

## eTRAC Quick Reference Guide

### Information Available to the Public on Building Permits and Site Plans without Logging into eTRAC

By using property address, project name, permit type, etc.

Both “Permits” and “Plan Reviews” offer the ability to conduct a search. Most permits have a plan linked to it; however, the following would be found only under plan reviews: survey plats, petitions, zoning actions, business approvals, alcoholic beverage licenses, and certificates of appropriateness.

#### ❖ To begin Search:

<https://etrac.savannahga.gov>

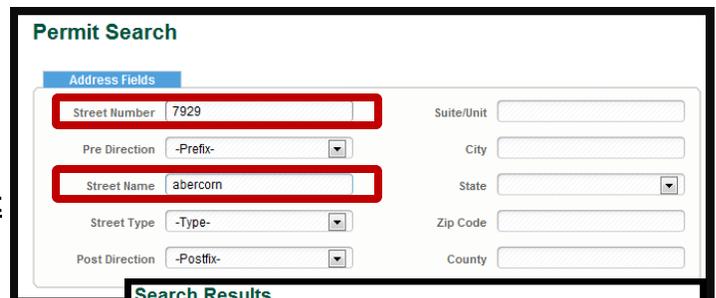
On the eTRAC Homepage, select **SEARCH** from either the Permits or Plan Reviews drop down menu.



- Choose to search by **Address, Project Name, Permit Type, Work Class, etc.**
- It's not required to complete all fields to conduct a search.

#### ❖ To Search by ADDRESS: Note: Using the address to conduct a search will return all permit records connected to this address.

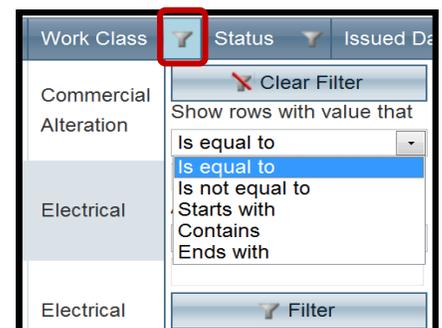
- It is only necessary to enter the **Street NUMBER** and **Street NAME** of the property. Remember LESS is MORE when conducting searches. Providing too much information could possibly return a “no records to display” message.
- The Permit or Plan numbers will return in numerical order by Permit Number (first two numbers).
- To view the most recent permits, double click the **Permit Number** or **Plan Number** column header to sort data in descending order.
- Click the blue hyperlink to open the Permit or Plan Record.



Permit Number	Address	Type	Work Class	Status	Issued Date	Expires
<a href="#">00-4918B</a>	7929 ABERCORN ST SPACE 200	VIPS Import	Commercial Alteration	Closed	10/17/2000	05/22
<a href="#">00-4918E</a>	7929 ABERCORN ST SPACE 200	VIPS Import	Electrical	Closed	10/27/2000	04/27
<a href="#">00-4918E2</a>	7929 ABERCORN ST SPACE 200	VIPS Import	Electrical	Closed	11/14/2000	05/14
<a href="#">00-4918M</a>	7929 ABERCORN ST SPACE 200	VIPS Import	Mechanical	Closed	10/30/2000	04/30

#### ❖ Filtering Options:

- Each column in the **Search Results** can be sorted in ascending or descending order by clicking the column header.
- Click the **Filter Icon**  at the top of each column to open the filter box that offers additional options to perform more advanced searches.



## The Permit Record or Plan Record

❖ **The Permit or Plan Record:** The Record provides important information and the status of activity associated with the Permit or Plan Number.

**Note:** Comments associated with the Plan Review can only be viewed by eTRAC registered users who have logged in and who are listed as a contact for the Permit or Plan Review.

**Permit Details:** Provides basic information associated with the Permit or Plan Number.

- Application date, Permit or Plan status, Issued or Completed date.
- Project Work Description: To view, place the mouse pointer over the Note Pad Icon  and click.

**Contact Details:** Provides the names of contacts who are associated with the Permit. Some examples:

- Applicant
- Current Owner or Tenant, Authorized Agent
- Contractors
- Design Professionals

**Primary Address:** Provides the PIN and addresses attached to the permit or plan.

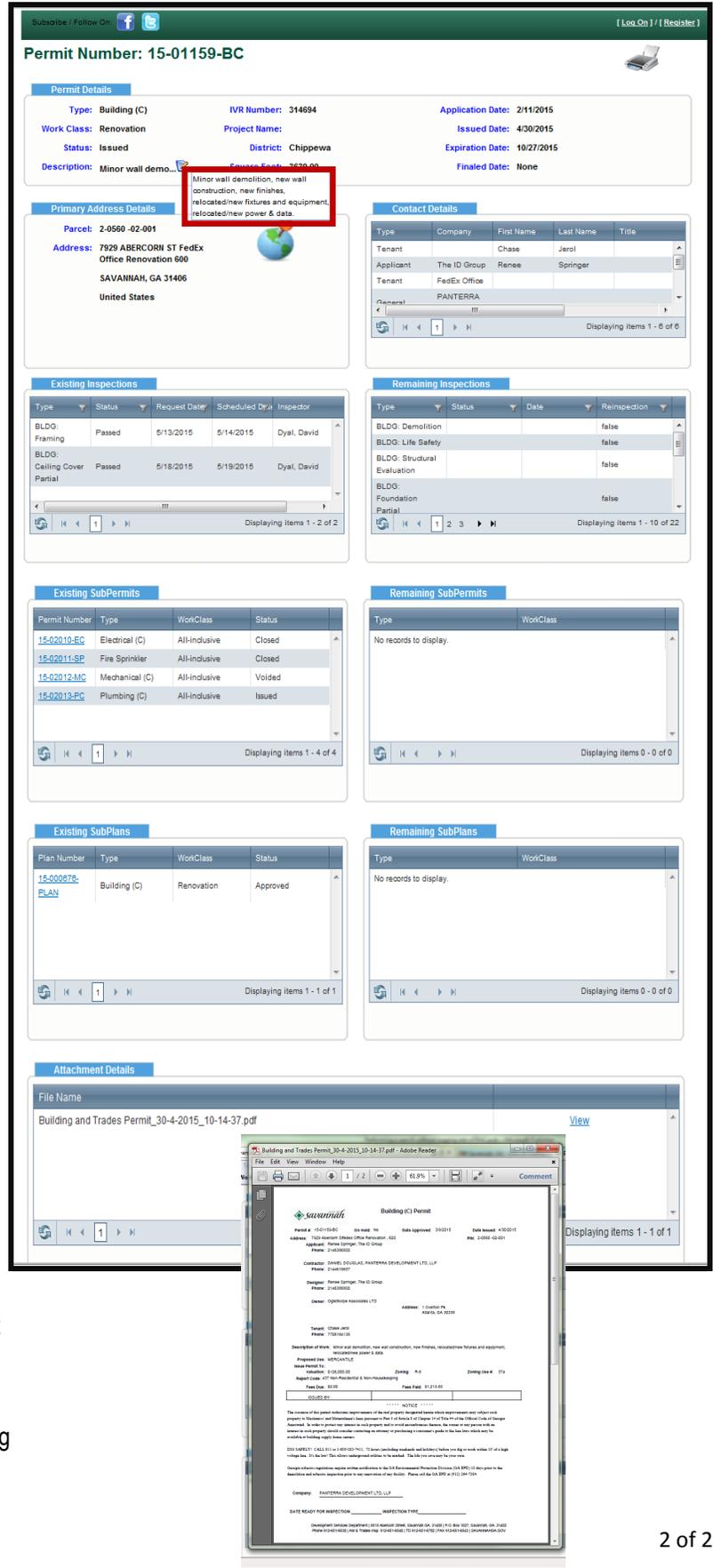
**Existing Inspections:** Provides the status of completed inspections, including:

- Inspection Type
- Inspection Status
- Inspector's Name
- Date of Inspection

**Existing SubPermits:** Provides a list of associated permits at this address.

**Existing SubPlans:** Provides a list of associated plans at this address.

**Attachment Details:** Provides a link to an **Issued** Building and/or Trades Permit (if applicable) or other public documents that can be viewed and printed.



**Permit Number: 15-01159-BC**

**Permit Details:**

- Type: Building (C)
- Work Class: Renovation
- Status: Issued
- Description: Minor wall demo,  Minor wall demolition, new wall construction, new finishes, relocated/new fixtures and equipment, relocated/new power & data.
- IVR Number: 314894
- Project Name:
- District: Chippewa
- Application Date: 2/11/2015
- Issued Date: 4/30/2015
- Expiration Date: 10/27/2015
- Finalized Date: None

**Primary Address Details:**

- Parcel: 2-0560-02-001
- Address: 7829 ABERCORN ST FedEx Office Renovation 600 SAVANNAH, GA 31406 United States

**Contact Details:**

Type	Company	First Name	Last Name	Title
Tenant	Chase	Jerol		
Applicant	The ID Group	Renee	Springer	
Tenant	FedEx Office			
Preparer	PANTERRA			

**Existing Inspections:**

Type	Status	Request Date	Scheduled Date	Inspector
BLDG: Framing	Passed	5/13/2015	5/14/2015	Dyal, David
BLDG: Ceiling Cover	Passed	5/18/2015	5/19/2015	Dyal, David

**Remaining Inspections:**

Type	Status	Date	Reinspection
BLDG: Demolition			false
BLDG: Life Safety			false
BLDG: Structural Evaluation			false
BLDG: Foundation			false
BLDG: Partial			false

**Existing SubPermits:**

Permit Number	Type	WorkClass	Status
15-02010-EC	Electrical (C)	All-inclusive	Closed
15-02011-SP	Fire Sprinkler	All-inclusive	Closed
15-02012-MC	Mechanical (C)	All-inclusive	Voided
15-02013-PC	Plumbing (C)	All-inclusive	Issued

**Remaining SubPermits:**

No records to display.

**Existing SubPlans:**

Plan Number	Type	WorkClass	Status
15-000578-PLAN	Building (C)	Renovation	Approved

**Remaining SubPlans:**

No records to display.

**Attachment Details:**

File Name: Building and Trades Permit\_30-4-2015\_10-14-37.pdf

**Attachment Preview:**

Building (C) Permit

Permit #: 15-01159-BC Date issued: 10/30/2015 Date issued: 4/30/2015

Address: 7829 ABERCORN ST FedEx Office Renovation 600 SAVANNAH, GA 31406

Applicant: Renee Springer, The ID Group

Company: PANTERRA DEVELOPMENT LTD, LLLP

Inspector: David Dyal

DATE READY FOR INSPECTION: \_\_\_\_\_ INSPECTION FEE: \_\_\_\_\_