SCHEDULING INSPECTIONS

FOR PERMITS APPLIED FOR UNDER OUR OLD PERMITTING SYSTEM

Transition to New System

On October 20, 2016 the city implemented a new permitting system, TRAKiT. This system offers new features for scheduling and confirming inspections online that replace the old Online Permit Center. However, these features are not available for permits that were applied for prior to October 20, 2016.

Checking to see if you have an "Old Permit"

All permits have an alphanumeric permit number. The quickest way to determine if you have an old permit, that number DOES NOT contain a dash.

Example:

B160100   No dash = old permit

RNEW16-0100   Dash = new permit

SCHEDULING INSPECTION FOR OLD PERMITS

Inspection scheduling for Old permits can only be done by calling the inspection line at 540-853-1142. Please schedule your requested inspection by calling and leaving a message on the inspection line by 4:00 PM on the day prior to the inspection (same policy that we've used in the past).

Note: While we will do our best to schedule inspection requests left on the Permit Center line 540-853-1090, we cannot guarantee that they will be scheduled for the next day.

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CONFIRMING INSPECTIONS SCHEDULED FOR OLD PERMITS

If you wish to confirm that your inspection has been scheduled, please do so using the new online permitting system, eTRAKiT.

eTrakit can be accessed from:

1. Link on the Planning Building and Development webpage - includes information on eTRAKit Implementation, roll out of features and how to set up an eTRAKiT account.

http://roanokeva.gov/174/Planning-Building-Development

2. Directly at

https://roanokeweb.roanokeva.gov/etrakit/default.aspx

Once in eTRAKiT, you can view all inspections scheduled for the day by clicking on "Scheduled" link under Inspections (below) or by logging into your eTRAKiT account.

Click on schedule to see scheduled inspections for the day

Daily inspection list

To create an eTRAKiT account, please come to one of our open houses, Wednesday mornings in Room 181 of the Municipal Building from 8:30 to 10:30 through November 28th or visit the planning department web page for additional options coming soon.