

HOW TO SCHEDULE AN INSPECTION ONLINE

USING PUBLIC LOGIN

*PLEASE FOLLOW THE DIRECTIONS
IN **GREEN**




START BY LOGGING IN

The screenshot shows the login interface for the City of Mill Valley's online property database system, eTRAKT. At the top, there is a navigation bar with links for Home, Setup an Account, and Log In. A dropdown menu is set to 'Public'. Below this are input fields for Username and Password, a LOGIN button, and a REMEMBER ME checkbox. A green instruction reads: 'Enter your Username and Password then click LOGIN'. The City of Mill Valley logo and name are prominently displayed. A welcome message states: 'Welcome to the City of Mill Valley online property database system, "eTRAKT" This site provides access to general property information, such as Zoning and Marin County Assessor Data, building permits (from 2012 – present), and planning projects (historic – present)'. A red notice for contractors says: '***CONTRACTORS*** Choose your company name from the Contractor drop down above. Your initial password is your license number. If you don't find your name in the drop down, please email mcallier@cityofmillvalley.org with your State License Number and contact information including your address, phone number and email address. You will receive an email with login instructions.' A note for non-contractors says: 'If you are not a contractor, use the Setup an Account link above to create a Public user account. You will then be able to apply for permits and request inspections online.' The main content area features five red-topped buttons: 'Permits' (with sub-links: Apply / New Permit, Pay Fees, Search Permit), 'Projects' (with sub-link: Search), 'Properties' (with sub-link: Search), 'Inspections' (with sub-link: Scheduled Today), and 'Contact' (with sub-link: Contact Us).

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

Enter your Username and Password then click LOGIN

 City of Mill Valley

Welcome to the City of Mill Valley online property database system, "eTRAKT" This site provides access to general property information, such as Zoning and Marin County Assessor Data, building permits (from 2012 – present), and planning projects (historic – present).

*****CONTRACTORS***** Choose your company name from the Contractor drop down above. Your initial password is your license number. If you don't find your name in the drop down, please email mcallier@cityofmillvalley.org with your State License Number and contact information including your address, phone number and email address. You will receive an email with login instructions.

If you are not a contractor, use the Setup an Account link above to create a Public user account.

You will then be able to apply for permits and request inspections online.

Permits

- ▶ Apply / New Permit
- ▶ Pay Fees
- ▶ Search Permit

Projects

- ▶ Search

Properties

- ▶ Search

Inspections

- ▶ Scheduled Today

Contact

- ▶ Contact Us

NO ACCOUNT? NO PROBLEM, SET UP AN ACCOUNT.

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

Create New Public User Account
* Required fields

Select "Setup an Account"

Profile

Enter your Information

* First Name:

* Last Name:

* Address:

* City:

* State:

* Zip: -

* Email:

* Phone: - -

Ext

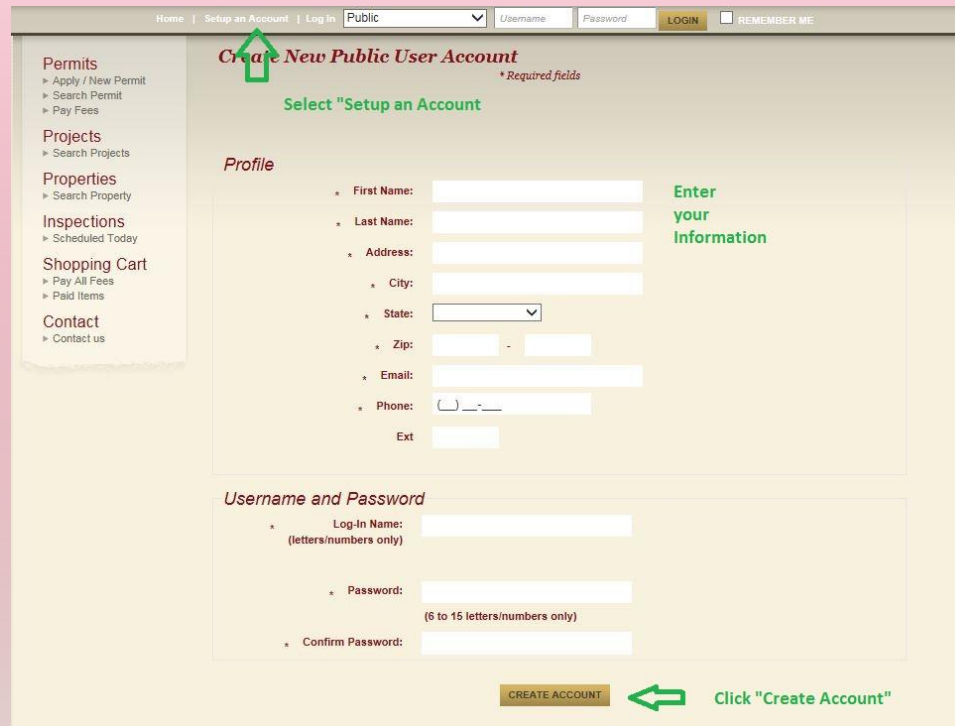
Username and Password

* Log-In Name:
(letters/numbers only)

* Password:
(6 to 15 letters/numbers only)

* Confirm Password:

CREATE ACCOUNT ← Click "Create Account!"



LOCATE YOUR PERMIT



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BECKY MURRAY

My Dashboard

Permits

- ▶ Search Permit
- ▶ Pay Fees

Projects

- ▶ Search Projects

Properties

- ▶ Search Property

Inspections

- ▶ Scheduled Today

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

Hello Becky Murray.
Below is a Dashboard of your current activities.

Search Permit to locate the permit you wish to schedule the inspection under

You have no current activities.

SEARCH BY ADDRESS

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BECKY MURRAY

My Dashboard

- Permits
 - ▶ Search Permit
 - ▶ Pay Fees
- Projects
 - ▶ Search Projects
- Properties
 - ▶ Search Property
- Inspections
 - ▶ Scheduled Today
- Shopping Cart
 - ▶ Pay All Fees
 - ▶ Paid Items
- Contact
 - ▶ Contact us

Permit Search

Search By:

[Click here for search examples](#)



Type in number and a portion of the street name
Example: 26 Corte M
Full Address: 26 Corte Madera Avenue

SELECT YOUR PERMIT

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BECKY MURRAY


My Dashboard

- Permits
 - Search Permit
 - Pay Fees
- Projects
 - Search Projects
- Properties
 - Search Property
- Inspections
 - Scheduled Today
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us


Permit Search

Search By: [Click here for search examples](#)

Permits You will most likely see other addresses in your results, this is normal. Locate the address and permit number you're searching for.



Address	Permit Number
126 CORTE MADERA AVE	26144
126 CORTE MADERA AVE	B-039606
126 CORTE MADERA AVE	B-040027
126 CORTE MADERA AVE	DPW-001450
26 CORTE MADERA AVE	B-034397
26 CORTE MADERA AVE	B-034961
26 CORTE MADERA AVE	B-035519
26 CORTE MADERA AVE	B-036574
26 CORTE MADERA AVE	B-037573
26 CORTE MADERA AVE	B-037893

page 1 of 3  If you don't see what you're looking for, it may be on another page.

REQUEST INSPECTION

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BECKY MURRAY

My Dashboard

- Permits
 - Search Permit
 - Pay Fees
- Projects
 - Search Projects
- Properties
 - Search Property
- Inspections
 - Scheduled Today
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Search

Search By: Address Contains 26 Corte [SEARCH](#) [Click here for search examples](#)

Search Results

Permit Number
B-038116
B-038129
B-038612
B-038721
CRW-PERMIT
DPW-000801
DPW-000820
DPW-000985
DPW-001162
DPW-PERMIT

page 2 of 3

Permit #CRW-PERMIT

[Attachment](#) [Request Inspection](#) [Inspections](#) **Click "Request Inspection" to schedule**

Permit Info | Site Info | Contacts (3) | Fees \$964.75 | Inspections(1)

Type: RESIDENTIAL

Subtype:

Short Description: test

Status: ISSUED

Applied Date: 5/6/2020

Approved Date:

Issued Date:

Final Date:

Expiration Date:

Notes: test test test

VERIFY & SCHEDULE

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BECKY MURRAY

My Dashboard

- Permits
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PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Notes:

Inspection Type:

Requested Date:

Time:

Please note the time is a request and not a guarantee

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'. You MUST also click SUBMIT below to schedule the inspection.

If you are having trouble scheduling your inspection, please call our inspection line at 415 388-4034.

Verify Information

Please select a date and time

Use drop down to select the type of inspection

INSPECTION TYPE?

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BECKY MURRAY

My Dashboard

PERMIT Inspection Request - CRW-PERMIT

Permits
▶ Search Permit
▶ Pay Fees

Projects
▶ Search Projects

Properties
▶ Search Property

Inspections
▶ Scheduled Today

Shopping Cart
▶ Pay All Fees
▶ Paid Items

Contact
▶ Contact us

* **Contact Name:**

* **Phone Number:**

* **Site Address:**


* **Email Address:**

Notes:

Inspection Type:

Requested Date:

Time:

 **Did you remember to select the correct type of inspection?**

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'. You MUST also click SUBMIT below to schedule the inspection.

If you are having trouble scheduling your inspection, please call our inspection line at 415 388-4034.

ADD INSPECTION & SUBMIT

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BECKY MURRAY

My Dashboard

- Permits
 - Search Permit
 - Pay Fees
- Projects
 - Search Projects
- Properties
 - Search Property
- Inspections
 - Scheduled Today
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

* Phone Number:

* Site Address:


* Email Address:

Notes:

Inspection Type:


Requested Date: **Click "Add Inspection" the inspection will be added to your cart.**

Time:



Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'. You MUST also click SUBMIT below to schedule the inspection.

Inspection Type	Request Date	Time	
HOLD DOWNS / STRAPS / CLIPS	7/13/2020	Any	Delete

Click "Submit" to complete the process 

If you are having trouble scheduling your inspection, please call our inspection line at 415 388-4034.

DISCLAIMER

The screenshot shows a web application interface. At the top, a navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, and LOG OUT, along with the text 'LOGGED IN AS: BECKY MURRAY'. The main content area is titled 'My Dashboard' and features a sidebar with navigation options: Permits (Search Permit, Pay Fees), Projects (Search Projects), Properties (Search Property), Inspections (Scheduled Today), Shopping Cart (Pay All Fees, Paid Items), and Contact (Contact us). The main content area displays a 'PERMIT Inspection Request - CRW-PERMIT' form. A 'Disclaimer' pop-up dialog box is centered on the screen, containing the text: 'A Disclaimer page will pop up. At this time we do not have a disclaimer.' Below this text, it says 'Please click "Accept"' with a green downward-pointing arrow and two buttons: 'Accept' and 'Cancel'. At the bottom of the dialog box, there is a note: 'If you are having trouble scheduling your inspection, please call our inspection line at 415 388-4034.' The background form shows a 'Contact Name' field with 'Becky Murray' and a 'Delete' button.

VERIFY IT HAS BEEN SCHEDULED

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: BECKY MURRAY

My Dashboard

Permit Search

Search By: [Click here for search examples](#)

Permit #CRW-PERMIT You can verify the inspection has been scheduled go opening "Inspections" tab

[Attachment](#) [Request Inspection](#) [Inspections](#)

Permit Info | Site Info | Contacts (3) | Fees \$964.75 | **Inspections(2)**

Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	Cancel	
HOLD DOWNS / STR...	0		7/13/2020					More Info
FOUNDATION	0		Schedule					More Info

Inspection has been scheduled!

You will want to check our website morning of your inspection to findout if you're scheduled for Morning (8:30am - noon) or Afternoon (1:00 - 4:30pm)

STILL UNABLE TO SCHEDULE YOUR INSPECTION?

- No option to “Request Inspection”?
 - You can only schedule an inspection if the permit is in the “issued” status.
 - Do you have outstanding fees due?
- Still Unable to Schedule?
 - Please contact the Building Department at building@cityofmillvalley.org or by phone at (415) 388-4034