

HOW TO USE ETRAKIT

TO LOGIN TO ETRAKIT, Go to the City website www.clermontfl.gov and click on ONLINE PERMITTING.

At the very top of the screen you will select CONTRACTOR, find your company name in the drop down list and enter the TEMPORARY PASSWORD we have provided to you upon registering your online account.

You will then be prompted to setup your security question /answer and change your password.

Once that is done, click on Dashboard. This will show all ACTIVE AND EXPIRED permit, as well as Active Inspections.

From this Dashboard you can apply for permits, pay fees, schedule inspections and check reviews on permits in review.

When applying for a permit, please make sure to select the correct PERMIT TYPE (there is a list provided if you are not sure which permit type to use)

Also, DO NOT CHANGE THE CONTRACTOR INFORMATION, this is the contractor of record that is allowed to pull the permit.

And, DO NOT CHANGE OWNER INFORMATION, unless you provide a warranty deed showing new ownership.

Once a permit is finalized, it will disappear from your Dashboard (so as to not clutter the Dashboard), however, you can still SEARCH for the permit by number or address at a later date and it will come up in your search.

Permits for Single Family Attached and Detached, Two Family Dwelling Units, AC change out, Reroof Permit can print a Certificate of Occupancy/Completion once the permit status is FINALED. You will have to SEARCH the permit by # or address and click on the PRINT CERTIFICATE ICON

If you should have any problems or questions, please email us at : inspection@clermontfl.org

Thank you