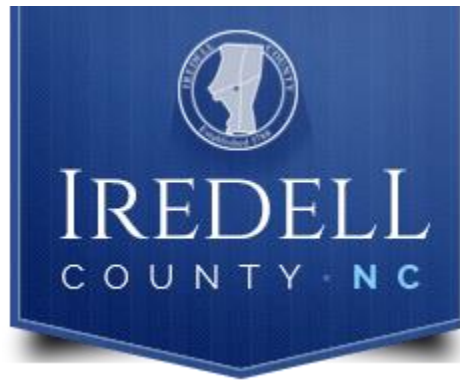


IREDELL COUNTY DEVELOPMENT SERVICES

CENTRAL PERMITTING DIVISION



HOW TO PRINT AN ONLINE PERMIT

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=](#)

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

Step 1

How do I find my project?

Step 2. Click Search Permit.

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

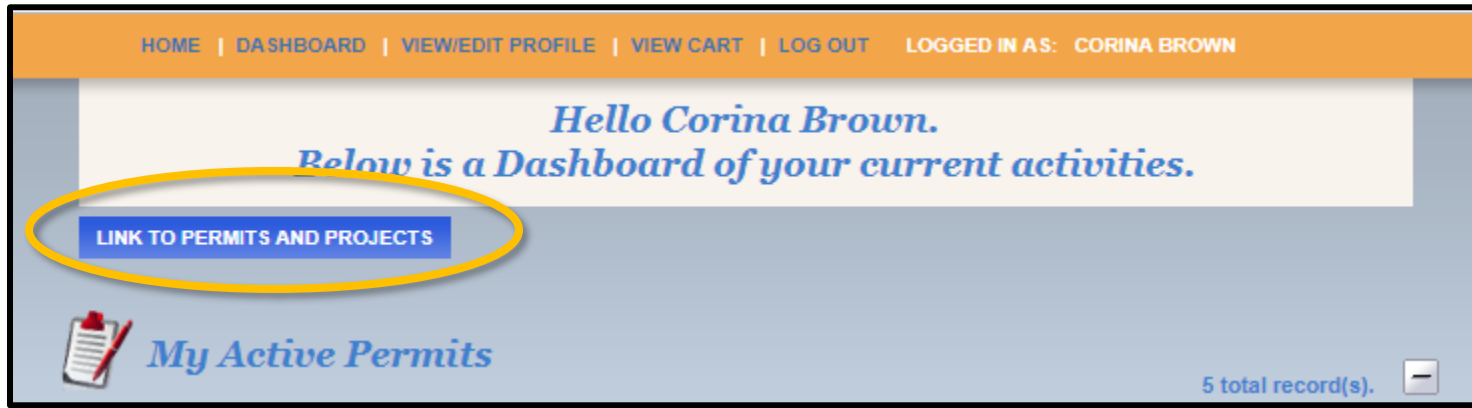
Home | Setup an Account | Login | Public ▾ | rbrown | | LOGIN | REMEMBER ME | Forgot Password

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](#)

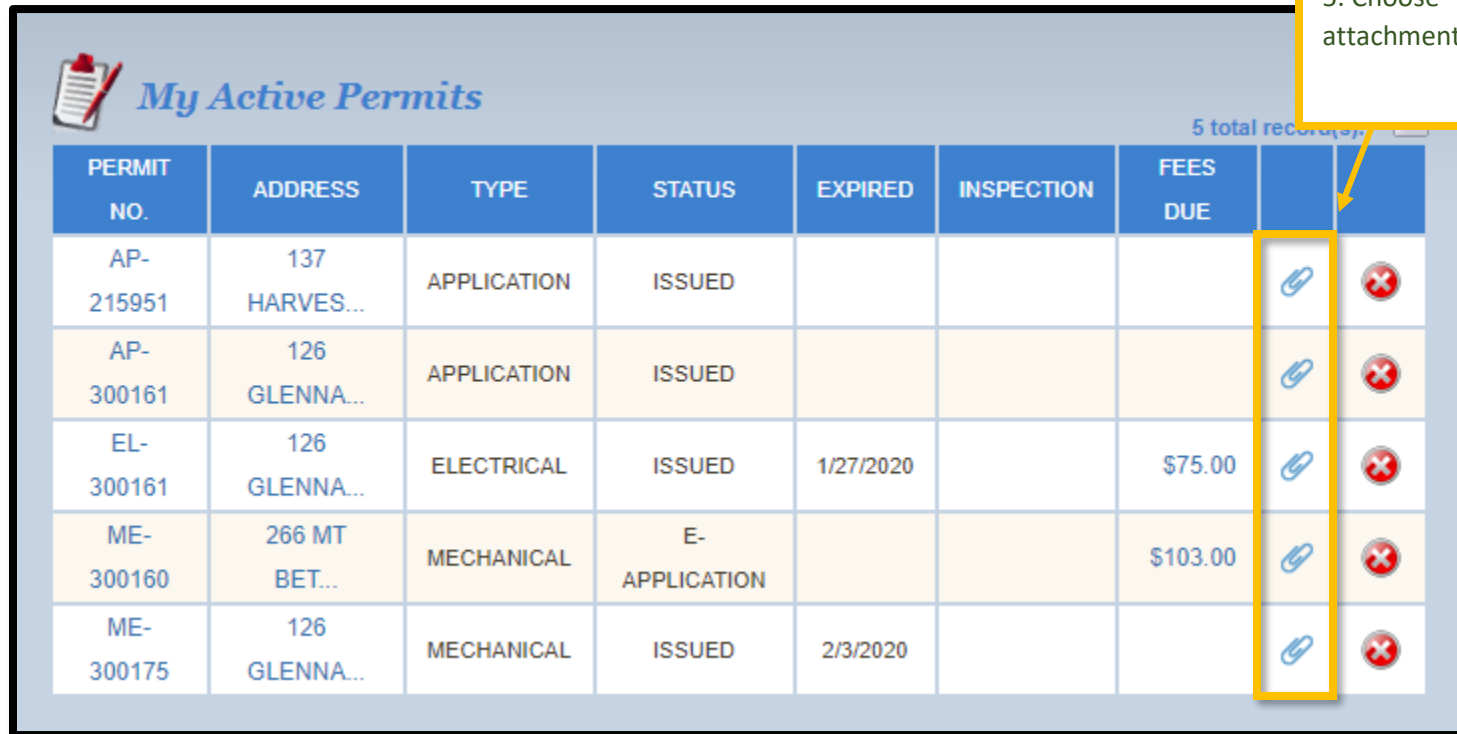
Step 3. *For registered contractors with an AEC number skip to Step 5.* From the Dashboard page, click [Link to Permits and Projects](#)



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 grey header area with the title "Link a Record to my Account" in blue italicized text. The main content area is a light blue box containing a form. The form has two fields: "Link to a:" with a dropdown menu currently 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 Permits*, click the paperclip image for the permit number you wish to print.



The screenshot shows the 'My Active Permits' interface. At the top left is a clipboard icon and the title 'My Active Permits'. On the right, it says '5 total records'. Below is a table with columns: PERMIT NO., ADDRESS, TYPE, STATUS, EXPIRED, INSPECTION, FEES DUE, and two columns for actions (print and delete). A yellow box highlights the paperclip icons in the print column, with a callout box containing the text '5. Choose attachment link.' pointing to the first paperclip icon.

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE		
AP-215951	137 HARVES...	APPLICATION	ISSUED					
AP-300161	126 GLENNA...	APPLICATION	ISSUED					
EL-300161	126 GLENNA...	ELECTRICAL	ISSUED	1/27/2020		\$75.00		
ME-300160	266 MT BET...	MECHANICAL	E-APPLICATION			\$103.00		
ME-300175	126 GLENNA...	MECHANICAL	ISSUED	2/3/2020				

5. Choose attachment link.

Step 6. In the upload pop-up box click Permit PDF link under Attachment(s). ** Note: Application type permits may have multiple attachments to choose from. For these permit types (designated by a permit number of AP-#####) you may choose the Job Card to print and post at the construction site.**

The screenshot shows a software dialog box titled "eTRAKiT Attachment Upload". At the top, there is a close button (X). Below the title bar, the form is organized as follows:

- Upload Permit Attachment:** A text input field followed by a "Select" button.
- Description:** A text input field.
- UPLOAD:** A blue button.
- Attachment(s):** A section containing a table with one row:

Sub Trade Permit	Sub Trade Permit.pdf
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The link "Sub Trade Permit.pdf" is highlighted with a yellow oval.
- CLOSE:** A blue button at the bottom center.

Step 7. Permit will open in a separate browser tab as a PDF file. You may print your permit or job card from this page.

Step 8. Close the browser tab when completed. Repeat step 5 thru 7 for any additional permits you may wish to print.

Note: If an issued permit is not visible to print from the Uploads pop-up box, contact Central Permitting at (704)878-3113.