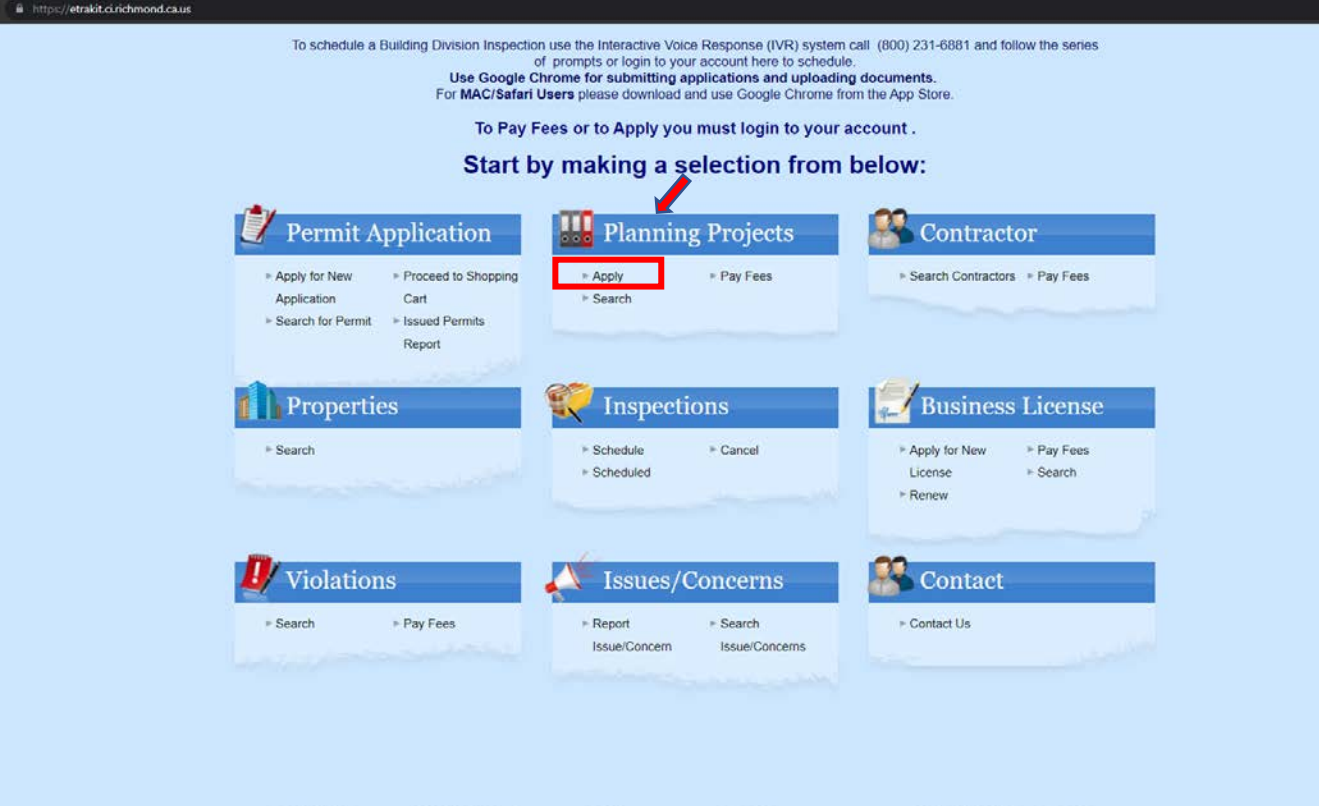


Como Enviar una Solicitud de Proyecto de Planificación

Primer Paso:

Haga clic en “Apply” en la sección de “Planning Projects”.



The screenshot shows the eTrakit website interface. At the top, there is a navigation bar with the URL <https://etrakit.ci.richmond.ca.us>. Below the navigation bar, there is a message: "To schedule a Building Division Inspection use the Interactive Voice Response (IVR) system call (800) 231-6881 and follow the series of prompts or login to your account here to schedule. Use Google Chrome for submitting applications and uploading documents. For MAC/Safari Users please download and use Google Chrome from the App Store." Below this message, there is a prompt: "To Pay Fees or to Apply you must login to your account." and a heading: "Start by making a selection from below:". The main content area is a grid of nine service categories, each with a blue header and a white body. The categories are: Permit Application, Planning Projects, Contractor, Properties, Inspections, Business License, Violations, Issues/Concerns, and Contact. The 'Planning Projects' category is highlighted with a red box around the 'Apply' button, and a red arrow points to it from above. The 'Apply' button is located in the top right corner of the 'Planning Projects' card.

To schedule a Building Division Inspection use the Interactive Voice Response (IVR) system call (800) 231-6881 and follow the series of prompts or login to your account here to schedule.
Use Google Chrome for submitting applications and uploading documents.
For MAC/Safari Users please download and use Google Chrome from the App Store.

To Pay Fees or to Apply you must login to your account .

Start by making a selection from below:

- Permit Application**
 - Apply for New Application
 - Search for Permit
 - Proceed to Shopping Cart
 - Issued Permits Report
- Planning Projects**
 - Apply
 - Search
 - Pay Fees
- Contractor**
 - Search Contractors
 - Pay Fees
- Properties**
 - Search
- Inspections**
 - Schedule
 - Scheduled
 - Cancel
- Business License**
 - Apply for New License
 - Renew
 - Pay Fees
 - Search
- Violations**
 - Search
 - Pay Fees
- Issues/Concerns**
 - Report Issue/Concern
 - Search Issue/Concerns
- Contact**
 - Contact Us

Como Enviar una Solicitud de Proyecto de Planificación

Segundo Paso:

Revise el “Electronic Project Application Submission – Agreement”, y haga clic en “I agree”.

Cuando este listo para seguir haga clic en “Continue”.

My Dashboard

- Permit Application
 - Apply for New Application
 - Search for Permit
 - Pay Fees
 - Issued Permits Report
- Planning Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Contractor
 - Search Contractors
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- Business License
 - Apply for New License
 - Search License
 - Pay Fees
- Violations
 - Search
 - Pay Fees
- Issues/Concerns
 - Report Issue/Concern
 - Search Issue/Concerns
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Electronic Project Application Submission - Agreement

In response to current concerns related to the spread of the Coronavirus (COVID-19), to protect our community, citizens, customers and employees " Planning Project Application submittals" are now available at this time.

This web page is a resource of permit information, and is not to be used as a substitute for the official correspondence that is given to your design professional or representative when plans are submitted or returned. The City of Richmond makes no warranty, representation or guarantee as to the content, sequence, accuracy, timeliness or completeness of any of the database information provided herein. The City of Richmond explicitly disclaims any representations and warranties, including, without limitation, the implied warranties of merchantability and fitness for a particular purpose. The City of Richmond shall assume no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused. Any decision made or action taken or not taken by user in reliance upon any information or data furnished here under is done so entirely at his or her sole risk.

I certify and state that the information presented in the application is correct. I agree to comply with all City ordinances and other laws relating to this application and hereby authorize representatives of the City of Richmond to enter upon the above mentioned property for inspection purposes. This application will expire in 180 days unless revoked, renewed or extended by the Building Official.

I recognize that this application is subject to the California Environmental Quality Act (CEQA). The City, in granting this application, may attach any conditions necessary to insure that the proposal will not be detrimental to the welfare of property or persons residing or working in the neighborhood or in the City. I further certify that the information and exhibits submitted for this proposal are true and correct. In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding. I agree to be bound by those conditions, subject only to the right to object at the hearing on this application or during the appeal period.

For PDF instructions on how to submit a Project Planning Application click [HERE](#). In order to utilize Adobe electronic signature, you must first download and save to your computer desktop.

General inquiries

Prior to submitting a Planning project please connect with a planner:
planning@ci.richmond.ca.us or (510)620-6706. Planning forms and fees can be found here:
<https://www.ci.richmond.ca.us/2102/FeesFormsChecklists>

Applicants are strongly encouraged to contact their neighborhood council prior to submitting an application to be reviewed or heard by the Design Review Board or the Planning Commission. Neighborhood council contact information is available at the Planning Division information counter.

For a list of Neighborhood-Councils click [HERE](#).

I Agree
 I Disagree

CONTINUE

Como Enviar una Solicitud de Proyecto de Planificación

Tercer Paso:

En la sección “Project Type Information”

- Elegir en el menú desplegable de “Project Type” el tipo de su proyecto
- Elegir en el menú desplegable de “Project SubType” el subtipo de su proyecto
- En el espacio en blanco escriba el nombre de su proyecto

En la sección “Project Description”

- Escriba una descripción de su proyecto.

En la sección “Location”

- Haga click en “Search” para buscar su dirección.
 - Si no la encuentra, la puede escribir manualmente.

En la sección “Your Relation to this Project” haga click si es el dueño de la propiedad.

En la sección “Attachments” puede cargar los documentos requeridos.

Cuando este listo, haga clic en “Next Step”

The screenshot shows the 'Project Type Information' section of the City of Richmond online planning application. The form is titled '*All Contractors / persons conducting business of any kind in Richmond are required to have a City of Richmond Business License' and 'Enter Information in the fields in the order that they appear'. The 'Project Type Information' section includes a dropdown for 'PROJECT Type' (set to 'ONLINE PLANNING APPLICATION'), a dropdown for 'PROJECT subtype' (set to 'FENCE PERMIT'), and a text field for '*Project Name' (set to 'Fence Addition 4ft Front Yard 123 Richmond Way'). The 'Project Description' section has a text area for '*Scope of Work' (containing '4 ft addition of front yard fence home, material will be wood and painted white.'). The 'Location' section has a search field for 'Address' (set to '123 Richmond Way') and a 'SEARCH' button. The 'Your Relation to this Project' section has a checked checkbox for 'Property Owner'. The 'Attachments' section has a 'Filename' field (set to 'fence proposed plans.PNG'), a 'Description' field (set to 'Fence Proposed Plans'), and an 'UPLOAD' button. At the bottom, there are 'CANCEL' and 'NEXT STEP' buttons.

*All Contractors / persons conducting business of any kind in Richmond are required to have a City of Richmond Business License
Enter Information in the fields in the order that they appear

Project Type Information

Prior to submitting a Planning project please connect with a planner: planning@ci.richmond.ca.us or (510)620-6706. Planning forms and fees can be found here: <https://www.ci.richmond.ca.us/2102/FeesFormsChecklists>

Applicants are strongly encouraged to contact their neighborhood council prior to submitting an application to be reviewed or heard by the Design Review Board or the Planning Commission. Neighborhood council contact information is available at the Planning Division information counter.

For a list of Neighborhood-Councils click [HERE](#).

PROJECT Type: ONLINE PLANNING APPLICATION
PROJECT subtype: FENCE PERMIT
*Project Name: Fence Addition 4ft Front Yard 123 Richmond Way

Project Description

PROJECT DESCRIP

*Scope of Work: 4 ft addition of front yard fence home, material will be wood and painted white.

Location

*Enter part of your address and press search. When using the the APN, enter first 5 digits excluding dashes You must press search to locate the address

Search By: Address 123 Richmond Way
SEARCH

Your Relation to this Project

Property Owner
Check this box if you are the Property Owner

Attachments

Filename: fence proposed plans.PNG Select
fence proposed plans.PNG Remove
Description: Fence Proposed Plans
UPLOAD

CANCEL NEXT STEP

Como Enviar una Solicitud de Proyecto de Planificación

Cuarto Paso:

Complete la sección “Applicant Information” con la información de el solicitante, y en la sección “Owner Information” con la información de el dueño.

- Si el solicitante y el dueño son la misma persona, la información sera igual en las dos secciones.
- Puede añadir la información de su agente en la sección “Agent Information”, y la información de propietarios beneficiarios en la sección “Beneficial Owners Information” si son pertinentes a esta solicitud

Cuando este listo haga clic en “Next Step”.

Project Application

STEP 1 | **STEP 2 ENTER CONTACT INFORMATION** | STEP 3 | STEP 4

Application for a ONLINE PLANNING APPLICATION Project

Applicant Information ←

*Name: Jane Doe *Phone: (510) 123-4567
*Address: 123 Richmond Way *Email Address: janedoe123@gmail.com
*City: Richmond
*State: CA *Zip: 94804 -

Owner Information ←

*Name: Jane Doe *Phone: (510) 123-4567
*Address: 123 Richmond Way *Email Address: janedoe123@gmail.com
*City: Richmond
*State: CA *Zip: 94804 -

Agent Information

Name: Address: City: State: Phone: Email: Zip: CLEAR

Beneficial Owners Information

Name: Address: City: State: Phone: Email: Zip: CLEAR

CANCEL PREVIOUS STEP **NEXT STEP** ←

Como Enviar una Solicitud de Proyecto de Planificación

Quinto Paso:

Revise la información de la solicitud y compruebe que todo este correcto antes de enviar la solucitud.

- Haga clic en “Next Step” para enviar la solicitud.

Los cargos seran agregados por el planeador en cargo, y usted pagara cuando la solicitud ha sido procesada por la División de Planificación.

The screenshot displays a web interface for a 'Project Application'. On the left is a navigation menu with categories like 'Permit Application', 'Planning Projects', 'Contractor', 'Properties', 'Inspections', 'Business License', 'Violations', 'Issues/Concerns', 'Shopping Cart', and 'Contact'. The main content area is titled 'Project Application' and features a progress bar with four steps: STEP 1, STEP 2, STEP 3 (REVIEW AND SUBMIT), and STEP 4. A red arrow points to STEP 3. Below the progress bar, the title is 'Application for a ONLINE PLANNING APPLICATION Project' with a sub-note: 'Review the information below prior to submitting the application.' The interface is divided into several sections: 'Project Information' (with an EDIT button), 'Location' (with an EDIT button), 'Fee Information' (a table showing a 2% credit card processing fee for \$0.00), and 'Attachments' (with a link to upload additional attachments). At the bottom, there are buttons for 'CANCEL', 'PREVIOUS STEP', and 'NEXT STEP', with a red arrow pointing to 'NEXT STEP'. The 'Project Information' section includes fields for Type (ONLINE PLANNING APPLICATION), subtype (FENCE PERMIT), and Description (Fence Addition 4ft Front Yard 123 Richmond Way). The 'Location' section shows 450 Civic Center Plaza Suite 500, Richmond, CA 94804. The 'Fee Information' table has columns for Type and Amount, with a total fee of \$0.00. The 'Attachments' section has a text box with the instruction 'To upload additional attachments click Here'.

Como Enviar una Solicitud de Proyecto de Planificación

Sexto Paso:

La solicitud ha sido enviada, y ahora una pagina de confirmación debería aparecer.

- En esta pagina usted puede ver su proyecto si hace clic en “View Project”

The screenshot displays a web application interface for 'Project Application'. On the left is a dark blue sidebar menu with the following categories and sub-items:

- My Dashboard
- Permit Application
 - Apply for New Application
 - Search for Permit
 - Pay Fees
 - Issued Permits Report
- Planning Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Contractor
 - Search Contractors
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
 - Scheduled
- Business License
 - Apply for New License
 - Search License
 - Pay Fees
- Violations
 - Search
 - Pay Fees
- Issues/Concerns
 - Report Issue/Concern
 - Search Issue/Concerns
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

The main content area is titled 'Project Application' and features a progress bar at the top with four steps: STEP 1, STEP 2, STEP 3, and STEP 4 CHECKOUT/CONFIRMATION. Below the progress bar, the word 'Confirmation' is displayed with a red arrow pointing to it. A message below reads: 'Once your application has been reviewed by a planner you will be notified of the fees due in order to complete your application.' At the bottom of this message is a blue button labeled 'VIEW PROJECT' with a red arrow pointing to it.

Como Enviar una Solicitud de Proyecto de Planificación

Séptimo Paso:

Ahora que el proyecto esta en eTRAKIT lo puede ver cuando quiera.

- Para encontrar su proyecto solo necesita el numero de el proyecto o la dirección.

The screenshot displays the eTRAKIT Project Search interface. On the left is a navigation menu with categories: My Dashboard, Permit Application, Planning Projects, Contractor, Properties, Inspections, Business License, Violations, Issues/Concerns, Shopping Cart, and Contact. The main content area is titled 'Project Search' and includes a search bar with 'Project No.' and 'Contains' dropdowns, a search input field, and a 'SEARCH' button. Below the search bar, the project details for 'Project #PLN21-459' are shown. The details include: Description: Fence Addition 4ft Front Yard 123 Richmond Way; Type: ONLINE PLANNING APPLICATION; Subtype: FENCE PERMIT; Planner: JONELYN WHALES; Status: eTRAKIT-APPLIED; Applied: 12/19/2021; Approved: (empty); Closed: (empty); Expires: (empty); Submitted: (empty); Due Date: (empty); Note: 4 FT ADDITION OF FRONT YARD FENCE HOME, MATERIAL WILL BE WOOD AND PAINTED WHITE. A red arrow points to the 'SEARCH' button.