



Planning & Development
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A *GUIDE* to online permit tracking, permit applications, and inspection scheduling using eTRAKiT

START HERE: www.a2gov.org/building

TO FIND A BLANK APPLICATION

1. Under **Quick Links**, click on *Permit Applications*
2. Complete and submit via email, post mail, or fax

TO VIEW EXISTING PERMITS AND INSPECTIONS

1. Under **Quick Links**, click on *eTRAKiT*
2. In **Permits** box, click *Search Permit*
3. Search by address or permit number
4. Select the permit you wish to view
5. Use the tabs to navigate permit information
6. Printable documents are listed as attachments at the bottom of the **Permit Info** tab (if applicable)

TO SCHEDULE NEW INSPECTIONS (account required)

1. Under **Quick Links**, click on *eTRAKiT*
2. At the top of the page, click on *Set Up an Account -OR- Log In*
3. Once logged in: click on *My Dashboard*
4. Click the ***Link to Permits*** box and search for your permit number

NOTE: You cannot schedule inspections for permits that have not been linked to your dashboard!

4. Under **Inspections**, click on *Schedule*
 5. Under **My Active Permits**, click on the permit number
 6. Click on *Request Inspection*
- The first available inspection date will automatically populate.
 - Inspection requests are scheduled by the DAY, not the time; you must log in to eTRAKiT or call us **the day of your inspection** to get your 2-hour time slot.

**Please check your inspection times and results
online**

**Inspection times are made available by 8am the
day of inspection**

1. go to www.a2gov.org/permits
2. Under **Permits**, click on "search permit"
3. Search by **permit number** or **address**, double click on record to bring up the permit
4. Inspection times and results will be listed under the **inspection tab**