

Public Account Link to Existing Permit

At [Littleton eTRAKiT Portal](#) Public accounts are able to link to existing permits.

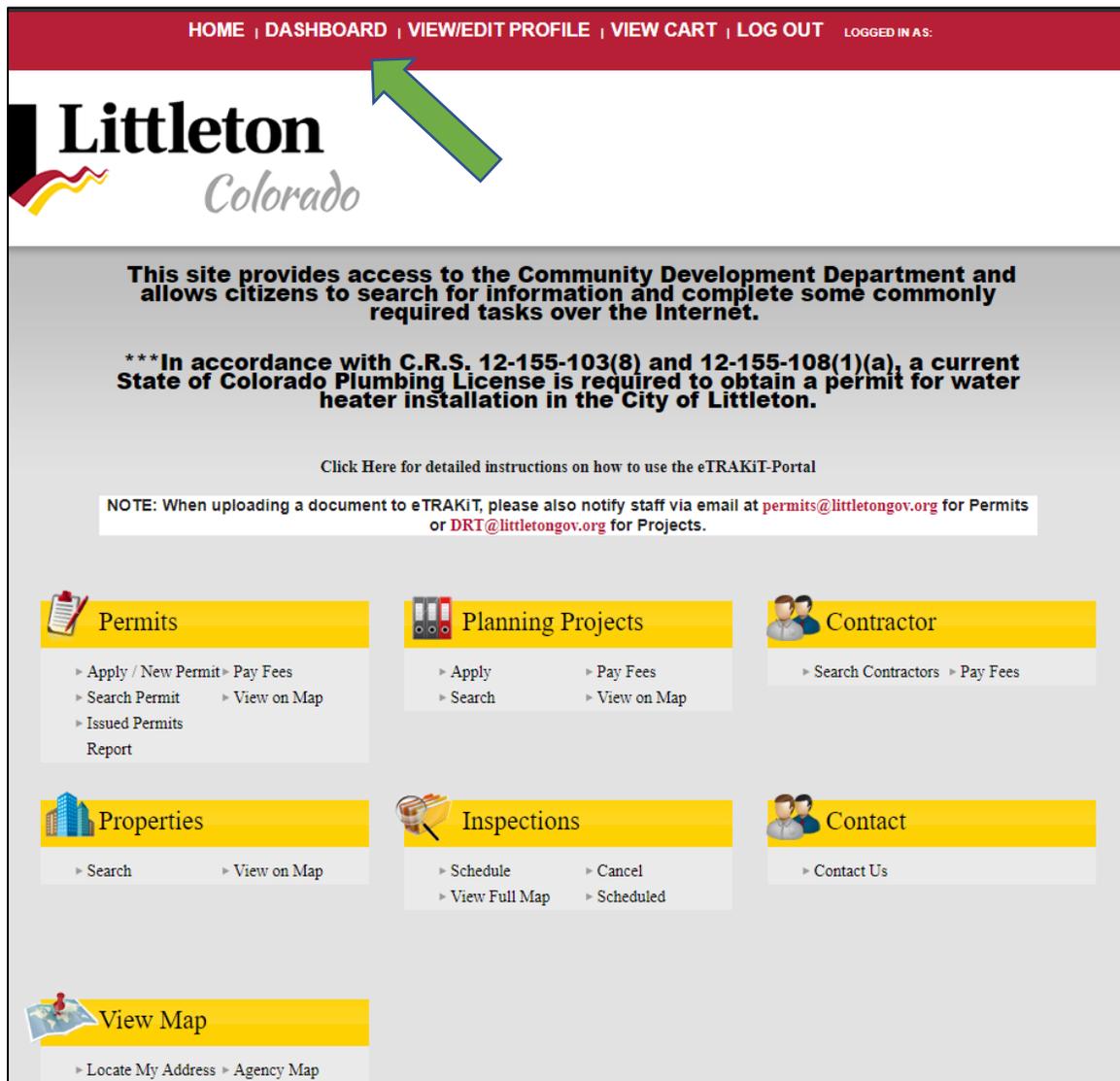
If you are a Contractor, please contact the permit desk at 303-795-3751 to be added as a contact on the existing permit.

Step 1: Sign In

Use Internet Explorer to navigate to the homepage for [Littleton eTRAKiT Portal](#).

Step 2: Navigate to Dashboard

Once you have logged into your public account, navigate to the Dashboard



The screenshot shows the dashboard of the Littleton eTRAKiT Portal. At the top, a red navigation bar contains links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, and LOG OUT, along with a LOGGED IN AS: field. Below the navigation bar is the Littleton Colorado logo. A green arrow points to the DASHBOARD link in the navigation bar. The main content area features a grey background with a white text box containing the following information:

This site provides access to the Community Development Department and allows citizens to search for information and complete some commonly required tasks over the Internet.

*****In accordance with C.R.S. 12-155-103(8) and 12-155-108(1)(a), a current State of Colorado Plumbing License is required to obtain a permit for water heater installation in the City of Littleton.**

Click Here for detailed instructions on how to use the eTRAKiT-Portal

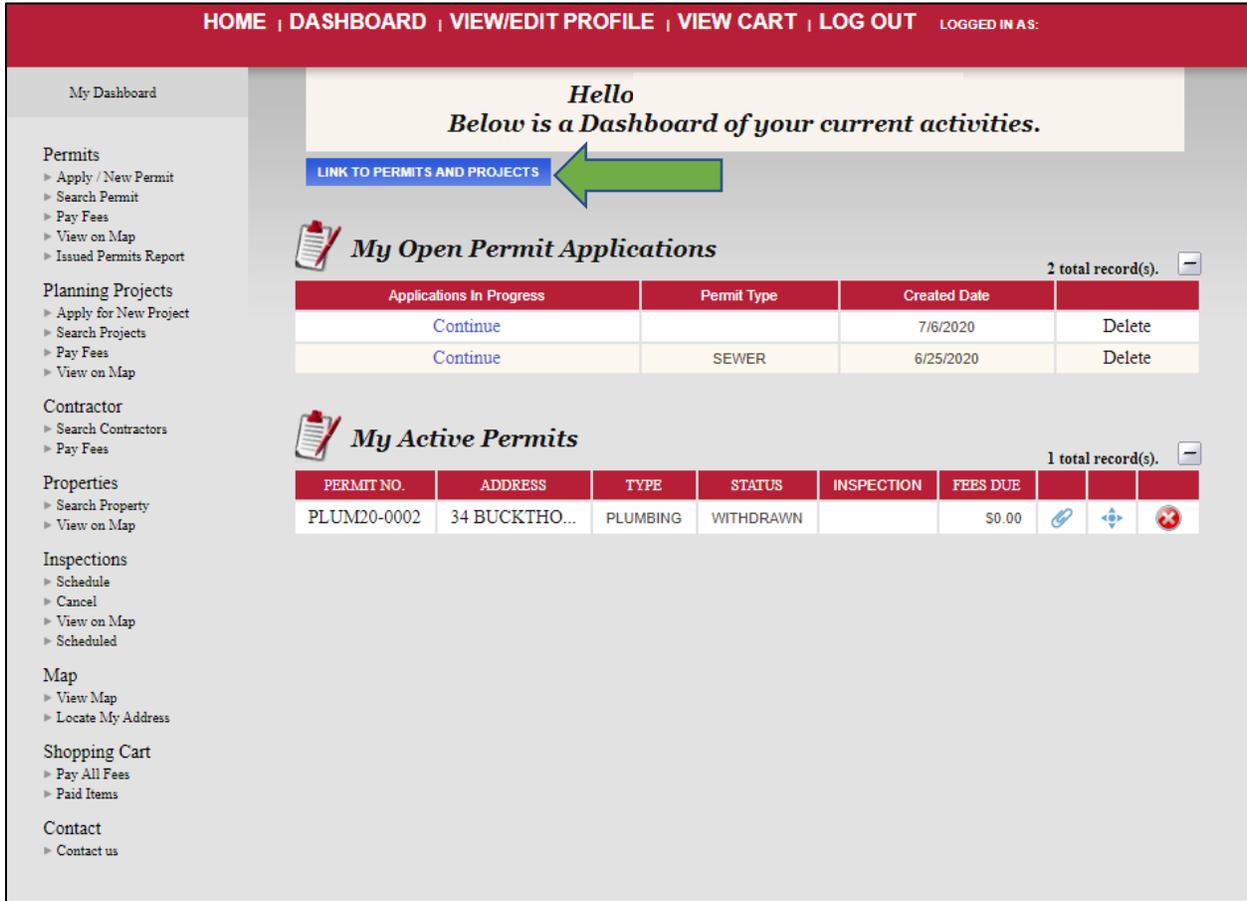
NOTE: When uploading a document to eTRAKiT, please also notify staff via email at permits@littletongov.org for Permits or DRT@littletongov.org for Projects.

The dashboard is organized into several yellow-bordered sections:

- Permits:** Includes links for Apply / New Permit, Pay Fees, Search Permit, View on Map, Issued Permits, and Report.
- Planning Projects:** Includes links for Apply, Pay Fees, Search, and View on Map.
- Contractor:** Includes links for Search Contractors and Pay Fees.
- Properties:** Includes links for Search and View on Map.
- Inspections:** Includes links for Schedule, Cancel, View Full Map, and Scheduled.
- Contact:** Includes a link for Contact Us.
- View Map:** Includes links for Locate My Address and Agency Map.

Step 3: Link to the existing permit

Click on the **LINK TO PERMITS AND PROJECTS** button.



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

My Dashboard

Hello
Below is a Dashboard of your current activities.

LINK TO PERMITS AND PROJECTS

My Open Permit Applications 2 total record(s)

Applications In Progress	Permit Type	Created Date	
Continue		7/6/2020	Delete
Continue	SEWER	6/25/2020	Delete

My Active Permits 1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
PLUM20-0002	34 BUCKTHO...	PLUMBING	WITHDRAWN		\$0.00			

My Dashboard

Permits

- Apply / New Permit
- Search Permit
- Pay Fees
- View on Map
- Issued Permits Report

Planning Projects

- Apply for New Project
- Search Projects
- Pay Fees
- View on Map

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property
- View on Map

Inspections

- Schedule
- Cancel
- View on Map
- Scheduled

Map

- View Map
- Locate My Address

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Use the drop down to choose between **Permit** or **Project**

Link a Record to my Account

Link to a:

Permit #:

Enter the permit number exactly and click **LINK**

Link a Record to my Account

Link to a:

Permit #:

[LINK](#) [CANCEL](#)



The permit will then show on the Dashboard in the **My Active Permits** section

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

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[LINK TO PERMITS AND PROJECTS](#)

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My Active Permits 2 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
PLUM20-0002	34 BUCKTHO...	PLUMBING	WITHDRAWN		\$0.00	Link	Map	Close
ROOF20-0005	4049 W ARR...	RE ROOF	ISSUED	Request	\$0.00	Link	Map	Close

My Active Inspections 1 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
ROOF20-0005	PERMIT	ISSUED	4049 W ARR...	FINAL ROOF	7/15/2020	Map

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us