

# **KOOTENAI COUNTY COMMUNITY DEVELOPMENT**



## **PUBLIC LOGIN BASIC INSTRUCTIONS**

# LOGGING IN

1. Access to the Public Login can be located at <https://permits.kcgov.us/etrakit3/>



2. If this is your first time accessing the Public login web portal, you must create an account.

**Create New Public User Account**  
*\* Required fields*

*Profile*

Company Name:

First Name:

Last Name:

Address:

City:

State:

Zip:  -

Email:

Phone:  -

Ext:

*Username and Password*

Log-In Name:   
(letters/numbers only)

Password:   
(6 to 15 letters/numbers only)

Confirm Password:

**CREATE ACCOUNT**

3. After completion of the login requirements, your screen will automatically update to the “Online Permit Tracking Website” page.

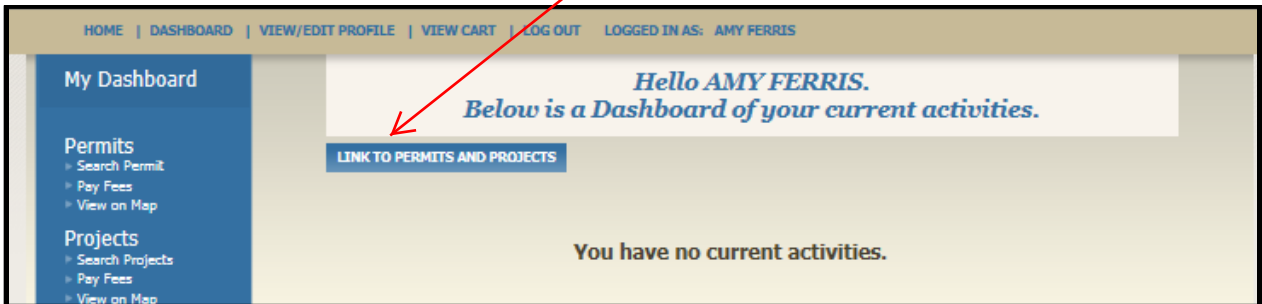


4. Go to the “Dashboard”

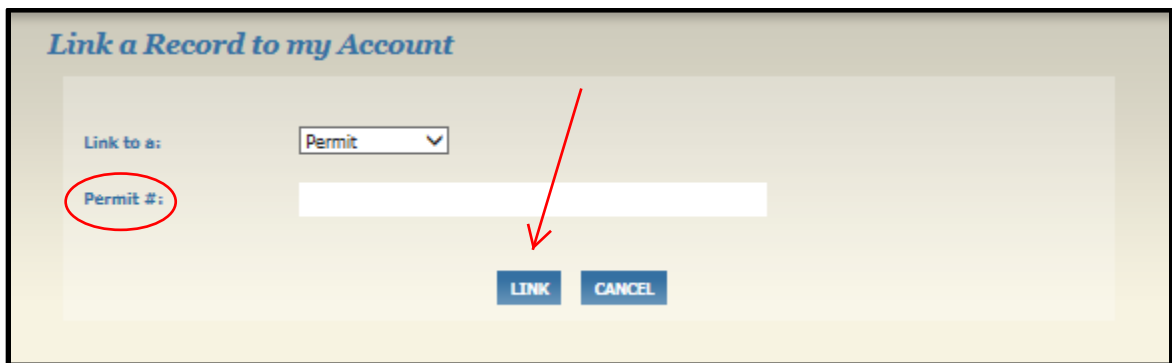


5. The Dashboard is the main access screen for all the permits that you would like to keep track of.

6. To begin tracking a permit you must link it to your account.



7. Enter the Permit number(s) you have been provided and select link.



# THE DASHBOARD

This screen allows access to permit information, scheduling inspection and the ability to pay fees all from one interface.

**NOTE: THE PERMIT NUMBERS IN THIS ILLUSTRATION ARE EXAMPLES**

*Hello AMY FERRIS.*  
*Below is a Dashboard of your current activities.*

[LINK TO PERMITS AND PROJECTS](#)

**My Active Permits** 2 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
RES17-1042	10521 E SL...	RESIDENTIAL	IN REVIEW		\$2,872.08	+	✖
RES17-1112	7885 E YEL...	RESIDENTIAL	ACTIVE	Request	\$0.00	+	✖

**My Active Inspections** 1 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
RES17-1042	PERMIT	IN REVIEW	10521 E SL...	ADDRESSING	10/19/2017	+

To enter into a permit you must double click on the permit number.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: AMY FERRIS

**My Dashboard**

- Permits
  - Search Permit
  - Pay Fees
  - View on Map
- Projects
  - Search Projects
  - Pay Fees
  - View on Map
- Properties
  - Search Property
  - View on Map
- Inspections
  - Schedule
  - View on Map

*Hello AMY FERRIS.*  
*Below is a Dashboard of your current activities.*

[LINK TO PERMITS AND PROJECTS](#)

**My Active Permits** 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
RES17-1112	7885 E YEL...	RESIDENTIAL	ACTIVE	Request	\$0.00	+	✖

Once the permit is opened, you are able to review the status of the permit, review attachments, print attachments, review Community Development and outside Agency comments, check on fees and once the permit is issued, you are able to schedule inspections.

### My Dashboard

#### Permits

- ▶ Search Permit
- ▶ Pay Fees
- ▶ View on Map

#### Projects

- ▶ Search Projects
- ▶ Pay Fees
- ▶ View on Map

#### Properties

- ▶ Search Property
- ▶ View on Map

#### Inspections

- ▶ Schedule
- ▶ View on Map
- ▶ Scheduled

#### Map

- ▶ View Map
- ▶ Locate My Address

#### Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

#### Contact

- ▶ Contact us

## Permit Search

Search By:

[Click here for search examples](#)

MAP  ON  OFF

### Permit #RES17-1112

Request Inspection Inspections

Type: RESIDENTIAL

Subtype: DECK/PORCH

Short Description: HANDRAIL ONLY FOR DECK

Status: ACTIVE

Applied Date: 9/19/2017

Approved Date: 9/20/2017

Issued Date: 9/22/2017

Finalized Date:

Expiration Date: 3/21/2018

#### Attachments:

APPLICATION.pdf RES17-1112 APPLICATION.pdf  
 PLANS-.pdf RES17-1112 PLANS-.pdf