

# 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

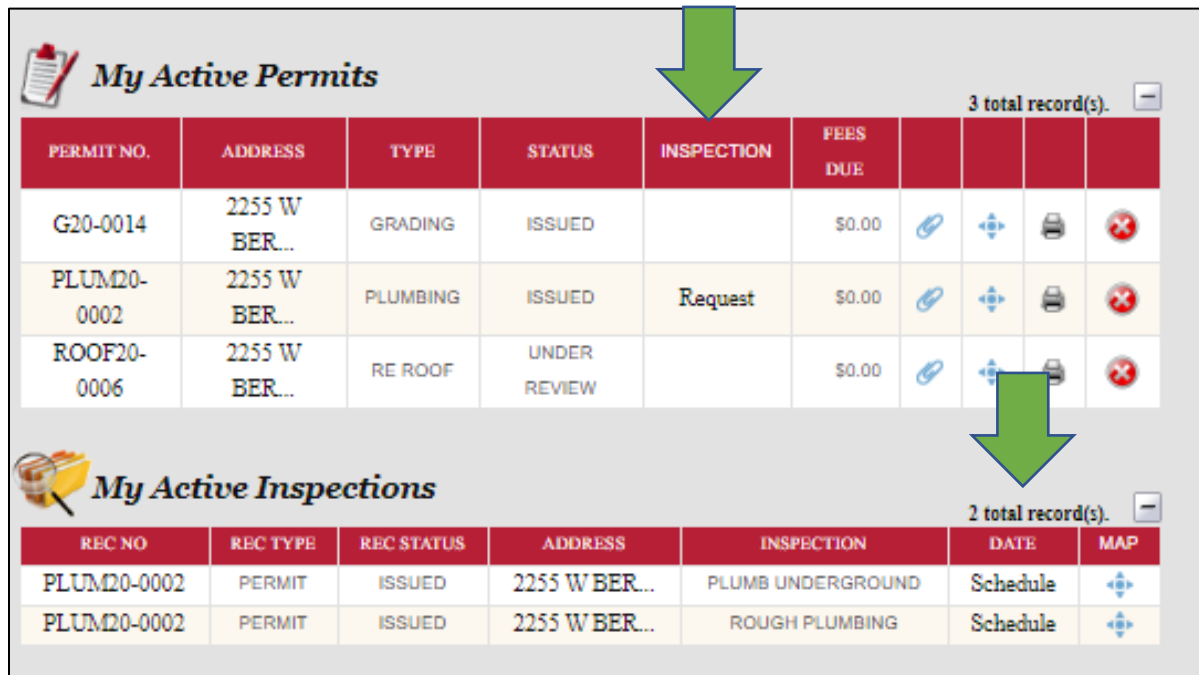
Once the permit has been issued, inspections can be scheduled. Requests for inspections can be submitted until 11:59 p. m. on the day prior to the requested inspection date. Please review inspection requirements before scheduling inspections, failure to meet all the requirements will result in a failed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



**My Active Permits** 3 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEE DUE				
G20-0014	2255 W BER...	GRADING	ISSUED		\$0.00				
PLUM20-0002	2255 W BER...	PLUMBING	ISSUED	Request	\$0.00				
ROOF20-0006	2255 W BER...	RE ROOF	UNDER REVIEW		\$0.00				

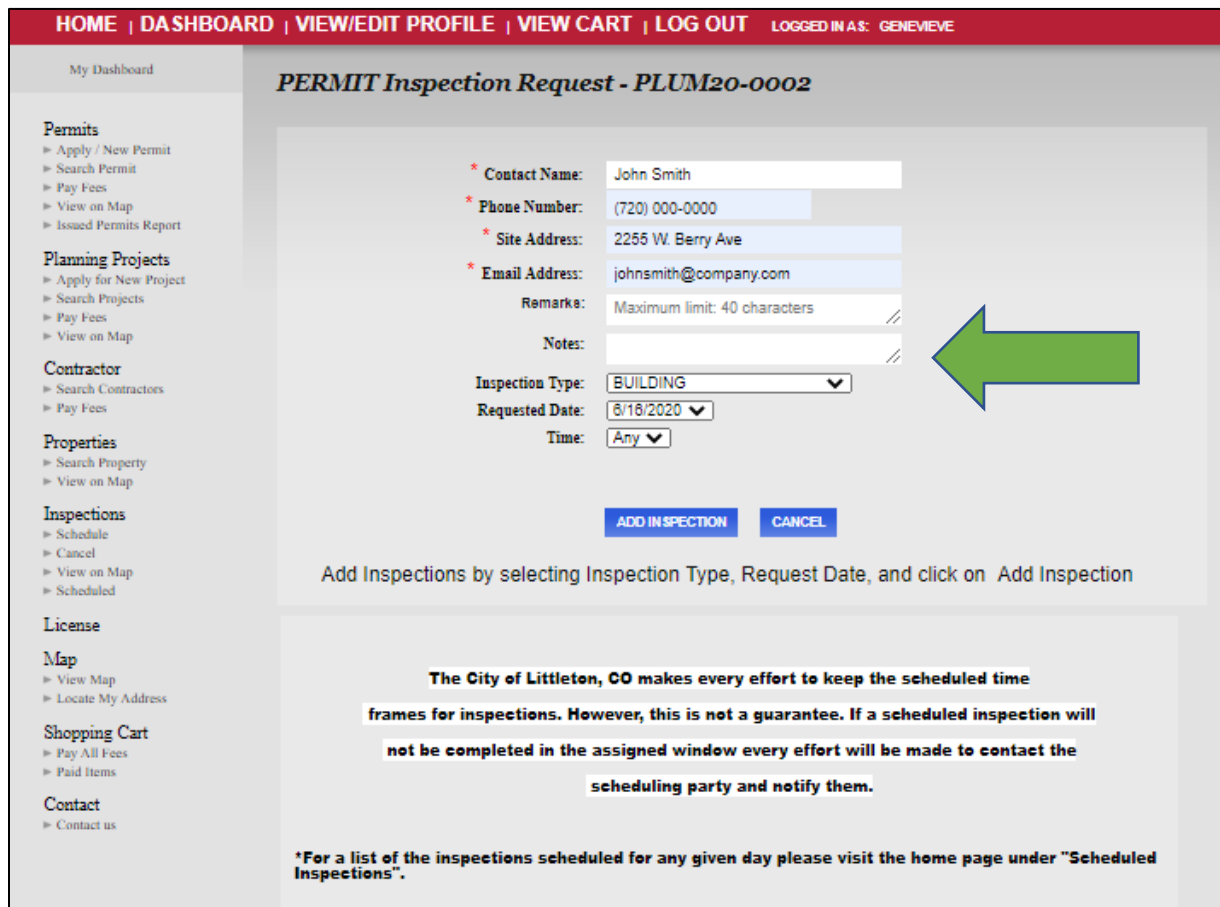
**My Active Inspections** 2 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
PLUM20-0002	PERMIT	ISSUED	2255 W BER...	PLUMB UNDERGROUND	Schedule	
PLUM20-0002	PERMIT	ISSUED	2255 W BER...	ROUGH PLUMBING	Schedule	

## 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

**\* 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:** 8/16/2020  
**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:**

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### PERMIT Inspection Request - PLUM20-0002

\* 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:  
Time:

Add Inspections by selecting Ins... e, and click on Add Inspection

**The City of Littleton,**  
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50

\*For a list of the inspections schedul...  
Inspections".

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...will be made to contact the  
...m.

...sit the home page under "Scheduled

CAISSONS  
CONSTRUCTION METER  
CONSULTATIONS  
DRYWALL FASTENING  
ELECT UNDERGROUND  
ELECTRICAL  
ELECTRICAL SERVICE  
ENGINEERING  
EXTERIOR ENVELOPE/LATH  
FINAL ADMIN APPROVAL\*\*

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

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### PERMIT Inspection Request - PLUM20-0002

\* 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: PLUMB UNDERGROUND  
Requested Date: 6/18/2020  
Time: 6/18/2020

6/17/2020  
6/18/2020  
6/19/2020  
6/22/2020  
6/23/2020

ADD INSPECTION CANCEL

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

The City of Littleton, every effort to keep the scheduled time  
frames for inspections. How not a guarantee. If a scheduled inspection will  
not be completed in the assign 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 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 UNTIL you have click **Submit** in the next step.

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### PERMIT Inspection Request - PLUM20-0002

\* Contact Name:

\* Phone Number:

\* Site Address:

\* Email Address:


Remarks:

Notes:

Inspection Type:

Requested Date:

Time:



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 5: Submit Inspection Request

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

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### PERMIT Inspection Request - PLUM20-0002

\* Contact Name:

\* Phone Number:

\* Site Address:

\* Email Address:

Remarks:

Notes:


Inspection Type:

Requested Date:

Time:

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

Inspection Type	Request Date	Time	
PLUMB UNDERGROUND	6/18/2020	PM	Delete



**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".**

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


Disclaimer

**While The City of Littleton tries to accommodate all requests, we cannot guarantee that the requested inspection time will be honored.**

**Inspection scheduling is at the complete discretion of The City of Littleton.**

ACCEPT
CANCEL


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



### My Active Permits

3 total record(s) -

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEE DUE				
G20-0014	2255 W BER...	GRADING	ISSUED		\$0.00	<a href="#">🔗</a>	<a href="#">📍</a>	<a href="#">🖨️</a>	<a href="#">✖️</a>
PLUM20-0002	2255 W BER...	PLUMBING	ISSUED	Request	\$0.00	<a href="#">🔗</a>	<a href="#">📍</a>	<a href="#">🖨️</a>	<a href="#">✖️</a>
ROOF20-0006	2255 W BER...	RE ROOF	UNDER REVIEW		\$0.00	<a href="#">🔗</a>	<a href="#">📍</a>	<a href="#">🖨️</a>	<a href="#">✖️</a>



### My Active Inspections

3 total record(s) -

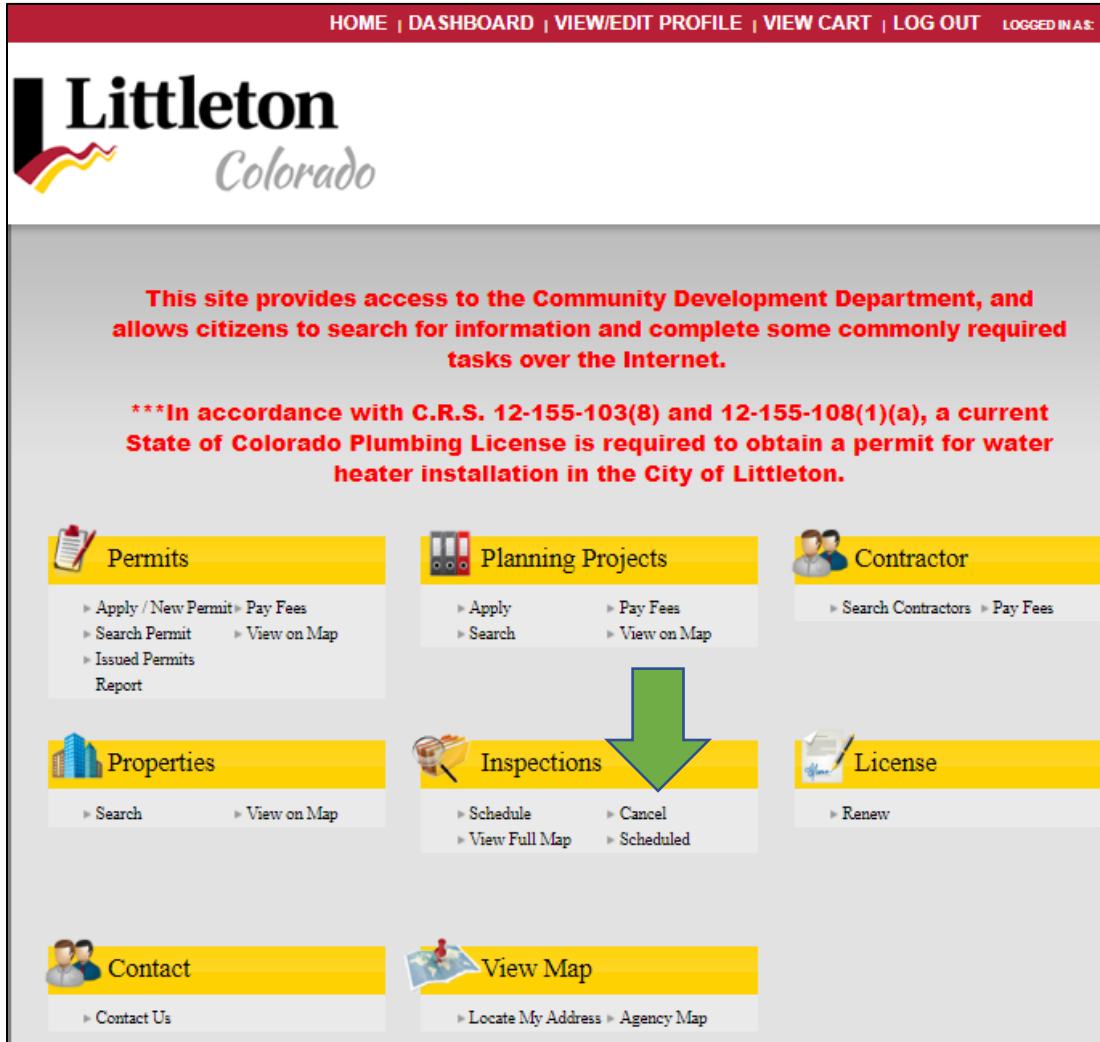
REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP	CANCEL
PLUM20-0002	PERMIT	ISSUED	2255 W BER...	PLUMB UNDERGROUND	Schedule	<a href="#">📍</a>	
PLUM20-0002	PERMIT	ISSUED	2255 W BER...	ROUGH PLUMBING	Schedule	<a href="#">📍</a>	
PLUM20-0002	PERMIT	ISSUED	2255 W BER...	PLUMB UNDERGROUND	6/18/2020	<a href="#">📍</a>	<a href="#">✖️</a>

Last modified 3/28/2023

## 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.





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**Littleton Colorado**

**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.**

- Permits**
  - Apply / New Permit
  - Pay Fees
  - Search Permit
  - View on Map
  - Issued Permits Report
- Planning Projects**
  - Apply
  - Pay Fees
  - Search
  - View on Map
- Contractor**
  - Search Contractors
  - Pay Fees
- Properties**
  - Search
  - View on Map
- Inspections**
  - Schedule
  - Cancel
  - View Full Map
  - Scheduled
- License**
  - Renew
- Contact**
  - Contact Us
- View Map**
  - Locate My Address
  - Agency Map

 **My Active Inspections** 3 total record(s) 

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP	CANCEL
PLUM20-0002	PERMIT	ISSUED	2255 W BER...	PLUMB UNDERGROUND	Schedule		
PLUM20-0002	PERMIT	ISSUED	2255 W BER...	ROUGH PLUMBING	Schedule		
PLUM20-0002	PERMIT	ISSUED	2255 W BER...	PLUMB UNDERGROUND	6/18/2020		



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