

## 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"

**Online Permit Tracking Web Site**

**KOOTENAI COUNTY, IDAHO**

Welcome to the Kootenai County, Idaho Online Permit Tracking Web Site

This site provides access to the permit records of Kootenai County, Idaho as well as general information regarding our office.  
To view Community Development's Main page [Click Here](#)  
To download a Building Permit Application [Click Here](#)  
To schedule an inspection please call (208)446-1040.

**This webpage does not provide permit information within any incorporated city area.**

**For information on Contractors, please visit Idaho's Department of Building Safety at <http://dbs.idaho.gov/>**

**Permits**

- Pay Fees
- Search
- View on Map

**Projects**

- Pay Fees
- Search
- View on Map

**Properties**

- Search
- View on Map

**View Map**

- Locate My Address
- Agency Map

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.

Home | [Setup an Account](#) | [Log In](#) |  |  | [LOGIN](#) |  REMEMBER ME | [Forgot Password](#)

**Permit Search**

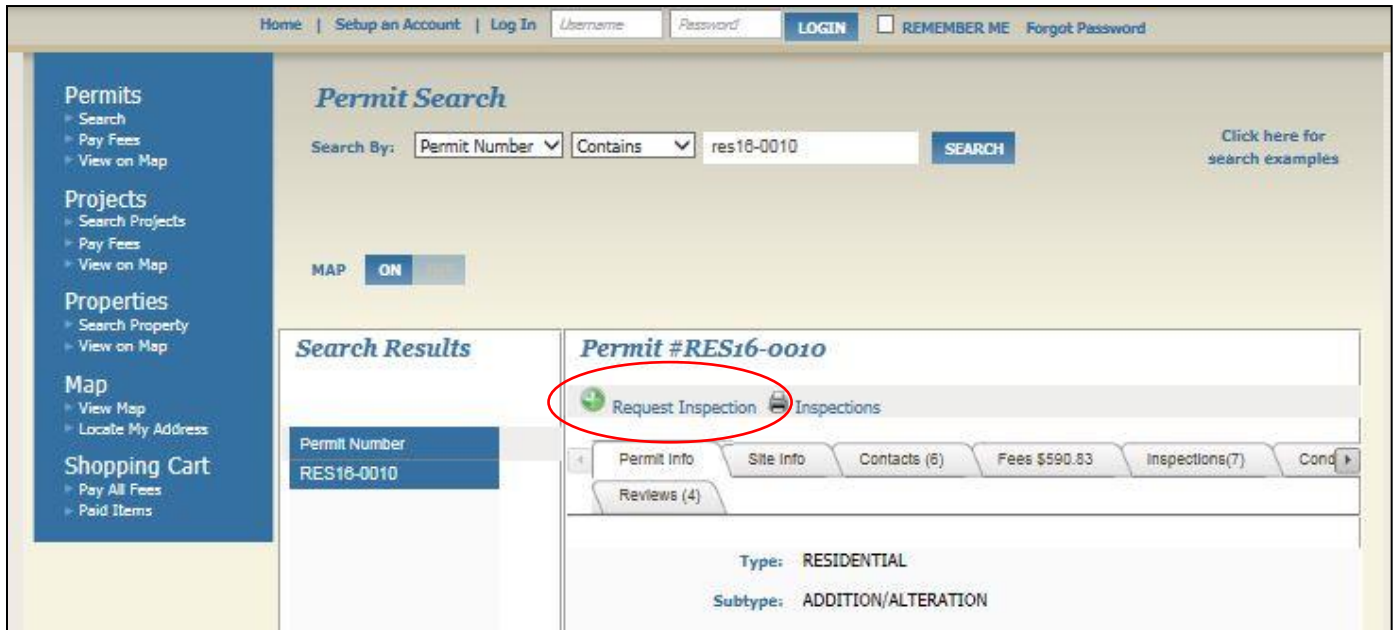
Search By:    [SEARCH](#) [Click here for search examples](#)

MAP  ON  OFF

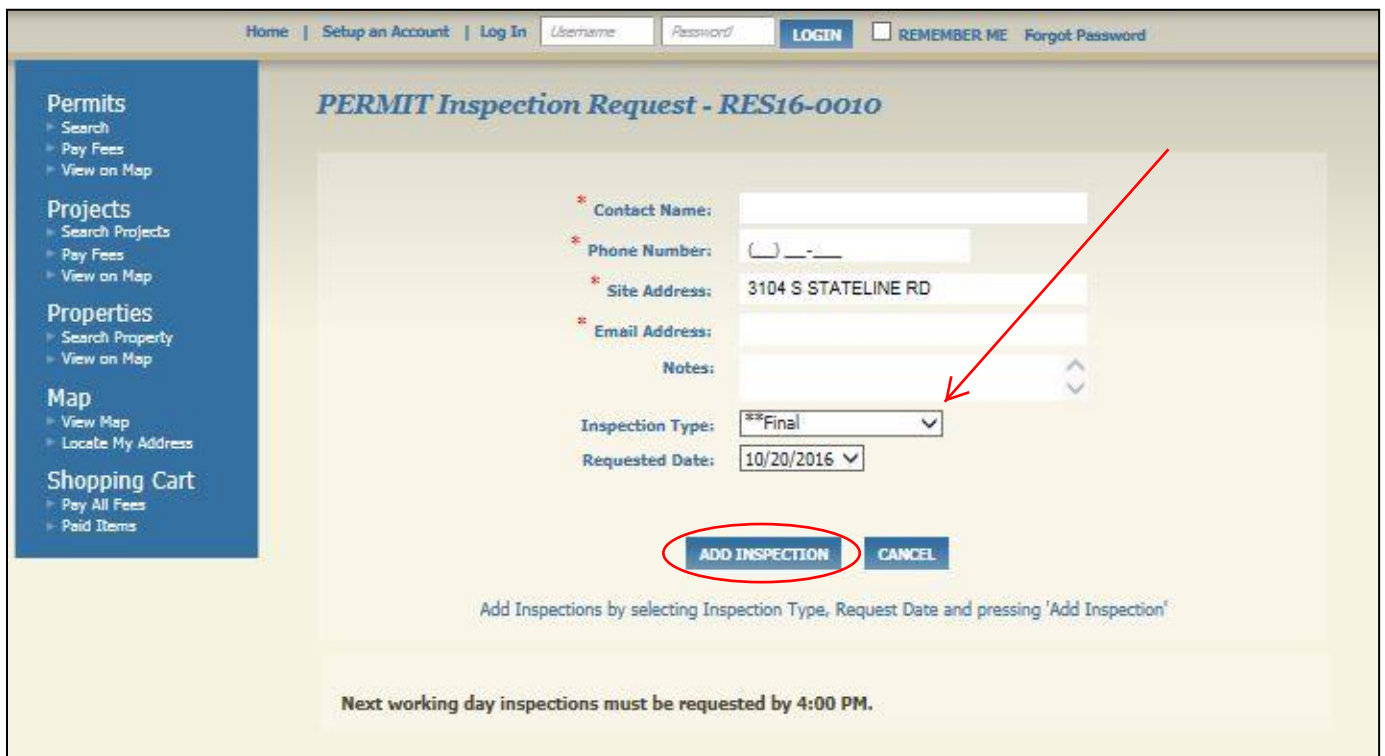
**Permits** [PRINT](#) [EXPORT TO EXCEL](#)

Permit Number	Site Address	AIN	Parcel Number	Owner	Permit Subtype
RES18-0887	5078 E WILDLIFE TRL	145011	52N03W179100	DAVID J KAPLAN	RE-ROOF

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 Asterisk** 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.

## PERMIT Inspection Request - RES17-0580

\* Contact Name: KORREI KRUGER  
\* Phone Number: (208) 446-1087  
\* Site Address: 32538 N ROBERTS RD  
\* Email Address: KKRUGER@KCGOV.US  
Notes: TEST INSPECTION ADDED  
Inspection Type: mec. final  
Requested Date: 10/30/2017

ADD INSPECTION CANCEL

Add Inspections by selecting Inspection Type, Request Date and pressing 'Add Inspection'

Inspection Type	Request Date	Time	
mec. final	10/30/2017	Any	Delete

SUBMIT RESET

Next working day inspections must be requested by 4:00 PM. To cancel or make changes to inspections that have been scheduled online, please send an email request to [kcbp@kcgov.us](mailto:kcbp@kcgov.us).

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 Developments computer software by selecting the "Inspection(s)" tab within your permit.

Home | Setup an Account | Log In   **LOGIN**  REMEMBER ME [Forgot Password](#)

### Permit Search

Search By:    **SEARCH** [Click here for search examples](#)

MAP  ON

### Permit #RES16-0010

[Request Inspection](#) [Inspections](#)

Permit Info | Site Info | Contacts (6) | Fees \$590.83 | **Inspections(8)** | Conditions | Reviews (4)

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	4/8/2016		4/8/2016		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

**Inspection - Framing**

**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

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

**CLOSE**

15. Example Confirmation Email:

