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:

![Web portal login page](image)

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:

![Dashboard page](image)

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:

![Dashboard link](image)
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**:

   ![TRAKiT Web Portal fees screenshot]

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!

   ![TRAKiT Web Portal checkout screenshot]

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:

   ![TRAKiT Web Portal inspections screenshot]
11. Locate the inspection needed (e.g. Footing) and click the **Schedule** link just to right (in the **DATE** column):

![My Active Inspections](image)

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](image)

*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](image)
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: