



City of Sausalito | Community Development Department  
420 Litho Street | Sausalito, CA 94965 | (415) 289-4128 | [cdd@sausalito.gov](mailto:cdd@sausalito.gov)

## **eTRAKiT BUILDING PERMIT APPLICATION PROCESS**

### **APPLYING FOR A BUILDING PERMIT:**

Please use the following steps as a guide for how to begin applying for a building permit in eTRAKiT:

1. Visit [sausalito.trakit.net/etrakit](http://sausalito.trakit.net/etrakit)
2. Select “Apply for Permit”
3. The screen will prompt the applicant to log in as a Professional User. Please enter your AEC Number and password as indicated.
4. Read the Permit Disclaimer and check “I Agree”, then click “Continue”
5. The application will appear. Please complete the steps in order.
6. After submitting the permit application, you may pay the permit fees by clicking “Pay All Fees” in the tab section on the left side of the screen. The fees will need to be collected prior to issuing the permit.

### **APPLICATION STEP INFORMATION:**

#### Step One: Permit Information

- Please first select the permit type you are applying for, enter in a description of work, and the job value.
- Please fill out all required fields. All required fields are marked with an asterisk (\*).
- For *Location*, please enter in the Address or APN. To help ensure your search for the job address, please use the number and street name only.
- Please make sure the “Contractor” checkbox is selected for *Your Relation to the Permit*.
- Please upload any attachments required for the permit before continuing to Step 2.

#### Step Two: Contact Information

- Please complete all the missing information. The application should self-generate the applicant and contractor information.
- In *Applicant Information*, please change the name field to the applicant’s first and last name.

#### Step Three: Review and Submit

- Please review the application to ensure all the information included is correct.
- Once confirmed all information is correct, please click “Submit”

#### Step Four: Checkout/Confirmation

- A confirmation message should generate with information regarding the process of review and issuing. You may continue from this page to viewing your submittal by clicking “View Permit” or

### **QUESTIONS OR CONCERNS**

Please contact the Permit Technician, McKenna Ramiro, at [mramiro@sausalito.gov](mailto:mramiro@sausalito.gov) for any questions or concerns about eTRAKiT building permit applications.