

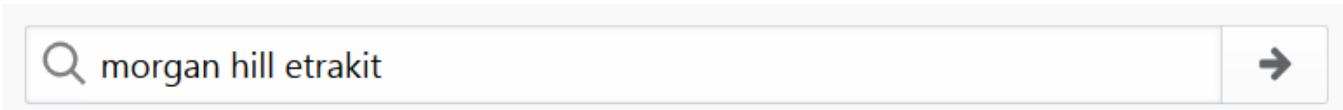


How to

Check Status of a Plan Review Online with eTRAKiT

- 1) Open a web browser and type in your search bar one of the following:
 - a) <https://morg-trk.aspgov.com/eTRAKiT/> or
 - b) Morgan Hill ETRAKiT

EXAMPLE:



2) Creating A New Public Login

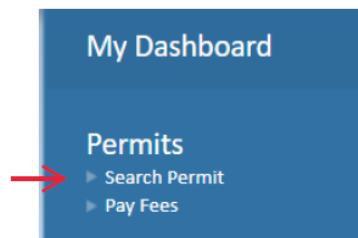
- a) First time users will need to first set up a User Account. Select "**Setup an Account**" to start



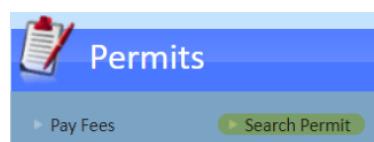
- b) Under "Create New Public User Account" enter your Profile and Username/Password information
- c) To login into your account after initial set up, select "Public" from "Log In" dropdown list, enter your Username and Password, then select **LOGIN**

3) Search for Permit

- a) To search for a permit number using site **Address**, select "Search Permit" under "My Dashboard" Permits pane



- b) Or under home page select "Search Permit" under Permits pane



- c) Select “Address” from “Search By” dropdown list
- d) Select “Contains” from “Search Operator” dropdown list
- e) Enter site address under “Search Value”, then select **SEARCH**

Permit Search

Search By: **Address** ↴

Search Operator: **Contains** ↵

Search Value:

SEARCH

[Click here for search examples](#)

- f) Select Permit number from Permit # list.

Permits **PRINT** **EXPORT TO EXCEL**

Search Results

Permit#	Parcel Number (APN)	Address
BCOM2016-0104	77302005	17575 PEAK AVE
BCOM2022-0072	77302005	17575 PEAK AVE
BLD2008-00326	77302005	17575 PEAK AVE
BLD2008-00431	77302005	17575 PEAK AVE
BLD2008-00742	77302005	17575 PEAK AVE
BLD2008-00835	77302005	17575 PEAK AVE
BLD2015-02054	77302005	17575 PEAK AVE
BLD2016-00111	77302005	17575 PEAK AVE
BLD2016-00221	77302005	17575 PEAK AVE
BRES2023-0339	77302005	17575 PEAK AVE

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4) Check Status Of Review

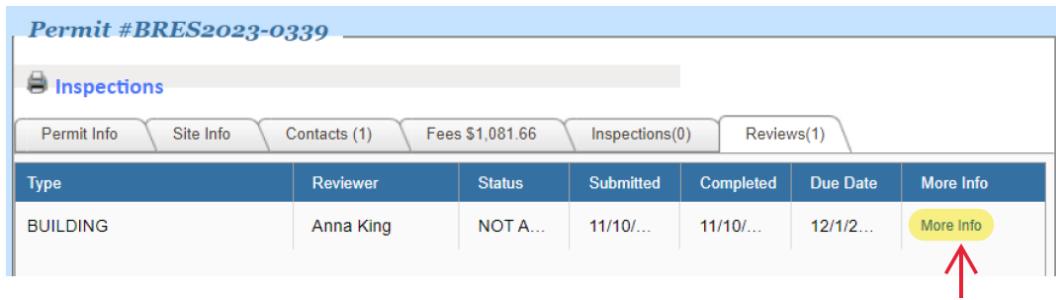
- a) Status of reviews can be found under “Review” tab

Permit #BRES2023-0339

Inspections

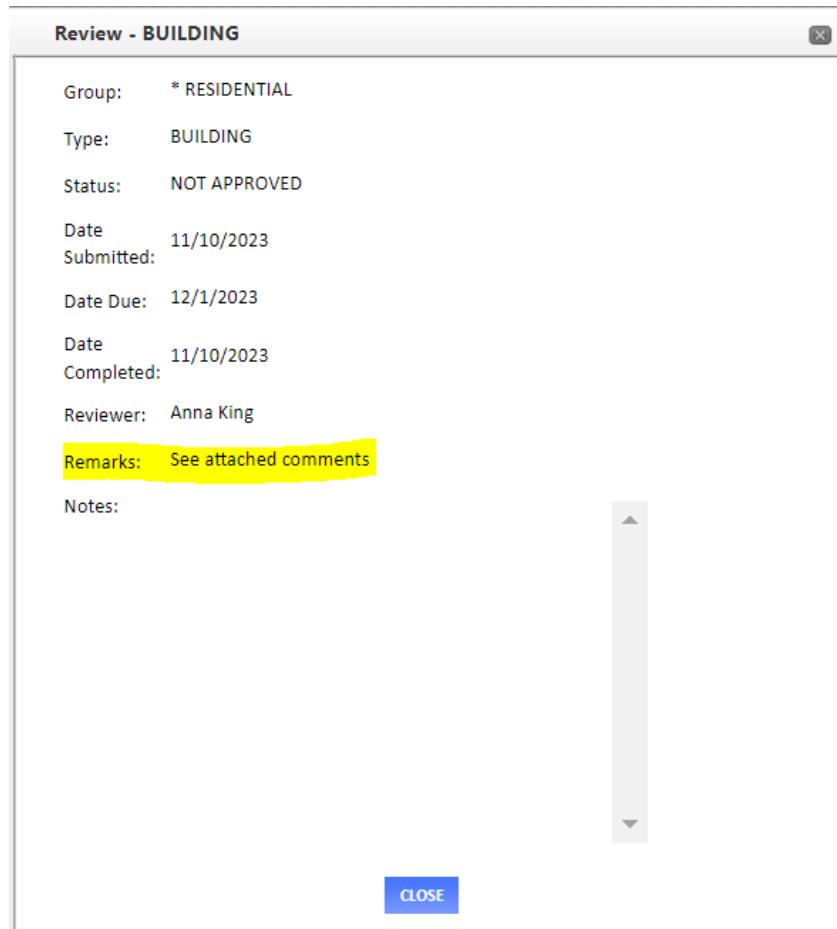
Permit Info	Site Info	Contacts (1)	Fees \$1,081.66	Inspections(0)	Reviews(1) ↴
Type	Reviewer	Status	Submitted	Completed	Due Date
BUILDING	Anna King	NOT A...	11/10/...	11/10/...	12/1/2...

b) Review comments can then be found under "More Info"



The screenshot shows a software interface for a permit. At the top, it displays 'Permit #BRES2023-0339'. Below this is a navigation bar with tabs: 'Permit Info' (selected), 'Site Info', 'Contacts (1)', 'Fees \$1,081.66', 'Inspections(0)', and 'Reviews(1)'. The main content area is a table with columns: 'Type', 'Reviewer', 'Status', 'Submitted', 'Completed', 'Due Date', and 'More Info'. A single row is shown for 'BUILDING' with 'Reviewer' as 'Anna King', 'Status' as 'NOT A...', 'Submitted' as '11/10/...', 'Completed' as '11/10/...', 'Due Date' as '12/1/2...', and 'More Info' as a yellow button. A red arrow points to the 'More Info' button.

5) Remarks / Notes showing "See attached comments" or "Comments attached" can be found under "Permit Info" tab.



The screenshot shows a 'Review - BUILDING' dialog box. It contains the following information:

Group:	* RESIDENTIAL
Type:	BUILDING
Status:	NOT APPROVED
Date Submitted:	11/10/2023
Date Due:	12/1/2023
Date Completed:	11/10/2023
Reviewer:	Anna King
Remarks:	See attached comments
Notes:	

At the bottom is a 'CLOSE' button.

6) Select "Permit Info" tab and scroll down to "Attachments" and click on attachment link

Permit #BRES2023-0339

 **Inspections**

Permit Info Site Info Contacts (1) Fees \$1,081.66 Inspections(0) Reviews(1)

Type: BUILDING RESIDENTIAL
Subtype: ALTERATION
Description: ETRAKIT TEST
Status: RECEIVED
Applied Date: 8/24/2023
Approved Date:
Issued Date:
Finalized Date:
Expiration Date:
Notes:

Linked Activities:

Parent Permit

BLD ARCHIVE

 **Attachments:**
[Building Plan Review Comments.pdf](#) [Building Plan Review Comments.pdf](#)

Note: Please do not resubmit until you have received notification from permit technician that all comments are complete.