

# 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.**

## CRITICAL PROCESS - OLD PERMITS

The City implemented a new permitting system that makes applying for permits and the subsequent inspection process easier.

### Scheduling

Inspections for permits applied for prior to October 20, 2016 will require special steps.



## 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.

**Welcome to the City of Roanoke**

This site provides access to community development services, allowing citizens to search for information and complete many common tasks over the Internet. Online permitting will be available for licensed contractors and registered public users in 2017.

New public users, click on [Setup an Account](#) to register.

To our frequent customers - We are hosting open house sessions for Contractors and/or Design Professionals every Wednesday morning from 8:30-10:30 in Room 181 the 2nd Street Planning Studio (1st Floor Municipal Building near the Permit Center). These sessions are informal drop in anytime between 8:30-10:30. Contractors and/or Design Professionals will receive passwords and instructions for using eTRAKiT.

Please note: To schedule an inspection click on "Schedule" in the "Date" column. If you do not see "Schedule," call 540/853-1142 to schedule an inspection. Thank you for your patience during this software transition.

**Permits**  
 Apply / New Permit, Pay Fees, Search Permit

**Projects**  
 Apply, Search, Pay Fees

**Contractor**  
 Search Contractors

**Properties**  
 Search

**Inspections**  
 Scheduled, Cancel

**Code**  
 Search

**Contact**  
 Contact Us

**Today's Inspections**

PERMIT	ADDRESS	INSPECTION	INSPECTOR	TIME	RESULT
<a href="#">B160087</a>	1520 SHERWOOD AVE SW	FIELD COMMENTS	Mike Hopkins	TBD	
<a href="#">B160128</a>	3201 SOUTHWOOD MANOR CT SW	ZONING CO SIGN OFF	Jillian Moore	TBD	
<a href="#">B150821</a>	3804 BRANDON AVE SW	ROUGH IN GAS	Frank Haley	TBD	
<a href="#">B150611</a>	3101 KING ST NE	R FOOTING POSTPIER	Al Crespo	TBD	
<a href="#">B160059</a>	2121 COLONIAL AVE SW	Final Building	Frank Haley	TBD	
<a href="#">CMR16-0071</a>	604 BRANDON AVE SW	HVAC DUCT SEAL	Frank Haley	TBD	
<a href="#">B141017</a>	18 CAMPBELL AVE SE	ROUGH IN HVAC	Frank Haley	TBD	
<a href="#">B150024</a>	1835 OXFORD AVE SW	POWER ON NO OCCUPANCY	Mike Hopkins	TBD	
<a href="#">B141017</a>	18 CAMPBELL AVE SE	FINAL ELECTRIC	Frank Haley	TBD	
<a href="#">B160209</a>	1906 BELLEVIEW AVE SE	ROUGH IN HVAC	Frank Haley	TBD	
<a href="#">B141017</a>	18 CAMPBELL AVE SE	ROUGH IN FIRE ALARM	Frank Haley	TBD	APPROVED
<a href="#">RADD16-0127</a>	3232 COLLINGWOOD ST NE	R FOOTING PERIMETER	Al Crespo	TBD	
<a href="#">CELE16-0087</a>	2911 HERSHBERGER RD NW	FINAL ELECTRIC**	Wayne Irbly	TBD	
<a href="#">B160128</a>	3201 SOUTHWOOD MANOR CT SW	BUILDING CO SIGN OFF	Neil Holland	TBD	APPROVED
<a href="#">RMRP16-0079</a>	3107 AVENHAM AVE SW	R ROUGH IN PLUMBING	Mike Hopkins	TBD	APPROVED
<a href="#">B160619</a>		SLAB PREP	Frank Haley	TBD	
<a href="#">B160399</a>	2401 CAROLINA AVE SW	R FOUNDATION LAYOUT	Mike Hopkins	TBD	APPROVED
<a href="#">B150658</a>	4414 PHEASANT RIDGE RD SW	WATER SERVICE LAT	Frank Haley	TBD	
<a href="#">B160595</a>	3626 SHENANDOAH AVE NW	FIELD CO SIGNOFF	Wayne Irbly	TBD	
<a href="#">B160499</a>	1837 GREENWOOD RD SW	R ROUGH IN FRAMING	Mike Hopkins	TBD	
<a href="#">B160339</a>	824 JAMISON AVE SE	ROUGH IN FRAMING	Frank Haley	TBD	
<a href="#">B150616</a>	2154 MCVITTY RD SW	SLAB PREP	Frank Haley	TBD	
<a href="#">B160209</a>	1906 BELLEVIEW AVE SE	ROUGH IN PLUMBING	Frank Haley	TBD	
<a href="#">B160617</a>	403 SALEM AVE SW	Footing/Foundation	Frank Haley	TBD	
<a href="#">RADD16-0127</a>	3232 COLLINGWOOD ST NE	R ROUGH IN FRAMING	Al Crespo	TBD	

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 28<sup>th</sup> or visit the planning department web page for additional options coming soon.