Outstanding Items Task Instructions

Completing the Task

Before completing this task, please make sure that you have not only paid for your permit using eTRAKiT, but also that all required forms have been submitted. For example, some projects may require proof of payment to other agencies such as the school district or regional sewer district (Regional San). If you are doing construction, you may also need to submit a Waste Management Plan. Those completed forms should be uploaded into the Application folder in your project in ProjectDox. If you are not sure if additional documents are required, go the City's ePermit Center, select the Building section and click on Building Forms and Submittal Checklists. For all other divisions (Planning, Engineering, etc.), click on the Application and Forms section.

Even if you pay for your permit or project using eTRAKiT, **you still need to complete the Outstanding Items Task in ProjectDox** so that your project returns to the City for approval and permit issuance. Follow the steps below.

If you do not complete this task, the project will remain in your task list in ProjectDox and will not complete the approval process. **Failure to complete the Outstanding Items Task will delay the release of your permit.**