



How to apply for an E-MECHANICAL Permit on eTRAKIT

Select mechanical permits can be applied for on eTRAKIT by contractors actively registered with the CA Contractors State License Board (CSLB). For a list of mechanical permits available on eTRAKIT please refer to the [eTrakit Permit Guide](#). Contractors require an eTRAKIT account to apply for e-permits. Refer to [eTRAKIT – Information Log-in Guide for Contractors](#) to create an account.

Log into eTRAKIT

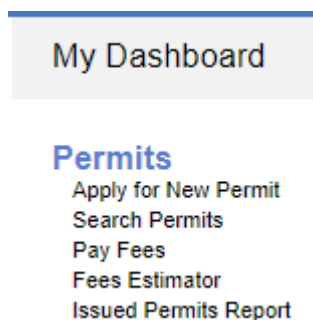
West' Hollywood's eTRAKIT systems can be accessed through the following link:

<https://permits.weho.org/etrakit3/>

Once you have landed on the City's eTRAKIT page, on the upper, left hand corner, please select "Contractor" in the log in. Enter your contractor's license number as your username and the password you created.



Once logged in, you will be directed to your dashboard. On the left hand side menu, under the permits option, select "Apply for New Permit".



IMPORTANT! Please read the disclaimers before proceeding. By selecting "I Agree", you agree to the terms for using eTRAKIT.

After selecting the "I Agree", you may proceed to the permit application.

STEP 1 – Select the “Permit Type” from the drop down menu that you are applying for. In the “Notes:” field, enter the scope of work and be as clear as possible (see the [eTrakit Permitting Guide](#) for online permits available). Enter the job valuation in the “*Job Value” field.

Permit Type Information

PERMIT Type	<input type="text" value="E-MECHANICAL"/>
Notes:	<input type="text" value="Replace HVAC system - 60,000 BTUs"/>
*Job Value	<input type="text" value="\$10,000.00"/>

Enter the address of the property for which the permit is being applied for in “Location”. Enter a partial address to ensure that you can find the correct address registered in eTRAKIT. When entering the partial address, select “SEARCH” and an address list will generate. Please select from this list.

Location

*Enter part or all of your address and press search

Search By	<input type="text" value="8300 santa"/>	<input type="button" value="SEARCH"/>
-----------	---	---------------------------------------

Select address below

<input type="text" value="8300 SANTA MONICA BLVD"/>

Currently, online e-permits can only be issued to licensed contractors. Select “Contractor” to continue.

Your Relation to this Permit



Property Owner

Check this box if you are the Property Owner



Contractor

Check this box if you are the Contractor

Upload any required documents in the "Attachments" field (ex. HOA authorization letters). Only PDF documents can be accepted at this time. Enter a clear description of the document.

Attachments

Only PDF attachments are accepted at this time.

Filename

Select

● HOA Authorization Letter .pdf × Remove

HOA Authorization Letter .pdf

Description: HOA Authorization-replace HVAC

UPLOAD

Select "UPLOAD" and confirm that you want to upload the document(s). Once confirmed, the uploaded file name of the document will show on the right hand side.

Attachments:

HOA Authorization-replace HVAC

DELETE

STEP 2 – Enter the required information. Fields shown with an asterisk (*) must be completed to continue.

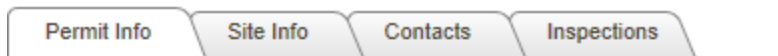
STEP 3 – On the "Application for a E-MECHANICAL Permit" screen, select from the itemized list of fixtures available. Enter the quantities. Fees will automatically generate. This fee list cannot be altered.

Select	Quantity	Description	Amount
<input checked="" type="checkbox"/>	1	TECHNOLOGY FEE	\$1.50
<input checked="" type="checkbox"/>	1	ISSUANCE FEE	\$38.60
		E-MECHANICAL	
<input type="checkbox"/>	<input type="text" value="0"/>	WALL HEATER	\$0.00
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	HEATING AND COOLING SYSTEM - UP TO 100,000 BTU	\$37.60
<input type="checkbox"/>	<input type="text" value="0"/>	INLETS AND OUTLETS -SUPPLIES AND RETURNS	\$0.00
<input type="checkbox"/>	<input type="text" value="0"/>	VENTILATION FANS SERVING A SINGLE REGISTER - 10 OR LESS	\$0.00
Total Amount :			\$77.70

Please Note: The installation of NEW HVAC systems must comply to the California Energy Commission's requirements and require a plan check submittal. These alterations can not be processed through the eTRAKIT system.

STEP 4 – Review the application summary. If all the information is correct, select “NEXT STEP” to proceed.

Please read the “Confirmation”. Click “View Permit”. You will see that your permit status is “APPLIED”.



Type: E-MECHANICAL

Subtype:

Description/Scope of

Work:

Status: APPLIED

Applied Date: 1/16/2018

Your permit application will show up on the permit technician's workspace and will be reviewed the next business day. Once your application has been reviewed and approved, you will receive an email indicating fees due. Once approved, you can access your eTRAKIT account and pay for your permit.

STEP 5 – Pay your fees.

PLEASE NOTE: You do not have a valid permit until all fees have been paid and the permit status is shown as “ISSUED”.