

# City of Corona



## Applicant Guide

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## Getting Started

Welcome to the City of Corona's on-line permit and project portal. Through eTRAKiT, users will have the ability to view records and check project status without logging in. Public registered users who create an account will have the ability to pay fees and view records in detail, apply for permits, and schedule and cancel inspections on their permits.

## Contacting Us

For additional assistance with eTRAKiT, please contact the City of Corona Building Department in person, by email or by phone:

### **Corona City Hall**

*400 South Vicentia Avenue*

*Corona, CA 92882*

*951-736-2250*

[\*Email Inspection - Building\*](#)

[\*Email Plan Check - Building\*](#)

[\*Email Community Development\*](#)

[\*Email Public Works\*](#)

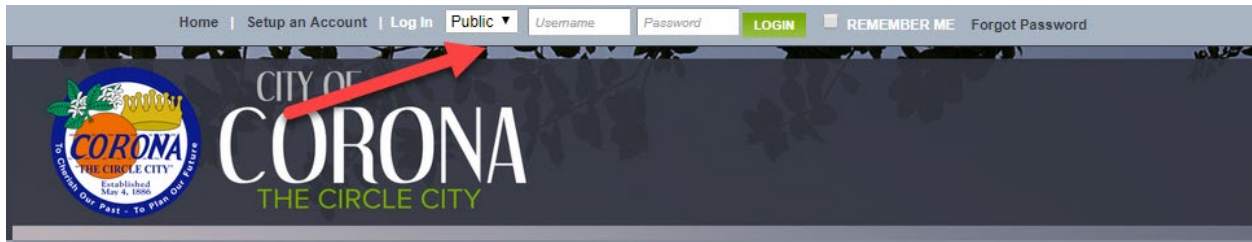
The City of Corona's eTRAKiT site is an easy way for citizens to apply for permits/projects online or to pay fees electronically without having to visit City Hall.

## Accessing eTRAKiT

The website address for eTRAKiT is <https://etrakit.coronaca.gov/etrakit>. You may also access eTRAKiT through the City of Corona's Building webpage at <https://www.coronaca.gov/government/departments-divisions/building-division> and clicking on the 'eTRAKiT' tab.

## Public Registered User Login

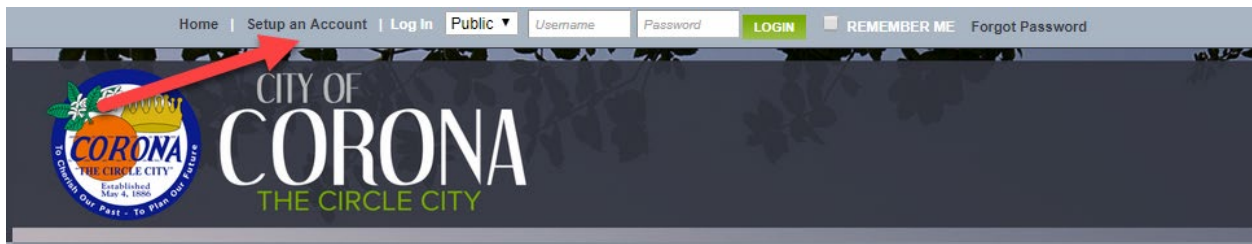
Switch the Log In to Public. Enter your Username and password to continue.



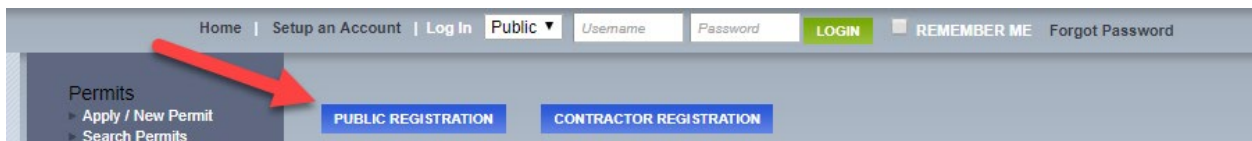
If you have never registered on eTRAKiT, please follow the instructions below to create an account.

## To Register for a Public Login

Click on Setup an Account



Then click Public Registration



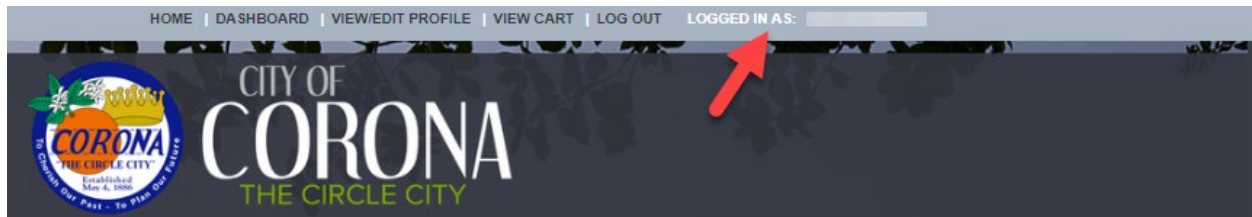
Fill out the required information fields (\*) and Click Create Account.

A screenshot of the registration form. The form is divided into two sections: "Username and Password" and "Security Question".  
**Username and Password section:**  
- "Log-In Name: (letters/numbers only)" with a text input field.  
- "Password Rules: Password Must be contain minimum 6 and maximum 25 characters. At least one number. At least one lower & upper case letter. At least one special character. Note: Password is case sensitive."  
- "\* Password:" with a text input field.  
- "\* Confirm Password:" with a text input field.  
**Security Question section:**  
- "Security Question:" with a dropdown menu showing "What was your childhood nickname?".  
- "\* Secret Answer:" with a text input field.  
- "\* Re-enter Secret Answer:" with a text input field.  
At the bottom of the form is a blue "CREATE ACCOUNT" button. A red arrow points from the "CREATE ACCOUNT" button to the "Re-enter Secret Answer" field.

A verification e-mail will be sent to the e-mail address that you registered with. Check your e-mail to verify the account. Once you have successfully verified your account, you can now log into eTRAKiT.



Once you have successfully verified your account, you can now log into eTRAKiT:



## Permit Dashboard

### My Open Permit Applications

Applications that are not completed and submitted will show up in this section. You can choose to complete or delete the application

### My Active Permits

This section allows you to review the status of submitted project applications and project summaries. To review this information, click the Permit Number in the far-left column. If applicable, fees can be paid by clicking on the payment amount due.

### My Active Inspections

This section allows you to schedule, cancel, and review the status of inspections on previously issued permits.

### My Open Project Applications

Project applications that are not completed and submitted will show up in this section. You can choose to complete or delete the application

### My Active Projects

This section allows you to review the status of submitted project applications and the project summaries. To review this information, click the Project Number in the far-left column.

## Searching and Viewing Records

Depending on if you would like to search for a permit or project, click on the appropriate button indicated below:

The screenshot shows the City of Corona eTRAKiT website dashboard. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: KAYLIN BRADEN. Below the navigation bar is the City of Corona logo and the text "CITY OF CORONA THE CIRCLE CITY". A welcome message reads: "Welcome to the City of Corona's eTRAKiT site! Please log-in or register for an account to apply or pay for new permits or projects here." The dashboard features several main sections, each with a title and a list of actions:

- Permits**: Apply / New Permit, Pay Fees, Search Permits (indicated by a red arrow).
- Projects**: Apply, Search (indicated by a red arrow).
- Contractor**: (No actions listed).
- Properties**: Search.
- Inspections**: Schedule, Cancel, Scheduled.
- License**: Pay Fees, Renew, Search.
- Contact**: Contact Us.

Enter Search Parameters - Choose the field you would like to search by, then select the parameter (i.e. contains, begins with, etc.) and enter the value to search for, then click on the SEARCH button.

**Permit Search**

Search By: **Address** **Contains** 400 s vicentia **SEARCH** [Click here for search examples](#)

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**Permits** **PRINT** **EXPORT TO EXCEL**

Permit Number	Parcel Map #	Tract #	APN	Address
B0201914			118270049	400 S VICENTIA AV
B0205337			118270049	400 S VICENTIA AV
B0205338			118270049	400 S VICENTIA AV

5.2 Search Results: Click on the row you would like to view details on.

**Permit Search**

Search By: **Address** **Contains** 400 s vicentia **SEARCH** [Click here for search examples](#)

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**Permits** **PRINT** **EXPORT TO EXCEL**

Permit Number	Parcel Map #	Tract #	APN	Address
<b>B0201914</b>			<b>118270049</b>	<b>400 S VICENTIA AV</b>
B0205337			118270049	400 S VICENTIA AV
B0205338			118270049	400 S VICENTIA AV
B0205339			118270049	400 S VICENTIA AV

Viewing Search Results: The permit record has tabs that can be clicked on for details. Also, the Search Results appear to the left and can be navigated while viewing permit records.

**Search Results** **Permit #B0201914**

Attachment

Permit Info Site Info Chronology Reviews (45)

Permit Number

- B0201914**
- B0205337
- B0205338
- B0205339
- B0205462
- B0205468
- B0301269
- B0301334
- B0301805
- B0301869
- B0302255
- B0501182
- B0502748
- B0504385
- B0504954
- B0505665
- B0506996

Type: COMBO LEGACY

Subtype: COMBO

Short Description: 3 STORY NEW CITY HALL - CONSTRUCTION TYPE II FIRE RESISTIVE

Status: C OF O

Applied Date: 10/10/2002

Approved Date:

Issued Date: 10/10/2002

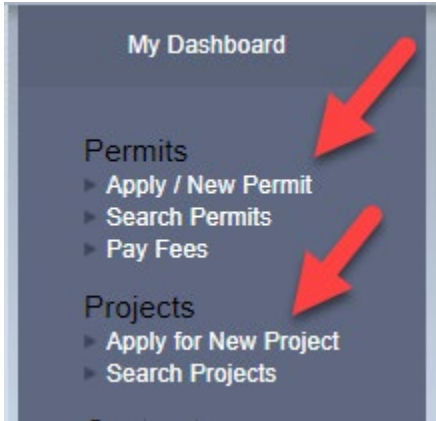
Final Date: 5/8/2008

Expiration Date: 4/8/2003

Permit Description: FULL DESCRIPTION: 3 STORY NEW CITY HALL - CONSTRUCTION TYPE II FIRE RESISTIVE \* FIRST FLOOR 63,739 \* SECOND FLOOR 43,078 SQ FT \*

## Permit Application

To apply for a permit or project, users must register and be logged into eTRAKiT. After logging in, Click Apply/New Permit menu option under the Permits or Projects menu.



eTRAKiT Agreement: Please read the entire agreement. At the bottom of the page, the user must select 'I Agree' and click 'Continue' to proceed with an application.

By proceeding, you acknowledge that you are the homeowner performing work on your own property (residence only) or you are a licensed contractor in the State of California.

I Agree  
 I Disagree

[CONTINUE](#)

**Step 1:** Enter Permit Information. ALL fields with \* are required to proceed.

- **Permit Type Information:** Select the Permit Type and Subtype then enter the Short Description
- **Additional Information:** Each permit type may have different required Additional Information. Below is an example of the required information for DAILY OVERLOAD PERMIT.
- **Location:** Enter part or all of the address OR parcel and click SEARCH. Select the correct Address or Parcel by clicking on the highlighted row.
- **Attachments:** Make sure any additional documents are attached as indicated by the Department that is handling your permit/project.
- **Relation to the Permit:** Identify yourself as either the owner or the contractor working on this permit/project

Click 'NEXT STEP' to submit your application.



### Permit Type Information

PERMIT Type: CONSTRUCTION WATER METER [Instructions for online CONSTRUCTION WATER METER applications.](#)

\*PERMIT Subtype: POTABLE CONSTRUCTION WATER METER

\*Permit Description:

Job Value:

### Additional Information



#### CONST METER INFO

\*Project Name:

\*Project Location:

\*Use of Water:

\*Estimated Start Date:

\*Estimated End Date:

\*Const Meter Size (in):  
The ONLY construction water meter sizes available are 3-inch, 4-inch, 6-inch, and 8-inch.

\*Maximum Flow (gpm):

\*Hours per Day (hr/day):

\*Days per Week (day/wk):

\*Notes:

### Location

\*Enter part or all of your address and press search

Search By: Address

### Your Relation to this Permit

Contractor  
Check this box if you are the Contractor

### Attachments

Please ensure that ALL REQUIRED attachments are included with the application. Failure to include all required materials will delay the application process.

eTRAKIT does not support file names containing special characters, such as \$,%,&, etc.

**NOTE: You MUST click the UPLOAD button after adding your attachments, accept, then click NEXT STEP to proceed.**

Please make sure to verify each document has uploaded only once. It may take a moment to upload depending on the size of the document.

Filename:

Description:

**Step 2:** Enter Contact Information. **IMPORTANT:** Email Address must be accurate, all notifications regarding the application will occur by email.

### *Applicant Information*

*Name	<input type="text" value="PUBLIC USER"/>	*Phone	<input type="text" value="(951) 111-1111"/>
*Address	<input type="text" value="400 S Vicentia Ave"/>	*Email Address	<input type="text" value="EMAIL@CoronaCA.gov"/>
*City	<input type="text" value="Corona"/>		
*State	<input type="text" value="CA"/>	*Zip	<input type="text" value="92882"/> - <input type="text"/>

### *Contractor Information*

*Name	<input type="text" value="PUBLIC USER"/>	*Phone	<input type="text" value="(951) 111-1111"/>
*Address	<input type="text" value="400 S Vicentia Ave"/>	*Email Address	<input type="text" value="EMAIL@CoronaCA.gov"/>
*City	<input type="text" value="Corona"/>	*License or ID	<input type="text"/>
*State	<input type="text" value="CA"/>	*Zip	<input type="text" value="92882"/> - <input type="text"/>

### *Site Supervisor Information*

Name	<input type="text"/>	Phone	<input type="text" value="( ) -- --"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>

[CLEAR](#)

### *Billing Contact Information*

Name	<input type="text"/>	Phone	<input type="text" value="( ) -- --"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>

[CLEAR](#)

**Step 3:** This area allows you to review the application, make changes or corrections, pay a permit fee (if applicable) and submit the permit application. To make corrections to a section, select the EDIT button

adjacent to the section header. Complete changes and select NEXT STEP. Review all the information closely and Click Submit. Depending on the permit or project type, fees either need to be paid immediately or fees will be added by the City and made available to pay after approval of the application. If fees need to be paid immediately (for example, a Garage Sale permit), you will be directed to the payment screen upon pressing 'Submit'. See the section below if fees first need to be assessed and added by the City.

### Permit Application

STEP 1
STEP 2
STEP 3 REVIEW AND SUBMIT
STEP 4

#### Application for a CONSTRUCTION WATER METER Permit

##### Permit Information EDIT

<b>Type</b>	CONSTRUCTION WATER METER
<b>Subtype</b>	POTABLE CONSTRUCTION WATER METER
<b>Description</b>	
<b>Job Value</b>	0

##### Location EDIT

400 S VICENTIA AV

CORONA YES, CA 92882

##### Contacts EDIT

**Applicant Information**

PUBLIC USER (951) 111-1111

400 S Vicentia Ave EMAIL@CoronaCA.gov

Corona, CA 92882

**Contractor Information**

PUBLIC USER (951) 111-1111

400 S Vicentia Ave EMAIL@CoronaCA.gov

Corona, CA 92882

Site Supervisor Information

Billing Contact Information

##### Fee Information

Type	Amount
POTABLE CONSTRUCTION METER ISSUA...	\$96.00
CM WATER DEPOSIT	\$0.00
CM METER DEPOSIT	\$0.00
CM INSTALLATION/RENTAL NON-REFUN...	\$0.00
CM BACKFLOW DEPOSIT	\$0.00
<b>Total Fees</b>	<b>\$96.00</b>

##### Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

CANCEL
PREVIOUS STEP
SUBMIT

An e-mail will be sent when the application has been reviewed and/or if additional information is required. You can log into your account to check the status of your permit at any time.

## Paying Fees and Printing the Permit

Users must be logged in and actively linked to a permit or project to pay fees. Locate the permit in My Active Permits and Click on the dollar amount in the Fees Due Column.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [REDACTED]

My Dashboard

Permits  
▶ Apply / New Permit  
▶ Search Permits  
▶ Pay Fees

Projects  
▶ Apply for New Project  
▶ Search Projects

Contractor  
▶ Search Contractors

Properties  
▶ Search Property

Inspections  
▶ Schedule  
▶ Cancel  
▶ Scheduled

License  
▶ Search Licenses  
▶ Pay Fees

Hello [REDACTED].  
Below is a Dashboard of your current activities.

[LINK TO PERMITS, PROJECTS, AND LICENSES](#)

### My Open Permit Applications

2 total record(s)

Applications In Progress	Permit Type	Created Date	
Continue	CONSTRUCTION WATER METER	4/30/2019	Delete
Continue		4/29/2019	Delete

### My Active Permits

6 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
B19-01076	400 S VICE...	BUILDING COMMERCIAL	PLAN CHECK	Request	\$4143.74		

Verify the correct permit/project and fees are selected. Click 'Proceed To Checkout' or add additional permits to your Shopping Cart by going back to your Dashboard.

### Shopping Cart

**IMPORTANT: When making a payment, please DO NOT click the 'Back' button on your browser. Doing so will result in multiple charges to your payment method!**

<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PERMIT (B19-01076)	PLAN CHECK FEE	3076.43
<input checked="" type="checkbox"/>	PERMIT (B19-01076)	INSPECTION FEE	1009.82
<input checked="" type="checkbox"/>	PERMIT (B19-01076)	GENERAL PLAN MAINTENANCE	50.49
<input checked="" type="checkbox"/>	PERMIT (B19-01076)	SB1473	7.00

Total: **\$4,143.74**

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

Click on the PROCEED TO 'CHECKOUT' button.

Checkout Summary

**IMPORTANT: When making a payment, please DO NOT click the 'Back' button on your browser. Doing so will result in multiple charges to your payment method!**

PERMIT B19-01076 136 ROXANNE LN

Description	Quantity	Amount
PLAN CHECK FEE	1	\$3,076.43
INSPECTION FEE	1	\$1,009.82
GENERAL PLAN MAINTENANCE	1	\$50.49


Total Fees: \$4,136.74

Total: \$4,136.74

[BACK TO SHOPPING CART](#)

[PROCEED TO PAYMENT](#)

Enter your Credit Card Information and Click on the PROCESS PAYMENT button

Order Information	* Required Fields
Description:	
Invoice Number: WEB710	
Total: \$4136.74 (USD)	
Payment Information	
	
Card Number:	<input type="text"/> * (enter number without spaces or dashes)
Expiration Date:	<input type="text"/> * (mmyy)
Billing Information	
Customer ID:	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Company:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>
Country:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>

Print the Payment Summary for your reference and recordkeeping.

The permit or project has been officially received by the City of Corona. Depending on the permit/project type, staff will review the permit and contact you regarding next steps.

[View Permit Summary](#)

Once the plan review fee is paid, if applicable, and the application is submitted, a summary page will generate. The tabs are selectable to review the permit application information. The permit will now appear on your dashboard under My Active Permits.

## Scheduling Inspections

Once the permit record is created and approved select the SCHEDULE link to schedule an inspection.

LINK TO PERMITS, PROJECTS, AND LICENSES

**My Open Permit Applications** 1 total record(s)

Applications In Progress	Permit Type	Created Date	
Continue		4/29/2019	Delete

**My Active Permits** 7 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
B17-02420	1973 Footh...	COMMERCIAL NEW	ISSUED	Request	\$0.00		

**My Active Permits** 6 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
B19-01076	136 ROXANN...	BUILDING COMMERCIAL	APPROVED	Request	\$0.00		

Complete the required information, including the contact information and the requested inspection date. Click SUBMIT and your inspection has been scheduled.

**PERMIT Inspection Request - B17-02420**

\* Contact Name:

\* Phone Number: ( ) - -

\* Site Address:

\* Email Address:

Notes:

Inspection Type: APPROVAL TO GUNITE ▼

Requested Date: 5/1/2019 ▼

Time: Any ▼

**ADD INSPECTION** **CANCEL**

Add inspections by selecting 'Inspection Type', 'Request Date', 'Time' and pressing 'Add Inspection'.

**\*\*INSPECTION WILL NOT BE SCHEDULED UNTIL THE 'SUBMIT' BUTTON IS CLICKED AND THE TERMS ARE ACCEPTED. AN E-MAIL VERIFICATION WILL BE SENT ONCE SUCCESSFULLY SCHEDULED\*\***