

eTRAC Quick Reference Guide

Scheduling an Online Building and Trades Inspection

<http://etrac.savannahga.gov>

You must be a Contractor and registered user of eTRAC to request an inspection.

Only appropriately licensed contractors may request inspections under their permit!

❖ To Register and Log On:

Click the “**Register**” button in the upper right hand corner of the eTRAC homepage, provide the required information and submit. **Your registration must be approved before you can log on.** Prior to being approved, you will receive an email with a link to the **Account Authorization Form** that must be completed and returned. Registrations are typically reviewed within two business days after we received the signed Account Authorization Form. After your registration has been approved, you will be able to log on by clicking the “**Log On**” button in the upper right hand corner of the eTRAC homepage. Enter your User Name (email address) and password.

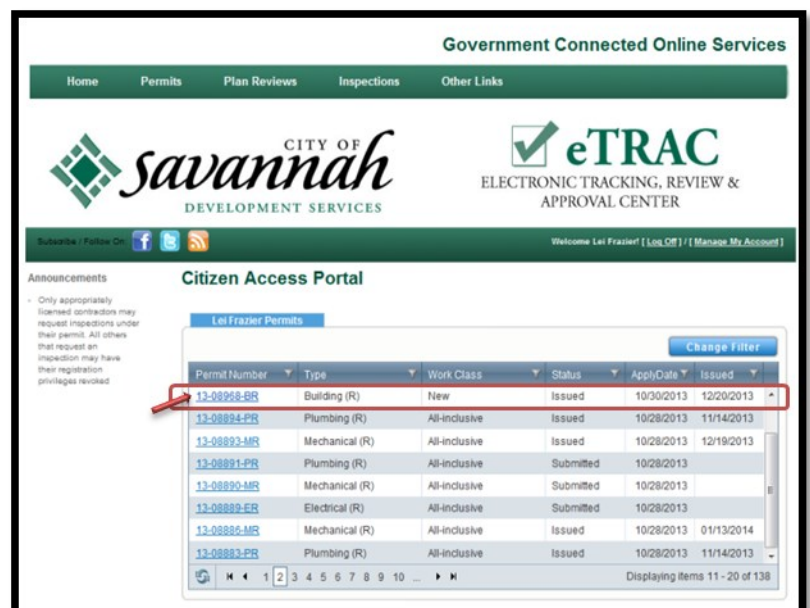
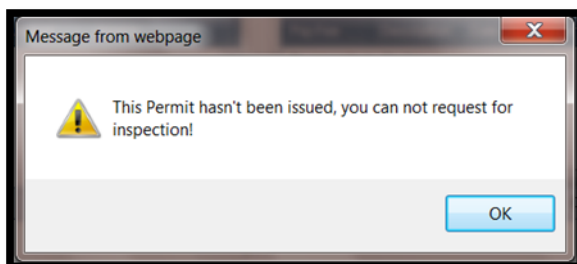


❖ Your Permits, Plan Reviews and Inspections:

Once logged on, eTRAC will automatically upload all permits, plan reviews and inspections that are attached to the registered user. If for some reason, you cannot locate one of your permits, contact the **Permitting Staff at (912) 651-6530** to request to be added as a contact to additional permits.

❖ Scheduling an Inspection:

1. In the **Permit Table**, locate and click the permit number of the desired **issued** permit you want to schedule an inspection. **NOTE: Inspections can only be scheduled for permits that have been “Issued”.** All others will receive an error message.



Permit Number: 13-08968-BR

Click above to view permit details

Permit Details

Type: Building (R) IVR Number: 297453 Application Date: 10/30/2013
 Work Class: New Project Name: Issued Date: 12/20/2013
 Status: Issued District: Savannah Expiration Date: 6/18/2014
 Description: New residential... Square Feet: 2983.00 Finaled Date: 11/5/2013
 Valuation: 181083.0000

Primary Address Details

Parcel: 2-1030F-08-021
 Address: 20 SAYBROOK PT
 Lot 399
 SAVANNAH, GA 31419

Contact Details

Type	First Name	Last Name	Billing	Status
General Contractor			Yes	Active
Current	Harry	Doe	No	Active

2.

Existing Inspections

No records to display.

Request Inspections

Select	Type	Status	Date	Reinspection
Request	BLDG: Demolition			No
Request	BLDG: Life Safety			No
	BLDG: Structural			No

Request Optional Inspection

2. On the Permit Record, all inspections for the permit are listed in the **Request Inspections** table.

A : To select an inspection, click **“Request”** next to the desired inspection. **B** : To view more inspections, click the numbers at the bottom of the table to advance to the next page. Use the scroll bar on the right to view the entire page.

3. After selecting the inspection, enter the date for the inspection from the drop-down calendar, then select AM or PM using the arrow. In the Comments field, enter the name and phone number of the person requesting the inspection. When finished, click **“Schedule”** to submit your inspection request.

3.

Schedule Inspection

Requested Date: 4/22/2014 AM

Comments: John Doe, 912-201-0000

A **Schedule**

OPTIONAL INSPECTIONS:

C : To schedule an additional **“partial”** inspection, click **“Request Optional Inspection”** at the bottom of the table. Click the arrow to view and select the desired inspection from the list.

Request Optional Inspection

Inspection Type: - Inspection Type -

Requested Date: - Inspection Type -

Comments: [Text Field]

C **Schedule**

- BLDG: Ceiling Cover Partial
- BLDG: Fire Wall Partial
- BLDG: Framing Partial
- BLDG: Floor Slab Partial
- BLDG: Partial Final
- BLDG: Foundation Partial
- BLDG: Insulation Partial

After selecting the inspection, enter the date for the inspection using the drop-down calendar, then select AM or PM using the arrow. In the Comments field, enter the name and phone number of the person requesting the inspection. When finished, click **“Schedule”** to submit your inspection request.

Request Optional Inspection

Inspection Type: BLDG: Ceiling Cover Partial

Requested Date: 4/22/2014 AM

Comments: John Doe, 912-201-0000

Schedule