



SAN RAFAEL

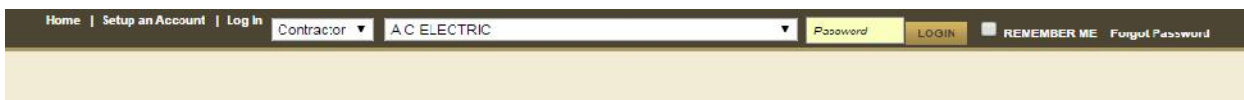
THE CITY WITH A MISSION

The City of San Rafael Building Division is pleased to announce that they have created “Online Contractor Accounts” which offers the ability to review all permit history associated with your license number on your own “dashboard”. From there you can request and cancel building inspections as well as purchase selected types of building, electrical, plumbing and mechanical permits.

If you’d like to create an account now, you may want to print out these directions and then click on the following link: <https://epermits.cityofsanrafael.org/etrakit3/>.

In order to begin the process, make sure the log in type is set to “Contractor” (not Public). From the drop down list of companies, scroll down to your company name and select it (see screen shot below). We have preset your initial password to be your California State License Number (numeric digits only). Please note: you will be asked to choose a new password upon your first successful login. Complete all the requested information and be sure that you provide us with an email address, as that is how we would contact you if you forget your password.

If you do not see your name in the drop down list, please contact us at (415) 485-3086 to verify that your company information is correctly entered into our database and update it if necessary.



Once you’re logged in, you will be taken to your own ‘Dashboard’ which lists all permits that are associated with your license number within our system. You can then click on any Permit to check plan review or inspection status, expiration date, or to request an inspection. If you do not see the permit you are looking for, you can use the “Permit Search” function to search for it by either address or Permit Number.



To Request an Inspection (contractors only)

Select (or navigate to) the permit you wish to have an inspection for.

Under the Permit Number, click Request Inspection. (see below)



To request an inspection, enter the Inspection Type and Time (AM = 9:00 to 12:00 and PM = 1:00 to 4:00) along with any missing contact information. (see screen shot below)



Search Projects
Contractor
Search Contractors
Properties
Search Property
License
Search Licenses
Contact
Contact us

Site Address: 214 EL PRADO AVE
Email Address: michaelmartins57@atl.net
Notes:
Inspection Type: FINAL APPROVAL
Requested Date: 10/29/2018
Time: Any

ADD INSPECTION CANCEL

Add Inspections by entering your contact information, selecting Inspection Type and AM/PM and pressing 'Add Inspection'.

NOTE: Your inspection will be scheduled for the next regular inspection day. Inspections are performed Monday through Thursday only. There are no Friday inspections.

YOU MUST CLICK SUBMIT BELOW TO COMPLETE YOUR INSPECTION REQUEST.

Please note that after you fill in any required information (*) you then must select your inspection type from the pull down, and select Am or PM, then click “Add Inspection”.

The next screen will include the “Submit” button shown below. You must click this button to complete the inspection request.



YOU MUST CLICK SUBMIT BELOW TO COMPLETE YOUR INSPECTION REQUEST.

Inspection Type	Request Date	Time	
CEILING CLOSE IN		AM	Delete

SUBMIT RESET

You will receive an email in the following few minutes verifying that we have received the request. Then on the morning of the inspection, our automated system will call to remind you that an inspector will be coming out that day, to which address, and whether it will be in the AM or PM. That’s it!

Note that inspections will always be scheduled for the next regular inspection day.

*BUILDING inspections are only performed Monday through Thursday (excluding City Holidays). For example; Building Inspections requested on a Thursday will be scheduled for the next regular inspection day (typically Monday).

*FIRE Inspections are performed Monday through Friday (excluding City Holidays).

To Purchase a Permit:

(Please review [allowed types and limitations](#))

To **Apply** for a simple (nonstructural) permit, click on “Apply” under Permits:



HOME | DASHBOARD | VIEW EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: A C ELECTRIC

My Dashboard

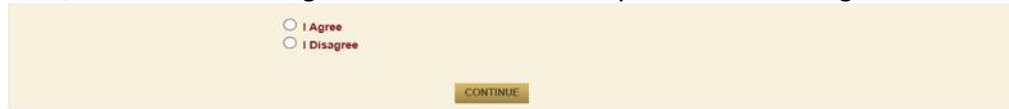
Hello A C ELECTRIC.
Below is a Dashboard of your current activities.

My Open Permit Applications
1 total record(s)

Permits
Apply / New Permit
Search Permit

Projects

Next, read then click “I Agree” to the disclosure. If you click on “I Disagree” it will take you back to the beginning.



I Agree
 I Disagree

CONTINUE

Next, choose the PERMIT Type: (Note, all lines with an *(asterisk) must be completed on each page, as you navigate through this process.



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: JANE DOE

Permit Application

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type: BUILDING ONLINE
PERMIT Subtype: ELECTRIC ONLINE
*Short: MECHANICAL ONLINE
RESALE ONLINE

Next, choose the PERMIT Subtype:



PERMIT Subtype: REROOFING
*Short: RETROFIT WINDOWS

Type in a *Short Description and enter the *Job Valuation. For “Location”, you only need to enter the first few characters of the address, and then hit the SEARCH button. Click on the correct job address in the “Select address below” box that appears. Note: If the address is not in the box, it could mean that the property is not in the City jurisdiction. You may need to pull the permit with the County of Marin.

Click “Next Step”



Permit Type Information

PERMIT Type: BUILDING ONLINE
PERMIT Subtype: REROOFING
*Short Description: Replace existing roof with same materials
*Job Value: \$10,000.00
Enter 0 for resale permits.

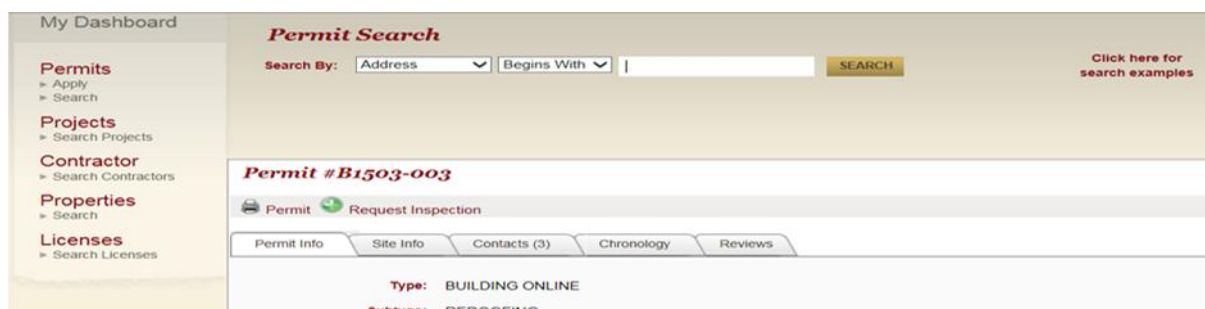
Location

*Enter part or all of the job address and press search
1400 5th ave SEARCH

CANCEL NEXT STEP

The next page shows your completed permit information and fees. Review all the information prior to submitting. Click on the EDIT button to fix an area, if needed. Clicking Next Step will take you to the Check Out Summary page, click on Pay Now and provided your credit card information to pay for your permit, and then select SUBMIT PAYMENT.

You will need to have a copy of your Permit on the job site for the Inspector. If you hit the View Permit button first, it will take you to your Dashboard. Go to the Print Icon just above the Permit Info tab to print out a copy of your permit.



My Dashboard

Permit Search

Search By: Address Begins With | SEARCH Click here for search examples


Permit #B1503-003

Permit Request Inspection

Permit Info Site Info Contacts (3) Chronology Reviews

Type: BUILDING ONLINE
Subtype: REROOFING

Sample of Building Permit below: Needs to be on the JOB SITE/PROPERTY for the INSPECTOR.

PERMIT NO: B1503-003		ISSUED: 3/20/2015
SITE ADDRESS: 1400 5TH AVE SITE APN: 01120312	PERMIT TYPE: BUILDING ONLINE PERMIT SUB-TYPE: REROOFING DESCRIPTION Replace existing roof with same materials BUILDING PERMIT FEE \$234.00 SMIP-RESIDENTIAL \$1.30 CA GREEN BUILDING FUND \$1.00 LONG RANGE PLANNING GP2020 \$60.61 GENERAL PLAN MAINTENANCE FEE \$22.46 STREET MAINTENANCE FEE \$0.00 Total Fees Collected: \$319.37	
PERMIT INFORMATION	INSPECTOR'S NOTES	
APPLICANT: THOMAS AHRENS 1400 5TH AVE SAN RAFAEL CA 94901 OWNER: SAN RAFAEL CITY OF 1400 5th Ave SAN RAFAEL CA 94901 CONTRACTOR: THOMAS AHRENS 1400 5TH AVE SAN RAFAEL CA 94901	<p style="text-align: center;">*** PRINT THIS PERMIT FOR YOUR RECORDS ***</p> <p style="text-align: center;">This permit will expire if no inspection is performed within 180 days of issuance. To schedule an inspection you must call 485-3365 All inspection requests are scheduled for the NEXT BUSINESS DAY and must be submitted by 6:00 p.m. on the previous day. Please note: Inspections are only performed Monday through Thursday (no Friday inspections)</p> <p>When you call to schedule an inspection you will be asked to key in the following:</p> <ol style="list-style-type: none"> 1. Permit Number 2. Contact number where you can be reached on inspection day 3. Your preference for AM or PM inspection (AM is 9:00 to noon; PM is 1:00 to 4:00) 4. Type of inspection - go to http://www.cityofsanrafael.org/inspections for a list of inspection codes <p style="text-align: center;">For more information on how to schedule your inspection: Check our website at: http://www.cityofsanrafael.org/inspections</p> <p style="text-align: center;">Construction Hours (includes deliveries): Mon – Fri: 7:00 am – 6:00 pm Saturday: 9:00 am – 6:00 pm Sundays/Holidays: Prohibited</p>	
OFFICIAL USE ONLY BELOW THIS LINE		
<p style="color: red; font-weight: bold; font-size: 1.2em;">INSPECTOR WILL SIGN THIS FORM AT TIME OF INSPECTION</p> <p>Final Date: _____ Inspector Name: _____</p> <p style="margin-left: 100px;">Signature: _____</p>		

City of San Rafael
 Community Development Department
 1400 5th Avenue, San Rafael, CA 94901
 Phone: 415-485-3367