Steps to check your plan check status via eTrakit

Step 1: Click or paste the link: https://cdweb.san-clemente.org/eTRAKiT/Search/permit.aspx

Step 2: Enter permit into the Search Value and click search

Public ▾   **User Name:** [   ]   **Password:** [   ]   **LOGIN**   ☐   **Remember Me**   **Forgot Passw**

Permit Search

Search By:	Permit Number ▾
Search Operator:	Begins With ▾
Search Value:	[ ]

Click here for search examples

SEARCH

ON OFF

Step 3: Click on the permit number under the search results to open the record.

Permit Search

Search By:	Permit Number ▾
Search Operator:	Begins With ▾
Search Value:	B23-0447

Click here for search examples

SEARCH

Your search returned 1 total record(s).

MAP ON OFF

Permits

PRINT   EXPORT TO EXCEL

🔍 Search Results

Permit Number	Permit Type	Permit Sub Type	Address
B23-0447	BLDG SFD	ADD/ALTER	253 VIA SAN ANDREAS

Step 4: Click on the Reviews tab to monitor the status of your plan check.

Permit Search

Search By:	Permit Number ⌄
Search Operator:	Begins With ⌄
Search Value:	B23-0447

Click here for
search examples

SEARCH

MAP ON OFF

Search Results *Permit #B23-0447*

PRINT

🔍 **Search Results**

Permit Info	Site Info	Fees $0.00	Inspections	Reviews(7)

Permit Number

B23-0447

Type	Reviewer	Status	Submitted	Complete	Due Date	More Info
BUILDING INFO			2/27...			More Info
HOA			2/27...			More Info
OCFA		OK -...	2/27...	2/27...	2/27...	More Info
WMP			2/27...			More Info
BLDG 1ST	DAN ZIM...	Corr...	3/23...	3/29...	4/7/...	More Info
ENGR 1ST	EMILY SH...		3/23...		4/7/...	More Info
PLNG 1ST	SARA TOMA	PC ...	3/23...	3/28...	4/7/...	More Info

Status Key:

No Status / Under Review = plans are still being reviewed by the plans examiner

Corrections = the departmental plans examiner has corrections for your project.

PC Approved = the departmental plans examiner has approved your project.