



## COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

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# Searching Permit Records

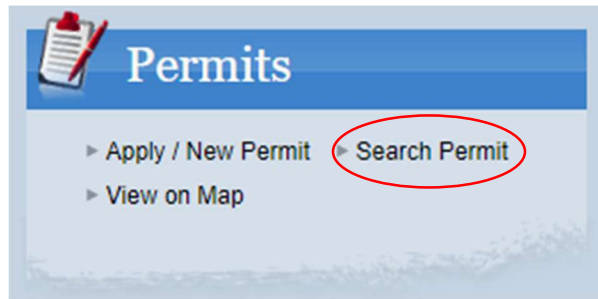
For assistance with permit records prior to 2012, contact the Building Division at (530) 879-6700.

Permit records from 2012 to Present can be found in [eTRAKiT](#).

Navigate to eTRAKiT:

<https://chic-trk.aspgov.com/eTRAKiT/>

- On the Home screen, scroll down to the Permits box (shown below), and select “Search Permit.”



Login to eTRAKiT:

When you select “Search Permit” you will navigate to the Login page.

- There are two login options:
  - **Public Login** – for the general public and homeowners.
  - Contractor Login
- If you have already registered for an account with eTRAKiT, Login.
- If you don't have an eTRAKiT account, select the “Register here” link.

Permit Search:

Once you Login, you will be directed to the Permit Search page.

The image shows a screenshot of the 'Permit Search' page. The title 'Permit Search' is at the top left. Below it are three search criteria: 'Search By: Permit Number', 'Search Operator: Begins With', and 'Search Value: B24'. A blue 'SEARCH' button is at the bottom center. A link 'Click here for search examples' is at the top right.

- Permits can be **Searched By**:
  - Permit Number
    - Search Value Example: B24-00000
      - B24 = Building Permit for 2024
      - 00000 = Permit Number for that Year
  - Application (date)
    - Search Value Example: MM/DD/YYYY
  - Issued (date)
    - Search Value Example: MM/DD/YYYY
  - Site Address
    - Note: The street suffix is typically abbreviated to – ST, AVE, WAY, CIR, LN
    - Use the Search Operator to broaden your search parameters.
- **Search Operator**:
  - Use the search operator to broaden your search parameters:
    - Begins with
    - Contains
    - Equals
    - At Least
    - At Most

**Example of Search Results:**

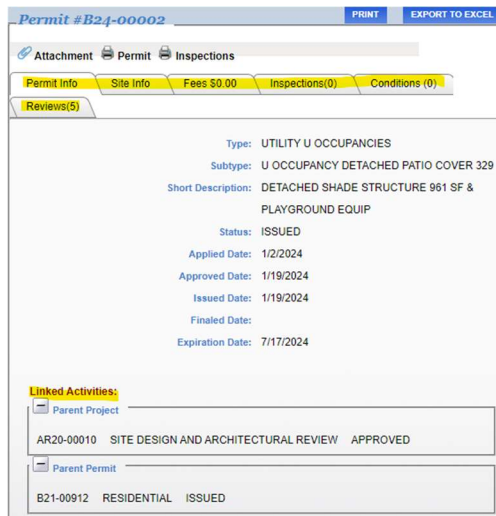
Permits <span style="float: right;">PRINT EXPORT TO EXCEL</span>			
Search Results			
Permit Number	Application	Issued	Site Address
B24-00001	01/02/2024	01/02/2024	450 BROADWAY ST
B24-00002	01/02/2024	01/19/2024	2754 NATIVE OAK DR
B24-00003	01/02/2024	02/07/2024	4827 CHICO RIVER RD
B24-00004	01/02/2024		2044 FOREST AVE
B24-00005	01/02/2024		710 PARKWOOD DR
B24-00006	01/02/2024		710 PARKWOOD DR
B24-00007	01/03/2024	01/03/2024	5 LATANIA LN
B24-00008	01/03/2024	01/03/2024	1201 HAZEL ST
B24-00009	01/03/2024	01/03/2024	19 NATOMA CT
B24-00010	01/03/2024	01/03/2024	14 LA LEITA CT

**Print the list of search results** by selecting the PRINT icon that is a blue button:



## View Permit Details:

Select the permit that you would like to view.



- Select the **Tabs** for details on the Permit:
  - Permit Info
  - Site Info
  - Fees
  - Inspections
  - Conditions
  - Reviews
- Some permits may have **Linked Activities** to a Parent Project and/or Parent Permit.

When you select a permit to view, you can **view attachments and print an individual permit and inspection details** by selecting the print icon in the white section under the permit number:



**NOTE:** Prior to September 2019, inspections were recorded on paper permits rather than electronically. If the Inspection tab is blank on these older permits, contact the Building Division at (530) 879-6700 to obtain the inspection record.

## Other Search Options:

