Development Services Department
73510 Fred Waring Dr., Palm Desert, CA 92260
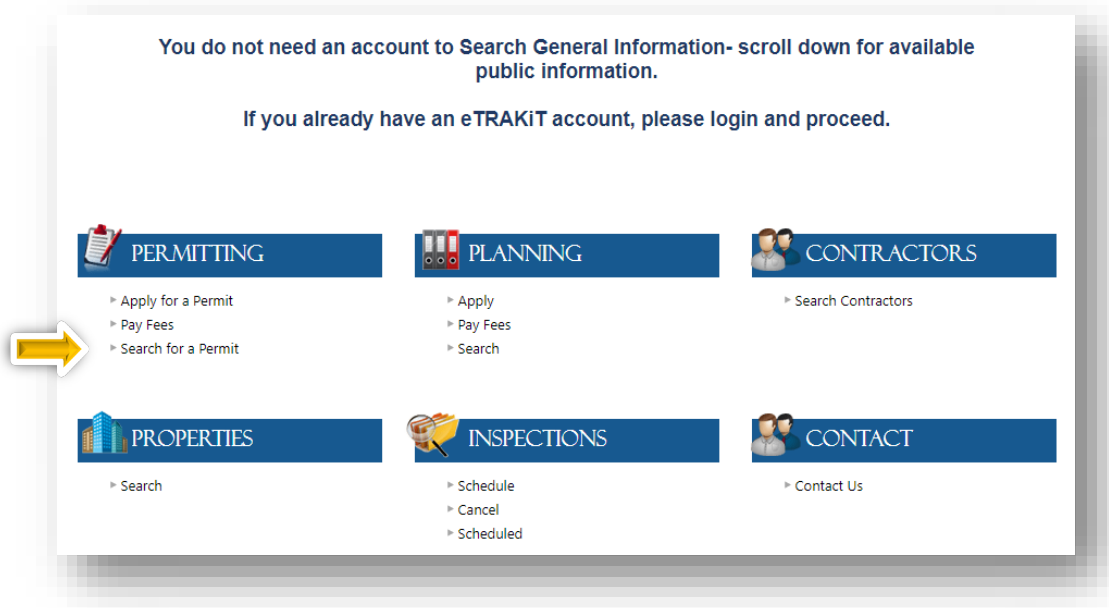www.palmdesert.gov

eTRAKiT Instructions

The following instructions provide new users information on how to set up a new account and log into the eTRAKiT portal. An account is **required** to apply for a permit, pay permitting fees, submit corrections, check the status of a permit, download approved plans, and schedule inspections. An account is not required to search permit history available on this platform. To perform a permit search, go to eTRAKiT, scroll down to "PERMITTING", and click on "Search for a Permit". Search by address, parcel, or permit number.

eTRAKiT Account Set Up

New user accounts are set up by city staff. To access eTRAKiT, email a request for a new account to permitcenter@palmdesert.gov and include the information requested below according to user type.

User Type	Subject Line (Copy & Paste)	Provide the Following (Copy & Paste)
Contractor	Contractor – eTRAKiT Account Setup	1. CSLB Number: 2. Business Name: 3. Mailing Address: 4. Contact Person Name: 5. Contact Email: 6. Contact Phone Number:

Property Owner	Property Owner – eTRAKiT Account Setup	1. Name: 2. Address: 3. Phone Number: 4. Permit Number: 5. Contact Email:
Design Professionals	Design Professional – eTRAKiT Login Setup	1. Business Name: 2. Mailing Address: 3. Contact Person Name: 4. Contact Email: 5. Contact Phone Number: 6. Permit Number:

eTRAKiT Login

New users will receive an email with username and temporary password.

- Go to eTRAKiT. Along the top of the webpage, click on the down arrow to select "Log In", and select "Contractor"
- Enter the "User Name" that was provided in the email
- Enter the temporary "Password" that was provided in the email
- Click "LOGIN"

- NOTE: At initial login, useust update their password and set up a security question and answer. Please keep this information as you need it should you have to reset your password.
- Applying for Permit: Once logged on, you will see a blue taskbar to the left of the screen titled "My Dashboard." Under the first section titled "PERMITTING," click on "Apply for Permit," and follow the prompts to start an application.