Scheduling Inspections

Littleton eTRAKiT Portal is the method to schedule a building inspection. This page will give eTRAKiT users step by step instructions for scheduling and canceling a building inspection through Littleton eTRAKiT Portal.
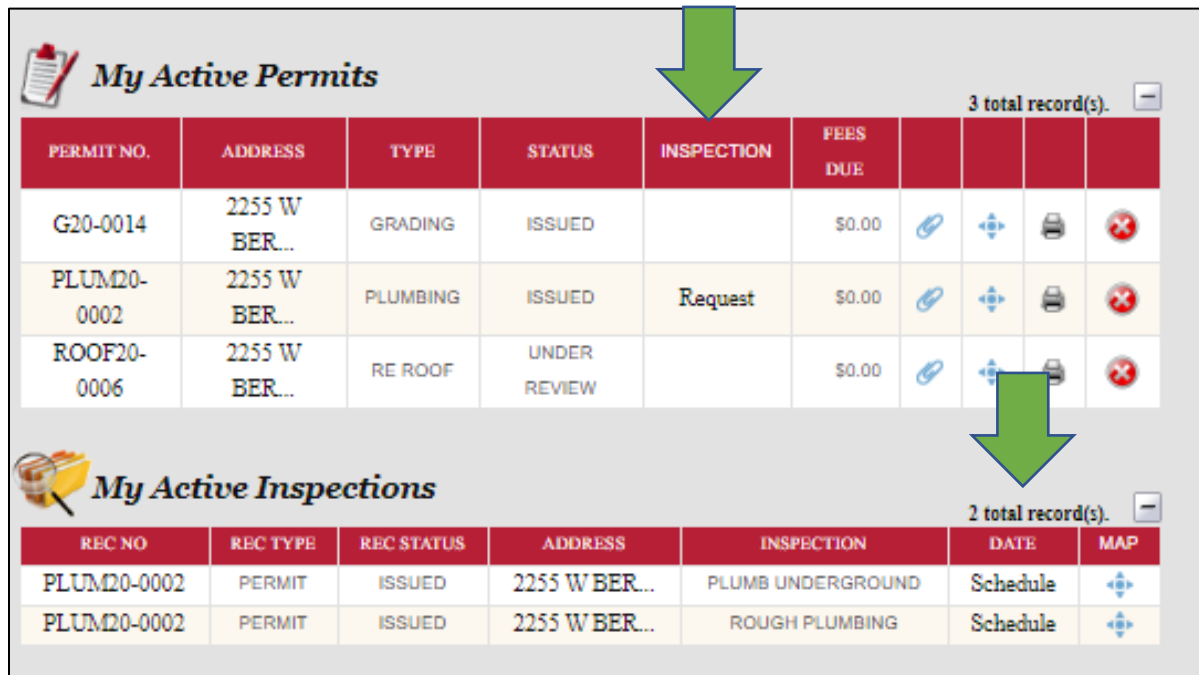
SCHEDULING INSPECTIONS

Once the permit has been issued, inspections can be scheduled. Requests for inspections can be submitted until 11:59 p. m. on the day prior to the requested inspection date. Please review inspection requirements before scheduling inspections, failure to meet all the requirements will result in a failed or cancelled inspection and an inspection fee maybe applied.

Step 1: Log in to eTRAKiT at Littleton eTRAKiT Portal

Once logged in, navigate to **My Dashboard** and you will see the permits that are eligible for inspection scheduling. If a fee has been assessed on the permit, inspections cannot be scheduled. Please pay all fees before you begin.

Under the **My Active Permits**, if a permit has multiple inspections that are eligible for scheduling, a **Request** button will show under the **INSPECTION** column to schedule all the inspection types.

If you do not want to schedule all inspections at the same time, click on **Schedule** for the type of inspection you want to schedule, listed under **My Active Inspections**.
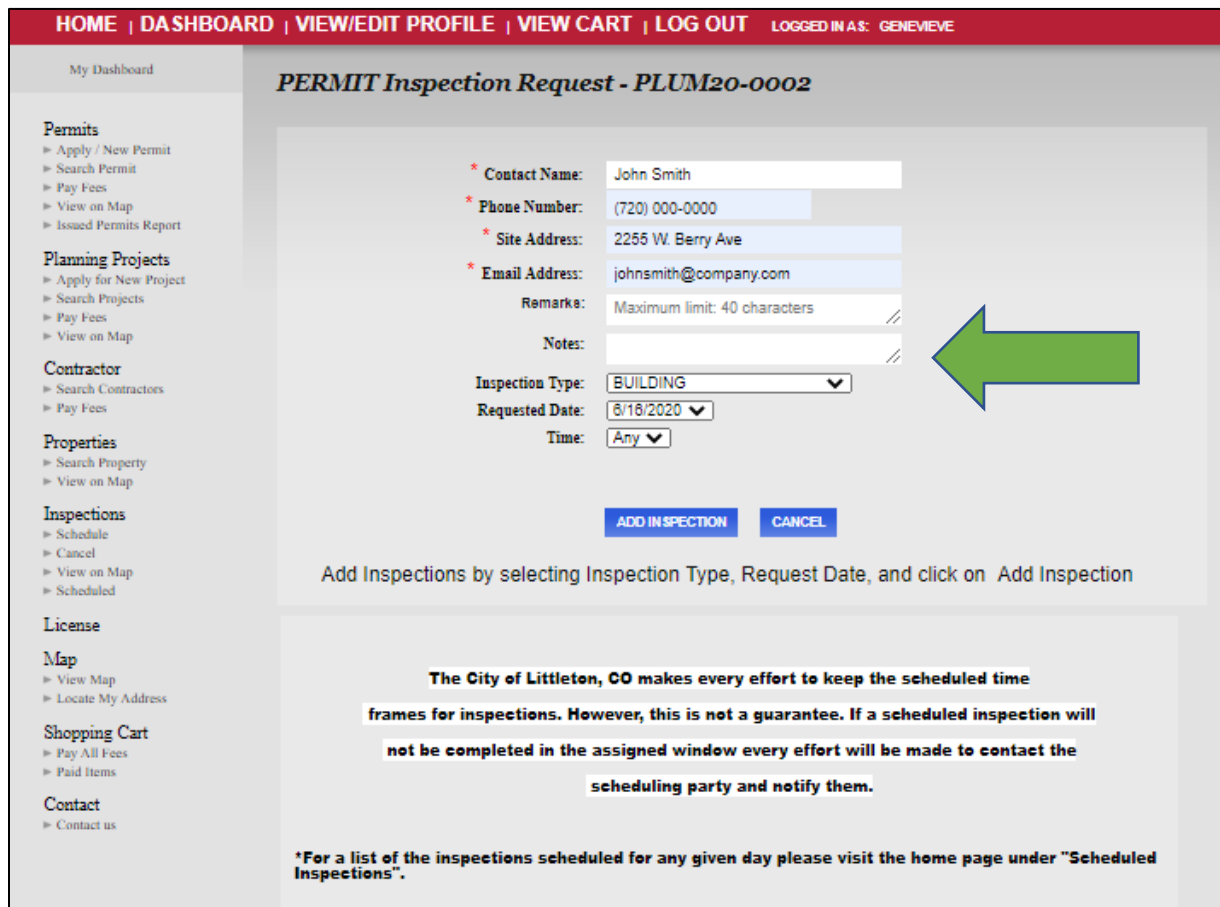
Step 2: Enter Contact information and Inspection Notes

The contact information will auto populate based on the profile information; you can update this information if you need for the specific inspection. It is best to provide the inspector with the day of inspection contact information. You can add additional information about your inspection request in the **Notes** field.

> IMPORTANT: For Building Inspections - Do not add information about access to the structure, i.e. garage codes, lock box code or key location. If you need to give that information for the inspection, please contact 303-795-3751 to provide that information securely.

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

My Dashboard

PERMIT Inspection Request - PLUM20-0002

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

License

Map
▸ View Map
▸ Locate My Address

Shopping Cart
▸ Pay All Fees
▸ Paid Items

Contact
▸ Contact us

* **Contact Name:**   John Smith
* **Phone Number:**   (720) 000-0000
* **Site Address:**   2255 W. Berry Ave
* **Email Address:**   johnsmith@company.com
Remarks: Maximum limit: 40 characters
Notes:
Inspection Type: BUILDING
Requested Date: 6/16/2020
Time: Any

[ADD INSPECTION]   [CANCEL]

Add Inspections by selecting Inspection Type, Request Date, and click on Add Inspection

The City of Littleton, CO makes every effort to keep the scheduled time frames for inspections. However, this is not a guarantee. If a scheduled inspection will not be completed in the assigned window every effort will be made to contact the scheduling party and notify them.

*For a list of the inspections scheduled for any given day please visit the home page under "Scheduled Inspections".

Step 3: Select Inspection Type and Date

Click dropdown to select the type of inspection. Please make sure to select the correct inspection, selecting the wrong inspection may result in a failed inspection.

Select the Inspection Type:

After you select your inspection type, click on the inspection date to select the desired date of inspection.

Step 4: Add additional Inspections

Click **Add Inspection**, the inspection will add to your list, you can repeat step 3 to add multiple inspections to the selected permit.

> IMPORTANT: The inspection is NOT scheduled YET!
>
> The inspection will not be scheduled UNITL you have click **Submit** in the next step.

Step 5: Submit Inspection Request

After you have added all inspection requests for the selected permit, click **Submit** to complete your inspection request.

Add and Accept User Disclaimer and click **Accept**

Once the inspection is scheduled, you will be able to review it on the user dashboard and an email confirmation will be sent.
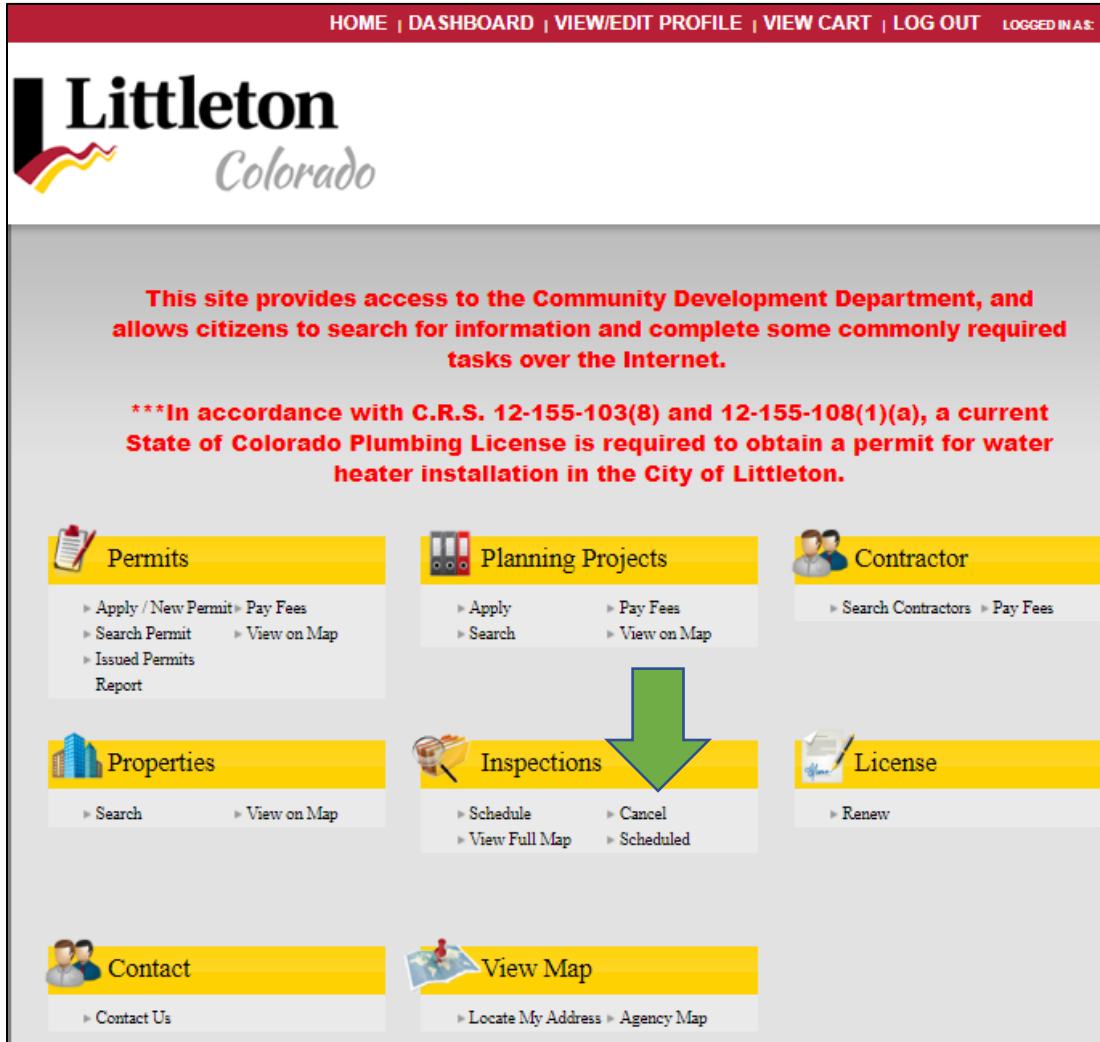
CANCELING INSPECTIONS

Step 1: Cancel Inspection

Inspections can be canceled until 7:30 a.m. on the day of the scheduled inspection. Once logged into your account on Littleton eTRAKiT Portal, navigate to **My Active Inspections**. Click on the red **X** next to the desired inspection.

Click **OK** to complete cancellation of inspection. After clicking **OK,** the inspection will still show on "My Active Inspections" but there will not be a scheduled inspection date.

permit9.littletongov.org says

Are you sure you want to unschedule this inspection?

OK   Cancel