Virtual Inspections E-Trakit pictures attachment step by step guide.

If you require more assistance, please reach out to the Building and Safety Department

at (760) 776-6420 or Building@palmdesert.gov

STEP 1   Log into your E-Trakit account at https://etrakit.palmdesertegov.com/etrakit/

IF YOU DO NOT have an E-Trakit account, create a "public" account by selecting public the dropdown menu at the top of the screen.

STEP 2   Navigate to the permit you are submitting virtual pictures for either in active permits on your dashboard or by using the search feature in the blue menu.

STEP 3   Click on the paperclip tab "attachment", select file from your computer.

STEP 4   Click upload and "agree" to disclaimer and scroll to bottom of window and click "close."

Once you click "close" your submittal is now complete.

STEP 5   There is no need to schedule your inspection. Our system will schedule your inspection automatically once all pictures have been uploaded.

To verify if your virtual inspection was approved??

STEP 6   Please allow 5 to 7 business days for our inspectors to review.

STEP 7   Log back into your E-Trakit account and click on the inspection tab to view results.