

TO LOGIN GO TO

<https://permits.morgan-hill.ca.gov>

OR

ETRAKIT Morgan Hill

CONTRACTOR LOGIN

Contractors that have obtained and signed for permits will automatically be provided with a login and temporary password at time of issuance. If your contractor license number is not reflected on the front of this permit card, please setup a PUBLIC User Account to login.

Log In **Contractor** **LOGIN**

At the top of the web page enter a Username and Password then select **LOGIN**

1. Username will be your Contractors License Number
2. Temporary Password for first time users will be: **MH123456** (Note: Password is Case Sensitive)

Note: First time users will be prompted to reset password. A security question and answer will need to be provided in order to reset your password in the future. At top of page under "VIEW/EDIT PROFILE" please add an email to account profile. Password reset will not be available if an email is missing from account profile.

PUBLIC LOGIN

Property Owners or first time users will be required to setup a PUBLIC user account in order to setup an inspection.

1. To setup a User Account, select "Setup an Account" at top of web page. **Home | Setup an Account | Log In**
2. Select **PUBLIC REGISTRATION**
3. Enter your Profile and Username/Password information under "Create New Public User Account"
4. Select **CONTINUE**
5. Under "Inspections" select "Schedule" 
6. Under "My Dashboard" select "Link To Permits" 
7. Enter Permit # then select **LINK** (Example: BRES2018-0000)

Note: To login into your account after initial set up, select "Public" from "Log In" dropdown list, enter your Username and Password, then select **LINK**

Log In **Public** **LOGIN**

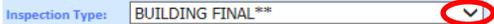
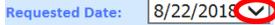
Accidentally linked to wrong permit? Select  to "Unlink Permit"

| My Active Permits | | | | |
|-------------------|---------------|----------------------|--------|------------|
| PERMIT NO. | ADDRESS | TYPE | STATUS | INSPECTION |
| BRES2018-0000 | 17575 PEAK... | Building Residential | ISSUED | Request |

Permits linked to your account will appear on your dashboard under "**My Active Permits**"

Note: Permits not having a passing inspection within 180 days from date of issuance or from date of last passing inspection will become inactive and will no longer appear under "**My Active Permits**". Please contact the Building Division to apply for a permit extension or to check on the status of a permit.

TO SCHEDULE AN INSPECTION

1. Select "**Request**" under "Inspection" column 
2. Select "Inspection Type" from dropdown menu 
3. Select a date from "Requested Date" dropdown menu 

Note: If the date being requested doesn't appear in menu, it is no longer available. Cut-off time for next day inspections is 3:30 PM.

4. Select a "Time" from dropdown menu "AM, PM or ANY"
AM inspections are from 8am to 12pm, and PM inspections are from 12pm to 4pm.

Note: We will try to accommodate AM/PM inspection requests, but we cannot guarantee them.

5. Select **ADD INSPECTION**
6. Select **SUBMIT** at bottom of page when you are finished selecting inspections needed.

If you don't select "**Submit**" your inspection will not be scheduled.

| Inspection Type | Request Date | Time | Delete |
|------------------|--------------|------|--------|
| BUILDING FINAL** | 8/22/2018 | AM | Delete |

SUBMIT **RESET**

List of scheduled inspections will then appear under

"My Active Inspections"

| My Active Inspections | | | | | | |
|-----------------------|----------|------------|---------------|------------------|-----------|---|
| REC NO | REC TYPE | REC STATUS | ADDRESS | INSPECTION | DATE | CANCEL |
| BRES2018-0000 | PERMIT | ISSUED | 17575 PEAK... | BUILDING FINAL** | 8/22/2018 |  |

TO CANCEL AN INSPECTION

1. Select  under "Cancel" column

| 1 total record(s) | | | |
|-------------------|------------------|-----------|---|
| ADDRESS | INSPECTION | DATE | CANCEL |
| 17575 PEAK... | BUILDING FINAL** | 8/22/2018 |  |

2. Select "OK" under webpage message

Message from webpage

Are you sure you want to unschedule this inspection?

OK Cancel

Note: Cancellation request cut-off time is 11:00 PM the day prior to the scheduled inspection.

SCHEDULED INSPECTIONS

Inspection time frames (typically a one hour window) will be provided by 8AM on the day of the scheduled inspection.

1. To view your scheduled inspection time frame, select permit number under "REC NO"

| My Active Inspections | | |
|-----------------------|----------|------------|
| REC NO | REC TYPE | REC STATUS |
| BRES2018-0000 | PERMIT | ISSUED |

2. Select "Inspections" tab 
3. Select "More Info" under the scheduled inspection
4. Inspection time frame will be available under "Remarks"

NEW

You may also now obtain a time frame of your inspection by going to inspection HOME page and select "Daily Scheduled Inspections" link.

To see a list of **Daily Scheduled Inspections** click [here](#).