



## ***Butte County Department of Development Services***

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(530) 538-7601 Telephone  
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[www.buttecounty.net/dds](http://www.buttecounty.net/dds)  
[www.buttegeneralplan.net](http://www.buttegeneralplan.net)

ADMINISTRATION \* BUILDING \* PLANNING

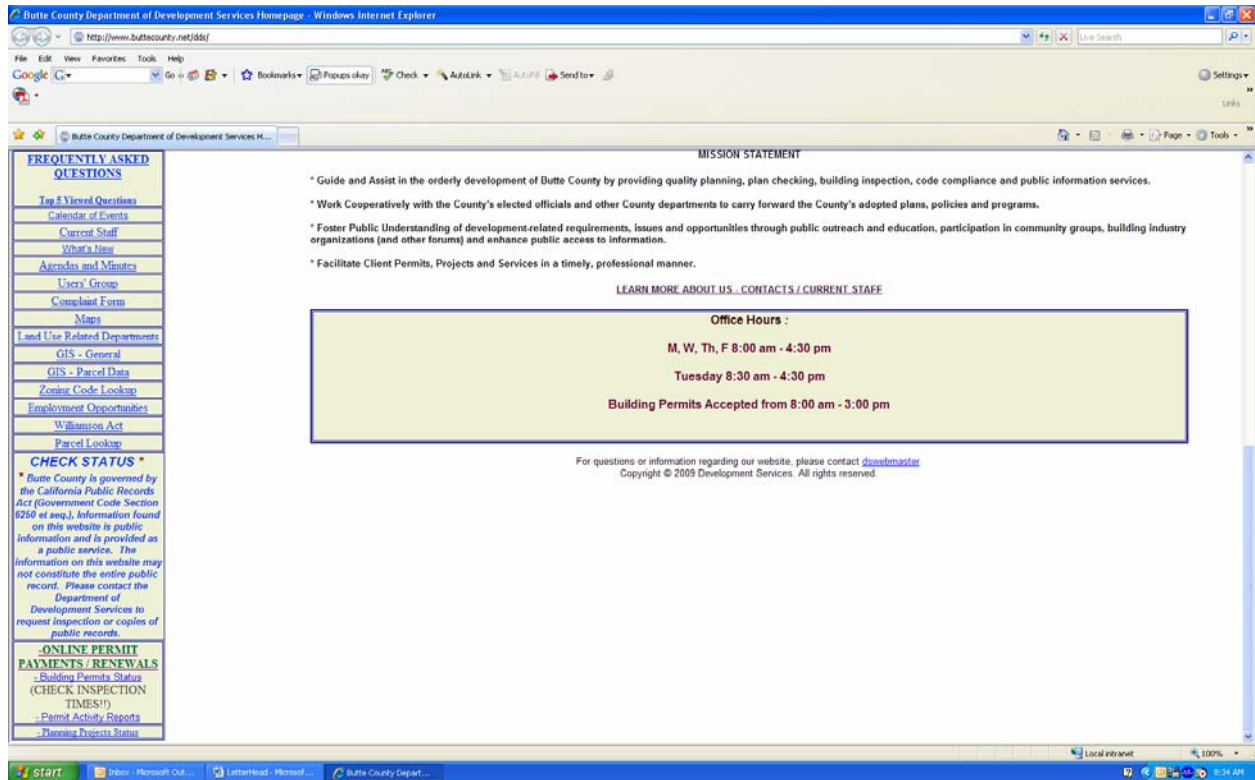
## **USING ETRAKIT TO APPLY FOR ONLINE PERMITS**

You can now apply for the following permits on our website:

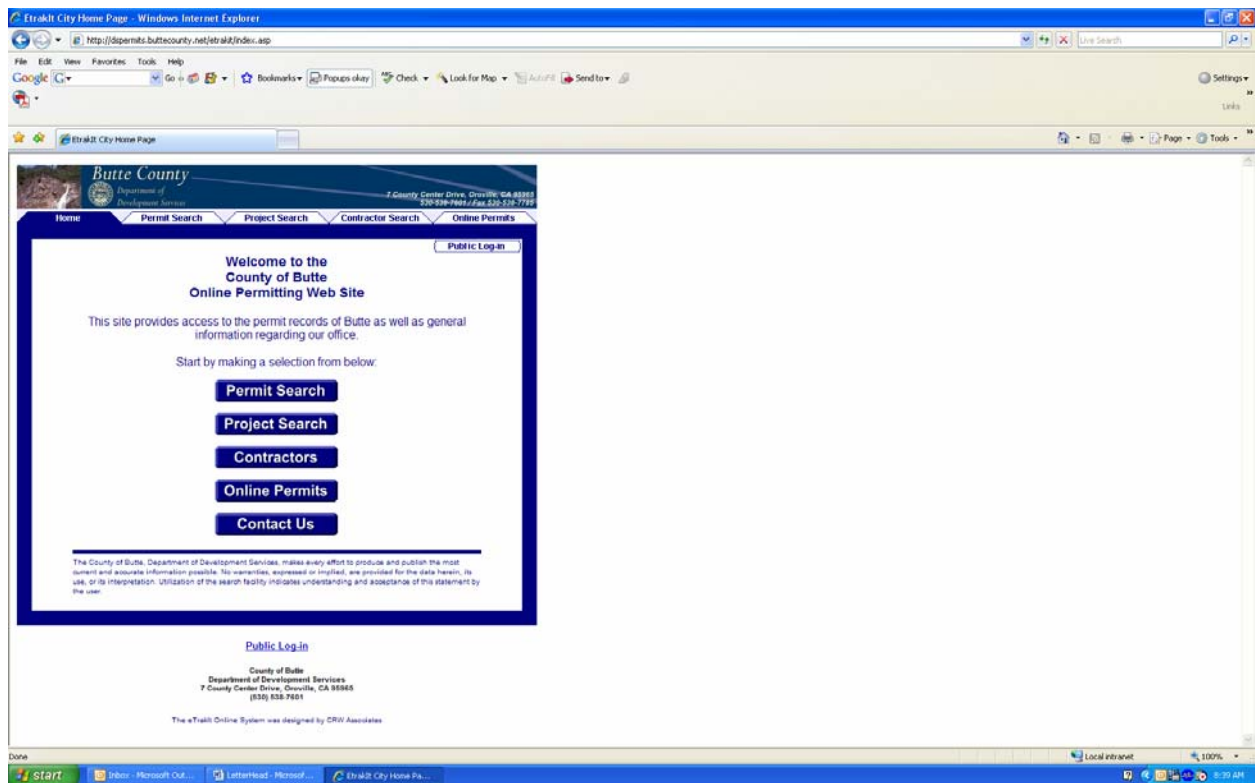
1. Reroofs 20 squares or less, 21 to 25 squares, 26 to 30 squares, or 31 to 35 squares
2. HVAC or Heat Pump units for Residential
3. Furnace or Wall Heaters for Residential
4. Air conditioning units (A/C) for Residential
5. Water Heater Replacement for Residential
6. Gas Piping or system for Residential
7. Retag Electrical Service for Residential
8. Window Replacement 1 to 5 or 6 to 10 for Residential
9. Siding Replacement or Repair 1 to 400 square feet or 401 – 800 square feet
10. Sewer line replacement

Simply go to [www.buttecounty.net/dds](http://www.buttecounty.net/dds), then:

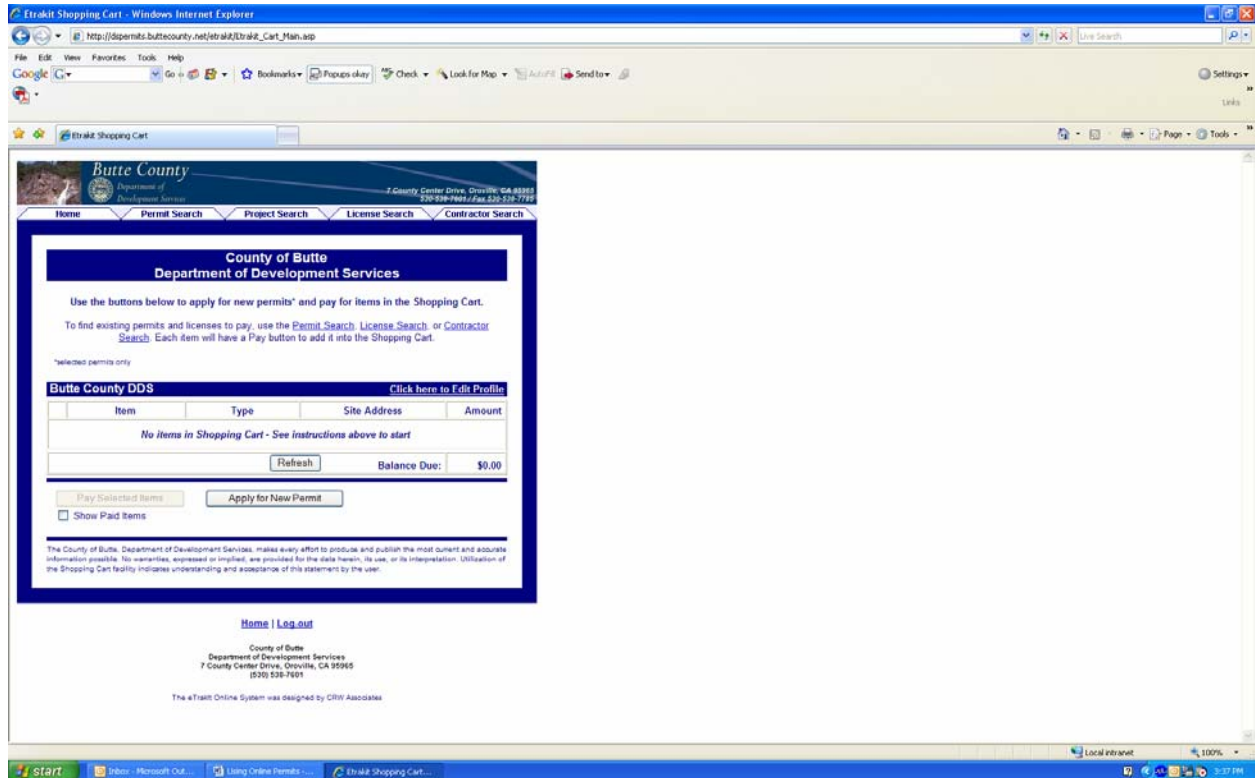
1) Go to **CHECK STATUS** in the left hand column



2) Click on **ONLINE PERMIT PAYMENTS/RENEWALS**, Building Permits Status or Planning Projects Status. This will take you to the Online Permitting Web Site welcome page.



- 3) Start by logging in. If you have never done this in ETrakIt you will have to register. Please remember your ETrakIt name and password as we cannot access them.
- 4) Click on 'Online Permits'.
- 5) Select 'Apply for New Permit'



You must accept the 'Owner/Builder Declaration' or you cannot continue.

5) You are now on Step 1 of the permit process and will be asked to select the permit type and enter the address (location) where the work will be done.

The screenshot shows a web browser window displaying the 'Step 1 of 4' of an online permit application process. The page title is 'Step 1: Enter Permit Type and Location'. The header includes the Butte County logo and contact information: '7 County Center Drive, Oroville, GA 39965', '930-960-7600 / Fax 930-737-7199'. The main content area is titled 'Permit Application' and contains the following sections:

- Step 1: Enter Permit Type and Location** (highlighted in blue)
- Step 2: Enter Applicant/Contractor/Owner
- Step 3: Schedule an Inspection (optional)
- Step 4: Confirm and Record

**Permit Type Information**

Permit Type: **ACUMINT RESIDENTIAL** (Select One)  
Permit Subtype: **E Trakt**  
Job Description:   
Job Value:

**Click Here to Select Location**

House Number:  Street Name:  Unit:   
Site City:  State:  Zip:

**Your Relationship to this Permit:**

Are you the Property Owner?  (Check this box if you are the Property Owner)  
Are you the Contractor?  (Check this box if you are the Contractor)

Buttons:

Footer: County of Butte, Department of Development Services, 7 County Center Drive, Oroville, GA 39965, (930) 530-7601. The eTrack Online System was designed by CRM Associates.

6) Select a permit type from the drop down and enter a brief description of the work. The job value is not required, but can be entered.

6) Next press 'Click Here to Enter Location'. An Address Search window will appear. If it does not check to be sure that your computer allows pop-ups.

7) Enter the first few letters of the street name. ***It is best to use 'begins with' or 'contains' and to not type in the complete street name.***

8) Click on the Search key and a list of street names matching the criteria you typed will appear. If the street name you are looking for is not in the list, please call our office for assistance. Select the street name that matches your location.

9) A list of addresses found on that street will be listed. If the street address you are looking for is not listed, please contact our office for assistance. Select the correct street address. The street address will fill into the correct areas on the page.

10) You will need to check the box for property owner or contractor, before you go to the next step.

11) When you select 'Go to Next Step' a pop-up window will appear for owner builders. Please read this message before you proceed. The Owner's Acknowledgement and Verification of Information will appear. If you are a contractor you can close the window and continue. Owners will need to print, complete the form and return it to our office within 10 days.

12) You are now on Step 2 where you need to verify the information that has pre-filled. Once you have done this press 'Go to next step'

13) At step 4 you will review the permit and location information and if it is correct you can 'Add to Shopping Cart'.

The screenshot shows a web browser window with the URL [http://dipermits.buttecounty.net/etrak/Etrak\\_Step\\_Four.asp?RecordID=904021410601](http://dipermits.buttecounty.net/etrak/Etrak_Step_Four.asp?RecordID=904021410601). The page title is "Step 4 of 4 - Windows Internet Explorer". The main content area is a "Permit Application" form for Butte County, Department of Development Services. The form is titled "Step 4: Confirm and Record" and includes the following information:

**Permit Information**

Permit Type:	AC UNIT RESIDENTIAL
Permit Subtype:	ETrakit
Job Description:	
Job Value:	0

**Location**

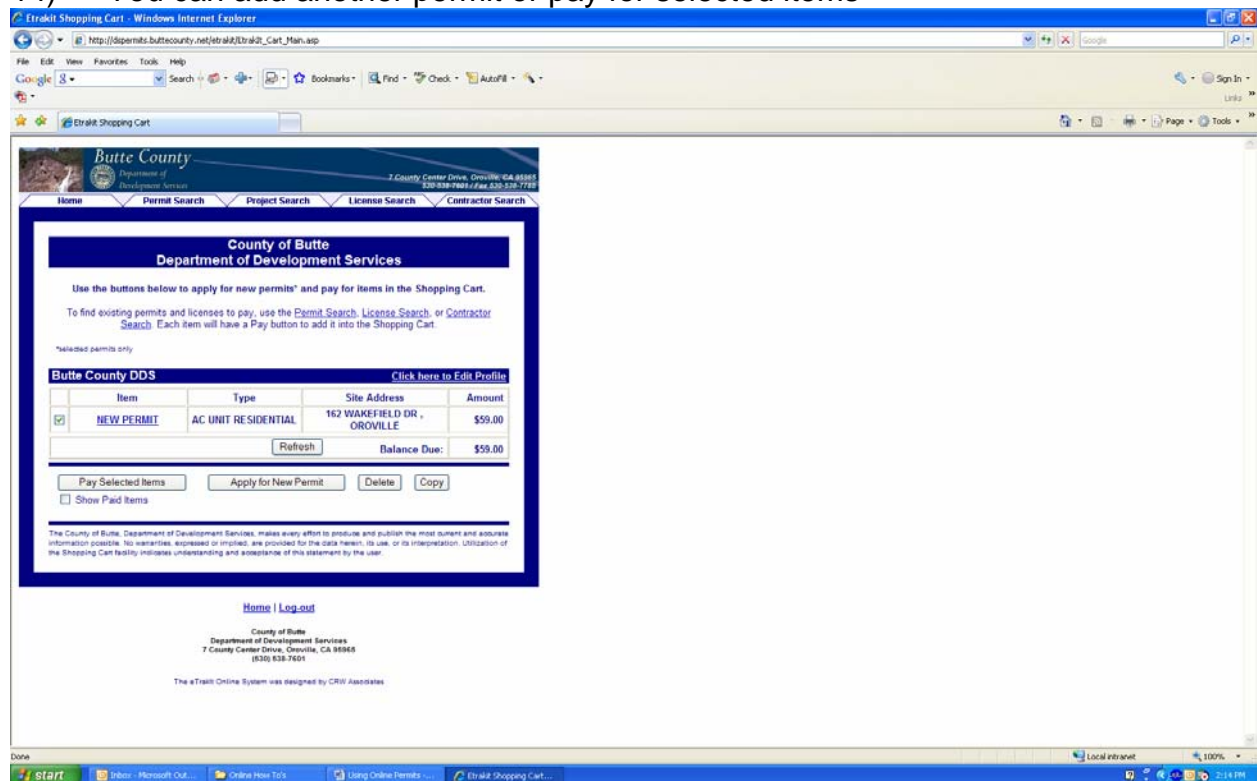
House Number:	162	Street Name:	WAKEFIELD DR	Unit:	
Site City:	OROVILLE	State:	CA	Zip:	95965

**Fee Information:**

DBMET E-Trak AC Unit Res:	\$59.00
<b>FEE TOTAL:</b>	<b>\$59.00</b>

At the bottom of the form, there are three buttons: "Cancel", "<< Previous Step", and "Add To Shopping Cart". The footer of the page includes the County of Butte contact information and a note that the system was designed by CITI Associates.

14) You can add another permit or pay for selected items



15) When you are ready to checkout, click on 'Pay Selected Items' and follow the instructions. You will be charged a 3.95% of the total amount by the credit card company, PayTrust Solutions for using this service.

16) After the transaction is complete, print the permit and you're done.

If you need assistance we will be glad to help you!