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City of Richmond Provides Easy "Contactless" Building Permit Application Process

June 23, 2020 – The City of Richmond has implemented a new process, within its existing digital eTRAKiT permit portal, to provide for contactless building permit application and approval. In the current COVID-19 environment, such contactless processes are an important way to better serve the community, giving people a safe, easy way to handle their business with the City during the ongoing shelter-in-place.

With this new process, contractors and property owners seeking a building permit can easily apply online, and attach any necessary supporting documentation. The City's Building staff will review the application and append the appropriate fees, which the applicant can pay online. The building permit application is reviewed by staff, who can contact the applicant for any additional information that may be needed. Once the building permit application is approved, the City makes all approved project documents available for printing by the applicant and the City sends the official permit inspection card to the applicant by mail.

"*This is a good example of how we're working to adapt to the new normal in how we carry out the City's business,*" said Richmond City Manager Laura Snideman. "*We're making things easier for those seeking a building permit in Richmond, and safer for the entire community. Applicants won't need to come into City Hall, which reduces their contact with other people, and that helps to reduce the potential for spread of the coronavirus.*"

Utilizing eTRAKiT also saves City staff a considerable amount of administrative time in accepting applications, processing and routing projects, processing payments, and accepting and processing inspection requests. This system also makes it easy for customers to check the status of plan checks, permits, and inspections.

The City's online building permit application process is available at http://etrakit.ci.richmond.ca.us.

For more information about the City of Richmond, it's programs, services, community, amenities, and history, please visit ci.richmond.ca.us.

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