



Permit Center

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Email: permits@cob.org Web: www.cob.org/permits

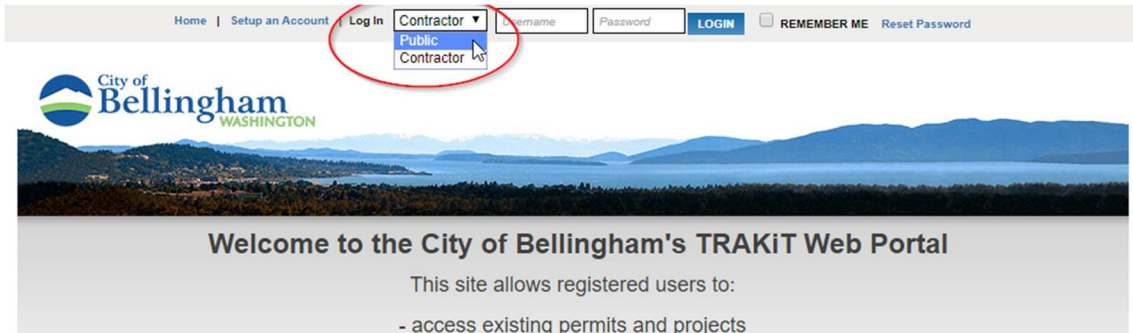
TRAKiT Web Portal: A Brief How-To Guide

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.

- 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:



Home | Setup an Account | Log In | Contractor | Username | Password | LOGIN | REMEMBER ME | Reset Password

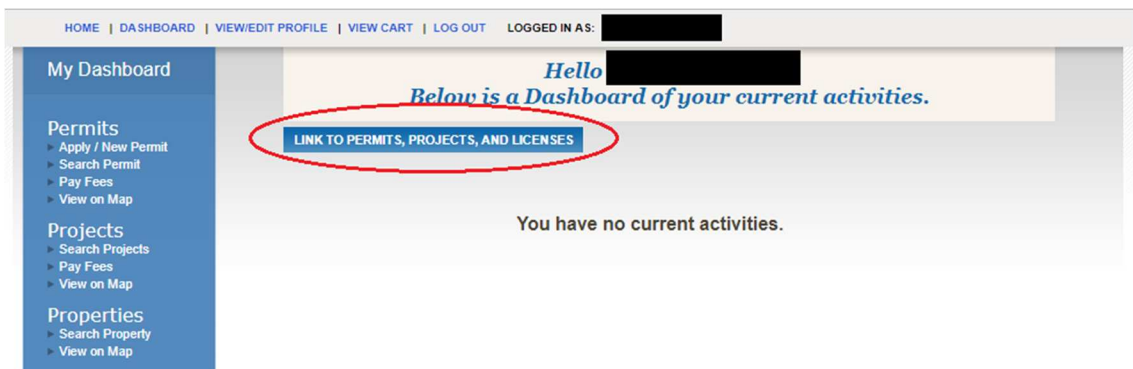
City of Bellingham WASHINGTON

Welcome to the City of Bellingham's TRAKiT Web Portal

This site allows registered users to:

- access existing permits and projects

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:



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [redacted]

My Dashboard

Permits

- Apply / New Permit
- Search Permit
- Pay Fees
- View on Map

Projects

- Search Projects
- Pay Fees
- View on Map

Properties

- Search Property
- View on Map

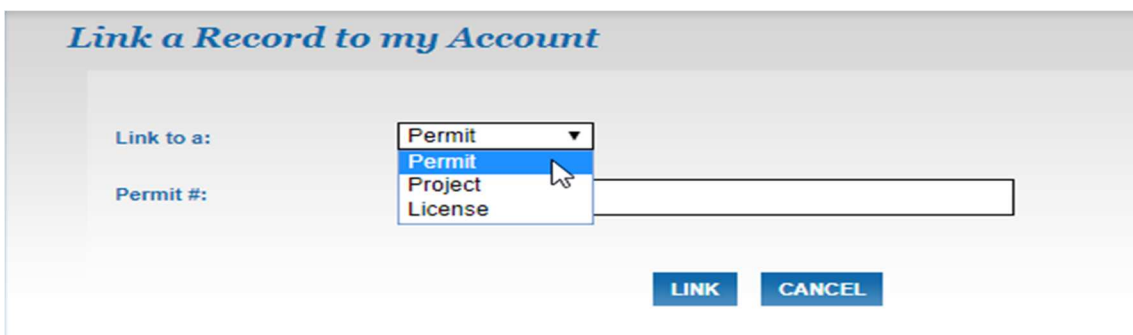
Hello [redacted]

Below is a Dashboard of your current activities.

LINK TO PERMITS, PROJECTS, AND LICENSES

You have no current activities.

- 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**:



Link a Record to my Account

Link to a: Permit

Permit #:

LINK CANCEL

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

Link a Record to my Account

Link to a:

Permit #:

[LINK](#) [CANCEL](#)

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

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [REDACTED]

My Dashboard

- Permits
 - Apply / New Permit
 - Search Permit
 - Pay Fees
 - View on Map
- Projects
 - Search Projects
 - Pay Fees
 - View on Map
- Properties
 - Search Property
 - View on Map
- Inspections
 - Schedule

Hello [REDACTED]

Below is a Dashboard of your current activities.

[LINK TO PERMITS, PROJECTS, AND LICENSES](#)

My Active Permits 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BLD2017-0605	210 LOTTIE...	BUILDING NONRESIDENTIAL	IN REVIEW		\$0.00			

My Active Inspections

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:

Search Projects | Pay Fees | View on Map

Properties | Search Property | View on Map

Inspections | Schedule | Cancel | View on Map | Scheduled

License | Apply for New Licenses | Search Licenses | Pay Fees

Violations | Search | Pay Fees

Map | View Map | Locate My Address

Shopping Cart | Pay All Fees | Paid Items

Contact | Contact us

Permit #BLD2017-0605

[Attachment](#) [Add To Cart](#) [Request Inspection](#)

[Permit Info](#) [Site Info](#) [Contacts](#) [Fees \\$175.50](#) [Inspections](#) [Conditions](#) [Reviews](#)

Type: BUILDING NONRESIDENTIAL
Subtype: NEW CONSTRUCTION
Project Description: TEST
Status: IN REVIEW
Applied Date: 6/20/2017
Approved Date: 6/26/2017
Issued Date:
Finaled Date:
Expiration Date: 8/22/2018

Attachments:
BLD2017-0605-R1-CCL.docx BLD2017-0605-R1-CCL.docx

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**:

Permit #BLD2017-0605

Attachment Add To Cart Request Inspection

Permit Info Site Info Contacts **Fees \$175.50** Inspections Conditions Reviews

Description	Amount	Paid Date
BLD - PLAN REVIEW	\$175.50	\$175.50

Total Fees: \$175.50 Balance Due: \$175.50 **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!

Shopping Cart

Shopping Cart for Online Payments

Item	Fee Description	Amount Due
PERMIT (BLD2017-0605)	BLD - PLAN REVIEW	175.50
LICENSE2 (RR2016-00061)	ANNUAL RENTAL REGISTRATION	10.00

Total: \$185.50

REMOVE SELECTED ITEMS BACK TO DASHBOARD VIEW PAID ITEMS **PROCEED TO CHECKOUT**

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:

My Active Inspections

10 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
BLD2017-0605	PERMIT	ISSUED		FINAL - BUILDING	Schedule	
BLD2017-0605	PERMIT	ISSUED		TEMP EROSION CONTROL	Schedule	
BLD2017-0605	PERMIT	ISSUED		FOOTING	Schedule	
BLD2017-0605	PERMIT	ISSUED		FOUNDATION WALLS	Schedule	

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

 **My Active Inspections** 10 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
BLD2017-0605	PERMIT	ISSUED		FINAL - BUILDING	Schedule	
BLD2017-0605	PERMIT	ISSUED		TEMP EROSION CONTROL	Schedule	
BLD2017-0605	PERMIT	ISSUED		FOOTING	Schedule	
BLD2017-0605	PERMIT	ISSUED		FOUNDATION WALLS	Schedule	

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**:

Schedule FOOTING PERMIT Inspection - BLD2017-0605

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type: FOOTING


Requested Date: 8/25/2017 ▼





Time: Any ▼

[SUBMIT](#) [CANCEL](#) [RESET](#)

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:

 **My Active Permits** 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE				
BLD2017-0605	210 LOTTIE...	BUILDING NONRESIDENTIAL	ISSUED	Request	\$0.00				

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**:

PERMIT Inspection Request - BLD2017-0605

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type:

Requested Date:

Time:

AD

Add Inspections by selecting Inspection Type and pressing 'Add Inspection.'

The City will attempt to accommodate your request. No guarantee is made or intended.

CON OR MAS COLUM
CON OR MAS COLUM
DRYWALL NAILING
FINAL - BUILDING
FINAL - FIRE
FINAL - PARKS
FINAL - PLANNING
FINAL - STORMWATER
FOOTING
FOUNDATION WALLS
FRAMING
GRADE BEAMS
INSTALLATION STORM
INSULATION
MASONRY
ONSITE FACILITIES
OTHER
PILE CAPS
PRE-CONSTRUCTION MTG
ROOF SHEATHING
SHEAR NAILING

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

HOME | **DASHBOARD** | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [REDACTED]

My Dashboard

Permits
▶ Apply / New Permit
▶ Search Permit
▶ Pay Fees
▶ View on Map

Projects
▶ Search Projects

Permit Search

Search By: **SEARCH**

MAP ☐ ON ☐ OFF