

COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

411 Main Street, 2nd Floor | P.O. Box 3420, Chico, CA 95927 (530) 879-6700 | <u>www.chicoca.gov</u>

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 <u>eTRAKiT</u>.

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."

🔰 Permits	
► Apply / New Permit (► View on Map	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.
 - o 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.

Permit Search		
Search By:	Permit Number 🗸	Click here for
Search Operator:	Begins With 🗸	search examples
Search Value:	B24	
SEARCH		

- Permits can be **Searched By**:
 - o <u>Permit Number</u>
 - Search Value Example: B24-00000
 - B24 = Building Permit for 2024
 - 00000 = Permit Number for that Year
 - o Application (date)
 - Search Value Example: MM/DD/YYYY
 - o <u>Issued</u> (date)
 - Search Value Example: MM/DD/YYYY
 - <u>Site Address</u>
 - 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			PRINT	EXPORT TO EXCEL
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:

Permits	EXPORT TO EXCEL

View Permit Details:

Select the permit that you would like to view.

PRINT EXPORT TO EXCEL _Permit #B24-00002 _ 🖉 Attachment 🖨 Permit 🖨 Inspections Permit Info Site Info Fees \$0.00 Inspections(0) Conditions (0) Reviews(5) Type: UTILITY U OCCUPANCIES Subtype: U OCCUPANCY DETACHED PATIO COVER 329 Short Description: DETACHED SHADE STRUCTURE 961 SF & PLAYGROUND EQUIP Status: ISSUED Applied Date: 1/2/2024 Approved Date: 1/19/2024 Issued Date: 1/19/2024 Finaled Date: Expiration Date: 7/17/2024 nked Activitie Parent Project AR20-00010 SITE DESIGN AND ARCHITECTURAL REVIEW APPROVED Parent Permit B21-00912 RESIDENTIAL ISSUED

- Select the Tabs for details on the Permit:
 - Permit Info
 - Site Info
 - o 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:

Permit #B24-00002	PRINT	EXPORT TO EXCEL
🥙 Attachment 🖶 Permit 🚔 Inspections	-	

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.

Permits Apply / New Permit Search Permit View on Map	Apply View on Map	Search Contractors
Properties Search View on Map	✓ Inspections Schedule View Full Map 	Violations Search
Contact Contact Us	► Locate My Address ► Agency Map	

Other Search Options:

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