

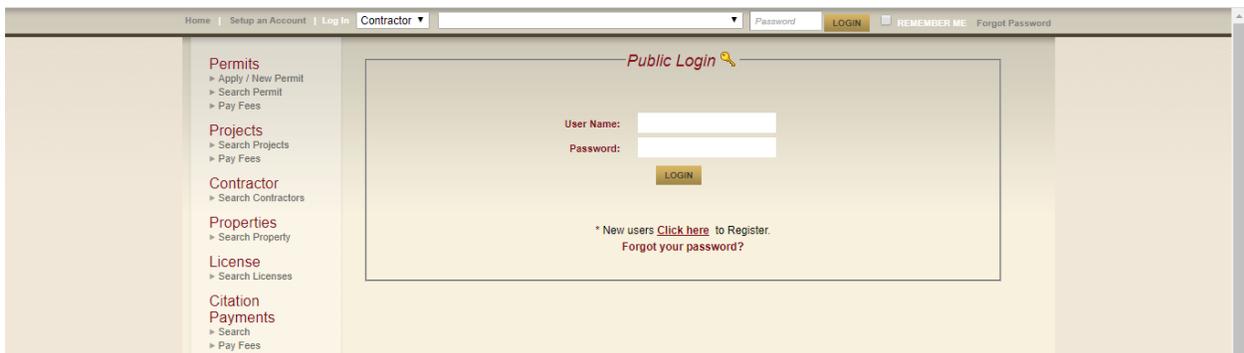
Trakit: Paying for Your Planning Applications Online

Thank you for your application. Staff has reviewed your submittal and set up your project with the correct types/subtypes based on the information submitted. Your attached invoice shows your project number(s) and amount(s) due. Below are the instructions on how to pay online.

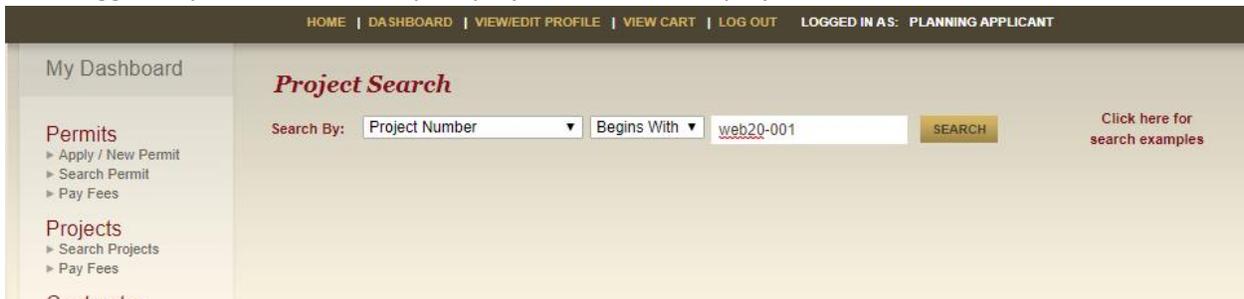
Go back to where you initially applied: <https://epermits.cityofsanrafael.org/etrakit3> The page should look like the page below. Under the "Projects" header select "Search"



You will need to log in again



Once logged in you will search for your projects. Select each project listed on the attached invoice.



Trakit: Paying for Your Planning Applications Online

Project #WEB20-001

Attachment

Project Info | Site Info | Contacts (2) | Fees \$0.00 | Inspections | Conditions

Chronology

Description: planning application description

Type: PLANNING APPLICATION ONLINE

Subtype:

Planner:

Status: SUBMITTED

Applied: 4/6/2020

Approved:

Closed:

Expired:

Status:

Complete:

Linked Activities:

Project(s)		
TEL20-002	TELECOMMUNICATION PERMIT	SUBMITTED
ED20-010	ED	APPROVED

Click on each project number under Linked Activities individually. The Fees due for each project number are shown under the fees tab and should match the attached invoice. Hit "Add to Cart" on for each project.

Trakit: Paying for Your Planning Applications Online

Project Search

Search By: [Click here for search examples](#)

Project #TEL20-002

[Attachment](#) [Add To Cart](#)

[Project Info](#) [Site Info](#) [Contacts \(2\)](#) [Fees \\$398.00](#) [Inspections](#) [Conditions](#) [Reviews](#) [Chronology](#)

Description: Upgrade (E) Wireless Telecom Site
Type: TELECOMMUNICATION PERMIT

This will add the fee(s) to your shopping cart so that you are ready to pay.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: PLANNING APPLICANT

Shopping Cart

	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PROJECT (ED20-010)	ED	1299 4TH ST	\$1,167.00
<input checked="" type="checkbox"/>	PROJECT (TEL20-002)	TELECOMMUNICATION PERMIT	1400 5TH AVE	\$398.00
Total:				\$1,565.00

Make sure the fees you are paying for are checked and Select "Proceed to Checkout" You will then see your payment Summary. If everything looks correct, select "Proceed to Payment"

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: PLANNING APPLICANT

Checkout Summary

PROJECT (ED20-010)	1299 4TH ST	
	DESIGN REVIEW - STAFF/ADMIN	\$1,167.00
PROJECT (TEL20-002)	1400 5TH AVE	
	ADMINISTRATIVE REVIEW	\$398.00
Total Fees:		\$1,565.00
Total:		\$1,565.00

TrakIt: Paying for Your Planning Applications Online

Fill in payment details and select “Pay Now”

Order Information * Required Fields

Invoice Number: 20200408165647

Description:

Total: \$1565.00 (USD)

Payment Information

Pay by **Credit / Debit Card** **Bank Account**
(USA Only)



Card Number: (enter number without spaces or dashes)

Expiration Date: (mm/yy)

Billing Information

First Name: Last Name:

Company:

Address:

City:

State/Province: Zip/Postal Code:

Country:

Email:

Phone:

Fax:

A copy of your invoice will be visible under attachments on the online record:

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: PLANNING APPLICANT

Project Search

Search By: Begins With [Click here for search examples](#)

Search Results

PROJECT_NO
WEB20-001

Project #WEB20-001

[Attachment](#)

Project Info | Site Info | Contacts (2) | Fees \$0.00 | Inspections | Conditions

Description: planning application description
Type: PLANNING APPLICATION ONLINE
Subtype:
Planner:
Status: SUBMITTED
Applied: 4/6/2020
Approved:
Closed:
Expired:
Status:
Complete:

Linked Activities:

Project(s)
TEL20-002 TELECOMMUNICATION PERMIT SUBMITTED
ED20-010 ED SUBMITTED

Attachments: WEB20-001Invoice.pdf WEB20-001Invoice.pdf

SAMPLE INVOICE



SAN RAFAEL
THE CITY WITH A MISSION

INVOICE / RECEIPT

Date: 4/8/2020
Application Number: WEB20-001 1
Address: 1400 6TH AVE
APN: 01120612
Applicant: Test User
Owner: Test User
Project Description: planning application description

FEES DUE

Project Number	Description	Code	Amount
ED20-010	DESIGN REVIEW - STAFF/ADMIN	3138	\$1,167.00
TEL20-002	ADMINISTRATIVE REVIEW	3122	\$398.00
TOTAL Fees Charged:			\$1565.00
Payments Received:			\$0.00
Balance Due:			\$1565.00

WHEN VALIDATED BELOW, THIS IS YOUR RECEIPT

Refund requests must be made in writing and will be subject to a 20% processing fee.
