

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. Staff prepared an invoice that shows your new 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/login.aspx?It=either&rd=~/ProjectApplication/step1.aspx> The page should look like the page below.


You will need to begin by logging in to your account either as "public" or the license contractor for the project. If you do not have an account start here to create one. Please note: The username and password will only contain letters and numbers, is case sensitive and will not use special characters or email addresses.

Once logged in you will search for your projects. Make sure the "search by" field matches the criteria you are searching by, i.e. project number or address. Note that the project number has changed from when you initially applied.

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Click on each project number under Linked Activities individually.

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

The fees due for each project number are shown under the fees tab and should match the attached invoice. Hit the green "Add to Cart" symbol on for each project.

Project Search

Search By: Project Number | Begins With | SEARCH | [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

Trakt: Paying for Your Planning Applications Online

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

REMOVE SELECTED ITEMS BACK TO DASHBOARD VIEW PAID ITEMS **PROCEED TO CHECKOUT**

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

BACK TO SHOPPING CART **PROCEED TO PAYMENT**

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



INVOICE

Date: 2/26/2021
Application Number: INF21-006 **New application number**
Address: [REDACTED]
APN: [REDACTED]
Applicant: [REDACTED]
Owner: [REDACTED]
Project Description: [REDACTED]

FEES DUE

Project Number	Description	Code	Amount
INF21-006	ZONING RESEARCH RESPONSE LETTEF	3193	\$132.00
TOTAL Fees Charged:			\$132.00
Payments Received:			\$-132.00
Balance Due:			\$0.00

PAYING FOR YOUR INVOICE

Invoices can be paid online at <https://epermits.cityofsanrafael.org/etrakit3>
Payment instructions can be found in Step 3 at <https://www.cityofsanrafael.org/apply-to-planning-online>

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