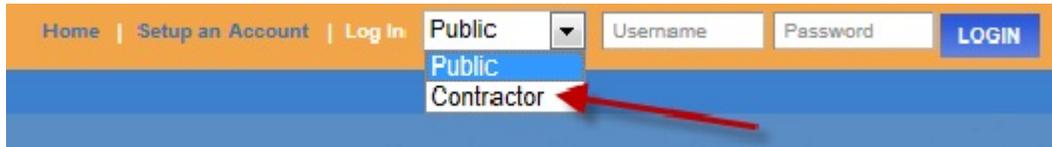


# HOW TO APPLY FOR A FENCE PERMIT ON eTRAKiT

## Log Into eTRAKiT:

Go to eTRAKiT at [www.okeechobeetrakit.com](http://www.okeechobeetrakit.com) or by locating the eTRAKiT link on our website (<http://www.co.okeechobee.fl.us/>). It will be on the upper left hand side of the Online Permitting and Inspections page.

Once there, you have to make sure that you select “Contractor” and not “Public” to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as “Public”.

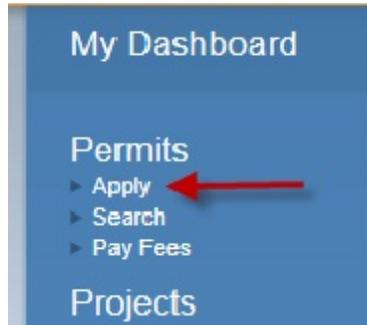


It will then let you pick your company’s name from a drop down list.

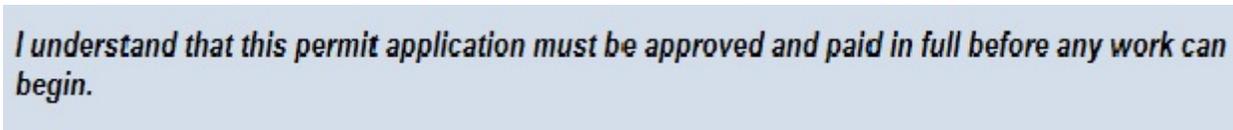


Once you have selected your company’s name, type in your temporary password that was given to you. If you did not receive one, or forgot it, please email/call us ([planning@co.okeechobee.fl.us](mailto:planning@co.okeechobee.fl.us) or 863.763.5548) to get that information as it is necessary for you to be able to set up your account.

eTRAKiT will take you to your “Dashboard”. On the left hand side of the screen, you will see “Apply” under Permits.



Next, it will take you to a Disclaimer.



After clicking on “I Agree”, click Continue at the bottom of the screen.

## Complete the Permit Application:

### Step 1:

Select the **“Permit Type”** from the drop down that you are applying for. Then select the “Subtype”. In the “Short Description”, type in the material that you will be using in ALL CAPS (WOOD, CHAINLINK, etc.), and the size of the fence. Make sure that you also put the amount of your contract in the “Job Value”.



The screenshot shows a form titled "Permit Type Information" with the following fields:

PERMIT Type	FENCE SINGLE FAMILY
PERMIT Subtype	WOOD OR CHAIN OR PVC
Short Description:	INSTALL 6' WOOD FENCE
*Job Value	\$2,300.00

Enter the parcel identification number or address of where the work is being in done in **“Location”**. It is best practice to search by parcel number. Select “SITE\_APN” from the drop down list and enter the parcel number, including the dashes.

Or

Select “Address” and enter the address. You may want to enter just a partial address to make sure that you can find the address you are looking for. \*Make sure that you pick the one with JUST the address and not anything that says “sgn”, “wtr”, etc.\*

**If the site address contains a lot number, please include the lot number in the “Short Description” under “Permit Type Information”.**



The screenshot shows an address search interface with the following elements:

- Instruction: **\*Enter part or all of your address and press search**
- Input field: 830 LAKESIDE
- SEARCH button
- Instruction: **Select address below**
- Dropdown list:
  - 830 LAKESIDE (indicated by a red arrow)
  - 830 LAKESIDE SGN

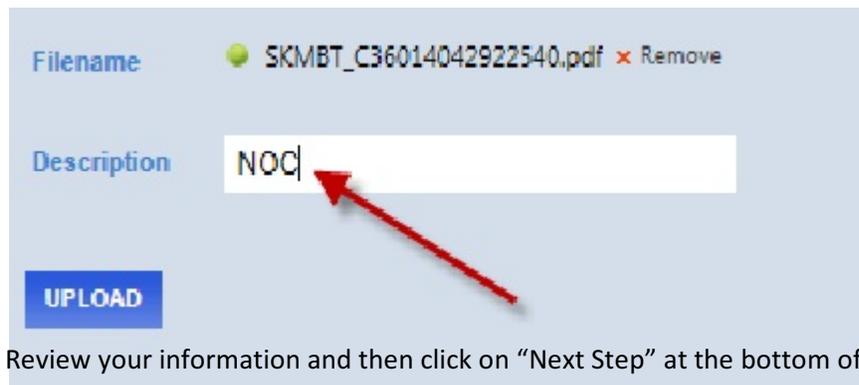
Click on the correct address. The complete address will appear in the "Location". If you clicked on the wrong address, do not hit the back button. Click the "Address Lookup" and it will allow you to type in another address.



You must now submit the site plan (and the Notice of Commencement, if needed) in "Attachments". To do this, click "Select" next to "File name". Double click on your file. You can always remove your selection by clicking on "Remove". You are only able to upload PDF, JPEG, & Word documents to eTRAKiT.



Make sure that you type in the "Description" of the document, such as site plan or NOC. Click "Upload".



Review your information and then click on "Next Step" at the bottom of the screen.

### **Step 2:**

Review all of the Applicant, Contractor, and Owner Information. It will not allow you to move on until the required (\*) information is completed.

Click "Next Step"

### **Step 3:**

Review all of the information. You will be able to edit any information in this screen. When everything is correct, click "Next Step".

**Step 4:**

Please read the “Confirmation”. Click “View Permit”. You will see that your permit status is “Received”.

Type:	FENCE SINGLE FAMILY
Subtype:	WOOD OR CHAIN OR PVC
Short Description:	INSTALL 6' WOOD FENCE
Status:	RECEIVED 
Applied Date:	9/8/2014
Issued Date:	
Approved Date:	

Your permit application will show up in the permit clerks’ workspace the next business day. Once they have reviewed and processed the permit, you will receive an email or phone call with the fee estimate by the end of the following business day.

**\*REMEMBER—YOU DO NOT HAVE A PERMIT UNTIL IT HAS BEEN PAID FOR AND ISSUED!\***

**\*\*If you have any questions, please contact Jennifer Busbin or Jenna Durham at [planning@co.okeechobee.fl.us](mailto:planning@co.okeechobee.fl.us) or (863) 763-5548.\*\***