



ONLINE PERMITS

Community Development Agency
17575 Peak Ave
Morgan Hill, CA 95037-4128
Phone: (408) 778-6480
Fax: (408) 779-7236

STEP ONE:

Online permits may only be issued to licensed contractors.

Read the requirements to obtain a permit. Choose "I Agree" or "I Disagree" and click "Continue."

"I Agree" will take you to the application screen. "I Disagree" will return you to the main screen.

STEP TWO:

Application:

Choose from the dropdown of online permit types.

Enter a description (**Use CAPS only**).

Enter your job value: Numbers only. Round up or down as necessary. Do not enter cents.

Location:

An address is required for all permits. In the "Location" section, type in the address number and street. A dropdown will appear with possible addresses. Select the correct one. (The address will be verified by the city prior to the permit being issued. If the address is in the unincorporated area of Morgan Hill, the application will be void.)

Attachments:

If you have an attachment that is relevant to the permit, for example, a CF1R form for HVAC, spec sheets, or a SolarApp document, click "select" to choose the file on your computer to upload, and add a simple description.

STEP THREE:

Permit Application – Enter Contractor and Owner information (**type in CAPS**). Items marked with an * are required fields. After verifying items are correct and complete select "Next Step."

STEP FOUR:

Confirm and submit. At this step you will review and confirm that the information you have provided for the permit is correct. Permit Type, Description, Location, and Fee Information will then be displayed. You will have the ability to edit any information before the permit record is created.

Click Submit to have your information transmitted to the city for review and acceptance.

STEP FIVE:

Fees: Upon receipt of an email from the city approving your application, you will be able to log in to eTRAKiT and pay the fees. Click on the Fees Due link for the permit you are paying. Choose Proceed to Checkout. Click on Pay Now to go to the payment information screen.

STEP SIX:

Credit Card Info: On the Payment screen, you will enter your credit card information and billing address. When complete, select the Pay link and your payment will be processed.

Receipt: You will see a summary of all payment information and fees. The page can be printed as your receipt and you will also receive a receipt by email.

After fees have been paid, you can print your permit and schedule inspections.

ADDITIONAL INFORMATION:

Credit Cards: The City of Morgan Hill **only accepts Visa or Mastercard** for all online transactions.

Personal Information: The City of Morgan Hill does not store and will never sell your personal information, including credit card account information, to a third party for marketing purposes.