



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:

A search bar with the text "morgan hill etrakit" and a magnifying glass icon on the left, and a right-pointing arrow icon on the right.

2) Creating A New Public Login

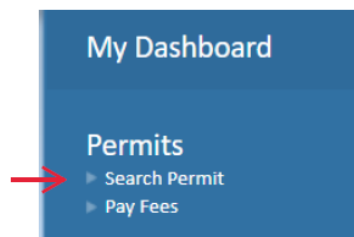
- a) First time users will need to first set up a User Account. Select "**Setup an Account**" to start

Home | **Setup an Account** Log In Public User Name: Password: **LOGIN**

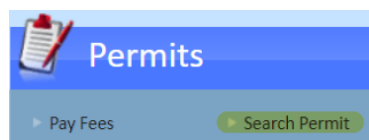
- b) Under "Create New Public User Account" enter your Profile and Username/Password information
- c) To login into your account after initial set up, select "Public" from "Log In" dropdown list, enter your Username and Password, then select **LOGIN**

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:

Search Operator:

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	More Info
BUILDING	Anna King	NOT A...	11/10/...	11/10/...	12/1/2...	More Info

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

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	More Info
BUILDING	Anna King	NOT A...	11/10/...	11/10/...	12/1/2...	More Info



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

Review - BUILDING

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:

CLOSE


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:
Finaled 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.