Contractor Website Guide

To use the City of Pearland ***Contractor website***, please follow this guide. It will explain each field in detail. ***eTRAKiT*** *website*: https://etrakit.pearlandtx.gov/etrakit3/

Please Note:

- You need a Username and password to log into the website covered in this document.

- **First-time applicants** please go to our website @ pearlandtx.gov and click the permits bullet in the middle of the screen to go to our permitting website eTRAKiT.

- Click **APPLY AEC** button and follow the prompts to create your account. If you are doing any of the work please have your insurance agent e-mail a copy of the certificate to permits@pearlandtx.gov and e-mail us your AEC number to activate it.

- If you are not doing the work, but want to submit a permit for approval, e-mail us your AEC number and let us know you are only processing the plans and we will activate your account.

- If you have any issues or need assistance with setting up your account, you can contact the permits counter via e-mail at permits@pearlandtx.gov or call the office at 281.652.1638. If you continue to have website log in questions you can contact Natalie Garcia @ 281.652.1792 or ngarcia@pearlandtx.gov.

Screenshots provided as examples only, please refer to the website for current information.
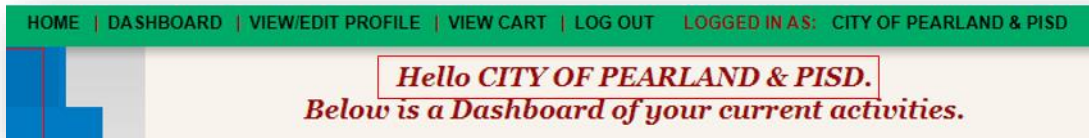
Contactor login:

1. On the login tab select "***Contractor***".
2. ***Username*** is the AEC number (example; AEC1234).
3. Enter the temporary ***Password*** that you have been provided.
4. You will be prompted to change your password.

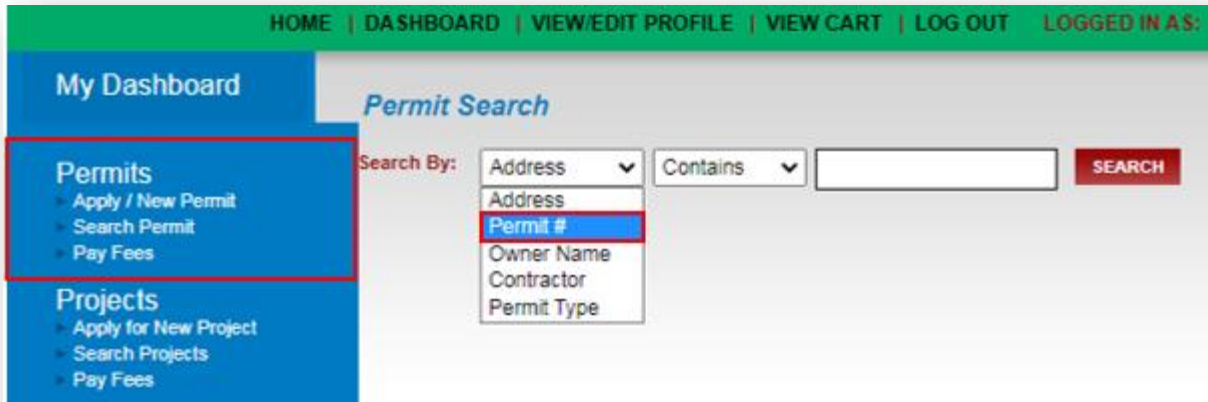5. Once logged into your account you can schedule your inspection.

6. Make sure you are logged in. Your name will appear on the green bar and near the top of the screen.

Checking the Status of your Permit Request

Under My *Dashboard* > *Permits*, click *Search Permit*.

You can search by selecting Permit and entering your Permit #.

Or, you can choose *Search By* and select one of the drop-down options. Select the Permit you want to view.

Requesting and Viewing Inspections

Once you have selected the Permit you want to request an inspection for, and the permit is ready for an inspection to be scheduled, you will see **Request Inspections** under your Permit # on the tabbed screen.

Once you select **Request Inspection**, you will see the PERMIT Inspection Request screen.

Follow these steps to request an inspection:

1. Complete all information fields on the screen.

2. Select the **Inspection Type** from the Drop-down.

3. Select the Date you want the inspection to take place.

4. Click **ADD INSPECTION** to submit your request.

Once you select **ADD INSPECTION**, the next screen will show the Inspection Type and **Request Date** at the bottom of the screen.

Click **SUBMIT** to schedule or **Delete** (on the right-side of the screen) to remove.

After you click Submit, read the Disclaimer screen.

If acceptable, click **ACCEPT** schedule the inspection.
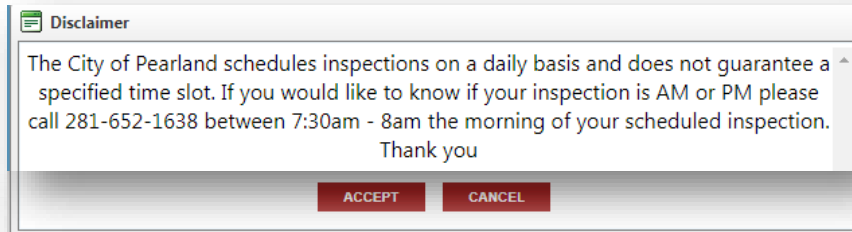
Once you have *accepted the disclaimer*, you will see your schedule on the *Inspections* tab.