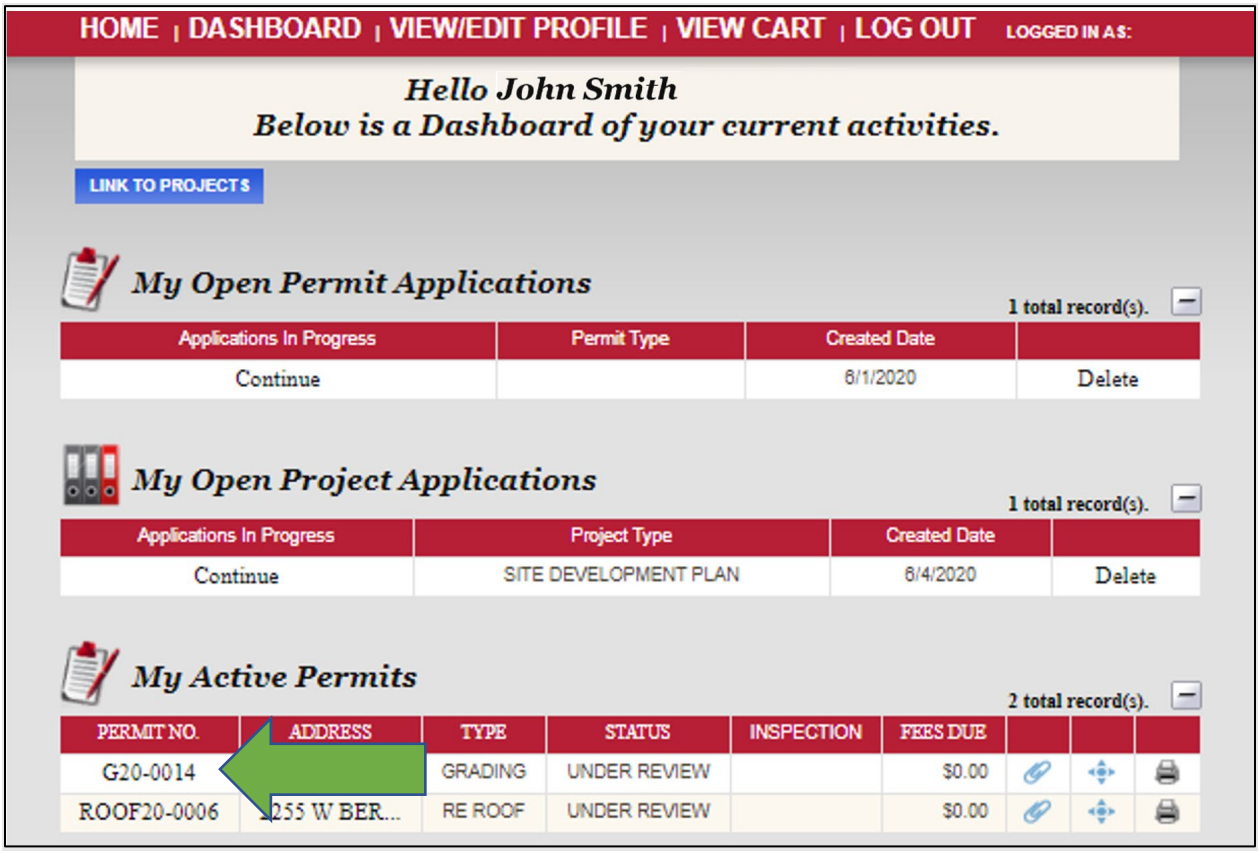
Monitoring Permits Application Process

Permits can easily be monitored through Littleton eTRAKiT Portal. Users will need to be logged in to see information on reviews and inspections results.

Step 1: Locate Permit to Review

Applicants can utilize the Littleton eTRAKiT Portal to stay up to date on all permits. Once logged into the eTRAKiT dashboard, click on the permit number to view more information. If you are not connected to the permit, you will need to search for the permit. Steps on how to search for permits is located in *Littleton eTRAKiT Searching Permits and Projects* found on eTRAKiT Help.



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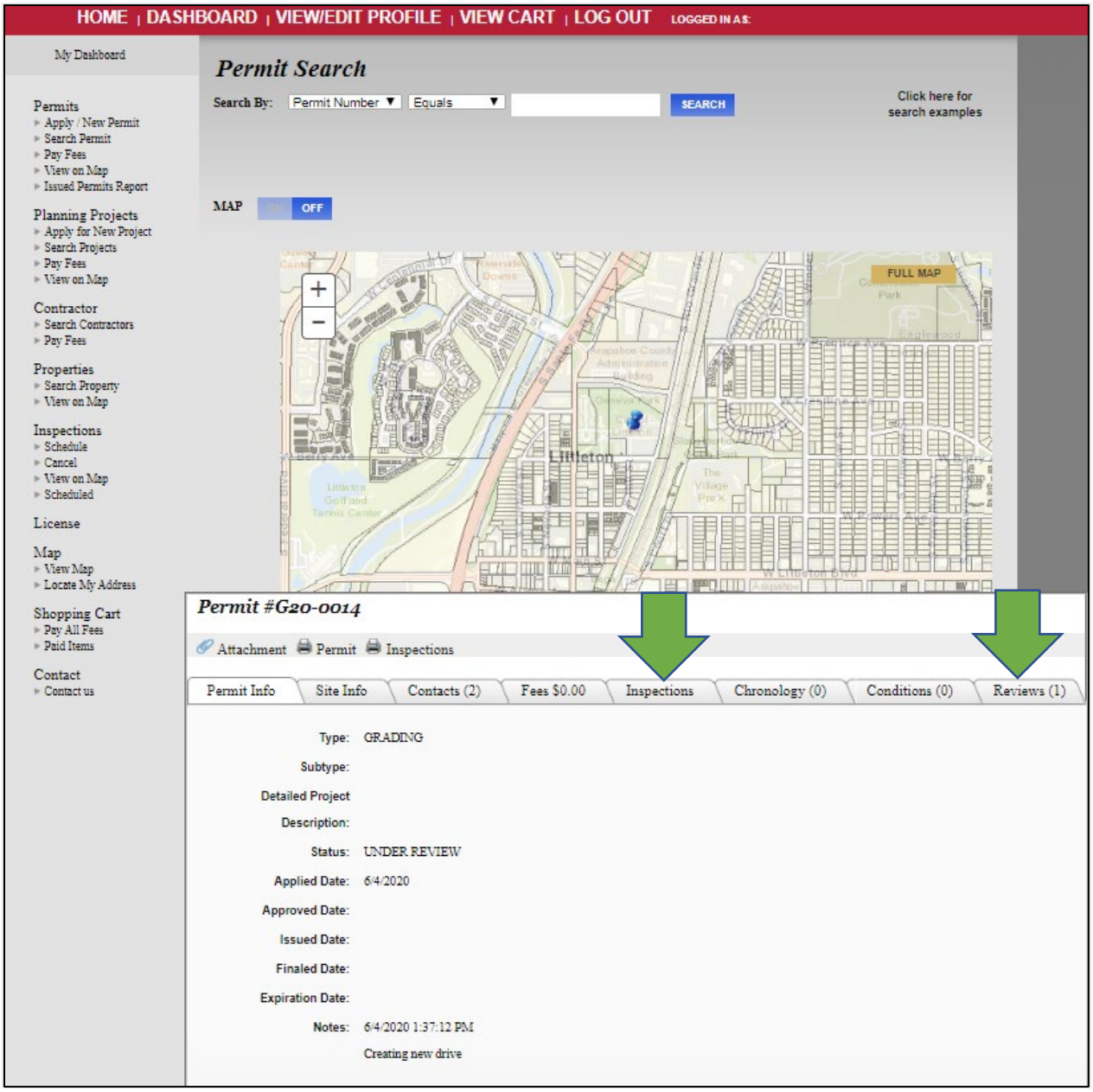
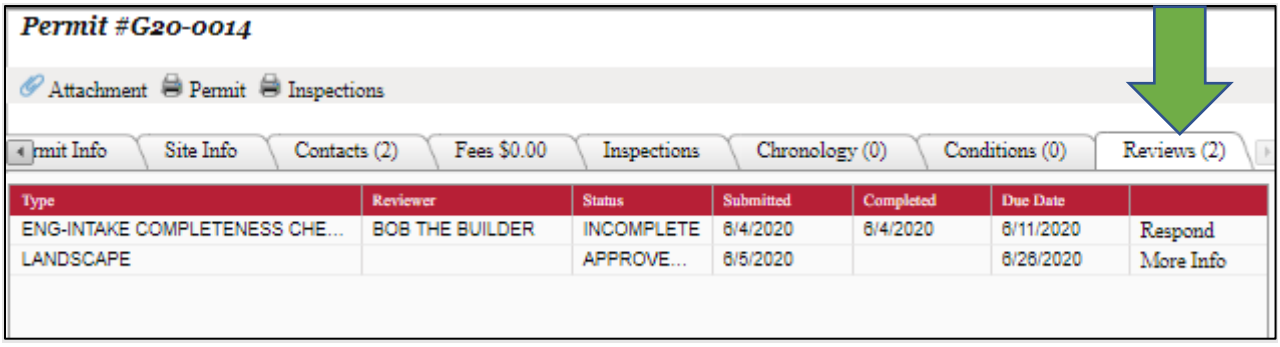
Step 2: Review permits

Information about the permit is in each tab. Any attachments to the record will be located under Permit info, under attachments.



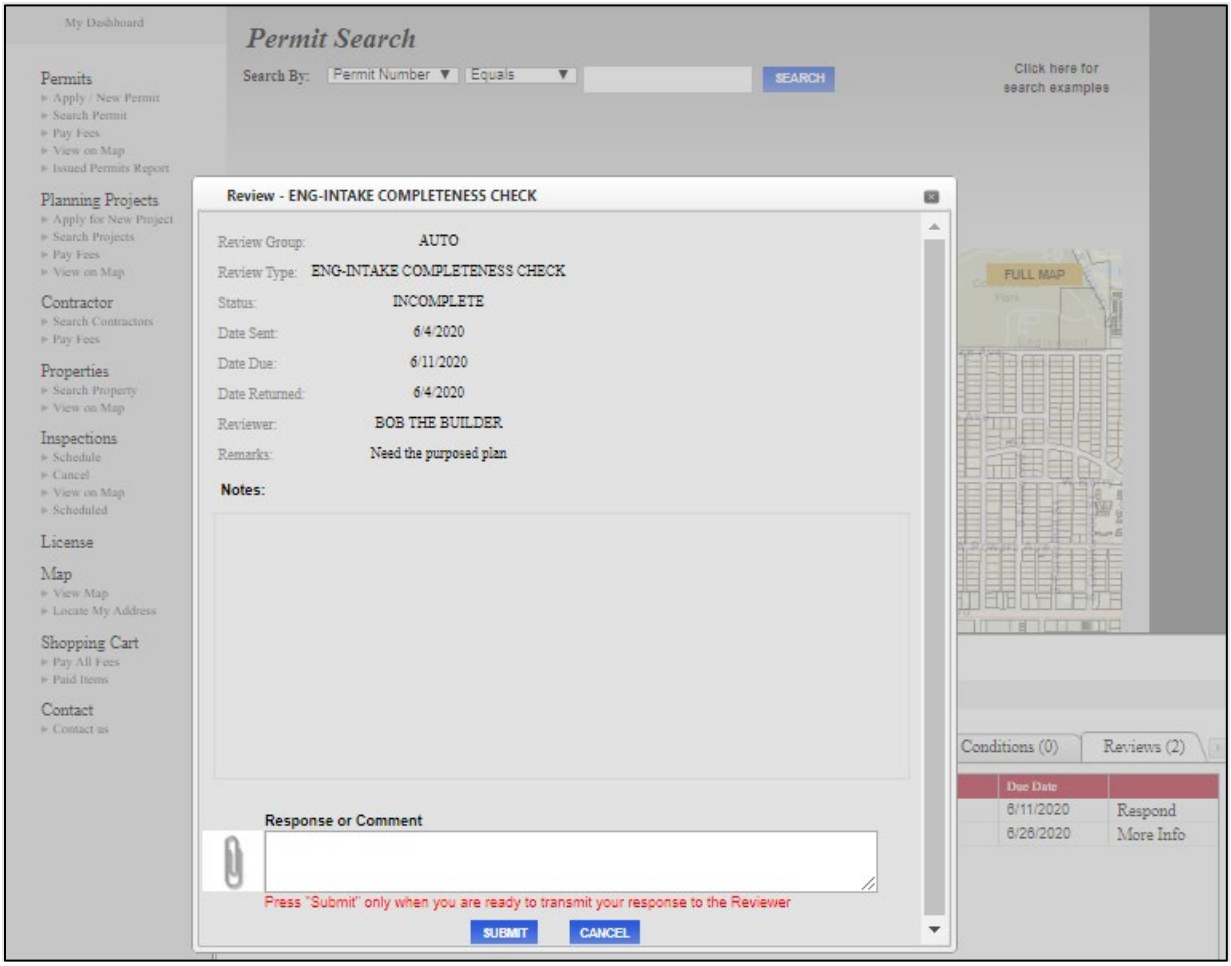
Step 3: Finding Comments from City Staff

Click on the review tab to see all the reviews on the record. Click on **More Info** to see comments from staff.



Step 4: Reviewing and Responding to Staff Comments

Comments from staff will be under **More Info**. If a review requests more information to be provided, you will be able to comment on the review and add attachments (click on paper clip) from the pop-up window. Once you select the **SUBMIT** button an email will be sent to the staff member assigned.



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