

# HOW TO APPLY FOR A ROOFING PERMIT ON eTRAKiT

## Log Into eTRAKiT:

**\*\* Please see "HOW TO CREATE A CONTRACTOR ACCOUNT" if it is your first time logging in.\*\***

Go to eTRAKiT at <https://bocc.okeechobeetrakit.com/etrakit/> or by locating the eTRAKiT link on our website (<http://www.okeechobeecountyfl.gov/>). It will be on the upper left hand side of the Online Permitting and Inspections page.

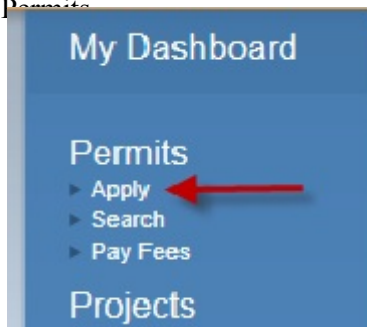
Once there, you have to make sure that you select “Contractor” and not “Public” to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in as “Public”.



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 the password you created. If you have forgotten your password, select the “Forgot Password” button to reset. If you need a security question reset, please email/call us ([buildingdepartment@okeechobeecountyfl.gov](mailto:buildingdepartment@okeechobeecountyfl.gov) or 863.763.5548). Once logged in, 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.

***I understand that this permit application must be approved and paid in full before any work can begin.***

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 work that you will be doing in ALL CAPS (REROOF, REROOF HOUSE AND GARAGE, etc.). Make sure that you also put the amount of your contract in the “Job Value”.

*Permit Type Information*

PERMIT Type	ROOF SINGLE FAMILY
*PERMIT Subtype:	SHINGLE TEAR OFF
*Short Description:	REROOF
*Job Value	\$2,400.00

You will now have to put your product approval number and the number of squares that you will be doing in the spaces provided, as seen below. The additional spaces are to be filled out if you will also be doing a garage, shed, etc. We must have this information to be able to process your permit.

*Additional Information*


FL Product Approval:	5444.1
Number of Squares:	26
FL Product Approval:	
Number of Squares:	
FL Product Approval:	
Number of Squares:	

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.\*

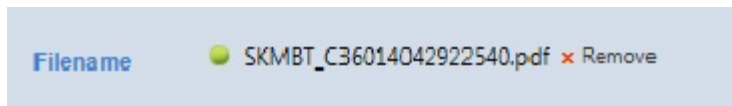
If the site address contains a lot number, please include the lot number in the “Short Description” under “Permit Type Information”.



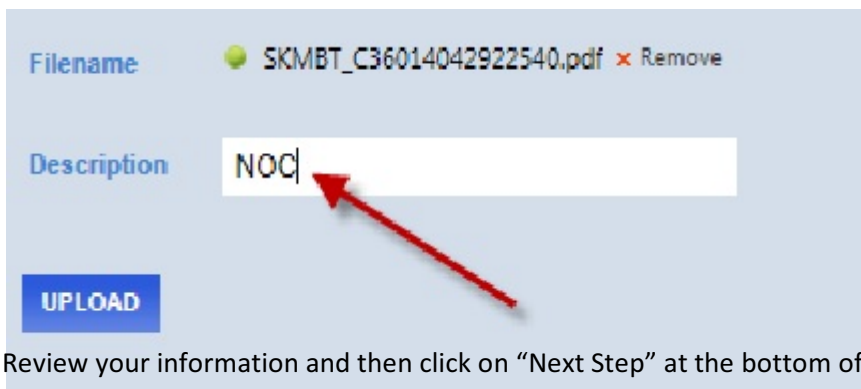
Click on the correct address. The complete address will appear in the “Location”. If you clicked on the wrong address, do not hit the back button. Click the “Address Lookup” and it will allow you to type in another address.



You may submit “Attachments” as well, such as Notice of Commencements. 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. (Example: NOC, Notice of Commencement, Plans, Florida Product Approval Sheets). 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”.



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 us at [buildingdepartment@okeechobeecountyfl.gov](mailto:buildingdepartment@okeechobeecountyfl.gov) or (863) 763-5548.\*\***