

GARAGE SALE PERMIT APPLICATION ON LINE

The Village of Pinecrest makes it easy for you to apply for certain types of permits online using eTRAKiT.NET. This also includes garage sale permits.

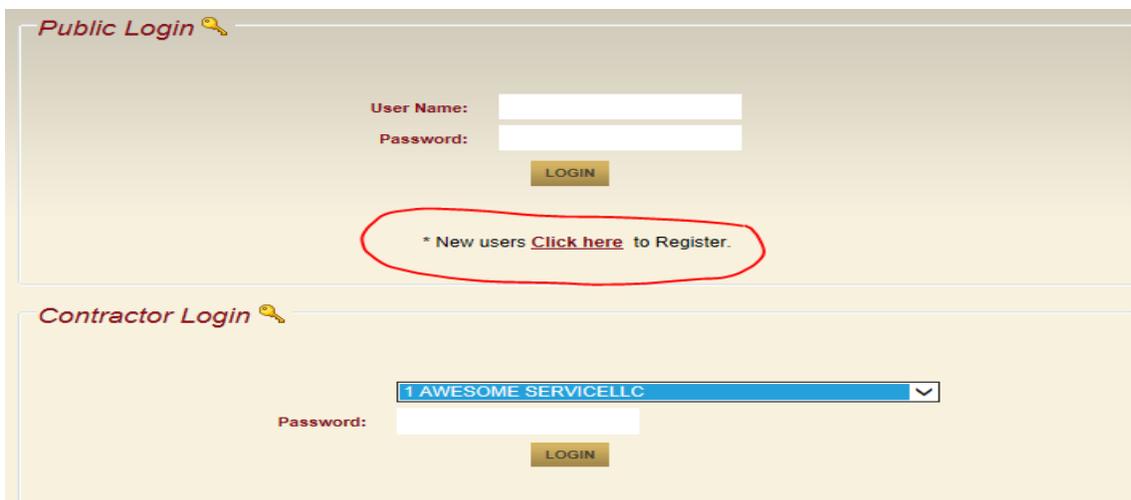
To access eTRAKiT.NET, go to <https://etrakit.pinecrest-fl.gov/etrakit3>.

The Permit Application link is available via the "Apply" button under Permits.



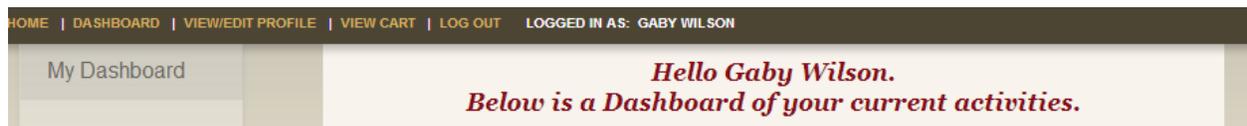
If you want to sign-on as a **Public** user, you will be required to create a username and password. *** All first time users will be required to create a new profile. ***

If you wish to sign on as a **Contractor** user, use the dropdown list to scroll down or simply begin typing your company name.

A screenshot of the eTRAKiT.NET login interface. It shows two sections: 'Public Login' and 'Contractor Login'. The 'Public Login' section has fields for 'User Name' and 'Password', a 'LOGIN' button, and a red circle around the text '* New users [Click here](#) to Register.' The 'Contractor Login' section has a dropdown menu with '1 AWESOME SERVICE LLC' selected, a 'Password' field, and a 'LOGIN' button.

NOTE: Registration must be current to use eTRAKIT.

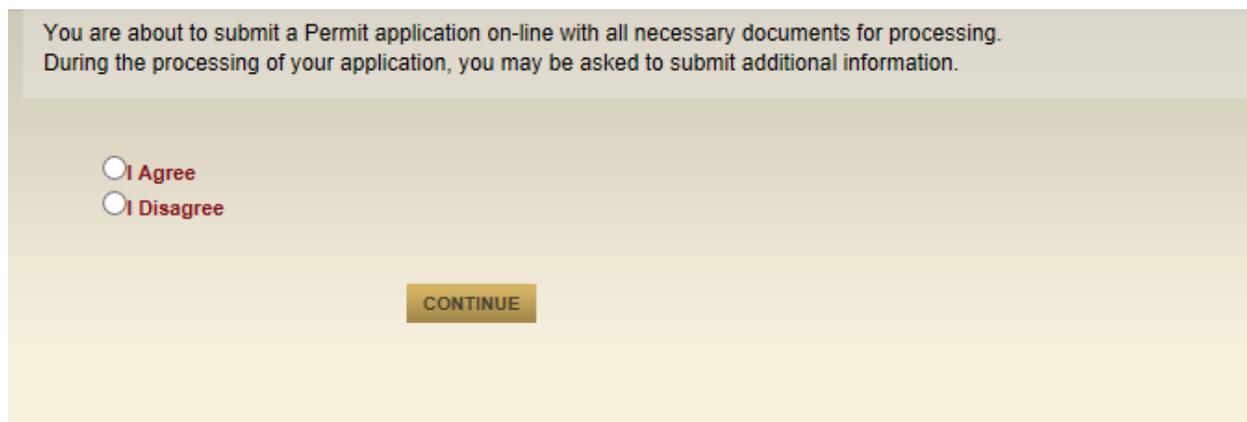
Once logged in, your name will appear in the top right hand corner and you will be taken to the permit application page.



On the left hand side, you will see the option to "Apply" under Permits. Click "Apply" to begin the application.



You will be asked to agree to the disclaimer to proceed with the application. Choose "Agree" or "Disagree". If you chose "Disagree" the application will be cancelled.



The Permit application has four steps:

- 1- Enter Permit Information
- 2- Enter Contact Information
- 3- Review and Submit
- 4- Payment Fees (if any)

NOTE: Garage Sale applications have zero fees.

STEP 1- ENTER PERMIT INFORMATION



First choose the "Permit Type" from the dropdown menu. In this case, choose "Garage Sale".

Second, enter a short description and the desired date(s) for your Garage Sale.

NOTE: If you do not provide this information, your application will be delayed.

You are not required to enter any information in the "Job Value" field.

The "Permit Type Information" form is displayed on a light beige background. It contains three main input fields:

- PERMIT Type:** A dropdown menu with "GARAGE SALE" selected and a downward arrow.
- *Short Description:** A text input field containing "Garage Sale on June 25 2014".
- Job Value:** An empty text input field.

In the "Location" box, click on the textbox and type the first few numbers of the Garage Sale address and choose search.

You will be given a list of addresses that match the street. Choose the correct location for your Garage Sale. This information will be placed in the "Location" box in the eTRAKIT page.

The "Location" search interface is shown in two panels. The left panel is the search input area, and the right panel is the results area.

Left Panel (Search Input):

- Section: *Location*
- Instruction: ***Enter part or all of your address and press search**
- Input field: "12645" with a "SEARCH" button to its right.
- Section: **Select address below**
- Results list:
 - 12645 PINECREST PARKWAY
 - 12645 SW 81 AVE

Right Panel (Results):

- Section: *Location*
- Result: "12645 PINECREST PARKWAY PINECREST, FL"
- Section: *Address Lookup*

Next, you will choose your relationship to this permit. This is a required field, so one must be chosen. For Garage Sale applications choose "Property Owner" even if you are a tenant.

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

You are given the option to attach documents to the application. You can either submit pictures of the articles, or add more description of your garage sale. If you wish to use this option:

- 1) Click on the "Select" button to browse your computer for your files.
- 2) Enter a brief description of the document being attached.
- 3) Click "Upload" to attach the document to the Garage Sale application.

Attachments

Filename

Description

When you are done, choose "Next Step" to continue with the application.

STEP 2- ENTER CONTACT INFORMATION

Make sure your information for "APPLICANT" or "CONTRACTOR" is correct. Make sure the name of the homeowner is correct and add the homeowner's contact phone number.

Choose "Next Step" to continue with the application.

Permit Application

STEP 1 STEP 2 ENTER CONTACT INFORMATION STEP 3 STEP 4

Application for a GARAGE SALE Permit

Applicant Information

*Name <input type="text" value="Gaby Wilson"/>	*Phone <input type="text" value="(305) 234-2121"/>
*Address <input type="text" value="12645 Pinecrest Parkway"/>	*Email Address <input type="text" value="gwilson@pinecrest-fl.gov"/>
*City <input type="text" value="pinecrest"/>	
*State <input type="text" value="FL"/>	*Zip <input type="text" value="33156"/> - <input type="text"/>

Owner Information

Name <input type="text" value="Gaby Wilson"/>	Phone <input type="text" value="(305) 234-2121"/>
Address <input type="text" value="12645 Pinecrest Parkway"/>	Email Address <input type="text" value="gwilson@pinecrest-fl.gov"/>
City <input type="text" value="pinecrest"/>	
State <input type="text" value="FL"/>	Zip <input type="text" value="33156"/> - <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 or ID <input type="text"/>
State <input type="text"/>	Zip <input type="text"/> - <input type="text"/>

STEP 3- REVIEW AND SUBMIT

A summary of your permit will appear on the next page, along with the fees due. If the information is correct, choose "Next".

Permit Application

STEP 1 STEP 2 **STEP 3 REVIEW AND SUBMIT** STEP 4

Application for a GARAGE SALE Permit

Review the information below prior to submitting the application

<h4>Permit Information</h4> <table><tr><td>Type</td><td>GARAGE SALE</td></tr><tr><td>Subtype</td><td></td></tr><tr><td>Description</td><td>Garage Sale on June...</td></tr><tr><td>Job Value</td><td>0</td></tr></table> <p>EDIT</p>	Type	GARAGE SALE	Subtype		Description	Garage Sale on June...	Job Value	0	<h4>Location</h4> <table><tr><td>12645 PINECREST PARKWAY PINECREST, FL</td></tr></table> <p>EDIT</p>	12645 PINECREST PARKWAY PINECREST, FL													
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Review the information below prior to submitting the application

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

STEP 4- PAYMENT

Because Garage Sale permits have no associated fees, you will be redirected to the following screen. This indicates that you have successfully submitted your application and that it is awaiting approval. Click on "View Permit" to retrieve your permit number.

NOTE: Your permit must have a "Finaled" status to be considered approved and to give you the capability to print your permit online.

Permit Application

STEP 1 STEP 2 STEP 3 **STEP 4 PAYMENT**

Confirmation

There are no fees for this permit.
Your application is complete.

[VIEW PERMIT](#)

Permit Search

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

Permit #PZ2014-0276

Permit Info	Site Info	Contacts (2)	Fees \$0.00	Conditions	Reviews (1)
<p>Type: GARAGE SALE Subtype: Description: Garage Sale on June 25 2014 Status: SUBMITTED Applied Date: 6/25/2014 Issued Date: Approved Date: Finaled Date: Expiration Date: Notes: Garage Sale on June 25 2014</p>					

FINAL STEP - CHECK FOR FINALED STATUS AND PRINT PERMIT FORM

After your permit application is submitted, the Village of Pinecrest will review your application in detail to complete the approval process.

Once approved, the permit application status will change to "Finaled" and the option to print the permit online will become available. You can check back to see the status of your permit with the credentials you used to login.

Permit #PZ2014-0282

 **Permit**

Permit Info | Site Info | Contacts (2) | Fees \$0.00 | Conditions | Reviews (1)

Type: GARAGE SALE

Subtype:

Description: TESTING GABY GS JUNE 26 2014

Status: FINALED

Applied Date: 6/26/2014

Issued Date:

Approved Date: 6/26/2014

Finaled Date: 6/26/2014

Expiration Date:

Notes: TESTING GABY GS JUNE 26 2014

At this point your permit is now complete and is officially issued. Please make sure to print the permit and have it available on the day of your Garage Sale. (See Sample below)

PERMIT NO: PZ2014-0282 ON-LINE PERMIT

VILLAGE OF PINECREST 12645 Pinecrest Parkway, FL 33156 INSPECTION REQUEST LINE (305) 234-2111 OR SCHEDULE EXISTING INSPECTION ON-LINE https://atrakit.pinecrest-fl.gov/atrakit3/	PERMIT TYPE GARAGE SALE	APPLIED DATE 6/26/2014	
	PERMIT SUB-TYPE	APPROVED DATE 6/26/2014	
	JOB VALUE 0	ISSUED DATE	
	APN 2050150350010	DESCRIPTION TESTING GABY GS JUNE 26 2014	

PERMIT INFORMATION		FEE SUMMARY	
SITE	12645 PINECREST PARKWAY PINECREST, FL	GENERAL ADMINISTRATIVE FEES	\$0.00
APPLICANT	Gaby Wilson 12645 Pinecrest Parkway Pinecrest FL 33156	<h1 style="color: blue; text-decoration: underline;">ONLINE PERMIT SAMPLE</h1>	
OWNER	Gaby Wilson 12645 Pinecrest Parkway Pinecrest FL 33156		
CONTRACTOR			

NOTE: This job copy of this permit shall be kept on the job site to make the required entries thereon. The permit will expire if work is not started in 180 days, is abandoned, or does not receive an inspection for more than 180 days. Additional fees will be collected to renew expired permits. This is a Building Permit when properly filled out, signed and validated, and is not transferable. Construction Hour: Construction is limited to the hours of 7:00am to 7:00pm each day. No work shall be performed on certain holidays (MMC V-213-5B).

<p align="center">LICENSED CONTRACTORS DECLARATION</p> <p>I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. License No: _____ Expiration Date: _____ Contractor: _____</p> <p align="center">OWNER-BUILDER DECLARATION</p> <p>I hereby affirm under penalty of perjury that I am exempt from the contractors license law for the following reason (Sec. 7031.5, Business and Professions Code. Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by an applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).)</p> <p>_____, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code. The Contractors License Law does not apply to an owner or property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)</p> <p>_____, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code. The Contractors License Law does not apply to an owner or Property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.)</p> <p>I am exempt under Sec. _____ OWNER _____ B.P.C. for this reason _____</p> <p align="center">WORKERS COMPENSATION DECLARATION</p> <p>I hereby affirm under penalty of perjury one of the following declarations: I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the permit is issued. I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are: Carrier/Policy No: _____ (This section need not be completed if the permit is for one hundred dollars (\$100) or less.)</p> <p>I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any number so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation laws of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.</p> <p>DATE _____ APPLICANT: _____</p> <p>WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3705 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.</p> <p align="center">CONSTRUCTION LENDING AGENCY</p> <p>I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).</p> <p>DATE _____ APPLICANT: _____</p> <p>I certify that I have read this application and state that the above information is correct. I agree to comply with all city ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.</p> <p>SIGNATURE OF APPLICANT OR AGENT: _____ DATE _____</p>	<p align="center">INSPECTION SUMMARY</p>
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Permit Finaed Date: _____ Inspector Name: _____ Signature: _____