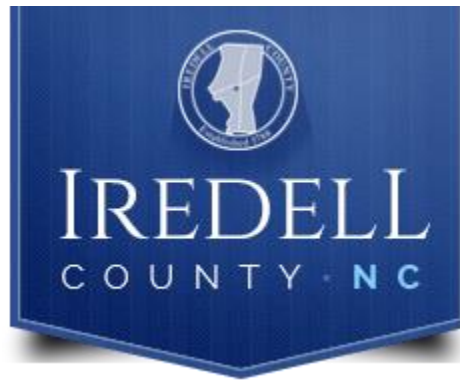


IREDELL COUNTY DEVELOPMENT SERVICES
CENTRAL PERMITTING DIVISION



HOW TO SCHEDULE INSPECTIONS ONLINE

Where do I find my permit?

Step 1. On the permit approval email click the etrakit link listed under NEXT STEPS.

Application #: AP-300161
Permit Type: APPLICATION/BLANKET


NEXT STEPS:

Print an official copy of your permit or schedule inspections online here: <https://irco-trk.aspgov.com/ETRAKIT/>

ONLINE GUIDES:

Guide for setting up online account: [https://nc-iredellcounty.civicplus.com/DocumentCenter/View/319/How-to-Regis
bidId=](https://nc-iredellcounty.civicplus.com/DocumentCenter/View/319/How-to-Regis-bidId=)

Guide for Printing Online Permits: <http://www.co.iredell.nc.us/DocumentCenter/View/5245/How-to-print-an-online-p>



The diagram consists of a green box labeled 'Step 1' with an orange arrow pointing to the URL 'https://irco-trk.aspgov.com/ETRAKIT/' in the 'NEXT STEPS' section. The URL is also circled in orange.

How do I find my project?

Step 2. Click Search Permit.

2. Choose account type from drop down list and enter login information



Home | Setup an Account | Login

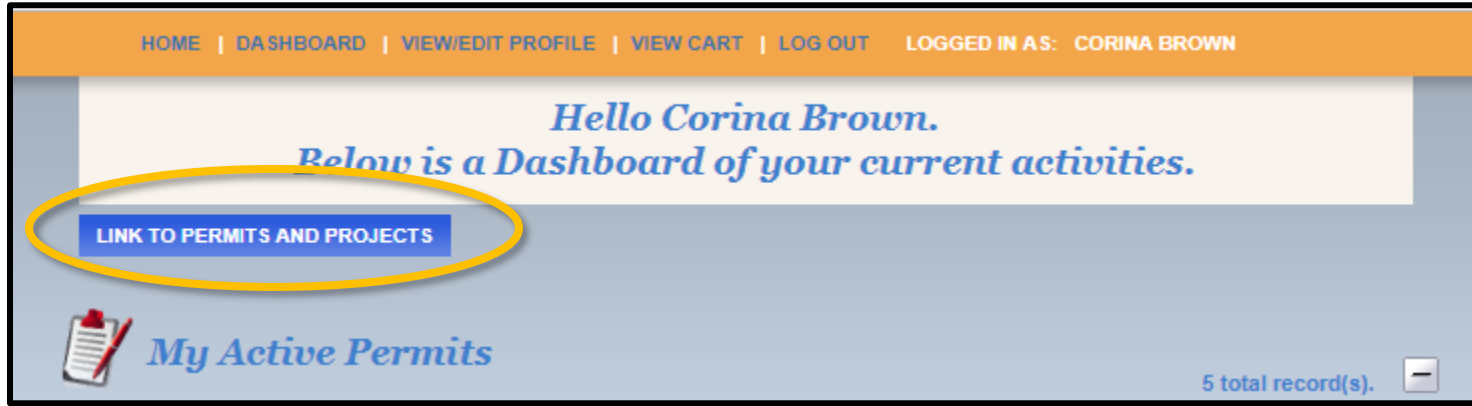
Public ▾ rbrown [password] LOGIN REMEMBER ME Forgot Password

Iredell County
Development Services Web Portal

This site provides access to development services allowing citizens and contractors to search for information and complete many common tasks online. Online services are currently limited to scheduling inspections, downloading/uploading PDF documents, and paying fees.

*If you do not have an account, click here [How to Register for an Etrakit account](#)

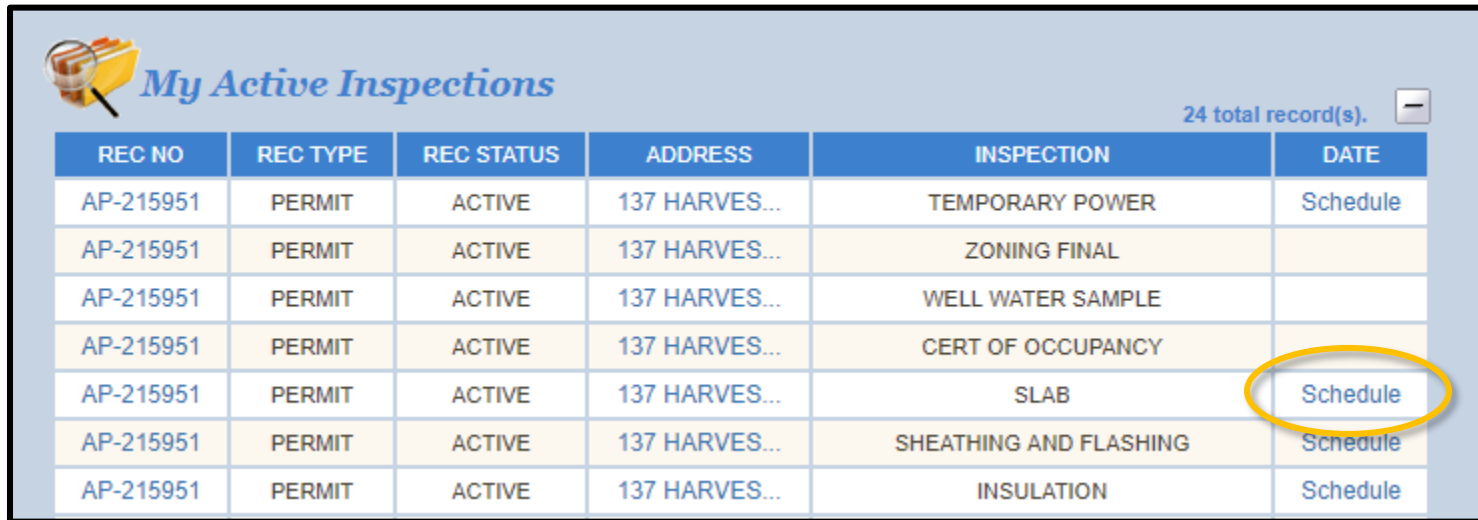
Step 3. *For registered contractors with an AEC number skip to Step 5.* From the Dashboard page, click [Link to Permits and Projects](#)



Step 4. Enter the permit number from your approval email exactly as listed in the email and click [Link](#). Repeat if linking multiple permits.

The screenshot shows a web interface with an orange navigation bar at the top containing the links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT. On the right side of the bar, it says "LOGGED IN AS: CORINA BROWN". Below the navigation bar is a section titled "Link a Record to my Account" in blue italicized text. The main content area has a light blue background and contains two form fields: "Link to a:" with a dropdown menu set to "Permit", and "Permit #:" with a text input field containing "AP-300161". At the bottom of the form are two blue buttons: "LINK" and "CANCEL".

Step 5. In *My Active Inspections* click the **Schedule** link next to the inspection you wish to request.



My Active Inspections 24 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
AP-215951	PERMIT	ACTIVE	137 HARVES...	TEMPORARY POWER	Schedule
AP-215951	PERMIT	ACTIVE	137 HARVES...	ZONING FINAL	
AP-215951	PERMIT	ACTIVE	137 HARVES...	WELL WATER SAMPLE	
AP-215951	PERMIT	ACTIVE	137 HARVES...	CERT OF OCCUPANCY	
AP-215951	PERMIT	ACTIVE	137 HARVES...	SLAB	Schedule
AP-215951	PERMIT	ACTIVE	137 HARVES...	SHEATHING AND FLASHING	Schedule
AP-215951	PERMIT	ACTIVE	137 HARVES...	INSULATION	Schedule

Step 6. Verify Contact information and Address. Enter notes for inspectors in **Special Instructions**. Select Requested Date. Click Submit.

* Contact Name:	<input type="text" value="Corina Brown"/>
* Phone Number:	<input type="text" value="(704) 928-2021"/>
* Site Address:	<input type="text" value="137 HARVEST WIND CT"/>
* Email Address:	<input type="text" value="ruth.brown@co.iredell.nc.us"/>
Special Instructions:	<input type="text" value="Lockbox code 0000"/> // 23 Characters left
Notes:	<input type="text"/>
Inspection Type:	SLAB
Requested Date:	<input type="text" value="8/29/2019"/>

Step 7. You may cancel your inspection up until the day before your inspection is scheduled. Click the red X next your inspection. Click ok to unscheduled your inspection.

AP-215951	PERMIT	ACTIVE	137 HARVES...	PLUMBING SLAB	Schedule	
AP-215951	PERMIT	ACTIVE	137 HARVES...	FRAMING	Schedule	
AP-215951	PERMIT	ACTIVE	137 HARVES...	SLAB	8/29/2019	