

ETRAKIT

SEARCHING AND VIEWING RECORDS

At the eTRAKiT web site, select “Search” from Permits, Projects, Properties, or Code Enforcement. The search function for all modules works in the same way.



CONSTRUCTION PERMITS SEARCH

Select a **SEARCH** field (i.e. permit number, site address, etc.) from the “Search By” dropdown menu. Select the **PARAMETER** (i.e. contains, begins with, etc.) from the dropdown menu. Enter the value to search for in the **SEARCH STRING** field. Select the “Search” button.



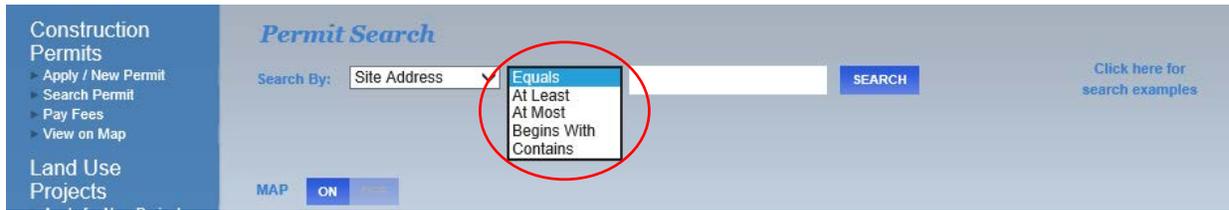
PERMITS Search String

To search by Permit No., use "Begins With" as the parameter. Permits start with a Prefix followed by the 2-digit year and month in which the permit was applied for, followed by a "dash" and a 3-digit number. Examples: M1712-001, B1604-123. If you know the Permit No., use the parameter "Equals" and type in the Permit No. From Permit No., you can search for all Building Permits issued in 2017 by using "Contains" and "B17" in the Search Field.

PERMITS PREFIXES

Prefix	Permit Type	Description
B	Building	Building permits for structures only. Separate permits submitted for other permit required items. Used for commercial & residential alterations, interior demolitions, new commercial, new multiple family, multiple family additional dwelling unit, change of use, new single family residential attached and detached, single family accessory dwelling unit, and new duplex, solar panel installs.
C	Combination	Building permits that include plumbing and/or mechanical fixtures. Allowed for single family, duplex alterations, new residential single family houses (detached) and townhouses (attached), single family accessory dwelling unit, and new duplex
D	Demolition	Removing a structure from a property. Interior demolition is permitted as a building permit (B)
E	Electrical	New and alterations to line volt systems, low volt systems, fire alarms, generator installations, solar panel installations
M	Mechanical	New installations and alterations to commercial and residential mechanical systems and fixtures including HVAC units, water heater replacements, heat pumps, gas piping, propane tanks
P	Plumbing	New installations and alterations to commercial and residential plumbing systems including commercial kitchens
PW	Public Works	Site Work including earthwork and hardscape installations. Additional site work includes grading, paving, utilities, driveways, sidewalks, patios, erosion control, landscaping, any work in the right-of-way, retaining walls, fences, etc.
S	Sign	New and replaced signage including monument & pole signs, painted, projecting & flush mount wall signs, awnings with signage, window display signs
U	Utility	Water and sewer utility permits for new connections, meters, alterations, repairs, backwater valve installations

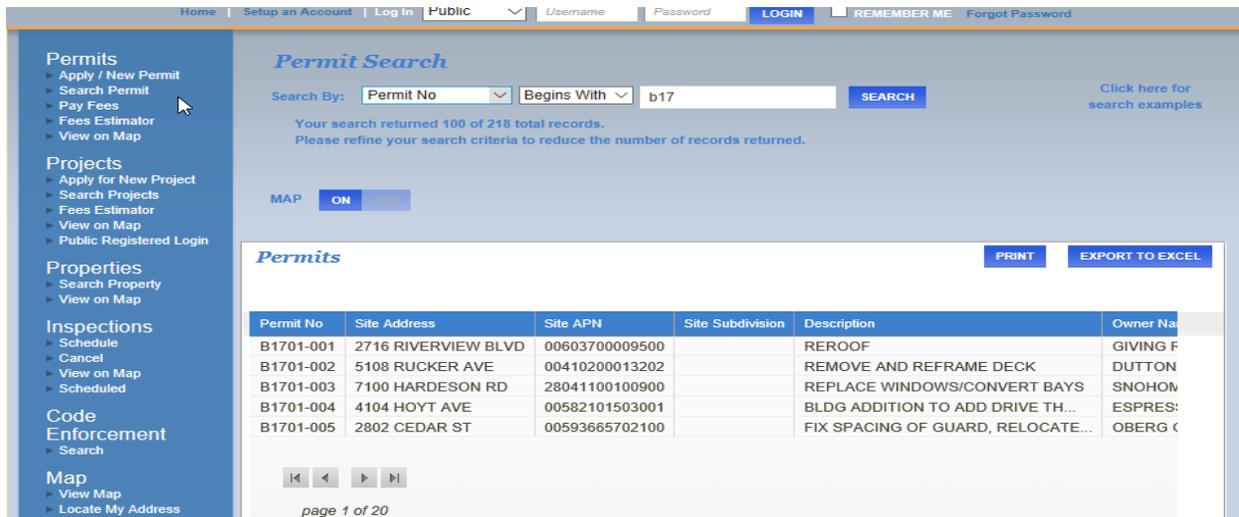
PERMITS SEARCH PARAMETERS



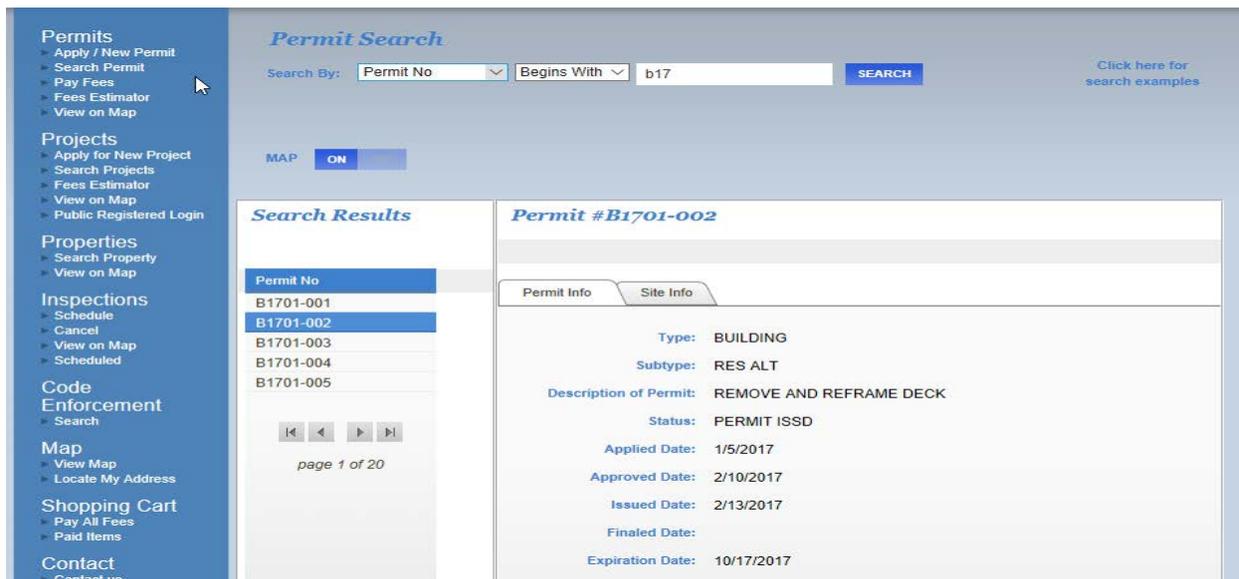
Choose **EQUALS** when you know the permit number, the site address, or parcel number.

Choose **BEGINS WITH OR CONTAINS** when you only have partial information (i.e. B17, Colby).

SEARCH RESULTS. Double-click on the row you would like to view details on.



VIEWING SEARCH RESULTS. The search record has tabs that can be clicked on for details. Also, the Search results appear to the left and can be navigated while viewing permit records.



LAND USE PROJECTS SEARCH

Select a **SEARCH** field (i.e. project number, site address, etc.) from the “Search By” dropdown menu. Select the **PARAMETER** (i.e. contains, begins with, etc.) from the dropdown menu. Enter the value to search for in the **SEARCH STRING** field. Select the “Search” button.

PROJECT Search String

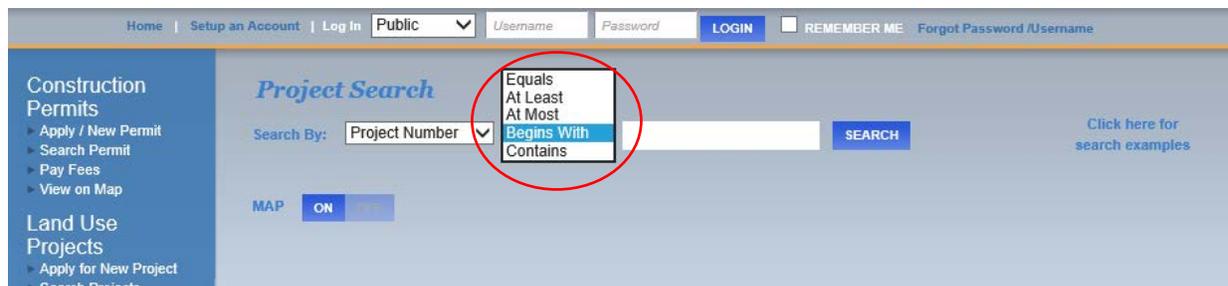
To search by Project No., use “Begins With” as the parameter. Projects start with a Prefix followed by a 2-digit year, a "dash," and a 3-digit number. Examples: BLA17-001, SEPA17-010. If you know the Project No., use the parameter “Equals” and type in the Project No.

PROJECT PREFIXES

Prefix	Permit Type	Description
BLA	Boundary Line Adjustment	Adjustment of lot lines which does not create any additional lot, tract, parcel, site or division of land, nor create any lot, tract, parcel, site, or division of land which contains insufficient area and dimension to meet minimum code requirements.
BSP	Binding Site Plan	The division or redivision of land into lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership with a site plan.
NCB	Nonconforming Building	A structure or building that met the applicable Zoning Code requirements in effect at the time the building was constructed, but doesn't conform to the present requirements.
NCU	Nonconforming Use	The use met the applicable Zoning Code requirements at the time it was established, but doesn't conform to the present requirements.
PREAPP	Preapplication Meeting	Meeting request to provide preliminary feedback to the applicant based on a proposed project and based on City regulations and standards currently in effect.
REVI	Review Process I	Applies to project applications that involve minor administrative land use decisions. <i>(See Title 15.16.050)</i>
REVII	Review Process II	Applies to project applications that involve a greater exercise of administrative discretion by the director and requires public notice. <i>(See Title 15.16.080)</i>

REVIII	Review Process III	Applies to project applications that involve a public hearing before the City’s Land Use Hearing Examiner. Requires public notice and public hearing. <i>(See Title 15.16.100)</i>
REV5	Review Process 5	Applies and is limited to land use project applications that require a recommendation by the planning commission and a decision by the city council. <i>(See Title 15.16.320)</i>
REZ	Rezone	Request to amend the zoning on any lot, tract, parcel, or site
SEPA	State Environmental Policy Act	The City adopts the State rules by reference to review the environmental impacts of a project. <i>(See Title 20)</i>
SMA	Shoreline Permit	Project applications located in areas under shoreline jurisdiction. <i>(See Title 19.33D)</i>
SPU	Special Property Use	Project applications that involve public notification and/or public hearing, and evaluated under specific criteria. <i>(See Title 19.41)</i>
SS	Short Subdivision	Project applications for the division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership.
SUB	Subdivision	Project applications for the division or redivision of land into ten or more lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership.
VAR	Variance	Project applications for a variance from the code. There is a specific set of criteria that shall be met in order to approve a variance request. <i>(See Title 19.41.130)</i>

PROJECT SEARCH PARAMETERS



Choose **EQUALS** when you know the project number or the site address or parcel number.
 Choose **BEGINS WITH OR CONTAINS** when you only have partial information (i.e. SEPA17, Colby).

SEARCH RESULTS. Double-click on the row you would like to view details on.

Project Search

Search By: Project Number Begins With sepa17 **SEARCH** [Click here for search examples](#)

MAP **ON**

Projects **PRINT** **EXPORT TO EXCEL**

Search Results

PROJECT_NO	SITE_ADDR	SITE_APN	SITE_SUBDIVISION	DEVELOPER_NAME	OWNER_NAME
SEPA17-001	E. Berkshire Dr.				
SEPA17-002	UNKNOWN	28081800400200			EVERETT CITY OF
SEPA17-003					
SEPA17-004	3214 Broadway				North Puget Sound Partn
SEPA17-005					
SEPA17-006	3331 BROADWAY AVE	00439079601101			HOPEWORKS SOCIAL E

VIEWING SEARCH RESULTS. The search record has tabs that can be clicked on for details. Also, the Search results appear to the left and can be navigated while viewing permit records.

Project Search

Search By: Project Number Begins With sepa17 **SEARCH** [Click here for search examples](#)

MAP **ON**

Search Results **Project #SEPA17-004**

Project Info Site Info Contacts (2)

Search Results

PROJECT_NO
SEPA17-001
SEPA17-002
SEPA17-003
SEPA17-004
SEPA17-005
SEPA17-006

Description: 140 Unit Apartment Project

Type: SEPA

Subtype: MULTI-FAMILY

Planner: John Jimerson

Status: ACTIVE

Applied: 2/23/2017

Approved:

Closed:

Expired:

Status: 3/2/2017

Complete::

Linked Activities:

Project(s)	VAR	ACTIVE
VAR17-002	VAR	ACTIVE
REV17-004	REVIEW_PROCESS_2	ACTIVE

CODE ENFORCEMENT SEARCH

CODE ENFORCEMENT Search String

To search by Code Enforcement No., use "Begins With" as the parameter. Violations start with a Prefix followed by the 2-digit year, a "dash," and a 4-digit number. Examples: CE17-0010, CE17-0100. If you know the Code Enforcement No., use the parameter "Equals" and type in the Code Enforcement No.

CODE ENFORCEMENT PREFIX

Prefix	Permit Type	Description
CE	Code Enforcement	Code Enforcement used the prefix after 2011. i.e. CE11, CE12, CE13, and so on. Earlier code enforcement actions used the year: i.e. 10-0001, 09-0010, 08-0100, and so on.

CASE SEARCH PARAMETERS

The screenshot shows the 'Case Search' interface. On the left is a navigation menu with 'Construction Permits' and 'Land Use Projects'. The main area has a search form with 'Search By:' set to 'Case #'. A dropdown menu is open, showing options: 'Equals', 'At Least', 'At Most', 'Begins With', and 'Contains'. The 'Begins With' option is highlighted. A 'SEARCH' button is to the right of the input field. A 'MAP' toggle is set to 'ON'. A link 'Click here for search examples' is in the top right.

Choose **EQUALS** when you know the case number or the site address or parcel number.

Choose **BEGINS WITH OR CONTAINS** when you only have partial information (i.e. CE17, Colby).

SEARCH RESULTS. Double-click on the row you would like to view details on.

The screenshot shows the 'Case Search' results page. The search criteria are 'Case #', 'Begins With', and 'CE17'. The 'SEARCH' button is visible. Below the search bar, it says 'Your search returned 100 of 405 total records. Please refine your search criteria to reduce the number of records returned.' There is a 'MAP' toggle set to 'ON'. Below this is a table titled 'Cases' with columns 'Case #' and 'Address'. The table contains three rows of data. There are 'PRINT' and 'EXPORT TO EXCEL' buttons at the top right of the table area. A search icon and 'Search Results' text are above the table.

Case #	Address
CE17-0001	2005 PINEHURST AVE
CE17-0002	1121 LOMBARD AVE
CE17-0003	1212 LOMBARD AVE

VIEWING SEARCH RESULTS. The search record has tabs that can be clicked on for details. Also, the Search results appear to the left and can be navigated while viewing permit records.

The screenshot displays the 'Case Search' interface. On the left is a navigation menu with categories: Construction Permits, Land Use Projects, Properties, Inspections, Code Enforcement, Map, Shopping Cart, and Contact. The main area is titled 'Case Search' and includes a search bar with 'Case #' and 'Begins With' dropdowns, and a text input containing 'CE17'. A 'SEARCH' button is to the right. Below the search bar is a 'MAP' toggle set to 'ON'. The search results are shown in a table with columns for Case #, Case Name, Type, Subtype, Officer, Referred By, Status, Opened, Closed, Last Action, Follow Up, and Referred To. The results for Case # CE17-0002 are highlighted. The case details for CE17-0002 are: Case Name: \Discarded junk, debris, furniture in yards and front por; Type: NUISANCE VIOLATIONS; Subtype: REACTIVE; Officer: Spring Wathen; Status: CLOSED; Opened: 1/3/2017; Closed: 1/20/2017; Last Action: 1/20/2017; Follow Up: 1/20/2017.

PROPERTIES SEARCH

PROPERTY Search String

To search the PROPERTIES database, use “Equals” as the parameter to search the Parcel Number or Owner.

SEARCH PARAMETERS

The screenshot displays the 'Property Search' interface. The search bar has 'Parcel Number' selected in the dropdown. A red circle highlights the dropdown menu options: 'Equals', 'At Least', 'At Most', 'Begins With', and 'Contains'. The 'SEARCH' button is to the right. Below the search bar is a 'MAP' toggle set to 'ON'. At the bottom of the page, a red message states: 'There were no results to match your search.'

Choose **EQUALS** when you know the parcel number or owner name.

Choose **BEGINS WITH OR CONTAINS** when you only have partial information (i.e. Smith or 004113).

SEARCH RESULTS. Double-click on the row you would like to view details on.

The screenshot shows the 'Property Search' interface. On the left is a blue navigation sidebar with categories: Construction Permits, Land Use Projects, Properties, and Inspections. The main content area has a search bar with 'Parcel Number' selected, 'Equals' as the operator, and '00411300700200' as the search term. Below the search bar is a 'MAP' toggle set to 'ON'. The search results are displayed in a table with two columns: 'Parcel Number' and 'Owner'. The results show '00411300700200' and 'HARVEST CASCADIAN RTRMNT RES LLC'. There are 'PRINT' and 'EXPORT TO EXCEL' buttons at the top right of the results area.

Parcel Number	Owner
00411300700200	HARVEST CASCADIAN RTRMNT RES LLC

VIEWING SEARCH RESULTS. The search record has tabs that can be clicked on for details. Also, the Search results appear to the left and can be navigated while viewing permit records.

This screenshot shows the detailed view of the search results for parcel number 00411300700200. The left sidebar is the same as in the previous screenshot. The main content area has the search bar and 'MAP' toggle. Below the search bar, the 'Search Results' table is visible, with the row for '00411300700200' selected. To the right of the table is a detailed view for 'Parcel #00411300700200'. This view has several tabs: 'Parcel Info', 'Contacts (1)', 'Land Use', 'Building', 'Legal Desc', and 'Inspections'. The 'Parcel Info' tab is active, showing the following details:

- Address: 3915 COLBY AVE
- City/State/Zip: EVERETT, WA, 98201-4976
- Property Type: PARCEL
- APN: 00411300700200
- Subdivision:
- Tract:
- Block:
- Lot:
- Sect-Twp-Rng:
- Lot Size (SF): 101282