



# How to upload files to eTRAKiT

PLEASE FOLLOW THE  
INSTRUCTIONS IN **GREEN**

# Login to your account

Home | Setup an Account | Log In | Contractor or architect | User Name: [input] | Password: [input] | LOGIN | Remember Me | Forgot Password

Select company name using drop down menu | Enter password

**MILL VALLEY**

**Welcome to the City of Mill Valley Online Permitting and Property Search Database**

This portal gives access to the following public information: Public records including general property information such as Zoning and Main County Assessor data, building permit history (2012 – present), and planning projects (historic – present).

**Contractors & Professionals:** apply for permits & schedule inspections below.

**Property owners:** pay permit fees & schedule inspections below.

**PERMITS**

- Apply / New Permit
- Pay Fees
- Search Permit

**PROJECTS**

- Search

**PROPERTIES**

- Search

**INSPECTIONS**

- Schedule
- Cancel
- Scheduled

**CONTACT**

- Contact Us



# Select the Permit

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT    LOGGED IN AS: ATHENA LANGDON



**My Dashboard**


- Permits**
  - Apply / New Permit
  - Search Permit
  - Pay Fees
- Projects**
  - Search Projects
- Pay Bus License**
- Properties**
  - Search Property
- Inspections**
  - Schedule
  - Cancel
  - Scheduled
- Shopping Cart**
  - Pay All Fees
  - Paid Items
- Contact**
  - Contact us

**Hello Athena Langdon.**  
*Below is a Dashboard of your current activities.*

 **My Open Permit Applications** 2 total record(s) 

Applications In Progress	Permit Type	Created Date	Delete
Continue Application		10/10/2023	Delete
Continue Application		9/27/2023	Delete

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

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT
B-045734	26 CORTE M...	RESIDENTIAL EV CHARGER	CANCELLED		\$185.00	
B-	26 CORTE	RESIDENTIAL EV	CANCELLED		\$185.00	
CIVIL PERMIT	26 CORTE M...	RESIDENTIAL PLAN CHECK	HARD COPIES REQUIRED		\$54,911.86	
TEST-045698	26 CORTE M...	ONLINE PERMIT TEST	ONLINE		\$2.00	

Select the active permit for which you would like to upload files

Paperclip icon indicates upload option is available

# Select: Attachment

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My Dashboard

**Permits**  
Apply / New Permit  
Search Permit  
Pay Fees

**Projects**  
Search Projects

**Pay Bus License**

**Properties**  
Search Property

**Inspections**  
Schedule  
Cancel  
Scheduled

**Shopping Cart**  
Pay All Fees  
Paid Items

**Contact**  
Contact us

### Permit Search

Search By:

Search Operator:

Search Value:

[Click here for search examples](#)

**Select: Attachment**

**Permit #TEST-045698**

[Attachment](#) [Add To Cart](#) [Inspections](#)

Permit Info | Site Info | Contacts (3) | Fees \$2.00 | Inspections(3)

Type: **ONLINE PERMIT TEST**

Subtype:

Short Description: **Test Permit for Status Emails**

Status: **ONLINE**

Applied Date: **8/29/2023**

Approved Date: **8/29/2023**

Issued Date: **8/29/2023**

Finale Date:

Expiration Date: **8/28/2024**

Notes:

# Select files for upload

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ATHENA LANGDON

**My Dashboard**

- Permits**
  - Apply / New Permit
  - Search Permit
  - Pay Fees
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  - Search Projects
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**Permit Search**

Search By:  [Click here for search examples](#)

Search Operator:

Search Value:

**Click 'Select' button to chose the files to upload**

**eTRAKT Attachment Upload**

Upload Permit Attachment:

Description:

Attachments:

# Upload files

**eTRAKiT Attachment Upload**

Upload Permit Attachment: ● Corte Madera 26 - B-000000 - Test Document 2.pdf  
✕ Remove

● Corte Madera 26 - B-000000 - Test Document.pdf  
✕ Remove

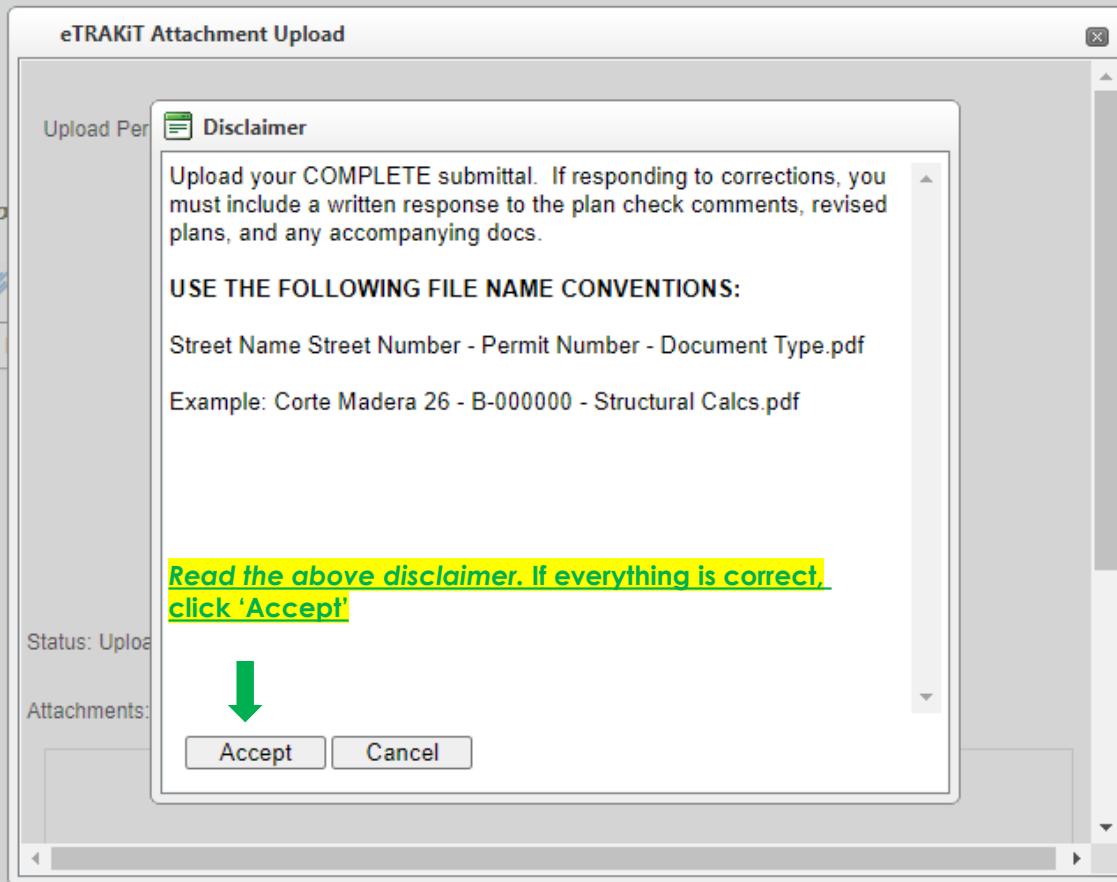
**Corte Madera 26 - B-000000 - Test Document 2.pdf**  
Description:

**Corte Madera 26 - B-000000 - Test Document.pdf**  
Description:

← Click "UPLOAD"

Attachments:

# Read disclaimer



# Submit & Accept

**eTRAKiT Attachment Upload** [X]

Upload Permit Attachment:

Description:

Status: File uploaded successfully.

Attachment(s):

Corte Madera 26 - B-000000 - Test Document 2.pdf

Corte Madera 26 - B-000000 - Test Document\_1.pdf

Click 'CLOSE'



# Confirm files are attached

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT    LOGGED IN AS: ATHENA LANGDON

**Permit Search**

Search By:     [Click here for search examples](#)  
Search Operator:   
Search Value:

**SEARCH**

**Permit #TEST-045698**

Attachment   Add To Cart   Inspections

Permit Info   Site Info   Contacts (3)   Fees \$2.00   Inspections(3)

Type: **ONLINE PERMIT TEST**  
Subtype:  
Short Description: **Test Permit for Status Emails**  
Status: **ONLINE**  
Applied Date: **8/29/2023**  
Approved Date: **8/29/2023**  
Issued Date: **8/29/2023**  
Finalized Date:  
Expiration Date: **8/28/2024**  
Notes:

**Confirm your files are attached**

**Attachments:**

- Corte Madera 26 - 8-000000 - Test Document 1.pdf
- Corte Madera 26 - 8-000000 - Test Document 2.pdf

# Issues?

- ▶ Still experiencing issues
  - ▶ Please contact the Building Department at [building@cityofmillvalley.org](mailto:building@cityofmillvalley.org)
  - ▶ or by phone (415) 388-4033