

BEVERLY

MASSACHUSETTS



eTRAKiT Guide

City of Beverly's eTRAKiT online portal provides access to apply for permits, licenses, register for accounts, search properties, request and cancel inspections, and pay fees.

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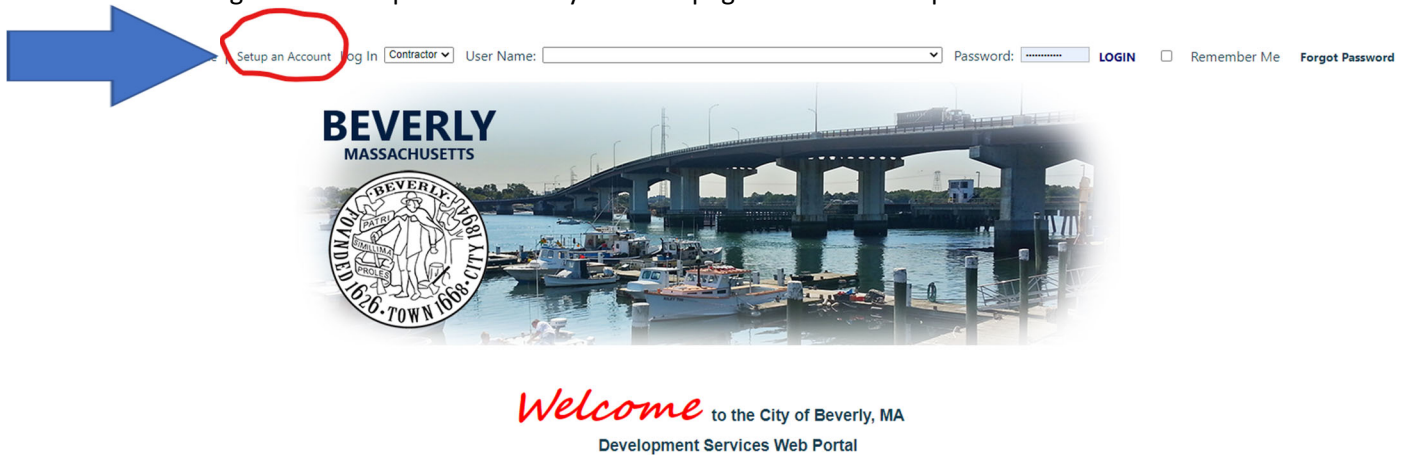
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Creating a Public Account

Public accounts are not intended to be used by contractors. If you are a licensed contractor or design professional, please login using your company name. See Contractor Login instructions for more information.

Signing Up for a public account

1. Navigate to the top of the Beverly eTRAKiT page and click "Setup an Account"



2. Complete all the information in the form. Fields that have an asterisk (*) next to them indicates that they are required. When finished, click "Create Account"

Profile

* First Name:

* Last Name:

* Address:

* City:

* State:

* Zip:

* Email:

* Phone:

Ext

License #

Username and Password

* Log-In Name:
(letters/numbers only)

Password Must be contain minimum 6 and maximum 25 characters.

Password Rules:
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

* Password:

* Confirm Password:

Security Question

Security Question:

* Secret Answer:

* Re-enter Secret Answer:

CREATE ACCOUNT

3. Continue to Dashboard

Once your account has been created you will be directed to your dashboard. As you start to create activities in the eTRAKiT Portal or link your new account to permits and projects, all the linked permits will show on the dashboard. From the dashboard you can schedule and manage inspections, pay fees or review comments and notes from staff.

Hello Deb Jardim.
Below is a Dashboard of your current activities.

LINK TO PERMITS, PROJECTS, AND LICENSES



My Active Permits

4 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE				
CADD21-0001	100 BURTON...	COMMERCIAL ADDITION	ISSUED	Request	\$0.00				
ELEC21-0001	100 BURTON...	ELECTRICAL	APPLIED ONLINE		\$125.00				
NCOM20-0005	211 BLACKB...	NEW COMMERCIAL BUILDING	UNDER REVIEW		\$50.00				
NRES21-0006	100 COOPER...	NEW RESIDENTIAL BUILDING	APPLIED ONLINE		\$2299.00				



My Active Inspections

56 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
CADD21-0001	PERMIT	ISSUED	100 BURTON...	**BUILDING FINAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FOUNDATION	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FRAMING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	GRADING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FIRE	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FINAL PLUMBING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FINAL MECHANICAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	FINAL ELECTRICAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	HOOD ROUGH	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	HOOD FINAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	ROOFING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	ROUGH ELECTRICAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	ROUGH GRADING	Schedule	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	ROUGH MECHANICAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	ROUGH PLUMBING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	UG ELECTRICAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	UG PLUMBING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	TIE BEAM	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	SHEATHING	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	STEM WALL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	GAS LINE ROUGH	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	GAS LINE FINAL	Unavailable	
CADD21-0001	PERMIT	ISSUED	100 BURTON...	TAX ASSESSOR	Schedule	
ELEC21-0001	PERMIT	APPLIED ONLINE	100 BURTON...	**ELECTRICAL FINAL		
NCOM20-0005	PERMIT	UNDER REVIEW	211 BLACKB...	**BUILDING FINAL		



My Active Projects

2 total record(s).

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE			
CUSE20-0007		CONDITIONAL USE PERMIT	RECEIVED	\$1,200.00			
FMAP20-0004	211 BLACKB...	FINAL PLAT	PAID	\$0.00			



My Active Complaints

2 total record(s).

COMPLAINT NO.	ADDRESS	TYPE	STATUS	
123456-21000024	100 COOPER...	BARKING DOG	NEW	
123456-21000030		BARKING DOG	NEW	



My Submittals Awaiting Response

1 total record(s).

Record Group	Record No.	Address	Record Type	Review Type	Respond
PERMIT	CADD21-0001	100 BURTON DR	COMMERCIAL...	INTAKE REVIEW C...	Respond

Contractor Log In

If you are a licensed contractor or design professional, and would like to utilize the online portal, you are required to have a "Contractor" account on the eTRAKIT Portal.

- Existing contractors or design professionals that already have a registered account in good standing with the City: You will be able to create a password by clicking on Forgot Password. *Follow the steps for "Signing into eTRAKIT for the first Time".*
- New contractors or design professionals will need to register for an account by completing one of the following options. *This depends on your City process.

Option 1: Applying for a "New Contractor Registration" directly with the City

1. The City will use their existing process to vet contractors/design professionals and create an account accordingly. This portal is being used to apply for permits and approvals for permits and licenses in the Municipal Inspections Department, Health Department, Engineering Department and Planning Department. Please notify the appropriate City Department to verify your information and create the necessary accounts. Once the contractor account is created by the City, the Contractor will finish registration by creating a password on eTRAKIT.
2. Follow the steps for "Option 2: Signing into eTRAKIT for the first Time" below.

Option 2: Signing In for the first time

1. Click "Forgot Password /Username"

Home | Setup an Account | Log In **Contractor** User Name: Password: **LOGIN** Remember Me [Forgot Password](#)



Welcome to the City of Beverly, MA
Development Services Web Portal

2. Click "Contractor" to begin the password recovery process.

Home | Setup an Account | Log In **Public** Username Password **LOGIN** REMEMBER ME [Forgot Password /Username](#)

Permits

Apply for a Permit
Search for Permits
Pay Fees
Fees Estimator
View on Map

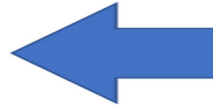
Planning

Apply
Search Projects
Pay Fees
Fees Estimator
View on Map

Please click the link below to begin the password recovery process.

PUBLIC REGISTERED

CONTRACTOR



3. Enter the email address associated with your account and click on reset password. An email will be sent to the email address on file *(be sure to check your spam folder if you do not receive an email)*.

Home | Setup an Account | Log In **LOGIN** REMEMBER ME [Forgot Password /Username](#)

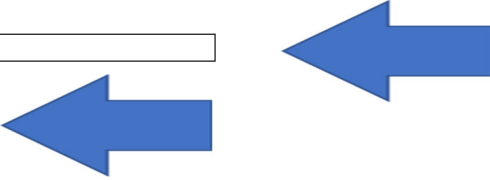
- Permits**
 - Apply for a Permit
 - Search for Permits
 - Pay Fees
 - Fees Estimator
 - View on Map
- Planning**
 - Apply
 - Search Projects
 - Pay Fees
 - Fees Estimator
 - View on Map
- Contractor**
 - Registration
 - Search
 - Pay Fees
- Properties**
 - Search Property

Forgot Password

To begin the process for getting your password please enter the requested information below and click the **RESET PASSWORD** button.

Enter email address:

RESET PASSWORD



4. Confirmation message.

Home | Setup an Account | Log In **LOGIN** REMEMBER ME [Forgot Password /Username](#)

- Permits**
 - Apply for a Permit
 - Search for Permits
 - Pay Fees
 - Fees Estimator
 - View on Map
- Planning**
 - Apply
 - Search Projects
 - Pay Fees
 - Fees Estimator
 - View on Map
- Contractor**
 - Registration
 - Search
 - Pay Fees

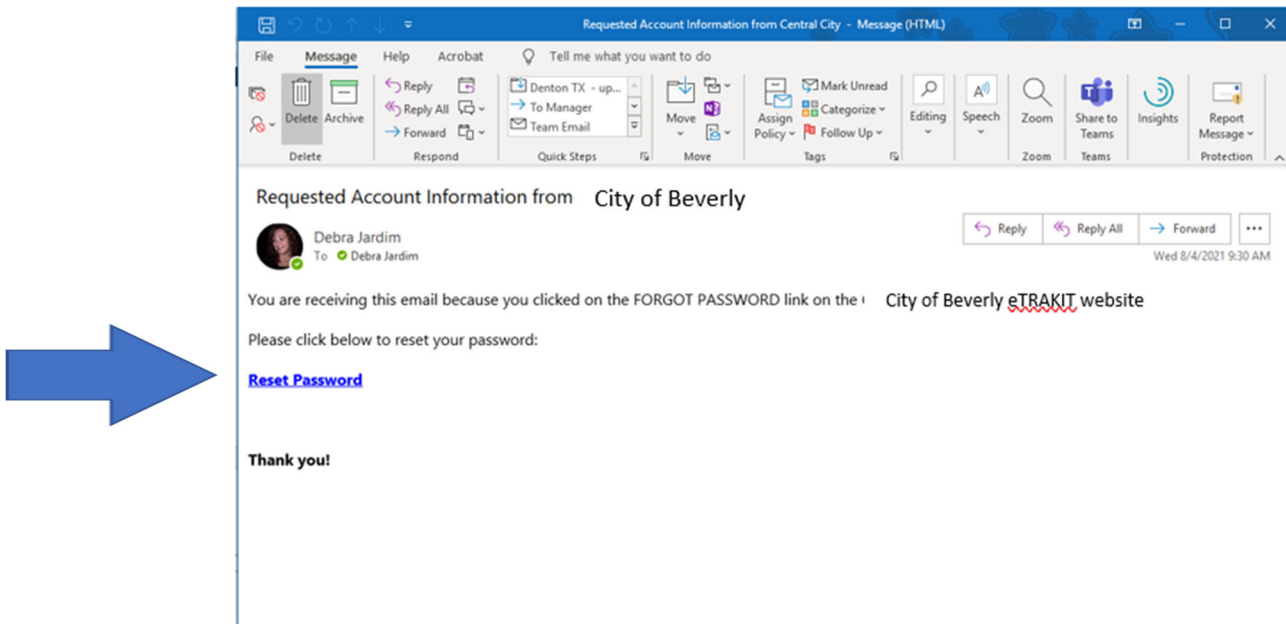
Forgot Password

Thank you!

You will receive an email with instructions for resetting your password shortly. Click the RESET PASSWORD link in the email to complete the process.

If you do not receive an email, please check your spam folder.

5. Email with link to reset your password.



Requested Account Information from Central City - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Delete Archive Reply Reply All Forward Team Email Move Assign Policy Categorize Follow Up Editing Speech Zoom Share to Teams Insights Report Message Protection

Requested Account Information from City of Beverly

Debra Jardim
To Debra Jardim
Wed 8/4/2021 9:30 AM

You are receiving this email because you clicked on the FORGOT PASSWORD link on the City of Beverly [eTRAKIT](#) website

Please click below to reset your password:

[Reset Password](#)

Thank you!

6. Follow instructions to reset your password and click submit.

7. Once your password is reset you will be directed to your dashboard. You can now begin submitting applications online. Application Process

Process for submitting applications will be the same for public users and contractors/design professionals.

1. Login to your account
Log in with a public login if you are a property owner or as a contractor.
See the Contractor Log In section of this document for more information.
2. Read and agree to the City disclaimer. Choose “I Agree” to continue, if you choose “I Disagree” you will be taken back to the homepage, click continue.

STEP 1: Permit Information

3. Fill out the following fields, fields marked with * are required fields

Permit Application



Permit Type Information

PERMIT Type: [Instructions for online NEW RESIDENTIAL BUILDING applications.](#)

PERMIT Subtype:

Short Description:

Detailed Description of Work

Please provide a complete detailed description of all work including finish work to be performed as part of this project.

Notes:

Job Value Information

Job value consists of the total of all material costs and value of labor necessary to complete the project. If providing only material costs please indicate that in the detailed notes section above.

Job Value:

4. The following information may vary depending on application type.

Please check all your entries before proceeding to the next step.

REQUIRED INFO

SQ FT OF HEATED AREA:	<input type="text" value="3,000"/>
SQ FT OF UNHEATED AREA:	<input type="text" value="500"/>
TOTAL SQ FT:	<input type="text" value="3,500"/>
EXTERIOR PAINTING:	<input type="text" value="Yes"/>
DRIVEWAY CONSTRUCTION:	<input type="text" value="Yes"/>
NUMBER OF DWELLING UNITS:	<input type="text" value="1"/>
SIDEWALK CONSTRUCTION:	<input type="text" value="Yes"/>
NUMBER OF BUILDINGS:	<input type="text" value="1"/>

5. In "Search By" box select address or parcel and enter site address or parcel number for location and click search and click on address in the results window.

Permits must be linked to a valid City of Beverly parcel or address.

**If your address or parcel number is not found, please make sure that you are using the correct address format. Example, directional streets please use W instead of West.*

If the address does not populate and you have verified the address is within City limits, please contact the Building Department at 978-921-6025.

Location

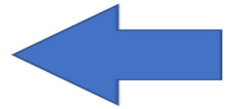
Enter part or all of your address and press search

Search By

Address ▼

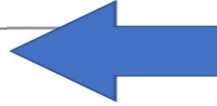
101 burton

SEARCH



Select address below

101 BURTON DR - PARCEL



6. Once you click on the address you will see the address you selected as shown below:

Location

00909319
101 BURTON DR
SANTA CRUZ, CA 95065

[Address Lookup](#)

7. Select your relationship to the application. If you are a property owner completing the work yourself, you can select both boxes.
8. Upload any documents required, upload all required documents.
Visit www.beverlyma.gov for a complete list of what is required for submitting.
Please name your files in a way which describes the item submitted. Improperly named files may result in an incomplete application. If you need to submit additional documentation you will be notified upon review of your application by City staff.
**The following document types are accepted: PDF, DOC, DOCX, XLS, JPG and PNG*
Click "Next Step".

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

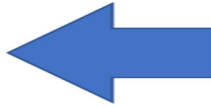
Contractor
Check this box if you are the Contractor

Attachments

Some attachments might not be allowed for upload. See your system administrator for more information about disallowed attachments.

Filename

Description



STEP 2: Contact Information

1. Fill out the following fields, fields marked with * are required fields and click "Next Step"
**Most of this information will be already completed based on your profile information.
The owner information should pre-populate based on the owner of record according to the City Assessor's Office. This may not reflect recent changes made in ownership.*

Permit Application



Application for a NEW RESIDENTIAL BUILDING Permit

Applicant Information

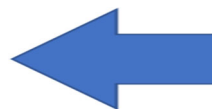
Name	<input type="text" value="Deb Jardim"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text" value="1000 Business Center Drive"/>	*Email Address	<input type="text" value="debra.jardim@centralsquare.com"/>
City	<input type="text" value="Lake Mary"/>		
State	<input type="text" value="FL"/>	Zip	<input type="text" value="347!"/> - <input type="text"/>

Owner Information

Name	<input type="text" value="Deb Jardim"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text" value="1000 Business Center Drive"/>	*Email Address	<input type="text" value="debra.jardim@centralsquare.com"/>
City	<input type="text" value="Lake Mary"/>		
State	<input type="text" value="FL"/>	Zip	<input type="text" value="347!"/> - <input type="text"/>

Contractor Information

Name	<input type="text"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text"/>	*Email Address	<input type="text"/>
City	<input type="text"/>	License#	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>



STEP 3: Review and Submit

1. Review Information. You will be able to review and make edits to your application if needed. Please note that this is where all necessary attachments should be uploaded. Filenames should not contain any special characters (i.e. #, &, %, etc.) Dashes and underscores are acceptable. Please try to upload all documents at the time of submission to expedite your review. When done with any edits needed, click "Submit".

**Upon submission of your application, City staff will review your application and notify you if the application is incomplete or if more information is needed.*

Permit Application



Application for a NEW RESIDENTIAL BUILDING Permit

Permit Information

[EDIT](#)

Type NEW RESIDENTIAL BUILDING
Subtype SFD
Description Single family
Job Value \$750,000.00

Location

[EDIT](#)

101 BURTON DR
SANTA CRUZ, CA 95065 Prospect Heights

Contacts

[EDIT](#)

Applicant Information

Deb Jardim
1000 Business Center Drive
Lake Mary, FL 34753
debra.jardim@centralsquare.com

Owner Information

Deb Jardim
1000 Business Center Drive
Lake Mary, FL 34753
debra.jardim@centralsquare.com

Contractor Information

Deb Test (140) 788-5993
1000 Business Center Drive
Lake Mary, FL 32746
debra.jardim@centralsquare.com

Fee Information

Type	Amount
BUILDING FEES	\$135,075.00
BUILDING APPLICATION FEE	75.00
NEW RESIDENTIAL BUILDING ...	135,000.00
Total Fees	\$135,075.00

Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [SUBMIT](#)



STEP 4: Checkout/Confirmation

1. Payment requirement will vary by application type:
 - If payment is due at the time of application submission you will be directed to the payment screen to complete your online payment.
 - If there is no payment due at the time of submission you will see the following confirmation message.
2. Click "View Permit" to view your application and obtain your permit number. Please note that this does not guarantee approval and issuance of your permit. It merely serves as acceptance of your application.

Permit Application



Confirmation

Once City Staff has reviewed your application you will be notified of your final fees. These fees can be viewed and paid online once finalized.



Example of permit below:

Permit #NRES21-0007

Permit Add To Cart Inspections

Permit Info Site Info Contacts (3) Fees \$135,075.00 Inspections(10) Chronology (0) Conditions (0) Reviews (1) AUTHORIZATION REQUIRED IN

Type: NEW RESIDENTIAL BUILDING
Subtype: SFD
Short Description: Single family
Status: APPLIED ONLINE
Applied Date: 8/13/2021
Approved Date:
Issued Date:
Final Date:
Expiration Date:
Notes: 8/13/2021 12:27:34 PM Notes about permit application

Dashboard

Your permit will now be shown in your dashboard, from here you will be able to monitor overall progress, pay fees if applicable, request inspections and follow progress with reviews and inspections.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) LOGGED IN AS: **DEB JARDIM**




Hello Deb Jardim.
Below is a Dashboard of your current activities.

[LINK TO PERMITS, PROJECTS, AND LICENSES](#)




My Active Permits








1 total record(s)  

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
NRES21-0007	101 BURTON...	NEW RESIDENTIAL BUILDING	APPLIED ONLINE		\$135075.00			



My Active Inspections

10 total record(s)  

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	FOOTING		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	FOUNDATION		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	FRAMING		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	INSULATION		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	ROUGH ELECTRICAL		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	ROUGH MECHANICAL		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	ROUGH PLUMBING		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	**BUILDING FINAL		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	GAS LINE ROUGH		
NRES21-0007	PERMIT	APPLIED ONLINE	101 BURTON...	DRYWALL		

Inspections




Once your permit is in an “Issued” status, you will be able to request inspections.










**Please note our Inspections policy: Inspections for Engineering Department permits can be scheduled online. A minimum of 24 hours notice is required for all inspection requests. Making a request does not guarantee an inspection is scheduled. You will see an inspector’s name next to all approved inspection requests. Building Department Inspections must be scheduled by calling the office at (978) 921-6025*

Inspections are active once an Inspector's name has been assigned. Inspection status is updated daily by 8AM.

Request an Inspection:

1. Click on the “Request” link to begin the request.

 **My Active Inspections** 11 total record(s)  

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
NRES21-0007	PERMIT	ISSUED		FOOTING	Request	
NRES21-0007	PERMIT	ISSUED	BURTON...	FOUNDATION	Request	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FRAMING	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	INSULATION	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH ELECTRICAL	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH MECHANICAL	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH PLUMBING	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	**BUILDING FINAL	Unavailable	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	GAS LINE ROUGH	Request	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	DRYWALL	Request	
NRES21-0007	PERMIT	ISSUED	101 BURTON...	EXCAVATION	8/13/2021	

2. Fill out the following fields, fields marked with * are required fields and click "Submit"

Schedule FOOTING PERMIT Inspection - NRES21-0007

* **ONSITE Contact Name:**

* **ONSITE Phone Number:**

* **Site Address:**

* **Email Address:**

Permit Inspection Remarks Request:

Notes:

Inspection Type: FOOTING

Requested Date:

Time:



CENTRAL CITY Inspection Policy

Inspections can be scheduled up to 7 days in advance from the current date. Each inspection type has a cap (max inspections per day). When the cap is reached, the day is removed from the "Requested Date" drop down above. If the cap is reached for the entire time period, no dates would be displayed. In this situation please check back as availability can open as the next day becomes available. If there is a continued unavailability, please contact the Building Department at 800-555-1212.

If the preferred dated is not available and the inspection request is time sensitive, you may check with the inspectors for an alternate available date. Availability is based on the current inspection load and the priorities for inspections.

Inspections are active once an Inspector's name has been assigned. Inspection status is updated daily by 8AM.

You may cancel your inspection up to 3:00PM the day before the inspection is scheduled using the Online Web Portal or calling the Building Department at 800-555-1212 for assistance.

We cannot guarantee the inspector will be contacted prior to visiting the job site for same day cancelations

3. Read and click "Accept" to accept the disclaimer.




 **Disclaimer**













While Central City tries to accommodate all requests, we cannot guarantee that the requested inspection time will be honored.

Inspection scheduling is at the complete discretion of Central City.



4. You will now see the chosen date in your dashboard.

 **My Active Inspections** 11 total record(s)  

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP	CANCEL
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FOUNDATION	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FRAMING	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	INSULATION	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH ELECTRICAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH MECHANICAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH PLUMBING	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	**BUILDING FINAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	GAS LINE ROUGH	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	DRYWALL	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	EXCAVATION	8/13/2021		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FOOTING	8/16/2021		
















Cancel an Inspection:

You may cancel your inspection up to 3:00PM the day before the inspection is scheduled.

**We cannot guarantee the inspector will be contacted prior to visiting the job site for same day cancellations*

1. Click on the "Red X" link to begin the request.

 **My Active Inspections** 11 total record(s).  

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP	CANCEL
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FOUNDATION	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FRAMING	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	INSULATION	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH ELECTRICAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH MECHANICAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	ROUGH PLUMBING	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	**BUILDING FINAL	Unavailable		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	GAS LINE ROUGH	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	DRYWALL	Request		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	EXCAVATION	8/13/2021		
NRES21-0007	PERMIT	ISSUED	101 BURTON...	FOOTING	8/16/2021	