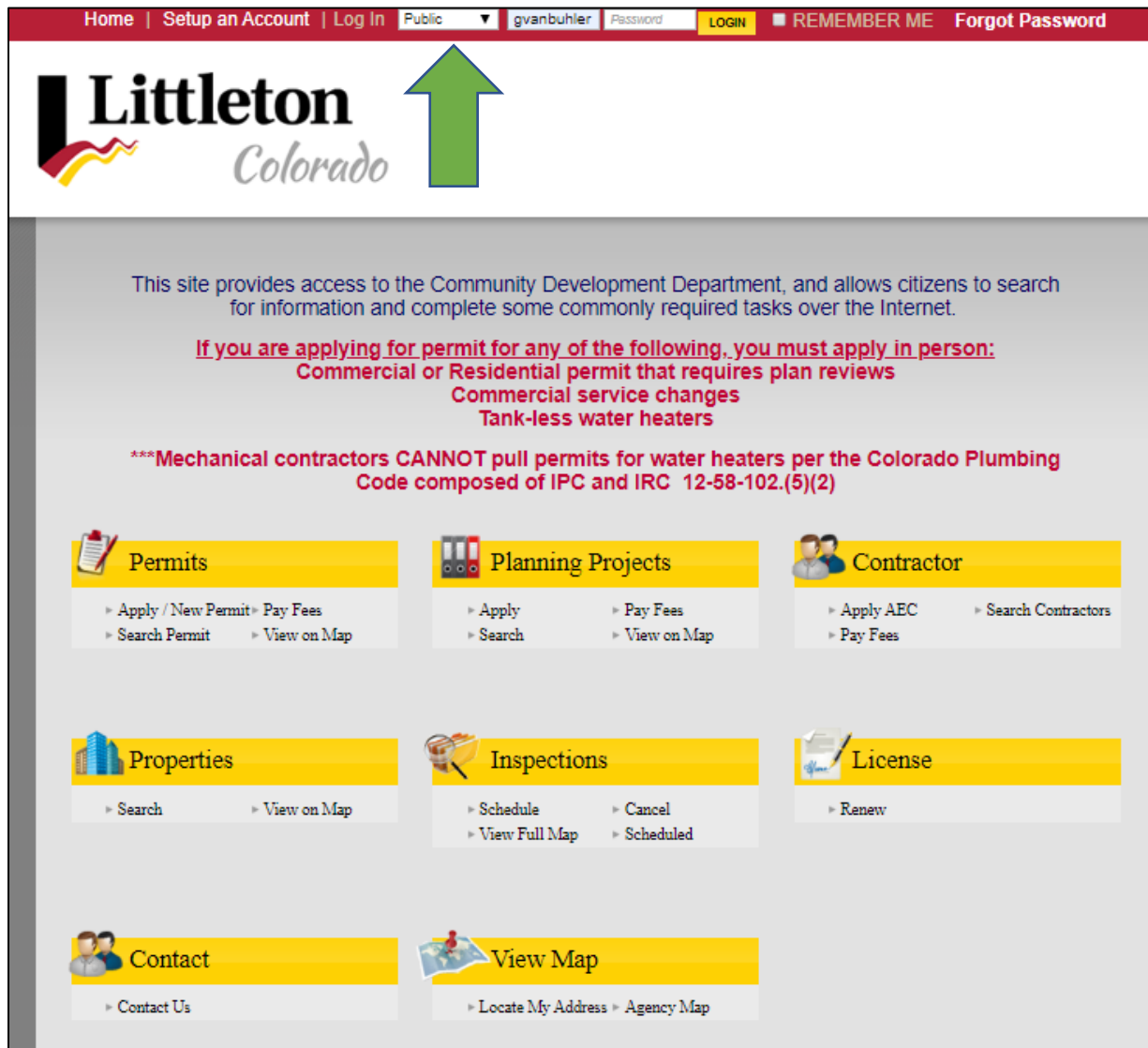# Reviewing Permit Attachments

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 Littleton eTRAKiT Portal 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.

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.