

eTRAC Quick Reference Guide Electrical Standalone Permits

<http://etrac.savannahga.gov>

❖ To Register and Log On:

Click the “**Register**” button in the upper right hand corner of the eTRAC homepage, provide the required information and submit. **Your registration must be approved before you can log on.** Prior to being approved, you may be contacted to provide additional information. Registration approvals will be sent via email within two business days from submission. After your registration has been approved, you will be able to log on by clicking the “**Log On**” button in the upper right hand corner of the eTRAC homepage. Enter your User Name (email address) and password.



❖ Your Permits, Plan Reviews and Inspections:

Once logged on, eTRAC will automatically upload all permits, plan reviews and inspections that are attached to the registered user. If for some reason, you cannot locate one of your permits, contact **Alvin McGrath at (912) 651-6530, ext. 1877** or by email at amcgrath@savannahga.gov to request to be added as a contact to additional permits.

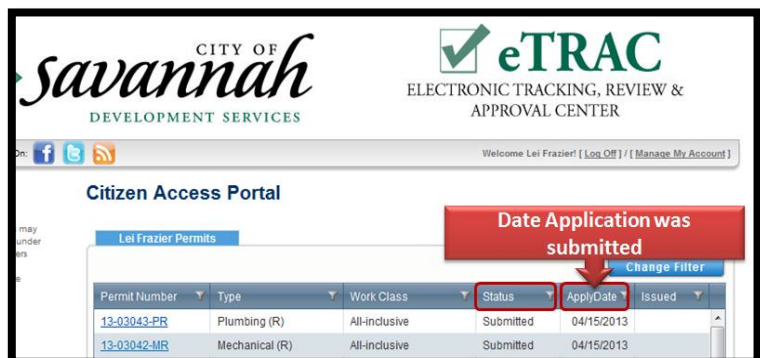
❖ To Apply for an Electrical Standalone Permit online:

You must be logged on to apply for a permit. On the Menu Bar, place pointer over “Permit” and click “Apply” from the drop down menu. Only applications for Standalone and Temporary permits can be submitted online. You must be a licensed trade contractor to apply for these permits.



❖ To Check Permit Status or To Request an Inspection online: (Only appropriately licensed contractors may request inspections under their permit).

You must be logged on to check the status of your application and to request an inspection. **Check Status:** In the permit table, locate the permit and check the “status” column. For more detailed information, click the permit number to access the permit record. For status of plan reviews, access the plan associated with your permit and click the printer icon at the top of the page to review plan review comments. **Request Inspection:** Click the Permit Number to open the record, scroll down to the “**Request Inspections**” table on the right and click the desired inspection. Select the date and provide your name and phone number and any additional information that may be helpful to the inspector. Next, click the submit button to forward your request.



❖ To Pay Permit Fees:

Soon eTRAC will begin accepting credit card payments on-line. However, until then, all fees must be paid at the Development Services office located at 5515 Abercorn Street.