Welcome to Arvadapermits.org

This is the new inspection scheduling website for Building Inspection Division and Engineering Division. You will need to log in under your contractor’s license to receive the full benefits of Arvadapermits.org.

If you need assistance:
Email us at etrakit@arvada.org

Your First Sign-in
Click on the down arrow at the top of your screen.

Select your Contractor Name from the list. It should appear the same way that is stated on the letter that was sent to you.
If this is your **first** time logging in you will need to reset your password. Create a new password that is a minimum of 6 characters, at least one letter and 1 number. Remember the password is case sensitive. Once done click change password.
This is your dashboard. Here you will be able to schedule inspections, research old permits and look up addresses.
Scheduling an inspection

Under “My Active Permits” Click Request for the permit that you would like to schedule an inspection for.

This information will be auto completed; you will need to add an email address.

1. Select the type of inspection that you are requesting by clicking on the down arrow for Inspection Type.
2. Select the date that you want the inspection on
3. Click “Add Inspection”

You can add multiple inspections from this screen.

Remember

Anything with a * next to it must be completed. Please make sure that a phone number is left to contact someone about the project. These will auto fill if they are completed in your contractor’s license. Contact us if you need information updated.

Once you are done adding inspections for this permit, click Submit.
You will receive an email verification of the scheduled inspection.
Reviewing Inspection Results

From your dashboard, you will click on the blue underlined permit number under the My Active Permits.

From here you will click on the Inspections tab.
To see any notes associated with the inspection, click on More Info.

**Permit #R13-0030**

<table>
<thead>
<tr>
<th>Type</th>
<th>Result</th>
<th>Schedule Date</th>
<th>Time</th>
<th>Completed Date</th>
<th>Time</th>
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<tr>
<td>ROUGH HVAC</td>
<td>APPROVED</td>
<td>4/18/2013</td>
<td>4/18/2013</td>
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<td>4/18/2013</td>
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<td>APPROVED</td>
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<tr>
<td>ROOFING**</td>
<td>APPROVED</td>
<td>4/5/2013</td>
<td>4/5/2013</td>
<td></td>
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</tr>
</tbody>
</table>

This screen will be a pop out window, close it when you are done.
Printing Inspection Record

Select the permit from “My Active Permits” list on your dashboard.

Click on Inspection button at the top of the screen.

A new tab will open with all of the inspection results and notes for the permit.

Helpful Hint

Inspections can also be scheduled from this screen, by clicking on “Request Inspection”. 