

## TO LOGIN GO TO

[https://comc.csqrcloud.com/  
community-etrait](https://comc.csqrcloud.com/community-etrait)

## CONTRACTOR LOGIN

Contractors that had a previous license already have an existing account. Please follow the below steps to login.

At the top of the page click [Forgot Password](#)

Enter your Contractor License Number in the Box

Enter AEC Record #:

Click Reset Password. You will receive an email with a link to reset your password. You will then be able to login to your account.

For first time Contractors applying for a license, please create a new Contractor Account.

Click Apply under Contractor License

**Contractor  
Licenses**  
Apply

Follow all of the prompts that follow to obtain your login.

## 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"

**Inspections**  
Schedule Cancel

6. Under "My Dashboard" select "Link To Permits"

[LINK TO PERMITS, PROJECTS, AND LICENSES](#)

7. Enter Permit # then select [LINK](#) Example: RNEW23-00010

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](#)  Username  Password [LOGIN](#)

Accidentally linked to wrong permit? Select [Unlink Permit](#)

## My Active Permits

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION
CMECH23-00007	7200 QUEBE...	COMMERCIAL MECHANICAL/GAS	AWAITING PAYMENT	

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. On your dashboard, find the permit and inspection you want to schedule.

REC NO.	PERMIT	T.C.O.	10899	INSPECTION	Schedule
NRE221051	PERMIT	ISSUED	HAVA...	ELECTRICAL FINAL	

2. Select a date from "Requested Date" dropdown menu

Requested Date:

Note: If the date being requested doesn't appear in menu, it is no longer available. Cut-off time for next day inspections is 4:00 PM.

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

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.

List of scheduled inspections will then appear under

## "My Active Inspections"

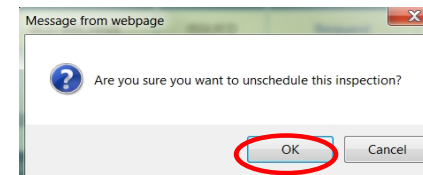
REC NO.	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
BRES2018-0000	PERMIT	ISSUED	17575 PEAK...	BUILDING FINAL**	8/22/2018	<a href="#">Cancel</a>

## TO CANCEL AN INSPECTION

1. Select [Cancel](#) under "Cancel" column

ADDRESS	INSPECTION	DATE	CANCEL
17575 PEAK...	BUILDING FINAL**	8/22/2018	<a href="#">Cancel</a>

2. Select "OK" under webpage message



Note: Cancellation request cut-off time is 6:00 AM the day of the scheduled inspection.

## PAY FEES

When fees are ready to be paid, the permit will be in the status of Awaiting Payment and you will see fee's in the fee's due.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE
CMECH23-00007	7200 QUEBE...	COMMERCIAL MECHANICAL/GAS	AWAITING PAYMENT		\$12378.46

Click on the fee amount to go to the next page

If all the fees you want to pay are checked, click Proceed to Checkout

[PROCEED TO CHECKOUT](#)

This will take you to another page where you can choose to pay by credit card or eCheck.

[PAY NOW](#)

[PAY WITH ECHECK](#)

Once you choose your payment method, it will take you to the payment vendor's page to enter your payment information. Once you have paid, you will be emailed a receipt from both Central Square and the Vendor. The Vendor's receipt will show any additional fee's that were charged for your payment method.

The permit will be uploaded to your eTrakit account withing 1 business day after paying your fees.