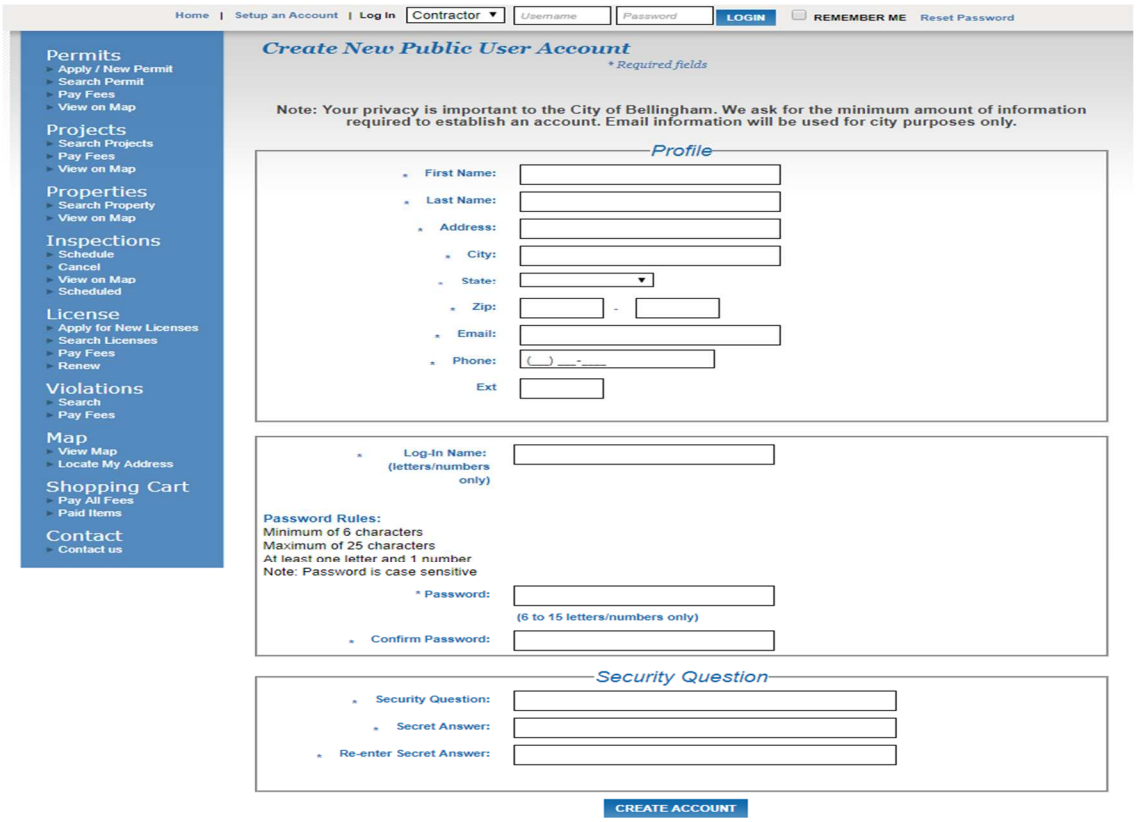
**Permit Center**
210 Lottie Street, Bellingham, WA 98225
Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: 711 (WA Relay)
Email: permits@cob.org Web: www.cob.org/permits

# TRAKiT Web Portal: A Brief How-To Guide

Access the City of Bellingham's TRAKiT Web Portal at www.cob.org/epermits

1. If you don't already have a Public user account, click **Setup an Account** at the top of the page…

…and complete the required fields.

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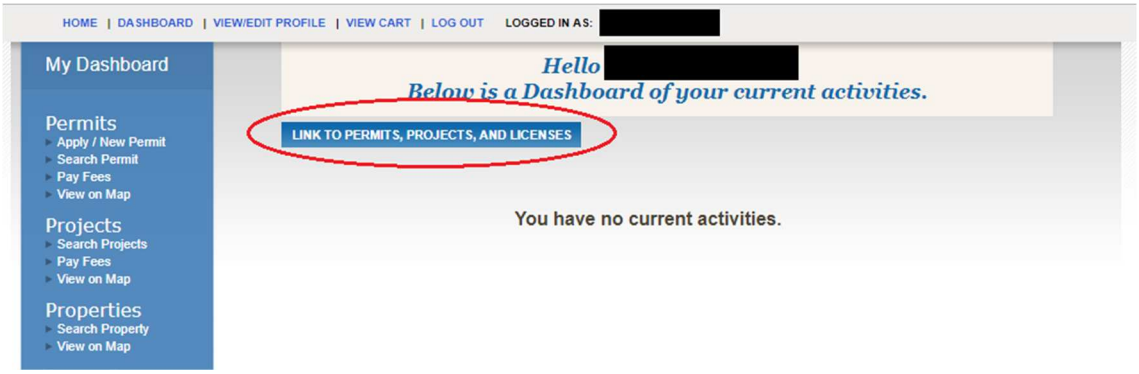
a. If you would like to set up a contractor log-in (architects/engineers/contractors), send your name, complete contact information and state license number to permits@cob.org. You will receive a username (also referred to as an AEC number) and password.

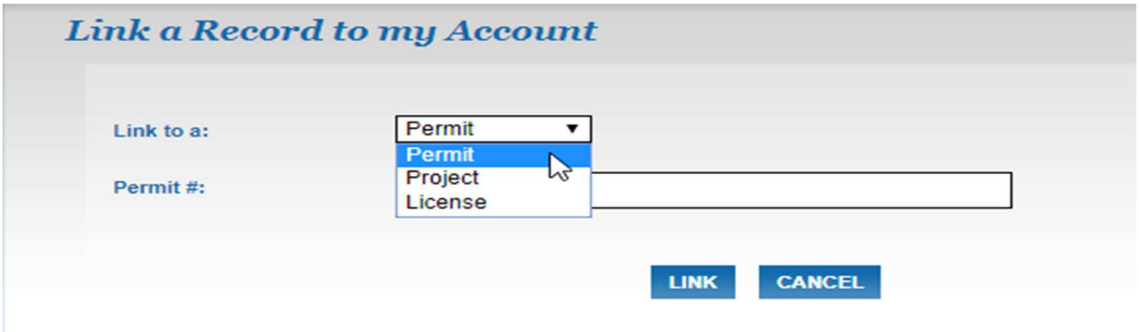
2. You can now use this **Username** and **Password** to log in. Public Users, be sure to select **Public** from the dropdown menu:

3. When you log in, you will be redirected to your Dashboard. If you are a new Public user, you will not see any current activities. To add your permit to your Dashboard, click the **Link to Permits, Projects, Licenses** button:

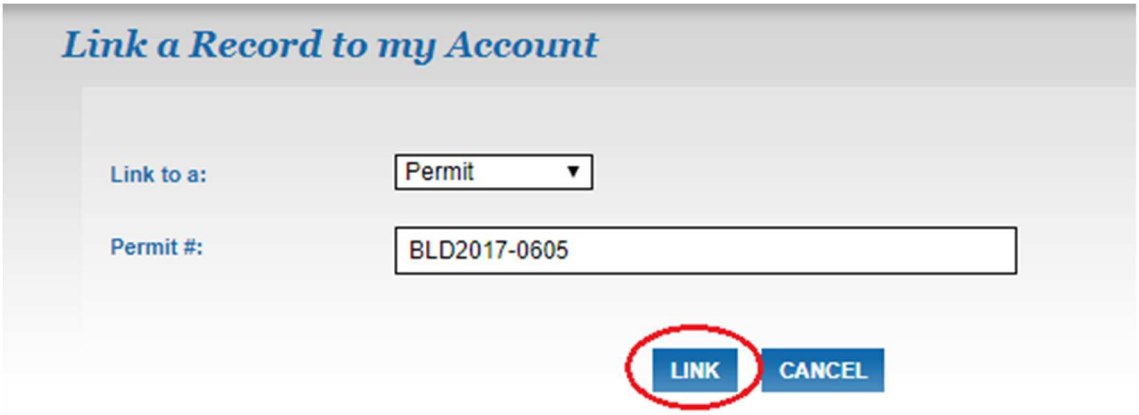



a. Users with a Contractor login will automatically be linked to all permits applied for under that AEC number.

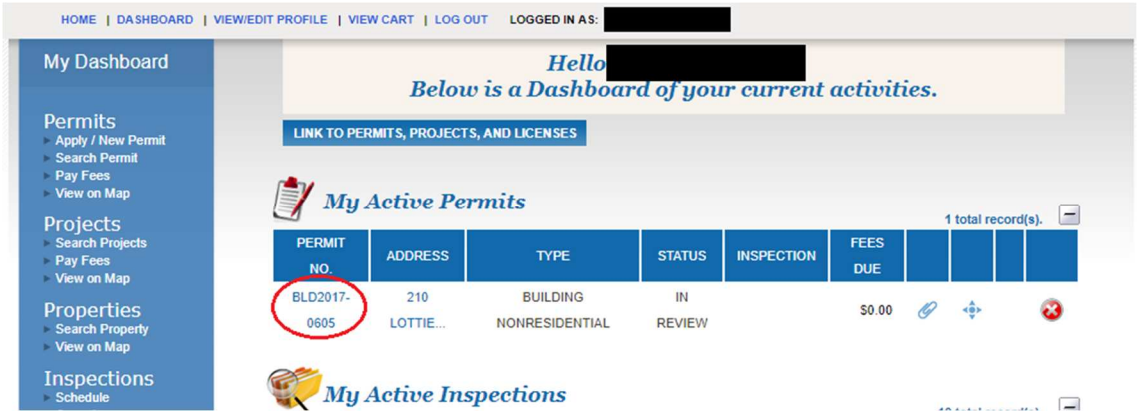
4. From the dropdown menu, select **Permit**:



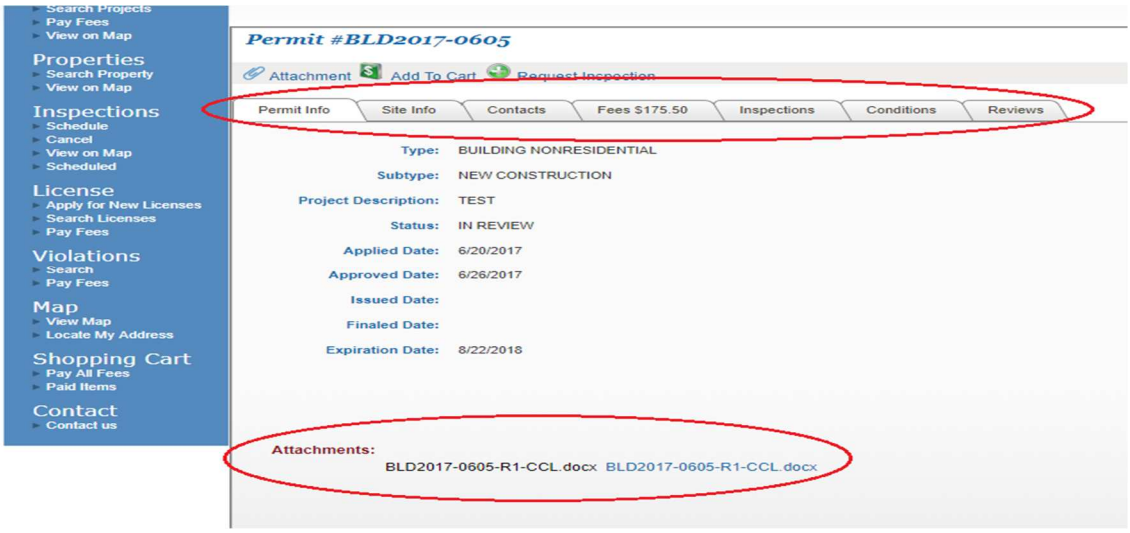
5. Enter your permit number and click **LINK**:



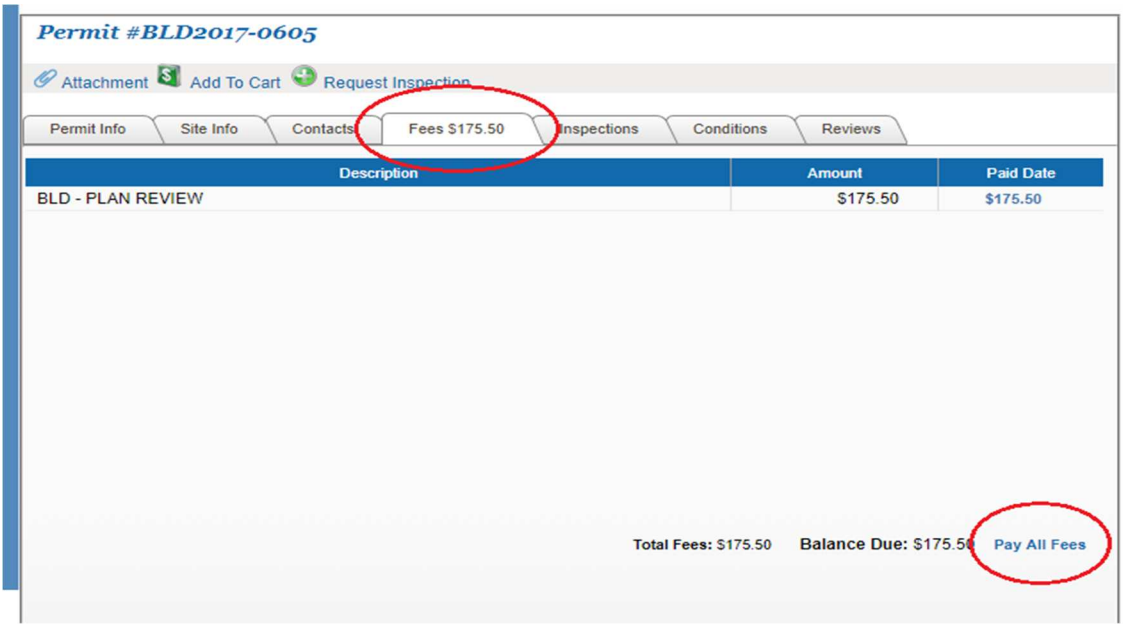

6. Your permit will now appear on your Dashboard under **My Active Permits**. Click the permit number to open that specific record:



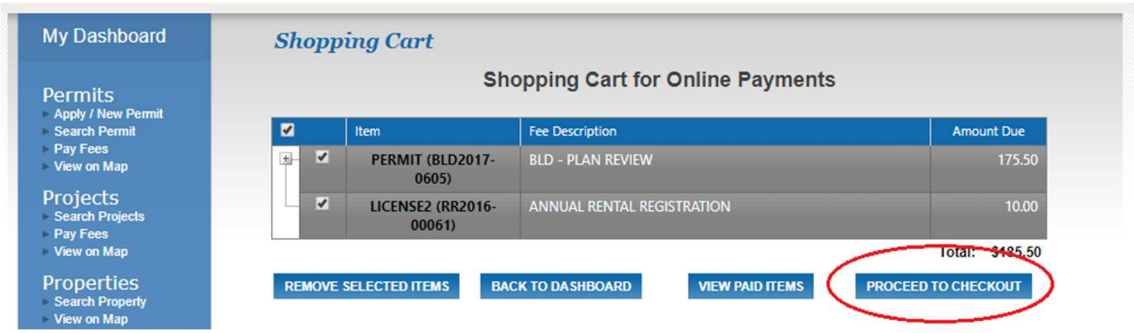

7. Click through the tabs to find permit information, such as fees due, inspections required, and the status of reviews. Attachments can be found towards the bottom of the screen:



8. The TRAKiT Web Portal is frequently used to pay permit and plan review fees online To pay outstanding fees, click the **Fees** tab, then click **Pay All Fees**:

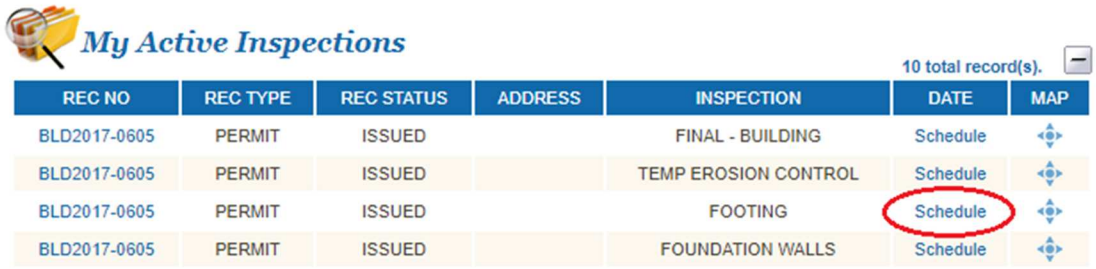



9. You will be redirected to your Shopping Cart. If everything looks correct, click **PROCEED TO CHECKOUT** and follow the prompts to complete payment. Please do not click the **Complete Transaction** button more than once!

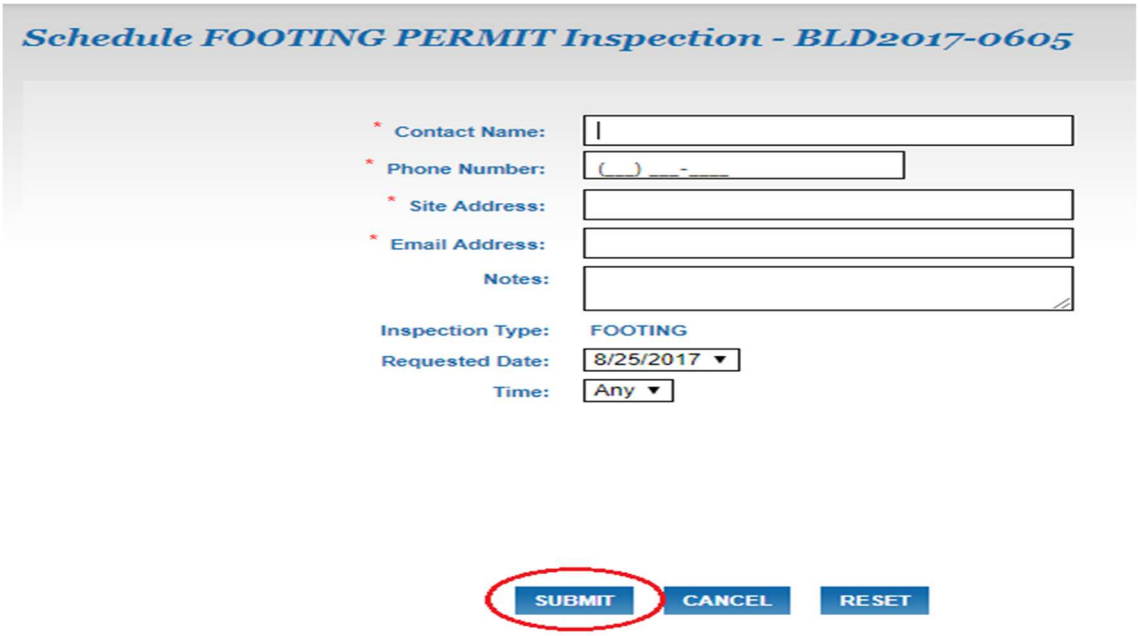



10. Inspections can be scheduled through the TRAKiT Web Portal. On your Dashboard, under **My Active Inspections,** you will see a list of the most common inspection types for your type of permit:

11. Locate the inspection needed (e.g. Footing) and click the **Schedule** link just to right (in the **DATE** column):

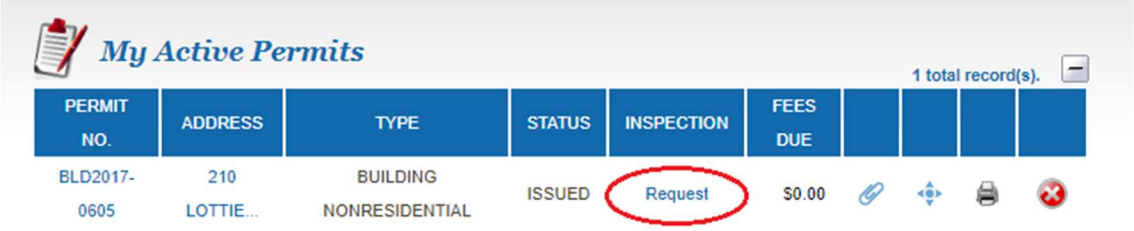



Complete the required fields, select a date and time window for the inspection (the Requested Date field automatically displays the next day available to book), then click **SUBMIT**:

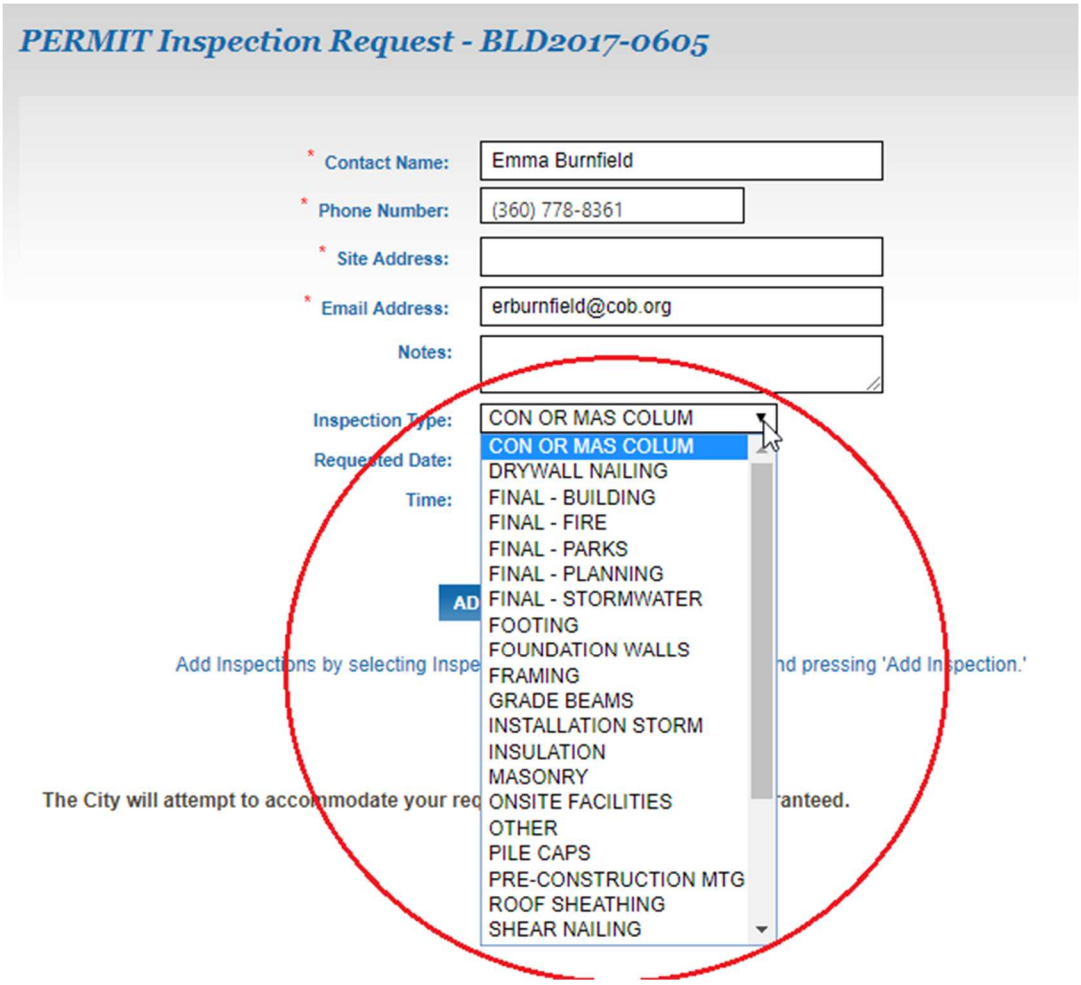


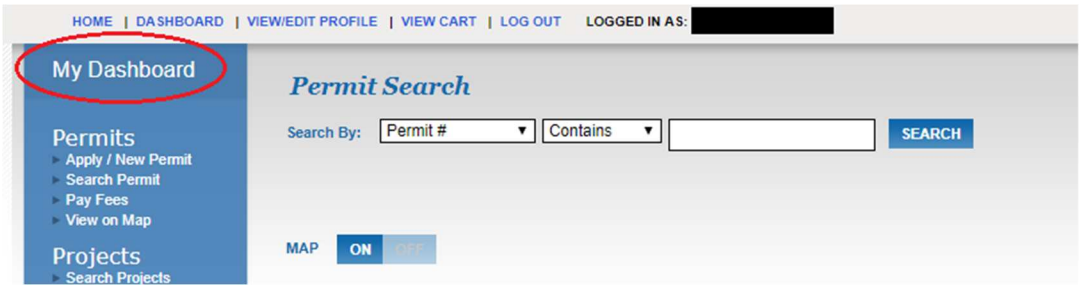

*Please note that the City will attempt to accommodate your time window request, but it cannot be guaranteed*

12. If there is an inspection you would like performed, but it does not appear under **My Active Inspections**, you can request it. On your Dashboard, under **My Active Permits**, click the **Request** link in the **INSPECTION** column:



13. Complete the required fields, select the inspection type you need from the dropdown menu, select a date and time window, then click **ADD INSPECTION**:




14. Return to your Dashboard at any time by clicking **My Dashboard** in the top left corner: