

<http://etrac.savannahga.gov>



Site Development Permits

Using the Menu Bar

Menu Bar: Allows the user to access Permit & Plan Review records without Registering or Logging on.

Savannah, GA Online Services

Home

Permits

Plan Reviews

Inspections

Other Links



eTRAC
electronic Tracking, Review &
Approval Center

Subscribe / Follow On:



[[Log On](#)] / [[Register](#)]

Announcements

- Only appropriately licensed contractors may request inspections under their permit. All others that request an inspection may have their registration privileges revoked

Welcome to Savannah

Savannah is the largest city and county seat of Chatham County, in the U.S. state of Georgia. Established in 1733, the city of Savannah was the colonial capital of the Province of Georgia and later the first state capital of Georgia. Today Savannah is an industrial center and an important Atlantic seaport.

Each year Savannah attracts millions of visitors, who enjoy the city's architecture and historic buildings: the birthplace of Juliette Gordon Low (founder of the Girl Scouts of the United States of America), the Telfair Academy of Arts and Sciences (one of the South's first public museums), the First African Baptist Church (one of the oldest African American Baptist congregations in the United States), Temple Mickve Israel (the third-oldest synagogue in America), and the Central of Georgia Railway roundhouse complex (the oldest standing antebellum rail facility in America).

Savannah's downtown area, which includes the Savannah Historic District, the Savannah Victorian Historic District and 22 parklike squares, is one of the largest National Historic Landmark Districts in the United States (designated by the U.S. government in 1966). Savannah was the host city for the sailing competitions during the 1996 Summer Olympics held in Atlanta, Georgia.

PERMIT SEARCH and PLAN REVIEW SEARCH

- Home
- Permits
- Plan Reviews
- Inspections
- Other Links

Search
Apply



Subscribe / Follow On:

[Log On] / [Register]

Permit Search

Address Fields

Street Number	<input type="text"/>	Suite/Unit	<input type="text"/>
Pre Direction	<input type="text" value="-Prefix-"/>	City	<input type="text" value="Savannah"/>
Street Name	<input type="text"/>	State	<input type="text" value="GA"/>
Street Type	<input type="text" value="-Type-"/>	Zip Code	<input type="text"/>
Post Direction	<input type="text" value="-Postfix-"/>	County	<input type="text"/>

Hint

Explain liveLink mapping to finding an address.

IMPORTANT!
The **"Apply"** option under "Permits below Search" is only accessible through the **Citizen Access Portal** when logged in.

Permit Fields

Permit Number	<input type="text"/>	ProjectName	<input type="text"/>
Permit Type	<input type="text" value="- Permit Type -"/>	Issue Date	<input type="text"/>
Work Class	<input type="text" value="- Work Class -"/>	Expire Date	<input type="text"/>
Permit Status	<input type="text" value="- Status -"/>	Finalize Date	<input type="text"/>

Note

Provide as much detail as you can in order to narrow down the search results.

Search



Subscribe / Follow On:

[Log On] / [Register]

Plan Search

Address Fields

Street Number	<input type="text"/>	Suite/Unit	<input type="text"/>
Pre Direction	<input type="text" value="-Prefix-"/>	City	<input type="text" value="Savannah"/>
Street Name	<input type="text"/>	State	<input type="text" value="GA"/>
Street Type	<input type="text" value="-Type-"/>	Zip Code	<input type="text"/>
Post Direction	<input type="text" value="-Postfix-"/>	County	<input type="text"/>

Hint

Explain liveLink mapping as it to finding an address.

Plan Fields

Plan Number	<input type="text"/>	Project	<input type="text"/>
Type	<input type="text" value="- Plan Type -"/>		
Work Class	<input type="text" value="- Work Class -"/>	Expiration	<input type="text"/> <input type="text"/>
Status	<input type="text" value="- Status -"/>		

Note

Provide as much detail as yo in order to narrow down the results.

Hint: Less is MORE!

- When searching for a specific address, the street number and the first few letters of the street name are all that are needed.
- You must click the Search button at bottom right. Enter key will not work.

Clear

Search

To conduct a **PERMIT SEARCH**, you only need to enter text in either the Address Fields **OR** Permit Fields.
To conduct a **PLAN SEARCH**, you only need to enter text in either the Address Fields **OR** Plan Fields.

Search Examples:

Permit Search

Address Fields

Street Number

Suite/Unit

Pre Direction

City

Street Name

State

Street Type

Zip Code

Post Direc

Search Results

Permit Number	Address	Permit Type	Permit Work Class	District Name	Issued	Expired	Finalized
12-02258-S	7400 ABERCORN ST SAVANNAH, GA 31406	Sign	Attached				
12-00588-MC	7400 ABERCORN ST SAVANNAH, GA 31406	Mechanical (C)	All-inclusive		10/19/2012	04/24/2013	
12-01793-SITE	10714 ABERCORN ST SAVANNAH, GA 31419	Site Development	Full Site-Private				
12-01425-PC	13015 ABERCORN ST D-2 SAVANNAH, GA 31419	Plumbing (C)	Standalone		09/19/2012		09/21/2012

Plan Search

Address Fields

Street Number

7700

Suite/Unit

Pre Direction

-Prefix-

City

Savannah

Street Name

State

GA

Street Type

-Type-

Zip Code

Post Direction

-Postfix-

County

Search Results

Permit Number	Address	Permit Type	Permit Work Class	District Name	Issued	Expired	Finalized
12-02292-R1	7700 ABERCORN ST SAVANNAH, GA 31406	Right-of-Way(R1)	Other		10/22/2012	11/22/2012	
12-01589-SITE	7700 ABERCORN ST SAVANNAH, GA 31406	Site Development	Full Site-Private				
12-01621-BC	7700 ABERCORN ST Ste. C SAVANNAH, GA 31406	Building (C)	Renovation				



To REGISTER

On the eTRAC homepage, click "Register" on the upper right hand corner.

Subscribe / Follow On:  

[Log On] [Register]

Announcements

Only appropriately licensed contractors may request inspections under their permit. All others that request an inspection may have their registration privileges revoked

Welcome to Savannah

Savannah is the largest city and county seat of Chatham County, in the U.S. state of Georgia. Established in 1733, the city of Savannah



Subscribe / Follow On:  

[Log On] [Register]

New User Registration

User Details

First Name	<input type="text"/>	Email	<input type="text"/>
Middle Name	<input type="text"/>	Confirm Email	<input type="text"/>
Last Name	<input type="text"/>	Password	<input type="text"/>
Company	<input type="text"/>	Confirm Password	<input type="text"/>
Phone	<input type="text"/>		

BTW! 
Be sure your phone number is correct so we can contact you!

Address Fields

Street Number	<input type="text"/>	City	Savannah
Street Name	<input type="text"/>	State	GA
Suite/Unit	<input type="text"/>	Zip Code	<input type="text"/>
Street Type	<input type="text" value="-Street Type-"/>	County	<input type="text"/>
Address Type	<input type="text" value="-Address Type-"/>		

Hint 
Enter your house or street number as AddressLine1, then your Street Name as AddressLine2.



Once you have registered, you will not be able to log on until your request has been approved. Once approved, you will be notified via email from EnerGov.

Subject: Your City of Savannah account is approved!

Thank you for registering with the City of Savannah's Citizen Access Portal. Your account request has been approved and you are now ready to begin using the City's Citizen Access Portal. Please visit the portal by going to <https://etrac.savannahga.gov/Citizen%20Access/Site/Public/Main> and logging in with your email and password you registered with. Thank you for registering!

IMPORTANT!

Process for getting Approved

- **Alvin McGrath will receive notification of pending registration**
- **If needed, you will be contacted for additional information (such as a business tax certificate, contractor's license, etc.)**
- **Registration Approval will be received within two business days.**

To LOG ON

Savannah, GA Online Services

[Home](#)[Permits](#)[Plan Reviews](#)[Inspections](#)[Other Links](#)

eTRAC
electronic Tracking, Review &
Approval Center

Subscribe / Follow On:



[\[Log On \]](#) / [\[Register \]](#)

Log On

On the eTRAC homepage, click "Log On" on the upper right hand corner.

User Login

User name

Password

Remember me?

Log On

[Forgot Password](#)

If you forget your password, click [Forgot Password](#). EnerGov will automatically generate and reset a new password for you. Your new password will be sent via email.

Note



Your username will be the email address you registered with!

Citizen Access Portal

After successfully logging in, the Citizen Access Portal will open. eTRAC will upload all permits, plan reviews, etc. that are attached to your name.



Subscribe / Follow On:



Welcome Cristy Lawrence! [[Log Off](#)] [[Manage My Account](#)]

Announcements

- Only appropriately licensed contractors may request inspections under their permit. All others that request an inspection may have their registration privileges revoked

Citizen Access Portal

Cristy Lawrence Permits

Change Filter

Permit Number	Type	Work Class	Status	ApplyDate	Issued
12-00854-SITE	Site Development	Full Site-Private	In Review	08/30/2012	
12-0229A	VIPS Import	Amusement	Issued	01/20/2012	08/28/2012
AP-091224-28733	SPR-Import	LDA/Site Dev	Issued	12/24/2009	08/09/2012

Displaying items 1 - 3 of 3

MANAGE MY ACCOUNT

“Manage My Account” allows users to update and change their contact information or password.

Manage My Account

General Info

[Change Password](#)

Company Contact

Company Name **J T TURNER CONSTRUCTION CO
INC** Web Page Address

First Name Business Phone

Middle Name Home Phone

Last Name Mobile Phone

Title Fax

E-mail Other Phone

Contact Preference

Address Field

Address	Type
2250 E VICTORY DR Ste 104 (P.O. BOX 6190, 31414) SAVANNAH, GA 31412	<input type="button" value="Edit"/>

Once you have made all desired changes, click “submit” to forward your information.

Note: You will not receive a confirmation email.

Once you have successfully logged into eTRAC, four tables will appear on screen:

- 1) **Permits**,
 - 2) **Plans**,
 - 3) **Certificates and**
 - 4) **Invoices**.
- These tables are populated with information that is attached to you.

Note: Each table can be filtered or searched using the  Filter.

Each table in the **Citizen Access Portal** allows the user to view critical information associated with each permit that is attached to them.

Citizen Access Portal

[Change Filter](#)

Permit Number	Type	Work Class	Status	ApplyDate	Issued
12-00854-SITE	Site Development	Full Site-Private	In Review	08/30/2012	
12-0229A	VIPS Import	Amusement	Issued	01/20/2012	08/28/2012
AP-091224-28733	SPR-Import	LDA/Site Dev	Issued	12/24/2009	08/09/2012





Displaying items 1 - 3 of 3

[Change Filter](#)

Plan Number	Type	Work Class	Status	Apply Date
12-000463-PLAN	Site Development	Full Site	Revisions Needed	08/30/2012

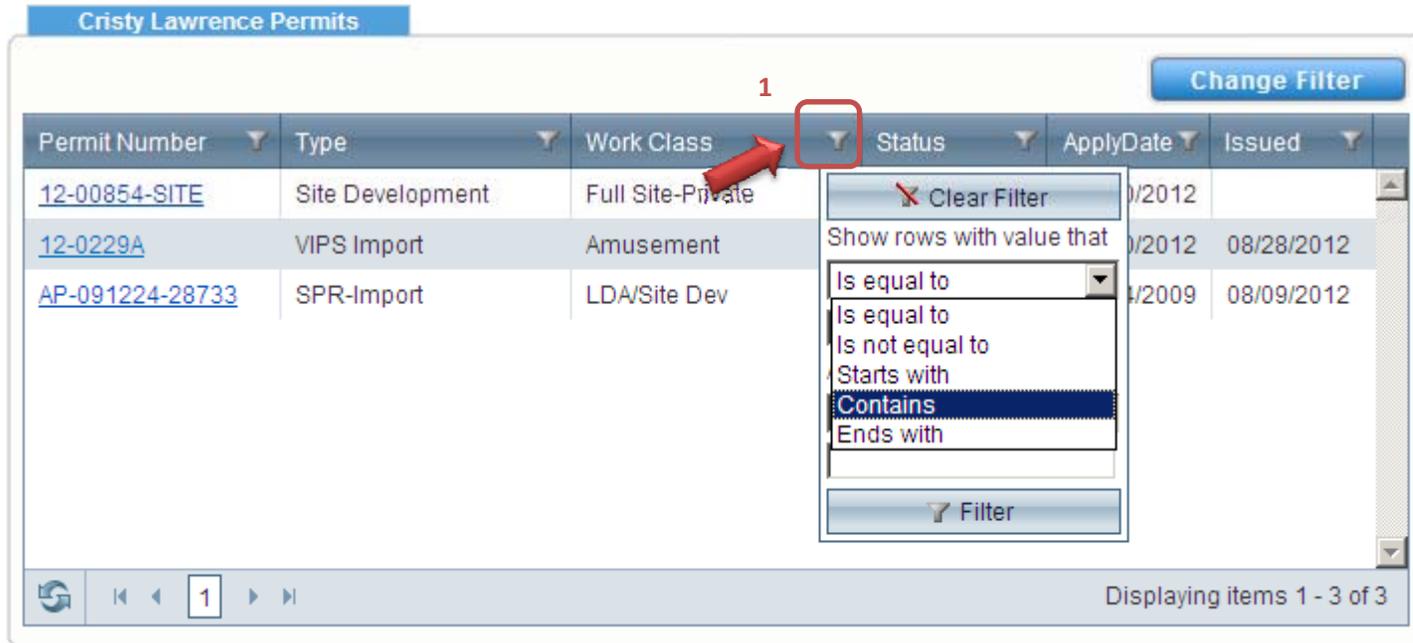




Displaying items 1 - 1 of 1

Utilizing the Filter Tools

FILTER TOOLS  **Filter** and  are located within all displayed tables in eTRAC. These tools allow the user to perform more narrowed and tailored searches.



Cristy Lawrence Permits

Permit Number	Type	Work Class	Status	ApplyDate	Issued
12-00854-SITE	Site Development	Full Site-Private		/2012	
12-0229A	VIPS Import	Amusement		/2012	08/28/2012
AP-091224-28733	SPR-Import	LDA/Site Dev		/2009	08/09/2012

Change Filter

1

Clear Filter

Show rows with value that

- Is equal to
- Is equal to
- Is not equal to
- Starts with
- Contains**
- Ends with

Filter

1

Displaying items 1 - 3 of 3

-  **Filter allows you to narrow your search by any category.**
 - Select the parameter by which you want to search for a permit.
 - Click  to begin your search.
 - To clear your selection, click  and "Clear Filter".

Hint: The "Contains" option is a **wildcard filter** that can retrieve a record with one word or number(s).

1. To view the work description, click  You will not be able to edit or change the description.

Permit Number: 12-00854-SITE



UnSubscribe

Permit Details

Type: Site Development **IVR Number:** 284995 **Application Date:** 8/30/2012
Work Class: Full Site-Private **Project Name:** Godley Park Phase 3B & 3C **Issued Date:** None
Status: In Review **District:** Savannah **Expiration Date:** None
Description: Subdivision  **Finalized Date:** None

Subdivision

2. To view and print details of a **Permit**, click on the desired permit number in the **Permits table** from the home screen to view the Permit record.

Primary Address Details

Parcel: 2-1016 -02-044
Address: 280 HIGHLANDS BLVD
 SAVANNAH, GA 31407

Contact Details

Type	First Name	Last Name	Billing	Status
Engineer	Mike	Hughes	Yes	Active
Current Owner	Doug	Nicoll	No	Active

Displaying items 1 - 2 of 2

Existing Inspections

Details	Type	Status	Request Date	Sche
No records to display.				

Completed Inspections will appear in this table.

Displaying items 0 - 0 of 0

Request Inspections

Select	Type	Status	Date	Reinspection
Request	SITE: Precon			No
Request	SITE: BMP			No
Request	SITE: Concrete			No
Request	SITE: Erosion Control			No
Request	SITE: Fire			No

Displaying items 1 - 10 of 17

For site development projects, inspections cannot be requested through the eTRAC site. Please contact Development Services at (912)651-6510 to request a Preconstruction Meeting or inspection.

Paid Fees

Description	Date	Amount	Invoice	
Site Plan Review - \$110/Acre	8/30/2012	\$3080.00	00000812	
Site Plan Review:Erosion Control - \$40 per acre (disturbed)	8/30/2012	\$1120.00	00000812	

Displaying items 1 - 2 of 2

Remaining Fees

Pay Fee	Description	Date	Amount	Invoice
No records to display.				

Displaying items 0 - 0 of 0

Existing SubPermits

Permit Number	Type	WorkClass	Status
No records to display.			

Displaying items 0 - 0 of 0

Remaining SubPermits

Type	WorkClass
No records to display.	

Displaying items 0 - 0 of 0

Existing SubPlans

Plan Number	Type	WorkClass	Status
12-000463-PLAN	Site Development	Full Site	Revisions Needed

Displaying items 1 - 1 of 1

Remaining SubPlans

Type	WorkClass
Site Development	Plan Set Review
Site Close-Out	Private

Displaying items 1 - 2 of 2

Attachment Details

File Name
No records to display.

Displaying items 0 - 0 of 0



Group Tree
 3a7a7a0e-da31-47a6-a82e-0facdc007E

PERMIT DETAILED REPORT (12-0229A)

Permit Type: VIPS Import	Project: Savannah Gardens	App Date: 01/20/2012
Work Class: Amusement	District: Savannah	Issue Date: 08/28/2012
Status: Issued	Square Feet: 0.00	Exp Date: NOT AVAILABLE
Description: CONSTRUCTION OF FOUNTAIN AT SAVANNAH GARDEN CIP NO. 400	Valuation: \$84,000.00	Final Date: NOT FINALED

Parcel: 2-0039 -02-006	Main	Address: 500 Pennsylvania Av Suite: Fountain	Main
------------------------	------	---	------

Current Owner 5515 Abercorn St Savannah, GA 31405 Home: Business: 912-651-6510 Mobile:	Specialty Contractor Charlie Smith East 1650 Victory Dr Home: Business: 912-232-1918 Mobile:	Engineer Mike Hughes 50 Park Of Commerce P.O. Box 2727 Waysavannah, GA 31405 Home: Business: 912-234-5300 Mobile:
---	--	--

Invoice No.	Fee	Fee Amount	Amount Paid
			\$0.00
	Total for Invoice		\$0.00
	Grand Total for Permit		\$0.00

2. To view and/or print the Permit Detailed Report, click the printer from the permit page. This works for issued permits only.

Note: Cannot view or print reports that have “In Review” status.

a. To review and print Permit Detailed Report, on the Permit record screen, click .

b. To print a Permit Detailed report, click in the upper left hand corner. Another window will open prompting you to install software that will support the printing. Select “install.”

To **view** details of a **Plan Review**, from the permit page scroll down to the "Plans " table and click on the desired plan number.

Plan Number: 12-000463-PLAN



Subscribe

Plan Details

Type: Site Development **District:** Savannah **Apply Date:** 8/30/2012
Work Class: Full Site **Expire Date:** 2/26/2013
Status: Revisions Needed **Complete Date:** None
Description: Subdivision **Approval Expire Date:** None

From the Plan page, click to view and or print **Plan Review Comments.**

Primary Address Details

Parcel: 2-1016 -02-044
Address: 280 HIGHLANDS BLVD
SAVANNAH, GA 31407

Contact Details

Type	First Name	Last Name	Billing	Status
Current Owner	Doug	Nicoll	No	Active
Engineer	Mike	Hughes	Yes	Active

Displaying items 1 - 2 of 2

Existing Inspections

Details	Type	Status	Request Date	Sch
No records to display.				

Completed inspections will appear here.

Displaying items 0 - 0 of 0

Schedule Inspections

Select	Type	Status	Date	Reinspection
No records to display.				

X

Displaying items 0 - 0 of 0

Plan Number: 12-000463-PLAN

Plan Fees				
Description	Date	Amount	Invoice	
No records to display.				
				

Remaining Fees				
Pay Fee	Description	Date	Amount	Invoice
No records to display.				
				

Existing SubPlans			
Plan Number	Type	WorkClass	Status
No records to display.			
			

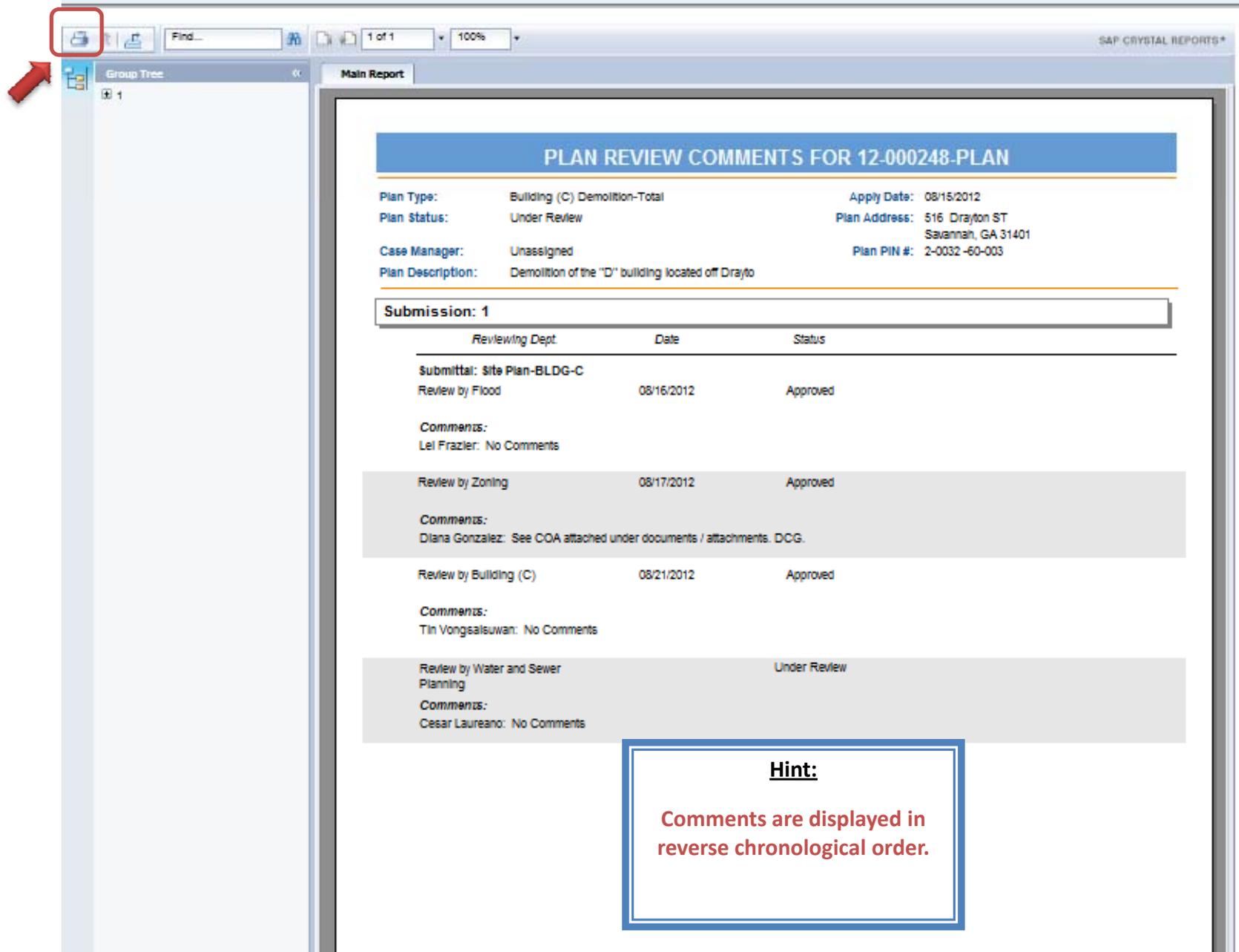
Remaining SubPlans	
Type	WorkClass
No records to display.	
	

Existing SubPermits			
Permit Number	Type	WorkClass	Status
No records to display.			
			

Remaining SubPermits	
Type	WorkClass
No records to display.	
	

Attachment Details	
File Name	
No records to display.	

To **print** the detailed report, click  in the upper left hand corner. Another window will open prompting you to install the software that will support the printing. Select "install."



PLAN REVIEW COMMENTS FOR 12-000248-PLAN

Plan Type: Building (C) Demolition-Total Apply Date: 08/15/2012
Plan Status: Under Review Plan Address: 516 Drayton ST
Savannah, GA 31401
Case Manager: Unassigned Plan PIN #: 2-0032 -60-003
Plan Description: Demolition of the "D" building located off Drayto

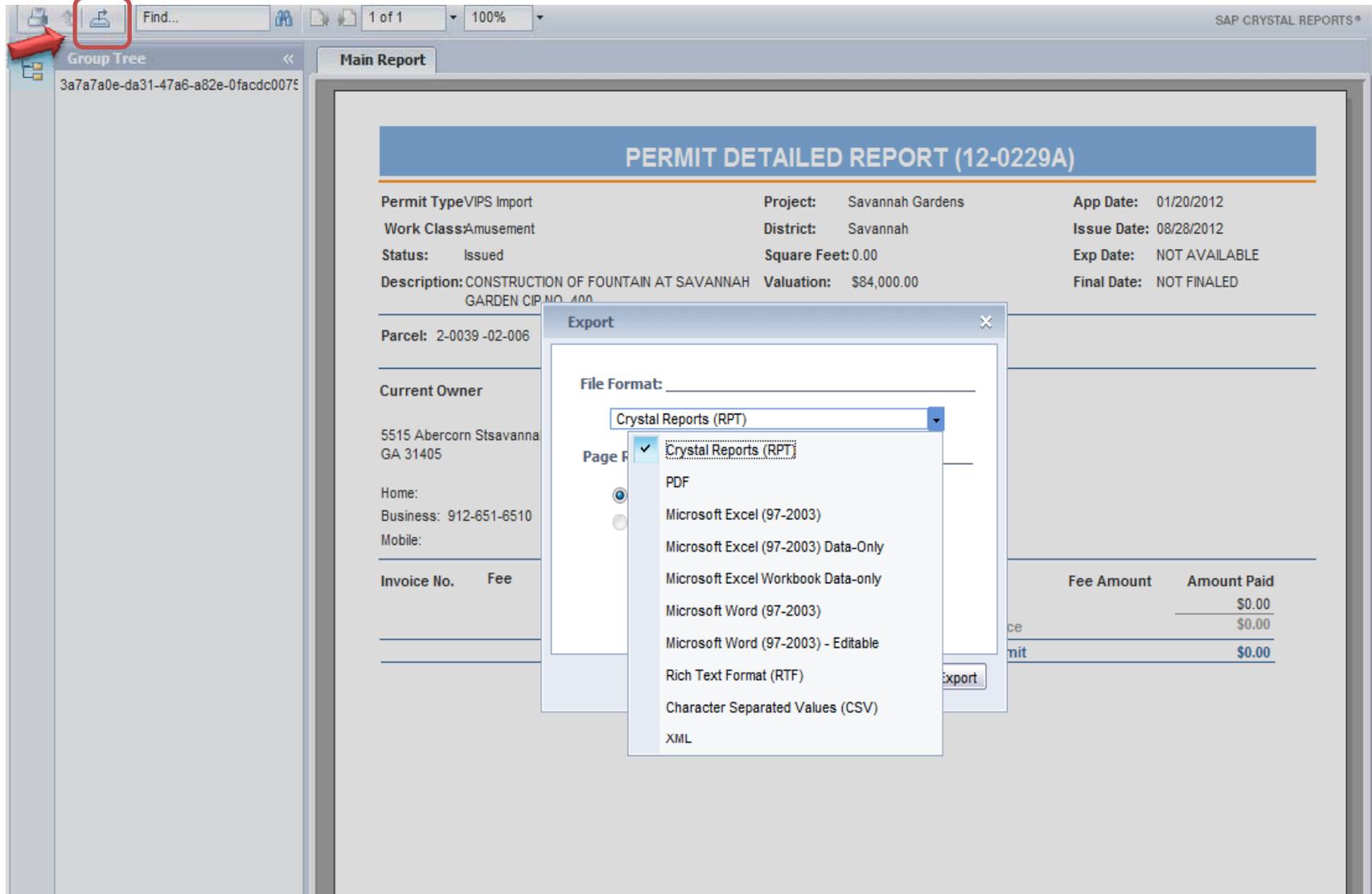
Submission: 1

Reviewing Dept	Date	Status
Submittal: Site Plan-BLDG-C Review by Flood	08/16/2012	Approved
Comments: Lel Frazier: No Comments		
Review by Zoning	08/17/2012	Approved
Comments: Diana Gonzalez: See COA attached under documents / attachments. DCG.		
Review by Building (C)	08/21/2012	Approved
Comments: Tin Vongsalsuwan: No Comments		
Review by Water and Sewer Planning		Under Review
Comments: Cesar Laureano: No Comments		

Hint:
Comments are displayed in reverse chronological order.

To **Export** a report into a PDF, Microsoft Word or Microsoft Excel file, click  in the upper left hand corner. An Export window will open.

At File Format, select the format desired from the drop down window. Click  to begin the conversion. When completed, the report will open in a new window at which time you can save it to your files.



The screenshot displays the SAP Crystal Reports interface. The main report area shows a "PERMIT DETAILED REPORT (12-0229A)" with the following details:

Permit Type: VIPS Import	Project: Savannah Gardens	App Date: 01/20/2012
Work Class: Amusement	District: Savannah	Issue Date: 08/28/2012
Status: Issued	Square Feet: 0.00	Exp Date: NOT AVAILABLE
Description: CONSTRUCTION OF FOUNTAIN AT SAVANNAH GARDEN CIP NO. 400	Valuation: \$84,000.00	Final Date: NOT FINALED

Additional information includes Parcel: 2-0039 -02-006 and Current Owner: 5515 Abercorn St, Savannah, GA 31405. Contact information for Home, Business, and Mobile is also provided.

An "Export" dialog box is open, showing the "File Format" dropdown menu. The dropdown is expanded, listing the following options:

- Crystal Reports (RPT) (selected)
- PDF
- Microsoft Excel (97-2003)
- Microsoft Excel (97-2003) Data-Only
- Microsoft Excel Workbook Data-only
- Microsoft Word (97-2003)
- Microsoft Word (97-2003) - Editable
- Rich Text Format (RTF)
- Character Separated Values (CSV)
- XML

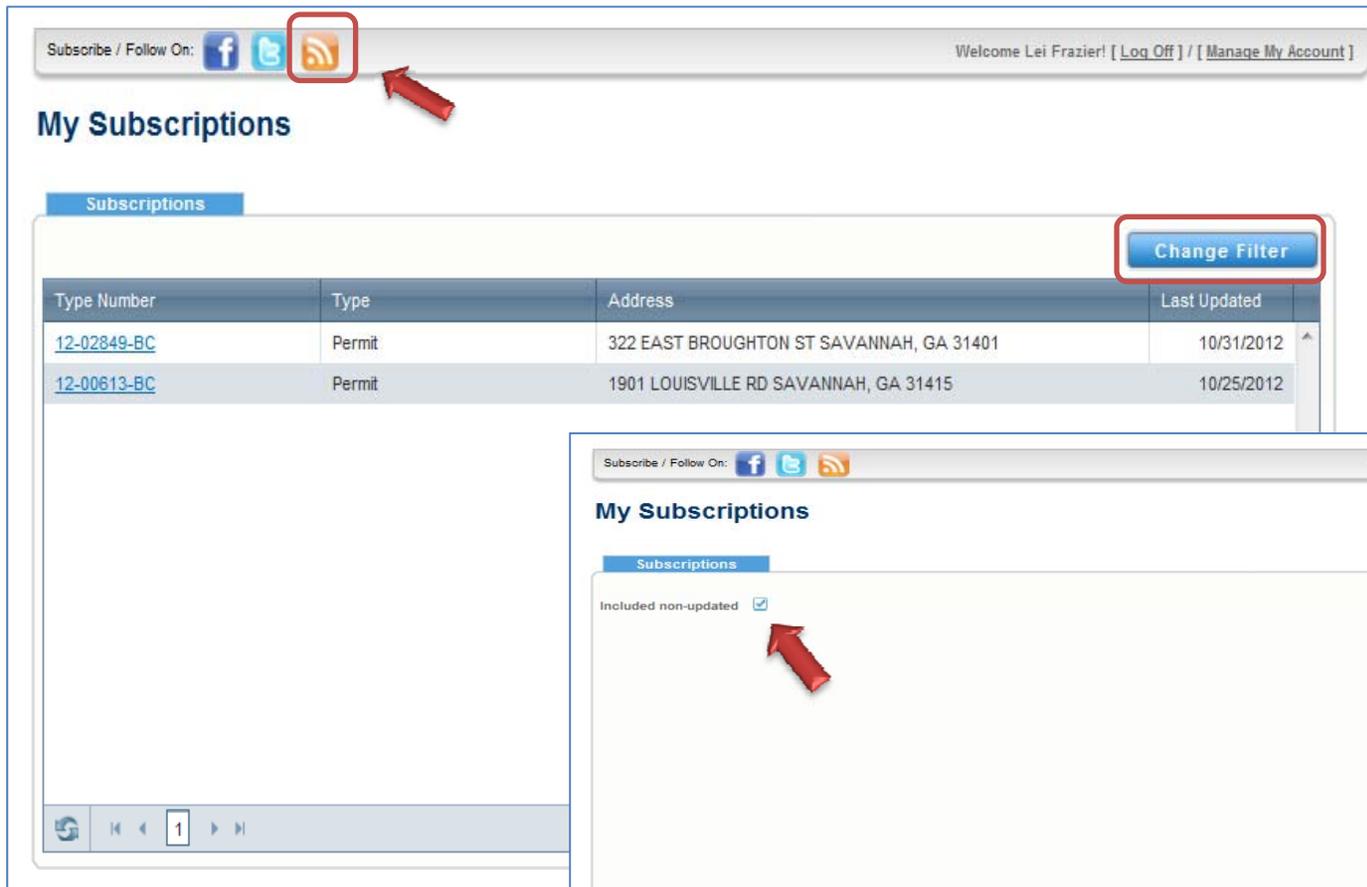
The "Page Range" section of the dialog box shows radio buttons for "All" (selected) and "Page Range". The "Export" button is visible at the bottom right of the dialog box.

Subscribe

Subscribe

is an excellent tool that allow users the ability to connect to one or more permits on their radar. This tool works as a quick-link to pull only selected permits into a separate window for a quick view of any **updates** without having to scroll through the table.

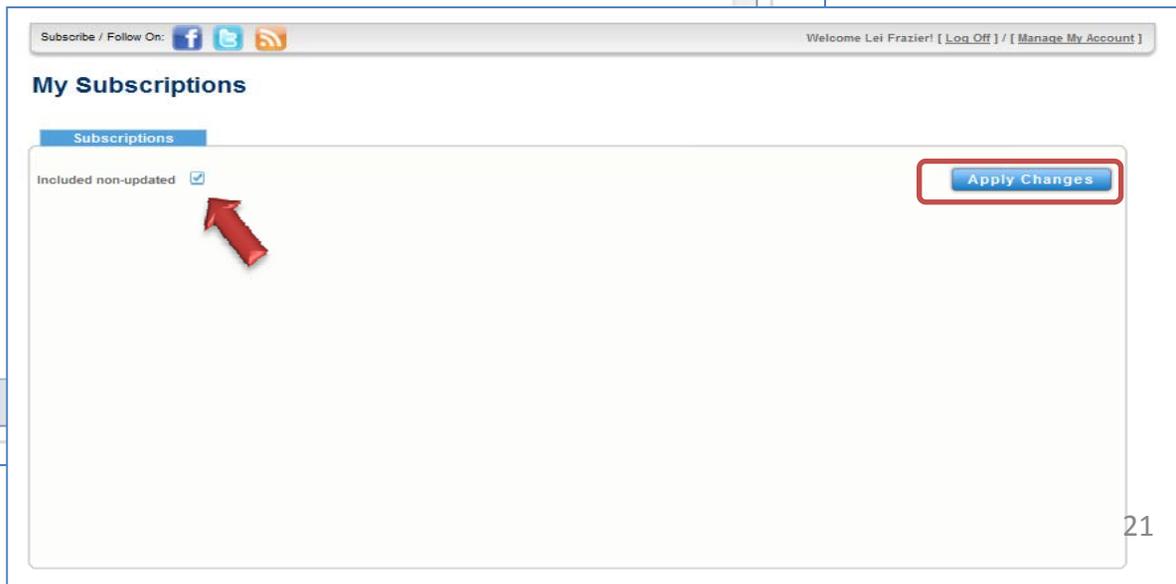
- To subscribe, select a permit by clicking the permit number in the Permits table. On the Permit Number screen, Click **Subscribe**.
- To view only the subscribed permits, click .
- To unsubscribe a permit, open the permit and click **UnSubscribe** in the upper right hand corner.



The screenshot shows the 'My Subscriptions' page. At the top, there are social media icons for Facebook, Twitter, and RSS. A red box highlights the RSS icon, with a red arrow pointing to it. Below the header, there is a 'Subscriptions' section with a 'Change Filter' button highlighted in a red box. The main content is a table with the following data:

Type Number	Type	Address	Last Updated
12-02849-BC	Permit	322 EAST BROUGHTON ST SAVANNAH, GA 31401	10/31/2012
12-00613-BC	Permit	1901 LOUISVILLE RD SAVANNAH, GA 31415	10/25/2012

Subscribed permits that have **not** been updated will not appear in the table. To view all subscribed permits including non-updated permits, click **Change Filter**, select **"included non-updated"**, and **Apply Changes**.



This screenshot shows the 'My Subscriptions' page with the filter 'Included non-updated' checked. A red box highlights the 'Apply Changes' button, and a red arrow points to the 'Included non-updated' checkbox.

INSPECTIONS – BUILDING & TRADES PERMITS ONLY



Today's Inspections

Note: Only scheduled building and trades inspections can be viewed, not site inspections.

Inspections

Date: 11/1/2012

Inspection (11-01-2012)

Case Number	Case Type	Insp. Type	Address	IVR Number	Primary Inspector	Phone Number	Status
12-02750-MR	Permit	MECH: Field Final	26 EAST GASTON ST SAVANNAH, GA 31401	504	Anliker, David	912-651-6530 #1881	Passed
11-1451M	Permit	MECH: Rough In Gas	304 STEPHENSON AV	516	Anliker, David	912-651-6530 #1881	Corre... Needed
12-00669-BR	Permit	BLDG: Insulation	8 KEYSTONE DR SAVANNAH, GA 31406	117	Dyal, David	912-651-6530 #1840	Passed
12-0525B	Permit	BLDG: Field Final	511 EAST 62ND ST	105	Rose, Mike	912-651-6530 #1964	Passed
12-01560-FC	Permit	ELEC: Field Final	217 WEST CONGRESS ST SAVANNAH, GA 31401	304	Joyner, Richard	912-651-6530 #1855	Passed

1 2 3 4 5 6 7 8 9 10 ... Displaying items 1 - 10 of 94

IMPORTANT! Inspection requests for building and trades permits are only accessible through the **Citizen Access Portal** when logged in. Only registered users who are attached to a permit can request an inspection. Only appropriately licensed contractors may request inspections under their permit. All others that request an inspection may have their registration privileges revoked.



For further assistance with eTRAC, please
contact:

Alvin McGrath

Development Services Department

651-6530

amcgrath@savannahga.gov

