

eTRAKiT -- SCHEDULE AND VIEW INSPECTIONS

PLEASE NOTE: Inspections can only be scheduled through eTRAKiT prior to 3:00 p.m. during business hours. Should you need to schedule an inspection after 3:00 p.m., please contact the Building Department no later than 4:00 p.m. at (863) 763-5548.

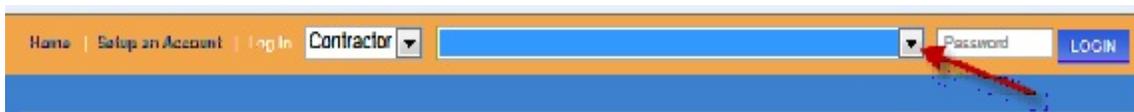
Log Into eTRAKiT:

Go to eTRAKiT at www.okeechobeetrakit.com or by locating the eTRAKiT link on our website (<http://www.co.okeechobee.fl.us/>). It will be on the upper left hand side of the Online Permitting and Inspections page.

Once there, you have to make sure that you select “Contractor” and not “Public” to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as “Public”.

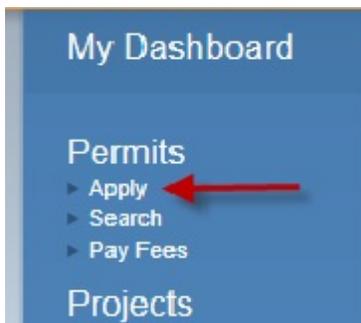


It will then let you pick your company’s name from a drop down list.



Once you have selected your company’s name, type in your temporary password that was given to you. If you did not receive one, or forgot it, please email/call us (planning@co.okeechobee.fl.us or 863.763.5548) to get that information as it is necessary for you to be able to set up your account.

eTRAKiT will take you to your “Dashboard”. On the left hand side of the screen, you will see “Apply” under Permits.



Next, it will take you to a Disclaimer.

I understand that this permit application must be approved and paid in full before any work can begin.

After clicking on “I Agree”, click Continue at the bottom of the screen.

For permits issued by Okeechobee County, inspections may be scheduled through eTRAKiT when the work has been completed. Login to eTRAKiT and go to “My Dashboard”. The “My Dashboard” portal will display all permit activity that you have transacted with Okeechobee County.

Below is a Dashboard of your current activities.

[LINK TO LICENSES](#)

 **My Open Permit Applications** 1 total record(s)

Applications In Progress	Permit Type	Created Date	
Continue	ROOF DUPLEX	8/21/2013	Delete

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

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
BLD13-01412	1014 W BEA...	GAS COMMERCIAL	ISSUED		\$4.00	

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

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
BLD13-01412	PERMIT	ISSUED	1014 W BEA...	GAS FINAL	Schedule	

Find the permit for which inspections should be scheduled under “My Active Inspections”. Select the inspection which needs to be scheduled and click the “Schedule” link on the correct row.

1 total record(s)		
ON	DATE	CAN
AL	Schedule	

On the “Schedule Inspection” page, verify the permit inspection, and enter any notes that should be shared with the permit inspector. Select the inspection date. Inspections may be scheduled starting on the next County work day up to seven days in the future.

* Contact Name: Your Name
* Phone Number: (888) 555-1212
* Site Address: 101 North Avenue
* Email Address: myemail@mail.com
Notes: left side of house
Inspection Type: GAS FINAL
Requested Date: 11/15/2013
11/15/2013
11/18/2013
11/19/2013
11/20/2013
11/21/2013
11/22/2013
11/25/2013

When ready submit the inspection date click



After your inspection has been scheduled, you may use eTRAKiT to cancel the inspection if necessary. Go to “My Active Inspections”, and click the red “Cancel” button next to the inspection that needs to be cancelled. This will change the status of the inspection and allow it to be scheduled for a different date.

When the inspection has been completed, the results will be automatically updated in eTRAKiT several times a day. To view the inspection results, login to eTRAKiT and go to “My Dashboard”. Select the permit for which you would like to view the results and click on the permit number. The permit information will be displayed in tabs and the inspection results along with any notes made by the inspector may be viewed on the inspection tab.

If you have any questions, please contact Jennifer Busbin or Jenna Durham at planning@co.okeechobee.fl.us or (863) 763-5548.