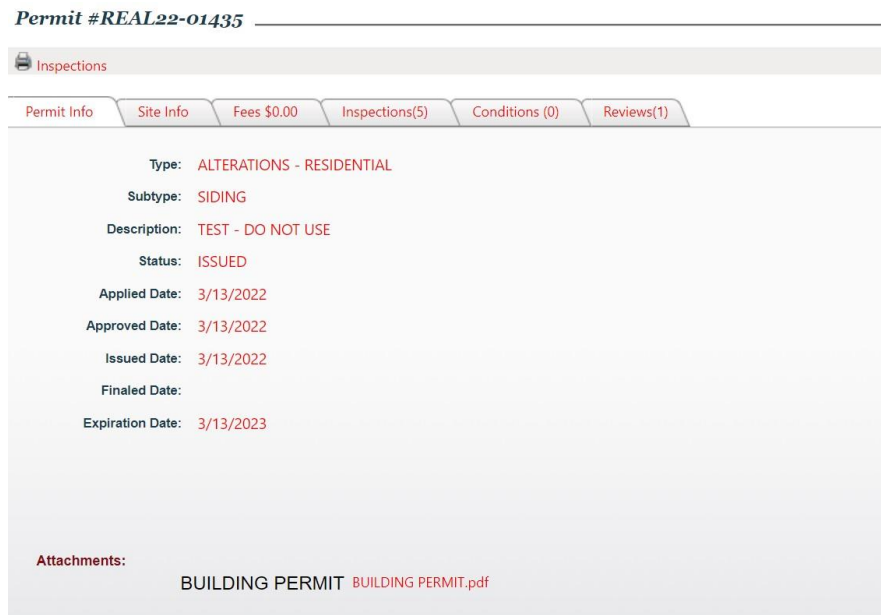


eTRAKiT Task Instructions DOWNLOADING A PERMIT OR APPROVAL LETTER

When your permit or project has been issued or approved, you can download and print your permit or approval letter along with any required conditions. Follow the steps below.

STEPS TO DOWNLOAD A PERMIT OR APPROVAL LETTER:

1. **Dashboard:** Login to [eTRAKiT](#) and go to your Dashboard
2. **Find Permit/Project:** Find the permit or project and click on the permit or project number.
3. **Permit/Project Info:** On the Permit or Project Info tab go to the Attachments section at the bottom of the screen.
4. **Download:** Click on the link for the permit, approval letter and any required conditions. See example below.



QUESTIONS?

For questions or assistance with downloading a permit or approval letter from eTRAKiT, please contact:

City of Folsom
Community Development Department
Phone: (916) 461-6201
Email: EPC@folsom.ca.us