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 completed Permit Application form and all scanned additional items (from Step 3)
13. Click **Next Step**

Permit Application Guide

- 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**
- Click **Next Step**

Permits
 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 Permit

Applicant Information

*Name *Phone (415) 555-1212
 *Address *Email Address
 *City
 *State CA *Zip 95765 -

Owner Information

*Name *Phone (415) 555-1212
 *Address Email Address
 *City
 *State CA *Zip 95765 -

Contractor Information

*Name *Phone (415) 555-1212
 *Address Email Address
 *City License#
 *State CA *Zip 95765 -

Proj Contact Information

*Name *Phone (415) 555-1212
 *Address *Email Address
 *City
 *State ca *Zip 95747 -

CANCEL PREVIOUS STEP NEXT STEP

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

My Dashboard

Permits
 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 Step 3 Step 4 **Checkout/Confirmation**

Permit Application

Checkout Summary

NEW Permit \$

Fees Due: \$

Total: \$

BACK TO STEP ONE PAY NOW