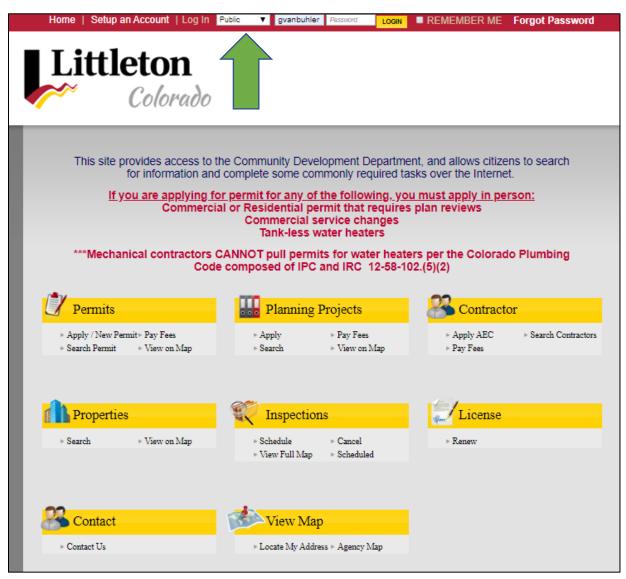


Reviewing Permit Attachments

Permits that require additional documentation such as Engineer's letters, Soil Reports or Plans will be added to the permit record as an attachment that is made viewable to the public. If you do not find the information, please submit an open records request to the City Clerk's Office.

Step 1: Log in

Go to <u>Littleton eTRAKiT Portal</u> and log in. If you are a contractor, change the drop down from **Public** to **Contractor** and log in with your company name and password. If you are not a contractor, log in using a public login.





Step 2: Select Permit

From the user dashboard select the permit number you are reviewing attachments for. You can also search for the permit if it is no longer an active permit. Click on the permit number to select the permit.

Below i	is a Dashbo	ard of your o	eurrent ac	etivities.			
LINK TO PROJECTS							
🗸 My Open Perm	it Applicati	ons			l total	record(s).
Applications In Progres	s	Permit Type		Created Date			
Continue			6/1/	/2020 Delet		Delete	
Mu Open Proje	et Applicati	ons					
My Open Proje	ct Applicati			Created Date	l total	record(s).
My Open Project Applications In Progress Continue		ONS Project Type DEVELOPMENT PLAT	N	Created Date 6/4/2020	l total	record(s Dele	
Applications In Progress Continue	SITE	Project Type	V		1 total		
Applications In Progress	SITE	Project Type	V				ete
Applications In Progress Continue	site	Project Type	N			Dele	ete
Applications In Progress Continue My Active Perm	site	Project Type	-	6/4/2020		Dele	ete



Step 3: Review Permit Information

Each tab has information about address, contacts, fees, reviews and inspections. To review attachments, make sure you are on the tab labeled **Permit Info**. Look at the bottom of the window for **Attachments** all available attachments will show with a link. Click on the attachment link to view the attachment.

Permit #G20-0014	4
Ø to 1 to A B 1	
🖉 Attachment 🖨 Permit	: Inspections
Permit Info Site	e Info 🔨 Contacts (2) 🔰 Fees \$0.00 🗸 Inspections 🔨 Chronology (0) 🔪 Conditions (0) 🔪 Reviews 💽
	GRADING
Subtype:	
Detailed Project	
Description:	
	UNDER REVIEW
Applied Date:	6/4/2020
Approved Date:	
Issued Date:	
Finaled Date:	
Expiration Date:	
Notes:	6/4/2020 1:37:12 PM
	Creating new drive
Attachments:	
Attachments:	Existing Site Boxes.png