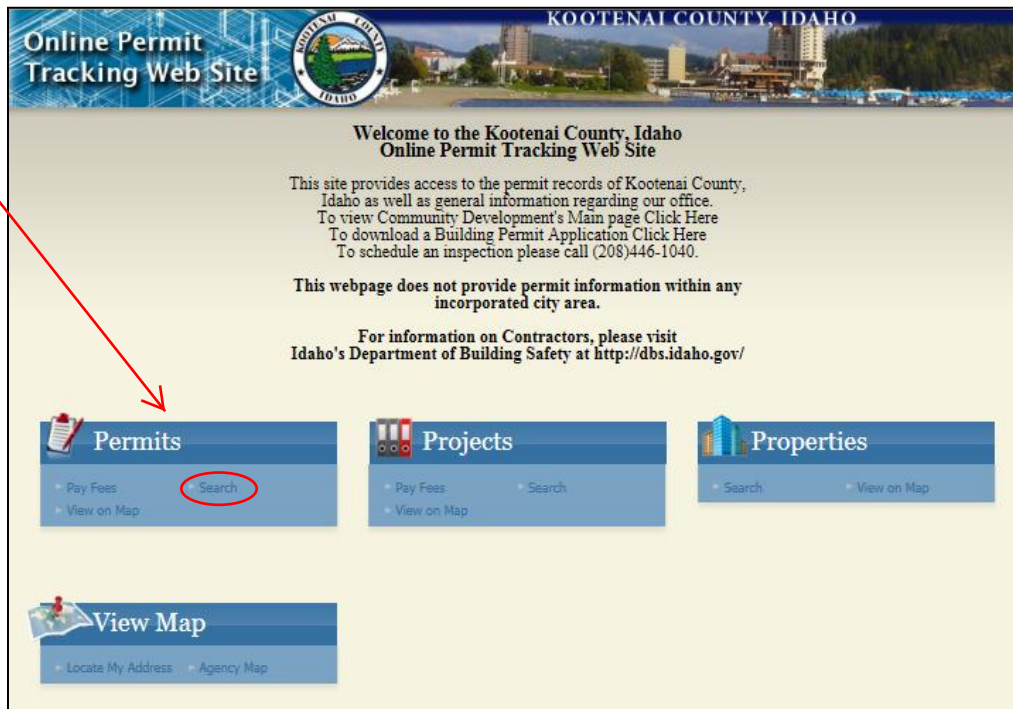
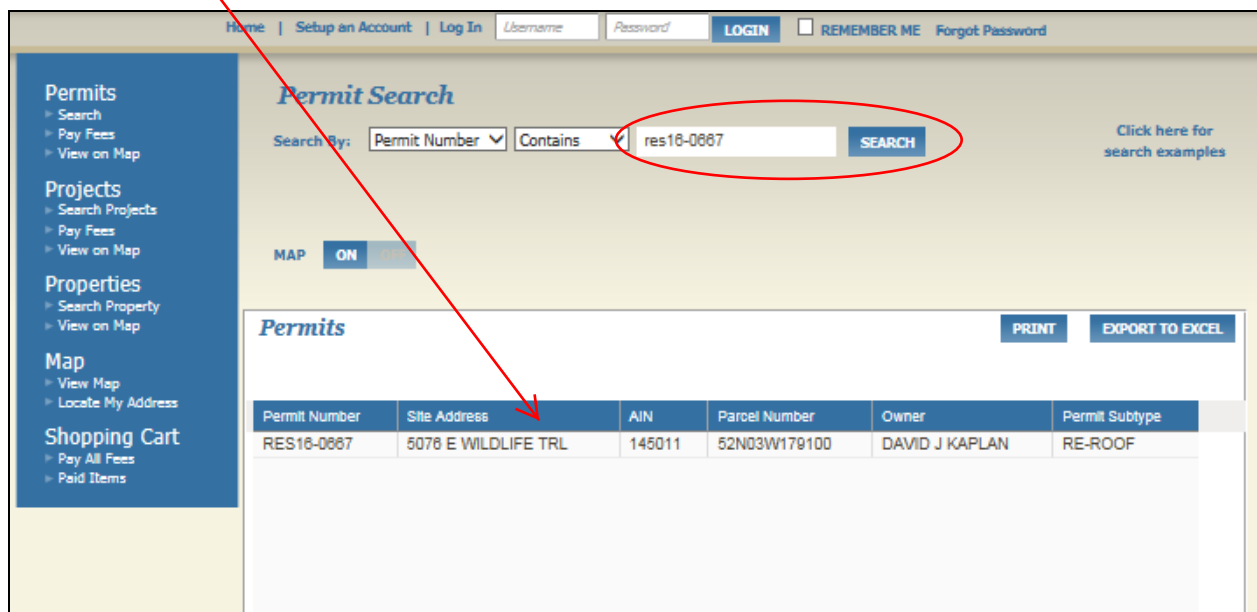


## SCHEDULING AN INSPECTION ONLINE

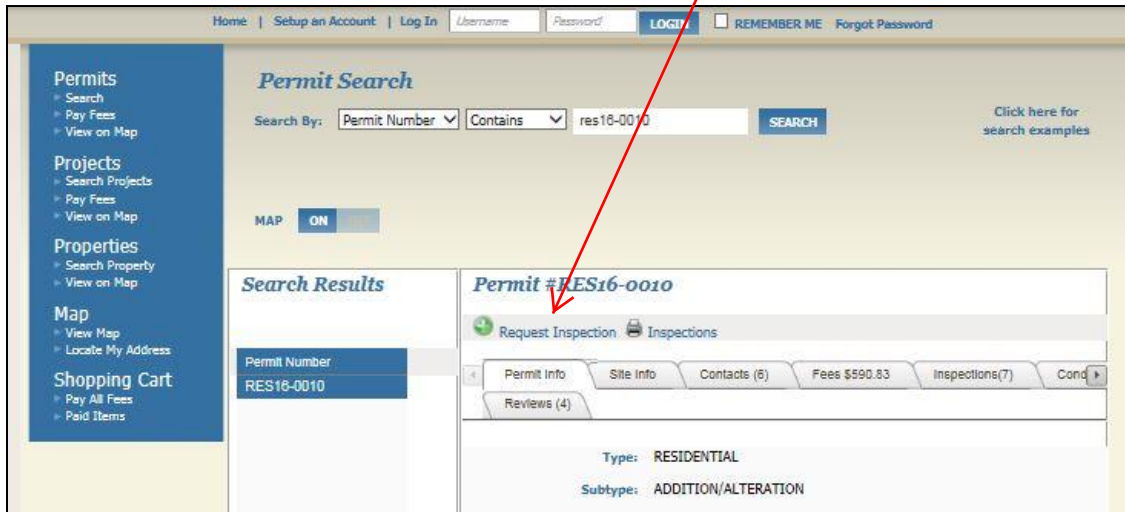
1. Access to Scheduling Inspections Online can be located at <https://permits.kcgov.us/etrakit3/>
2. From on the Community Development's Permit Tracking Web Site locate the blue PERMITS box.
3. Inside the blue PERMITS box select "SEARCH"



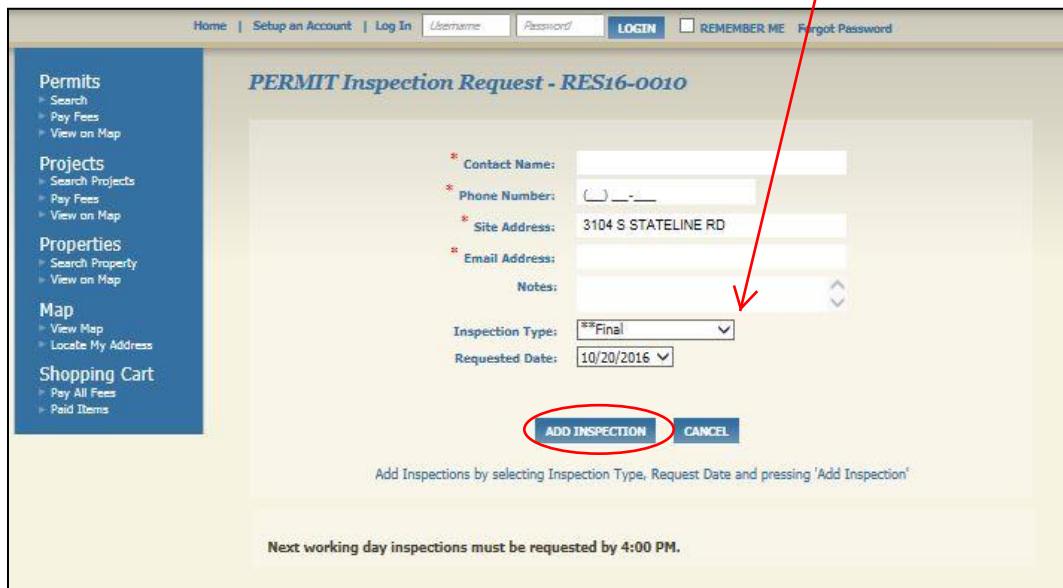
4. Enter your PERMIT NUMBER here and select SEARCH.
5. Your permit should be available on the screen. You must click on the permit information in order for it to open.



6. After selecting your permit it will appear on the screen similar to the below illustration.
7. To request your inspection select “REQUEST INSPECTION”.



8. All information fields are required to be complete. An inspection will **NOT** be scheduled if any of the **Red Astrick** fields are left blank.
9. To select your “Inspection Type” use the dropdown menu located here.



10. After you make your “Inspection type” choice, select the “ADD INSPECTION” button.
11. Your request for inspection will appear on the screen. Review your request(s). If all requests are accurate, select SUBMIT.
  - a. You may schedule more than one type of inspection at a time before selecting the Submit button.

**PLEASE NOTE: YOU MUST HIT “SUBMIT” IN ORDER FOR THE INSPECTION TO BE ENTERED INTO THE SYSTEM.**

12. After selecting SUBMIT your screen will automatically change and will be similar to the below illustration.
  - a. At the same time a confirmation email is generated and sent to the email account that was used to set up the inspection.
13. You can verify your inspection has been added into Community Development's computer software by selecting the "Inspection(s)" tab within your permit.

The screenshot shows a web application interface for permit management. The main content area displays 'Permit #RES16-0010' and a table of inspections. A red arrow points from the 'Inspection(s)' tab to the table, and another red arrow points from the 'More Info' link in the first row of the table to the right.

Type	Result	Scheduled Date	Time	Completed	Time	More Info
Framing		10/20/2016				More Info
Framing		10/19/2016				More Info
Air Seal	PASS	4/20/2016		4/20/2016		More Info
Insulation	PASS	4/20/2016		4/20/2016		More Info
Shear	PASS	4/19/2016		4/19/2016		More Info
Framing	PASS	4/19/2016		4/19/2016		More Info
Setback/Excav/Footing	PASS	4/6/2016		4/6/2016		More Info
SDP Initial	NO PLAN REQ	1/8/2016	AM	1/11/2016	AM	More Info

14. The "Inspection(s)" tab: All inspections scheduled with dates, designated Inspector and any corrections or comments from an inspection can be viewed here.

**MORE INFO LINK**

The screenshot shows a detailed view of an inspection. The window title is 'Inspection - Framing'. The fields are as follows:

- Inspection Type: Framing
- Order#: 0
- Result:
- Scheduled Date: 10/19/2016
- Scheduled Time:
- Completed Date:
- Completed Time:
- Inspector:
- Notes: 10/18/2016 8:49 AM

Additional information in the notes section includes:

- Contact Name: Korrei Kruger
- Site Address: 3104 S STATELINE RD
- Phone: 2084461087
- e-Mail: kkruger@kcgov.us

A 'CLOSE' button is located at the bottom of the window.

## 15. Example Confirmation Email:

