

## REQUESTING INSPECTIONS VIA PERMIT PORTAL

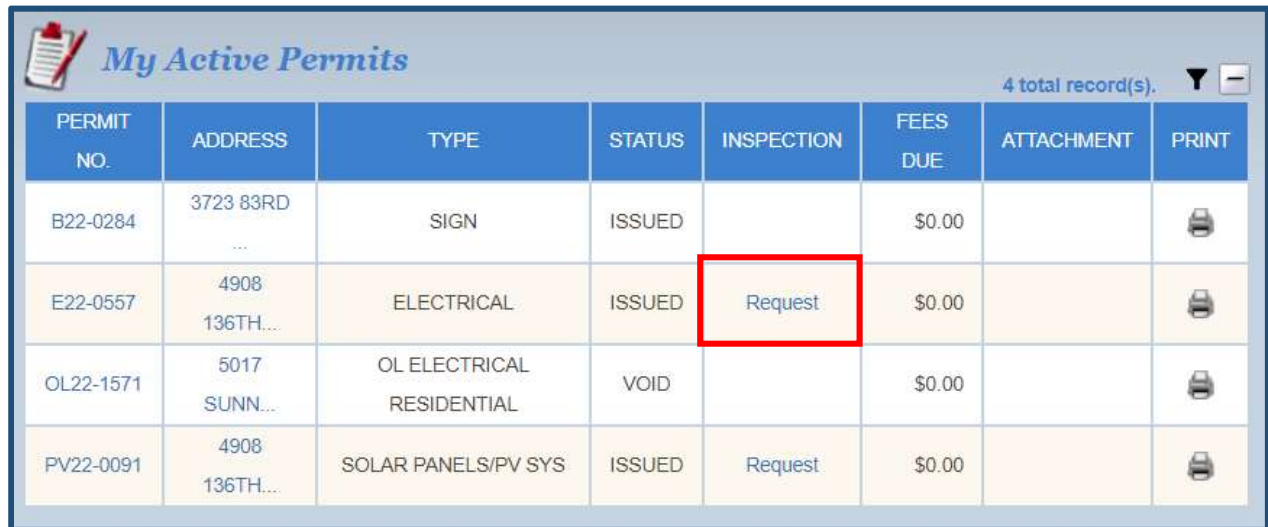
Marysville eTRAKiT Portal is the method to schedule building permit and fire permit inspections. This page will give eTRAKiT users step by step instructions for scheduling and cancelling a building or fire inspection through Marysville eTRAKiT Portal.

### SCHEDULING INSPECTIONS

Once the permit has been issued, inspections can be scheduled. Requests for inspections can be submitted until 3:30pm on the day prior to the requested inspection date. Inspections scheduled on the weekend will be schedule for Tuesday.


Log in to eTRAKiT at Marysville eTRAKiT Portal- Once logged in, navigate to My Dashboard and you will see the permits that are eligible for inspection scheduling.

Under the My Active Permits, if a permit is eligible for scheduling, a [Request](#) button will show under the INSPECTION column to schedule all the inspection types.



PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	PRINT
B22-0284	3723 83RD	SIGN	ISSUED		\$0.00		
E22-0557	4908 136TH...	ELECTRICAL	ISSUED	<a href="#">Request</a>	\$0.00		
OL22-1571	5017 SUNN...	OL ELECTRICAL RESIDENTIAL	VOID		\$0.00		
PV22-0091	4908 136TH...	SOLAR PANELS/PV SYS	ISSUED	<a href="#">Request</a>	\$0.00		

1. Click on REQUEST
2. Review/enter Contact information and Inspection Notes- The contact information will auto populate based on the profile information; you can update this information if you need for the specific inspection. It is best to provide the inspector with the day of inspection contact information. You can add additional information about your inspection request in the Notes field.



\* Contact Name: Joe Smith  
 \* Phone Number: (360) 363-8201  
 \* Site Address: 4908 136TH PL NE  
 \* Email Address: js@homeelectric.com  
 Remarks: Maximum limit: 40 characters  
 Notes: Call 360-363-8301

IMPORTANT: An inspector will need an adult, at least 18 years old to provide access in order for us to perform the inspection. If the structure is unoccupied, do not add information about access to the structure in your request, i.e. garage codes, lock box code or key location. If you need to give that information for the inspection, please contact 360-363-8223 to provide that information securely.

3. Select Inspection Type and Date- Click dropdown to select the type of inspection. Please make sure to select the correct inspection, selecting the wrong inspection may result in a failed inspection.

4. After you select the inspection type, click on the inspection date and then the am/pm option. Please note, the inspectors will make every effort to accommodate your request for am or pm however, depending on the current number of inspection scheduled this may not be possible.

5. Click on Add Inspection
6. To schedule additional inspection, repeat 3 & 4 and click on Add Inspection.


IMPORTANT: Inspections are not scheduled until you click on the SUBMIT in the next step.


7. Submit Inspection Request – After you have added all inspections requests for the selected permit, click SUBMIT to complete the request. You will also have to accept the inspection disclaimer by clicking on ACCEPT

Inspection Type	Request Date	Time	Delete
ELECT- SERVICE INSPE	7/3/2023	Any	Delete
ELECTRICAL FINAL	7/3/2023	Any	Delete

### **CANCELLING INSPECTIONS**

1. Inspections can be cancelled up to 3:00pm the day before the scheduled inspection. To cancel after this time, please email [MSVLpermits@marysvillewa.gov](mailto:MSVLpermits@marysvillewa.gov) or call 360-363-8223 before 9:00 am the scheduled day of inspection.
2. Once logged into your account, navigate to your Dash Board and you will see My Active Inspections
3. Click on the **X** next to the desired inspection

 **My Active Inspections** 1 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
E22-0557	PERMIT	ISSUED	4908 136TH...	ELECTRICAL	7/03/2023	

4. Select OK to confirm.