



**eTRAKiT Task Instructions**  
**SCHEDULING OR CANCELING AN INSPECTION**

Once your permit has been issued, you can schedule an inspection online. Follow the steps below to schedule or cancel an inspection.

**INSPECTION SCHEDULING STEPS:**

1. **Dashboard:** Login to [eTRAKiT](#) and go to your Dashboard
2. **Find Permit:** Find the permit and make sure it is in Issued status.
3. **Open Permit:** Open the permit and go the Inspections tab.
4. **Find Inspection:** Find the inspection you want and click “Schedule.”
5. **Inspection Information:** In the new screen, shown below, provide the following info:
  - a. Verify or update the contact information
  - b. Confirm the site address
  - c. Add any notes (e.g., gate locked, call before arrival, etc.)
  - d. Select inspection date
  - e. Select preferred time (AM or PM)
6. **Schedule Inspection:** At the bottom of the screen, click “Submit” and then “Accept.”

***Schedule 800 LATH OR PRESIDING PERMIT Inspection - REAL22-01435***

\* Contact Name:

\* Phone Number:

\* Site Address:

\* Email Address:

Remarks:

Notes:

Inspection Type: **800 LATH OR PRESIDING**

Requested Date:

Time:

**CANCELLING AN INSPECTION:**

1. **Dashboard:** Login to [eTRAKiT](#) and go to your Dashboard
2. **Find Permit:** Find the permit and make sure it is in Issued status.
3. **Open Permit:** Open the permit and go the Inspections tab.
4. **Find Inspection:** Find the inspection that has been scheduled.
5. **Cancel:** Click on the red circle with an X by the scheduled inspection to cancel it. See example below.

**Permit #REAL22-01435**

Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	Cancel	More Info
800 LATH OR PRESI...	0		3/15/2022					More Info
502 MISC STRUCTU...	0		3/15/2022	PM				More Info
808 SCRATCH COAT...	0		Schedule					More Info
812 BROWN COAT S...	0		Schedule					More Info
985 FINAL SIDING**	0		Schedule					More Info

**QUESTIONS?**

For questions or assistance with eTRAKiT inspection scheduling, please contact:

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