THE CITY OF LOS ALTOS NO LONGER HAS A PHONE IN INSPECTION REQUEST LINE. ALL INSPECTIONS MUST BE MADE THROUGH THE ONLINE SERVICE

PLEASE CREATE YOUR PUBLIC LOGIN ACCOUNT THROUGH eTRAKit AS INSTRUCTED IN THIS BROCHURE.

For all links and information you can visit our website at:

https://www.losaltosca.gov/communitydevelopment/page/building-Services

The direct link to Today's Scheduled inspections:

https://trakit.losaltosca.gov/etrakit/ExistingInspections.aspx

You will be able to request AM or PM.

AM 8:00-12:00
PM 12:30-3:30
This is a request only & cannot be guaranteed

All debris boxes placed on site must be from Mission Trails

www.missiontrail.com

CITY OF LOS ALTOS

BUILDING INSPECTION

SERVICES

1 N. San Antonio Road
Los Altos CA 94022

Phone Number: 650-947-2752

WWW.LOSALTOSCA.GOV

https://trakit.losaltosca.gov/etrakit

The City of Los Altos is pleased to announce the implementation of our City-wide, internet-based software system that allows access to numerous city resources 24 hours a day, 7 days a week!

eTRAKiT ONLINE PERMIT PORTAL:

TRAKiT'S online services can be accessed at:
https://trakit.losaltosca.gov/etrakit

- Schedule, confirm and cancel inspections
- View inspection results
- Track your permit application process, and
- Pay fees

For assistance with eTRAKiT please contact the Building Division at **650-947-2752** or email us at buildingfax@losaltosca.gov

HOW TO CREATE AN eTRAKiT ACCOUNT:

Public Login: (Do **not** use the Contractor Login)

1. Visit https://trakit.losaltosca.gov/etrakit
2. At the top of the screen, click "Setup an Account".
3. Enter your profile information, create a log-in name and password, and security questions.
   Once complete, click "Create Account".
4. You will receive a registration confirmation email. Click the Confirm link in the email to activate your account.
5. You may now log into TRAKiT with your username and password.
6. As a Public user, you will need to manually Link to your permits. Click on the blue button "Link to Permits, Projects, and Licenses".
   Enter your permit number and click "Link".

Permits issued prior to Feb. 11, 2019 must now use your Project Number and the year project was submitted to schedule inspections. Your project number is located on the front of your permit card (ex. 2018-661124) The dash must be included when you link your permit number to your account.

If you have any questions, contact the Building Division at 650-947-2752

TO SCHEDULE AN INSPECTION ONLINE:

1. Visit https://trakit.losaltosca.gov/etrakit
2. Log in using your Public login (see box to the left on how to create a new login).
3. Find permits on your "My Dashboard" view.
   (See box to the right for instruction on linking your permits to your dashboard.)
4. Under "My Active Permits", you can request any inspection type" that applies to your project.
5. Locate the permit number in the list of permits, and click on the blue "Request" in that row.
6. Follow the remaining prompts, and Select the inspection type desired from the drop-down list.
   Complete by clicking "Add Inspection".
   After an inspection is scheduled, the scheduled date will be visible in the date column of the My Active Inspections section of "My Dashboard".