

# SCHEDULE YOUR BUILDING INSPECTION

Inspections are required to ensure that construction is proceeding according to the approved plans and project conditions-of-approval, and that all current code standards are being met.

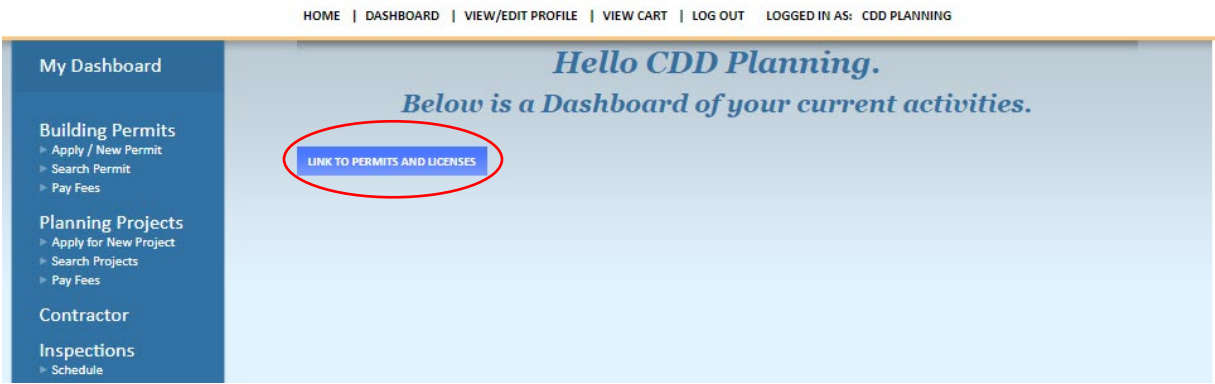
**NEW!** Before beginning any construction or demolition, you must schedule a pre-construction inspection. This inspection should be scheduled only after your permit has been issued.

Inspections for issued permits can be scheduled through our online portal: [eTRAKiT](#). (If you haven't already registered for an account, please visit our [eTRAKiT Account Setup Guide](#) for instructions.

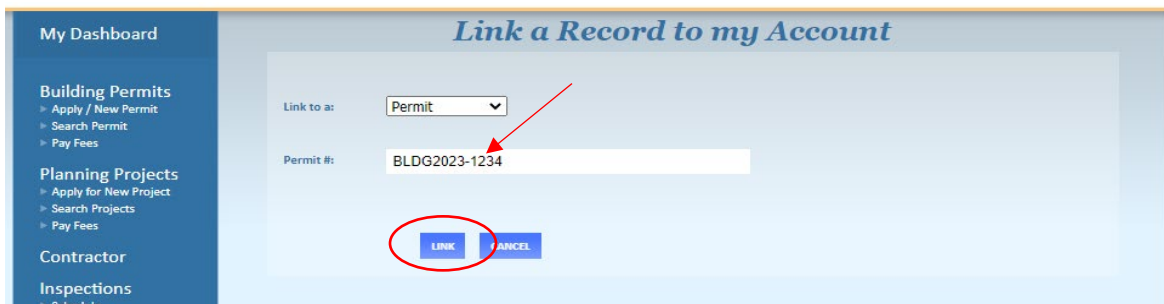
*To schedule Commercial Fire Inspections, please contact San Mateo Consolidated Fire at (650) 522-7940.*

## How To Schedule

1. Log in to [eTRAKiT](#), go to 'My Dashboard', and link your permit to your account.



2. Enter permit number and click **Link**. Your project will now show up on your eTRAKiT dashboard.



3. Your permit is now visible under 'My Active Permits.' To schedule an inspection, select the **Request** link in the Inspection column.

*Below is a Dashboard of your current activities.*

[LINK TO PERMITS AND LICENSES](#)

 **My Active Permits** 1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	UNLINK
BLDG2023-0475	MATSON...	BUILDING RESIDENTIAL	ISSUED	<a href="#">Request</a>	\$0.00		

4. Update the contact information to the person who will be present on the day of the inspection. Add any notes to your inspection request under the Notes field.

Use the drop-down menu to select the Inspection.

The Requested Date field will only show the dates that are available to be scheduled. The Time field will allow you to request either an AM or PM inspection (**NOTE:** this is only a request and is subject to change). After you have filled out all the Inspection Fields select **Add Inspection**.

**My Dashboard**

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

**Planning Projects**  
▶ Apply for New Project  
▶ Search Projects  
▶ Pay Fees

**Contractor**

**Inspections**  
▶ Schedule  
▶ Cancel  
▶ Scheduled

**License**  
▶ Search Licenses  
▶ Pay Fees

**Shopping Cart**  
▶ Pay All Fees  
▶ Paid Items

**Contact**  
▶ Contact us

**PERMIT Inspection Request - BLDG2023-0475**

\* Contact Name: John Doe

\* Phone Number: (650) 555-5555

\* Site Address: MATSONIA DR

\* Email Address: John.doe@fostercity.org

Remarks: Maximum limit: 40 characters

Notes:

Inspection Type: BLDG: FLASHING/MOISTURE PROOF

Requested Date: BLDG: FLASHING/MOISTURE PROOF

Time:

[ADD INSPECTION](#)

Add Inspections by selecting Inspection Type and Requested Date

Any items with an \* are REQUIRED fields and must be completed before scheduling.

BLDG: FLASHING/MOISTURE PROOF  
BLDG: GLAZING  
BLDG: GYPSUM  
BLDG: INSULATION  
BLDG: LATH-SCRATCH COAT  
BLDG: MISC  
BLDG: MULTIFAMILY UNIT FINALS  
BLDG: ROOF  
BLDG: ROUGH ALL  
BLDG: ROUGH FRAME  
BLDG: SEISMIC RESISTANCE SYST  
BLDG: SHEAR  
BLDG: SITE ACCESSIBILITY  
BLDG: UNDERFLOOR  
DEMO: SITE SECURITY  
DEMO: UTILITY SAFE OFF  
ELECTRICAL: GROUNDING/BONDING  
ELECTRICAL: MISC  
ELECTRICAL: ROUGH  
ELECTRICAL: SERVICE

5. If this is the only inspection you would like to request, click the **Submit** button. If you would like to request multiple inspections, please repeat step 4. Once you have added all of the inspections you would like to request click the **Submit** button.

My Dashboard

Building Permits

- Apply / New Permit
- Search Permit
- Pay Fees

Planning Projects

- Apply for New Project
- Search Projects
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Contractor

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- Schedule
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Shopping Cart

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Contact

- Contact us

### PERMIT Inspection Request - BLDG2023-0475

\* Contact Name: John Doe

\* Phone Number: (650) 555-5555

\* Site Address: MATSONIA DR

\* Email Address: Johndoe@fostercity.org

Remarks: Maximum limit: 40 characters

Notes:

Inspection Type: ELECTRICAL: ROUGH

Requested Date: 9/5/2023

Time: Any

ADD INSPECTIONCANCEL

Add Inspections by selecting Inspection Type and Request Date and pressing 'Add Inspection'

Any items with an \* are REQUIRED fields and must be populated to complete inspection scheduling.

Inspection Type	Request Date	Time	Delete
BLDG: FLASHING/MOISTURE PROOF	9/11/2023	Any	Delete
BLDG: INSULATION	9/11/2023	Any	Delete
ELECTRICAL: ROUGH	9/11/2023	Any	Delete

SUBMITRESET

6. To view your one-hour time window, please visit the [Daily Inspection Schedule](#) after 8:30am on the morning of your scheduled inspection.

Today's Inspections					
PERMIT	ADDRESS	INSPECTION	INSPECTOR	TIME RANGE	P
		BLDG: FLASHING/MOISTURE PROOF		PM	
		BLDG: ROUGH ALL		AM	
		BLDG: SEISMIC RESISTANCE SYST		AM	
		FINAL**		AM	
		BLDG: ROUGH ALL		AM	
		FINAL: PLANNING		PM	
		BLDG: FLASHING/MOISTURE PROOF		TBD	
		BLDG: GYPSUM		AM	
		FIRE SPRINKLER: OVERHEAD ROUGH		TBD	
		T-BAR: ABOVE GRID		AM	
		FINAL**		PM	
		BLDG: ROUGH ALL		TBD	
		BLDG: INSULATION		AM	
		FIRE SPRINKLER: OVERHEAD HYDRO		TBD	
		BLDG: LATH-SCRATCH COAT		AM	
		MECHANICAL: ROUGH		AM	
		BLDG: GYPSUM		AM	
		ELECTRICAL: ROUGH		AM	
		MECHANICAL: HVAC		AM	
		ELECTRICAL: ROUGH		AM	
		T-BAR		AM	