

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](#).

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


Hello John Smith
Below is a Dashboard of your current activities.

[LINK TO PROJECTS](#)




My Open Permit Applications 1 total record(s)

Applications In Progress	Permit Type	Created Date	
Continue		6/1/2020	Delete









My Open Project Applications 1 total record(s)

Applications In Progress	Project Type	Created Date	
Continue	SITE DEVELOPMENT PLAN	6/4/2020	Delete

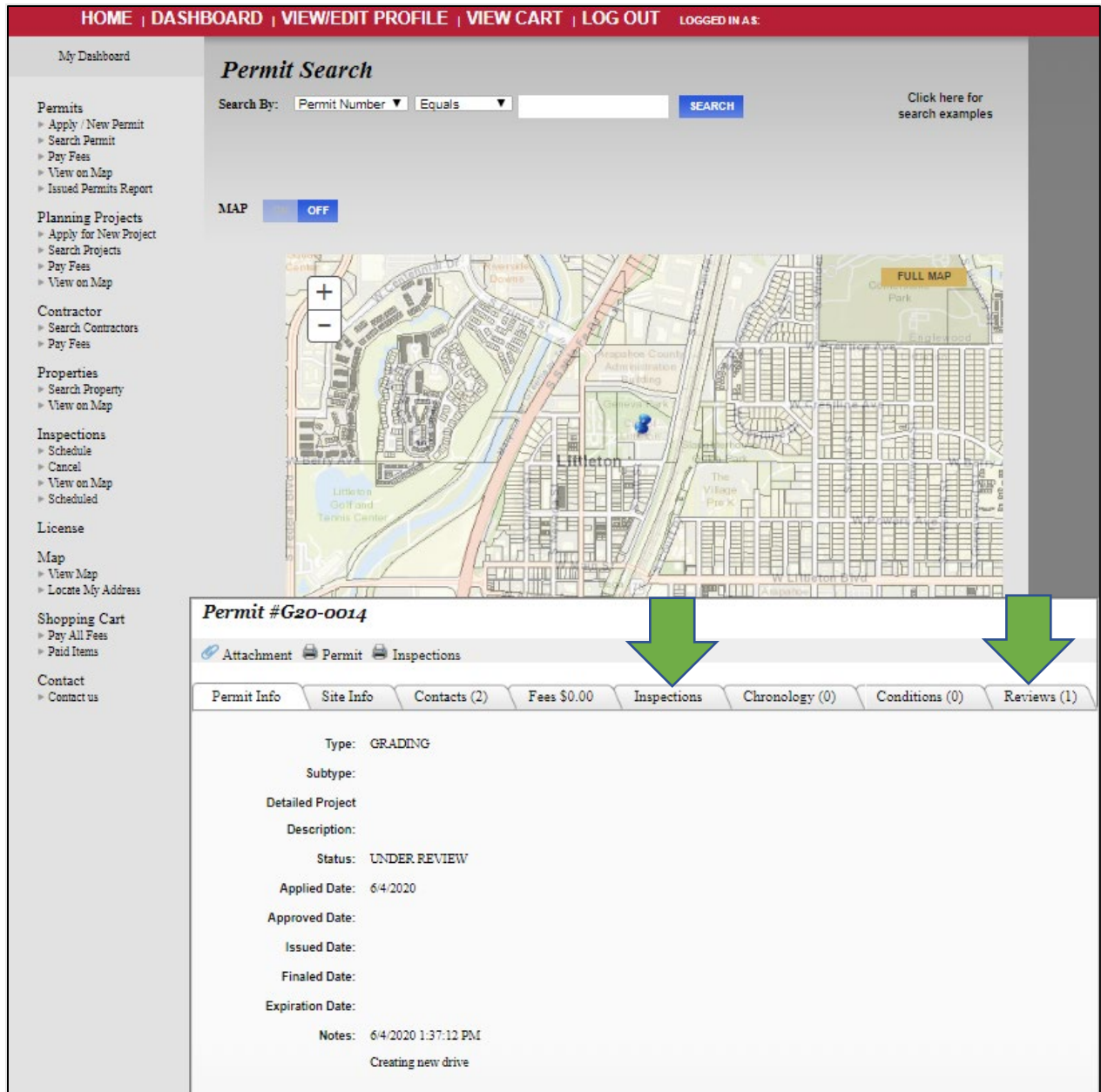


My Active Permits 2 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
G20-0014		GRADING	UNDER REVIEW		\$0.00			
ROOF20-0006	255 W BER...	RE ROOF	UNDER REVIEW		\$0.00			

Step 2: Review permits

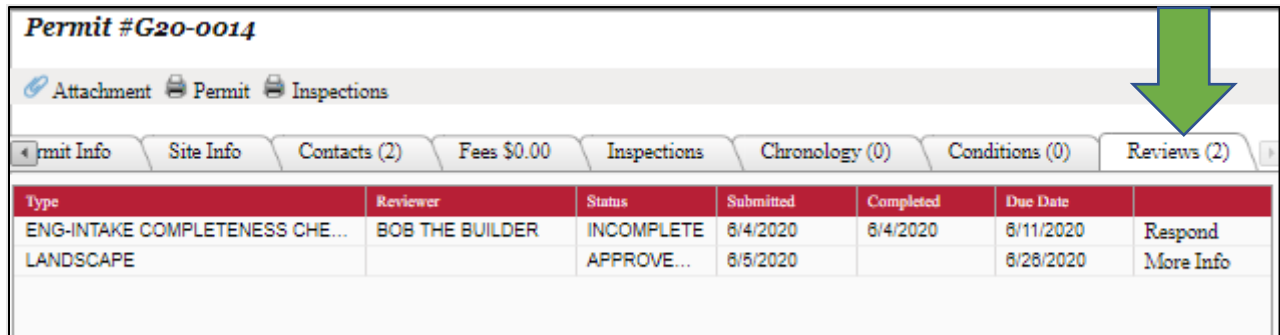
Information about the permit is in each tab. Any attachments to the record will be located under Permit info, under attachments.



The screenshot shows a web application interface for permit management. At the top, there is a navigation bar with links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, and LOG OUT, along with a 'LOGGED IN AS:' indicator. A sidebar on the left contains a 'My Dashboard' section and several menu categories: Permits, Planning Projects, Contractor, Properties, Inspections, License, Map, Shopping Cart, and Contact. The main content area is titled 'Permit Search' and includes a search form with a dropdown for 'Permit Number', a search type dropdown set to 'Equals', and a 'SEARCH' button. Below the search form is a 'MAP' toggle set to 'OFF'. A map of Littleton, Colorado, is displayed, showing various landmarks like 'Littleton Golf and Tennis Center' and 'The Village Pre K'. Below the map, a detailed view for 'Permit #G20-0014' is shown. This view includes a tabbed interface with tabs for Attachment, Permit, and Inspections. Below these tabs is a row of sub-tabs: Permit Info, Site Info, Contacts (2), Fees \$0.00, Inspections, Chronology (0), Conditions (0), and Reviews (1). The 'Permit Info' tab is active, displaying the following information: Type: GRADING, Subtype: (blank), Detailed Project Description: (blank), Status: UNDER REVIEW, Applied Date: 6/4/2020, Approved Date: (blank), Issued Date: (blank), Finaled Date: (blank), Expiration Date: (blank), and Notes: 6/4/2020 1:37:12 PM, Creating new drive. Two green arrows point from the 'Inspections' and 'Reviews (1)' sub-tabs to the detailed view area.

Step 3: Finding Comments from City Staff

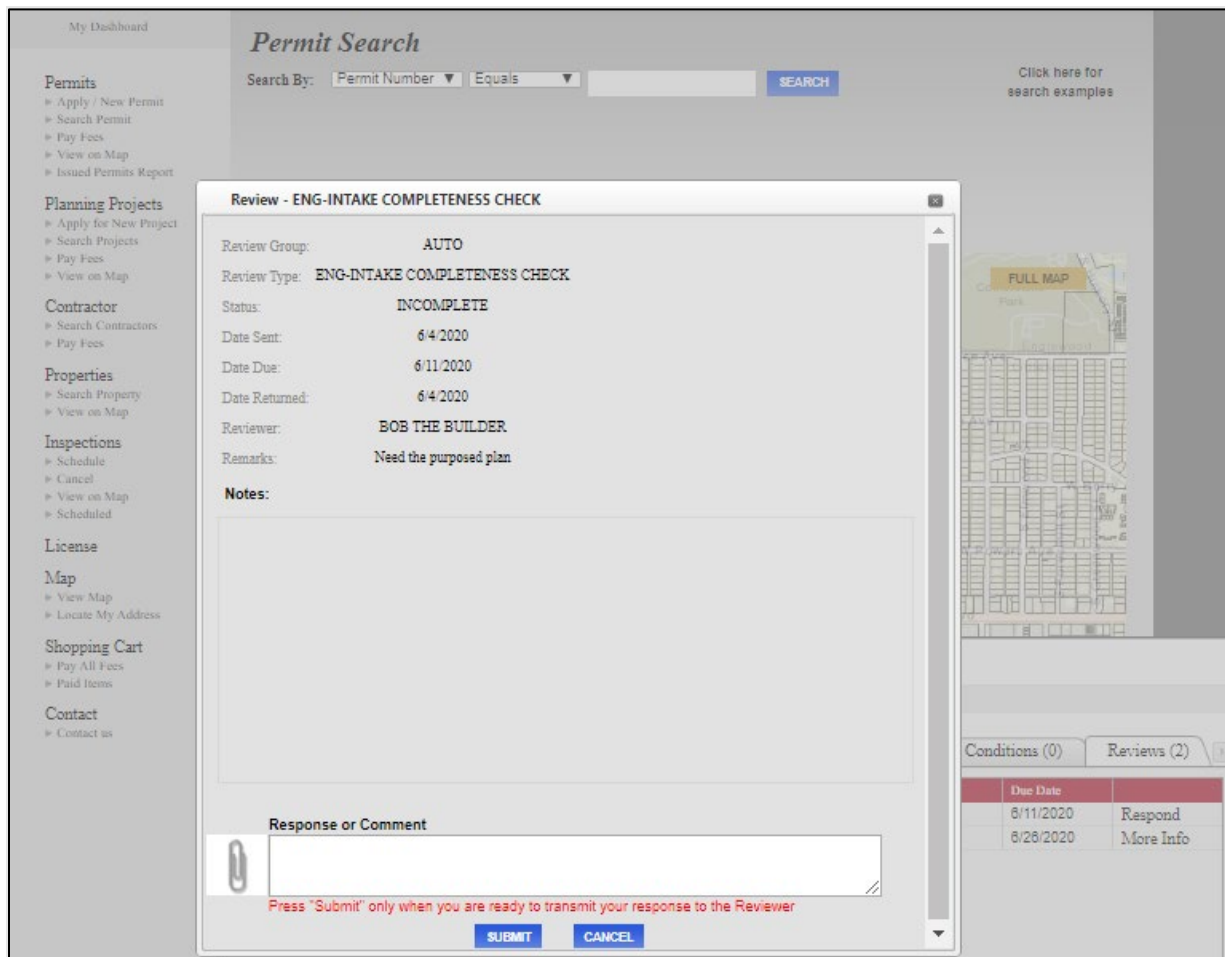
Click on the review tab to see all the reviews on the record. Click on **More Info** to see comments from staff.



Type	Reviewer	Status	Submitted	Completed	Due Date	
ENG-INTAKE COMPLETENESS CHE...	BOB THE BUILDER	INCOMPLETE	6/4/2020	6/4/2020	6/11/2020	Respond
LANDSCAPE		APPROVE...	6/5/2020		6/28/2020	More Info

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.



Review - ENG-INTAKE COMPLETENESS CHECK

Review Group: AUTO
 Review Type: ENG-INTAKE COMPLETENESS CHECK
 Status: INCOMPLETE
 Date Sent: 6/4/2020
 Date Due: 6/11/2020
 Date Returned: 6/4/2020
 Reviewer: BOB THE BUILDER
 Remarks: Need the purposed plan

Notes:

Response or Comment

Press "Submit" only when you are ready to transmit your response to the Reviewer

SUBMIT **CANCEL**