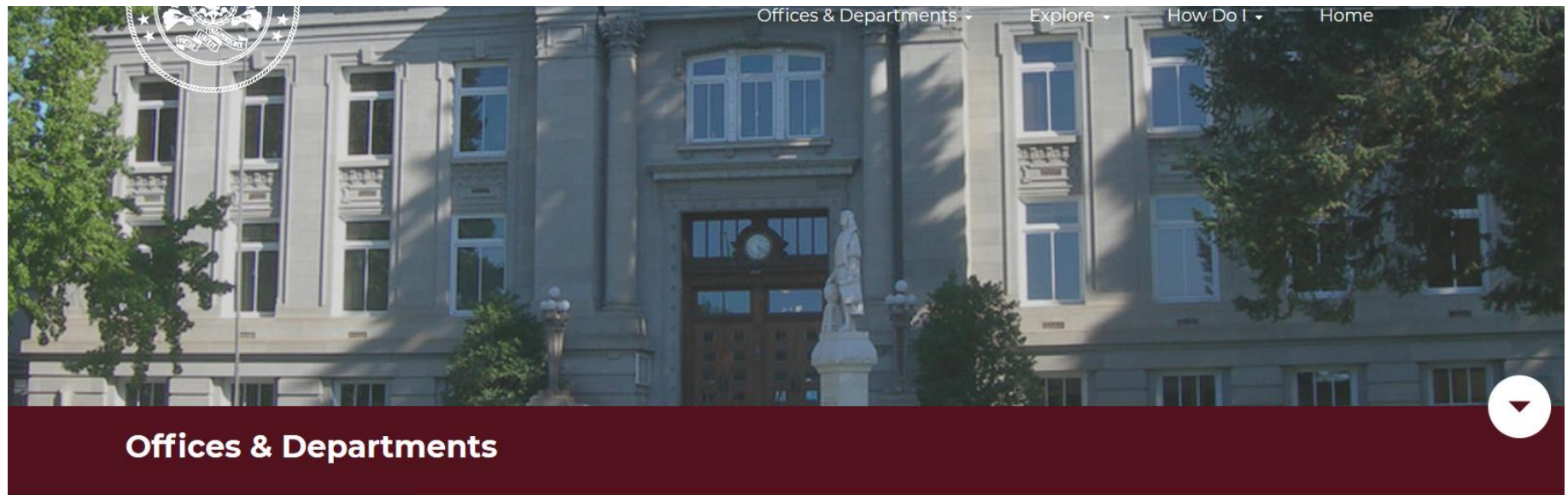


Go to the County Website : <http://www.co.walla-walla.wa.us/index.shtml>



Assessor
Auditor
Clerk
Commissioners
Community Development
Community Health
Coroner
Corrections
District Court
Superior Court #1
Superior Court #2
News Release
Facilities
Walla Walla County Code

Home | Offices & Departments

- [Assessor](#)
- [Auditor](#)
- [Clerk](#)
- [Commissioners](#)
- [Community Development](#)
- [Community Health](#)
- [Coroner](#)
- [Corrections](#)
- [District Court](#)
- [Emergency Management](#)
- [Facilities](#)
- [Walla Walla County Code](#)
- [Fairgrounds](#)
- [GIS](#)
- [Juvenile Justice Center](#)
- [Prosecuting Attorney](#)



Click on Community Development



Community Development

Community Development Home

Building

Burn Control

Code Compliance

Comprehensive Plan and
Development Regulations
Amendments

County Code

eTRAKiT web portal

Fireworks Stands

Hearing Examiner

Planning/Zoning

Public Notices

Public Records

Staff Directory

Home | Offices & Departments | Community Development

Community Development Department BUILDING | PLANNING | CODE COMPLIANCE

Tom Glover, AICP, Director
Second Floor, Suite 200
310 W. Poplar Street
Walla Walla, WA 99362

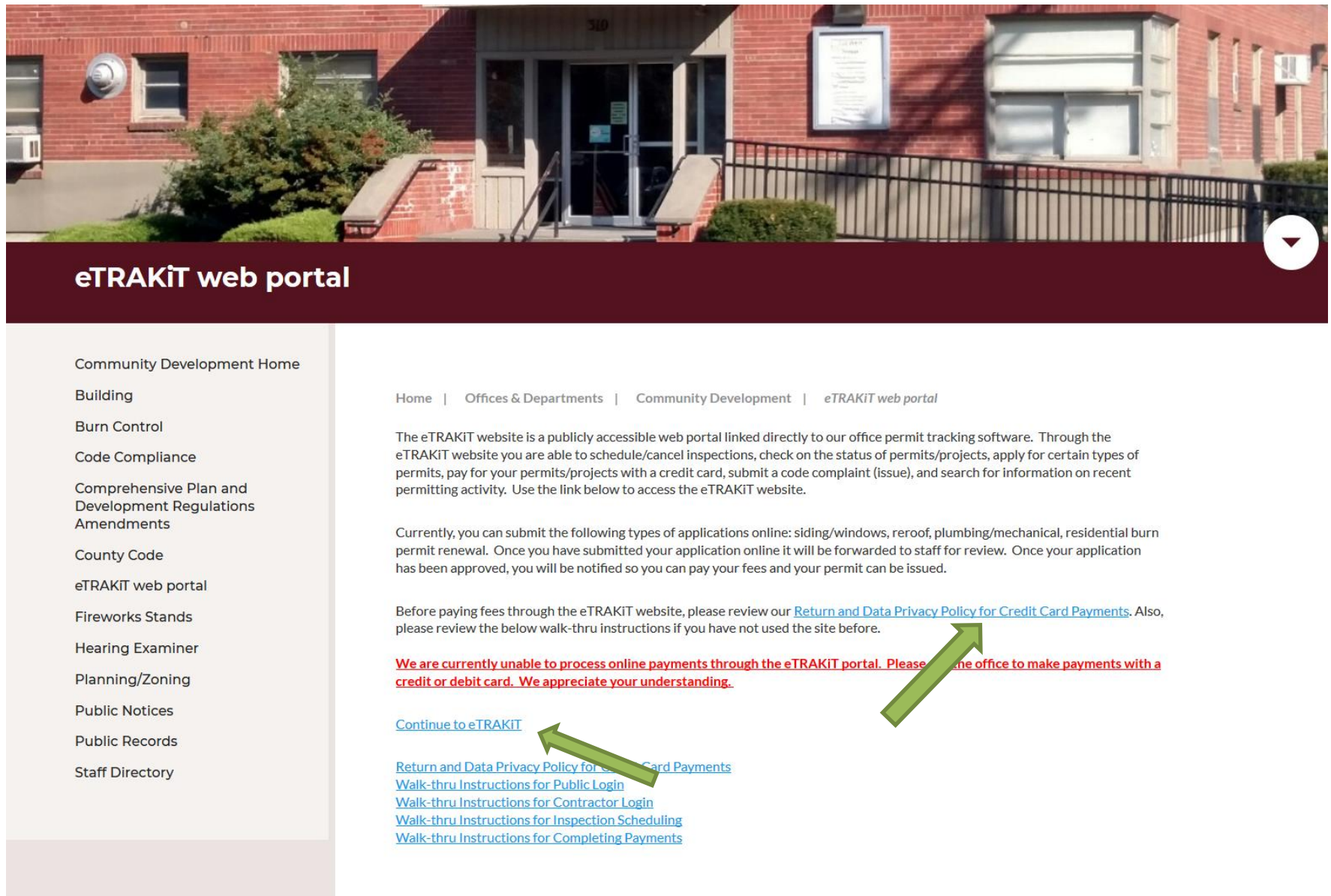
[Staff Directory](#)

509-524-2610 Main
509-524-2611 Inspection Requests
509-524-2612 Daily Burn Decision
Send general email to commdev@co.walla-walla.us
Submit documents/applications by email to permits@co.walla-walla.wa.us
[eTRAKiT web portal](#)

Click on eTRAKiT web portal

Click on Return and Data Privacy Policy for Credit Card Payments to review

Once you have reviewed the policy, then click back arrow on your browser and click on Continue to eTRAKiT



The screenshot shows the eTRAKiT web portal interface. At the top is a header image of a brick building entrance. Below the image is a dark red banner with the text "eTRAKiT web portal" and a white circular button with a downward arrow. The main content area has a light gray background. On the left is a vertical sidebar with a list of links: "Community Development Home", "Building", "Burn Control", "Code Compliance", "Comprehensive Plan and Development Regulations Amendments", "County Code", "eTRAKiT web portal", "Fireworks Stands", "Hearing Examiner", "Planning/Zoning", "Public Notices", "Public Records", and "Staff Directory". The main content area has a breadcrumb trail: "Home | Offices & Departments | Community Development | eTRAKiT web portal". Below the breadcrumb trail is a paragraph explaining the eTRAKiT website. This is followed by another paragraph about online applications. Then, a paragraph about reviewing the policy, with a green arrow pointing to the link "Return and Data Privacy Policy for Credit Card Payments". Below this is a red text warning: "We are currently unable to process online payments through the eTRAKiT portal. Please come to the office to make payments with a credit or debit card. We appreciate your understanding." At the bottom of the main content area is a list of links: "Continue to eTRAKiT", "Return and Data Privacy Policy for Credit Card Payments", "Walk-thru Instructions for Public Login", "Walk-thru Instructions for Contractor Login", "Walk-thru Instructions for Inspection Scheduling", and "Walk-thru Instructions for Completing Payments". A green arrow points from the "Continue to eTRAKiT" link back to the "Return and Data Privacy Policy for Credit Card Payments" link.

Community Development Home

Building

Burn Control

Code Compliance

Comprehensive Plan and Development Regulations Amendments

County Code

eTRAKiT web portal

Fireworks Stands

Hearing Examiner

Planning/Zoning

Public Notices

Public Records

Staff Directory

Home | Offices & Departments | Community Development | eTRAKiT web portal

The eTRAKiT website is a publicly accessible web portal linked directly to our office permit tracking software. Through the eTRAKiT website you are able to schedule/cancel inspections, check on the status of permits/projects, apply for certain types of permits, pay for your permits/projects with a credit card, submit a code complaint (issue), and search for information on recent permitting activity. Use the link below to access the eTRAKiT website.

Currently, you can submit the following types of applications online: siding/windows, reroof, plumbing/mechanical, residential burn permit renewal. Once you have submitted your application online it will be forwarded to staff for review. Once your application has been approved, you will be notified so you can pay your fees and your permit can be issued.

Before paying fees through the eTRAKiT website, please review our [Return and Data Privacy Policy for Credit Card Payments](#). Also, please review the below walk-thru instructions if you have not used the site before.

We are currently unable to process online payments through the eTRAKiT portal. Please come to the office to make payments with a credit or debit card. We appreciate your understanding.

[Continue to eTRAKiT](#)

[Return and Data Privacy Policy for Credit Card Payments](#)

[Walk-thru Instructions for Public Login](#)



[Walk-thru Instructions for Contractor Login](#)

[Walk-thru Instructions for Inspection Scheduling](#)

[Walk-thru Instructions for Completing Payments](#)


Click on Setup an Account


Home | [Setup an Account](#) | Log In Public Username Password LOGIN REMEMBER ME



Walla Walla County


Official County Government Site






Permits

- ▶ Apply
- ▶ Pay Fees
- ▶ Search




Projects

- ▶ Pay Fees
- ▶ Search




Contractor

- ▶ Search Contractors
- ▶ Pay Fees




Properties

- ▶ Search




Inspections

- ▶ Schedule
- ▶ Cancel



Violations

- ▶ Search



CRM

- ▶ Report Issue
- ▶ Search Issues

Fill out the information then Click on Create Account

[Home](#) | [Setup an Account](#) | [Log In](#) Public [LOGIN](#) ☐ REMEMBER ME

Permits

▶ Apply

▶ Search

▶ Pay Fees

Projects

▶ Search Projects

▶ Pay Fees

Contractor

▶ Search Contractors

▶ Pay Fees

Properties

▶ Search Property

Inspections

▶ Schedule

▶ Cancel

Violations

▶ Search

CRM

▶ Report Issue

▶ Search Issues

Shopping Cart

▶ Pay All Fees

▶ Paid Items

Create New Public User Account

** Required fields*

Profile

Company Name:

*

First Name:

*

Last Name:

*

Address:

*

City:

*

State:

*

Zip:

 -

*

Email:

*

Phone:

 () - -

Ext

Username and Password

*

Log-In Name:

(letters/numbers only)

*

Password:

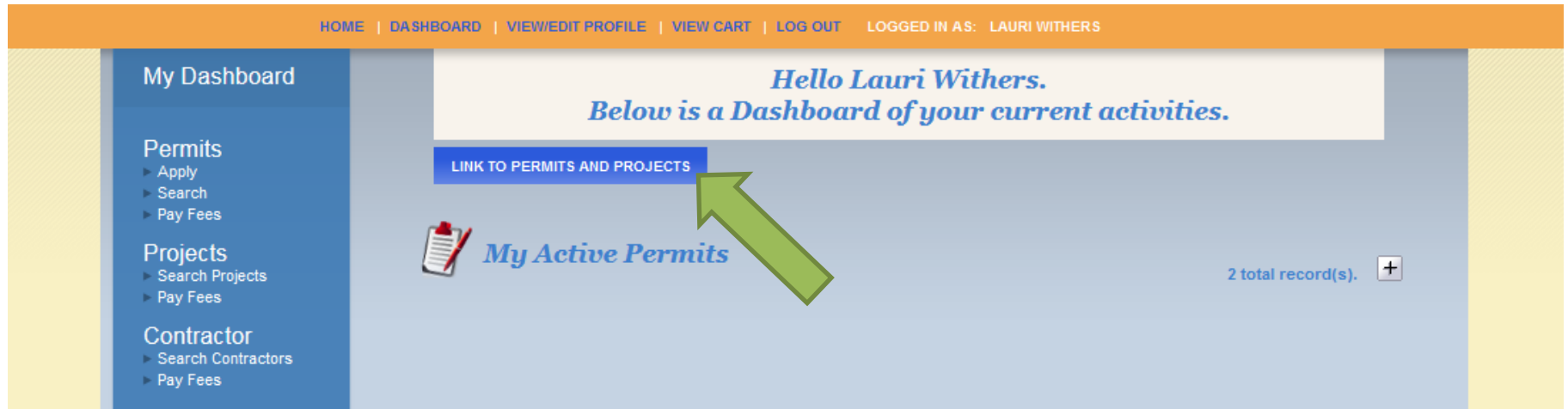
(6 to 15 letters/numbers only)

*

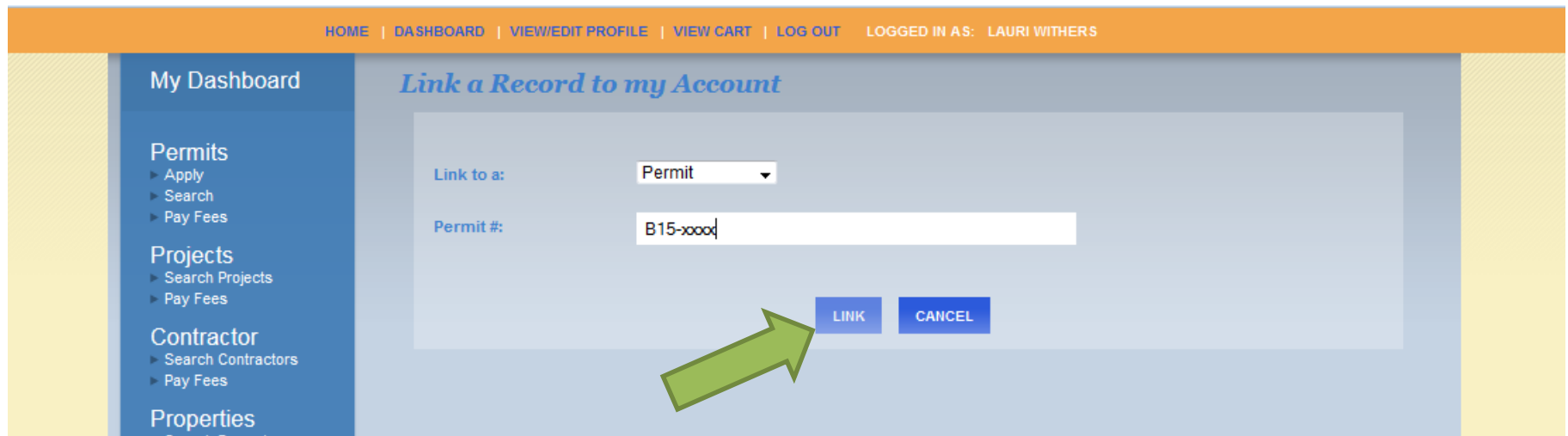
Confirm Password:

[CREATE ACCOUNT](#)

Click on **LINK TO PERMITS AND PROJECTS**



Select Permit for a building permit or Project for a land use permit, then enter the permit # (or project #) you have been given and then click **LINK**



You are now logged in and ready to go.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#) | LOGGED IN AS: [COMMUNITY DEVELOPMENT](#)

My Dashboard

- Permits**
 - ▶ Apply
 - ▶ Search
 - ▶ Pay Fees
- Projects**
 - ▶ Search Projects
 - ▶ Pay Fees
- Contractor**
 - ▶ Search Contractors
 - ▶ Pay Fees
- Properties**
 - ▶ Search Property
- Inspections**
 - ▶ Schedule
 - ▶ Cancel
- Violations**
 - ▶ Search
- CRM**
 - ▶ Report Issue
 - ▶ Search Issues
- Shopping Cart**
 - ▶ Pay All Fees
 - ▶ Paid Items
- Contact**
 - ▶ Contact us

Hello COMMUNITY DEVELOPMENT.
Below is a Dashboard of your current activities.

My Active Permits

1 total record(s). 

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
CRW-PERMIT		E SIDING WINDOWS	ISSUED	Request	\$0.00	

My Active Inspections

2 total record(s). 

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
CRW-PERMIT	PERMIT	ISSUED		WINDOWS/SIDING	
CRW-PERMIT	PERMIT	ISSUED		OTHER	6/01/2016

You can now pay fees, check the status of the review process, then once issued, request an inspection and get inspection results. You can also print from the attachments.

To pay fees: Click on the permit number or the amount in the fees due column

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: COMMUNITY DEVELOPMENT

My Dashboard

*Hello COMMUNITY DEVELOPMENT.
Below is a Dashboard of your current activities.*

My Active Permits

1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE
CRW-PERMIT	1234 SOME ...	1 FAM RESIDENCE	AWAITING PAYMENT		\$2.00

You should have read the Credit card policy on the main page, if you haven't, it will not let you make payment, then click on the items you want to pay and then click on proceed to checkout

My Dashboard

Shopping Cart

<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PERMIT (CRW-PERMIT)	COUNTY BUILDING - GENERAL	1.00
<input checked="" type="checkbox"/>	PERMIT (CRW-PERMIT)	COUNTY BUILDING - GENERAL	1.00

Total: \$2.00

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

Your privacy is critically important to us. At Walla Walla County Community Development Department we have a few fundamental principles:

- We do not ask you for personal information unless we truly need it.
- We do not share your personal information with anyone except to comply with the law, develop our permits, or protect our rights.
- We do not store personal information on our servers unless required for the ongoing operation of one of our services.
- We aim to make it as simple as possible for you to control what is visible to the public, seen by search engines, kept private and permanently.

You can find our detailed Return and Data Privacy policies on the WWCCDD website in the eTRAKiT portal link.

Please read this information carefully before proceeding to checkout.

By clicking "Proceed to checkout" you are accepting all the terms and conditions of the policies posted on our website. If you do not agree to these terms and policies, you may not use this site.

Verify this information then click on proceed to payment.

My Dashboard

Permits

- Apply / New Permit
- Search Permit
- Pay Fees

Projects

- Apply for New Project
- Search Projects

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Scheduled

Violations

- Search

Checkout Summary

PERMIT

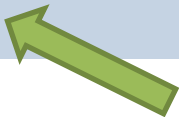
CRW-PERMIT

1234 SOME DR

Description	Quantity	Amount
COUNTY BUILDING - GENERAL	1	\$1.00
DIRECT ENTRY		1.00
COUNTY BUILDING - GENERAL	1	\$1.00
DIRECT ENTRY		1.00
Total Fees:		\$2.00
Total:		\$2.00

BACK TO SHOPPING CART

PROCEED TO PAYMENT



**Fill in your credit/debit card information here
then click on Pay Now**

**You will get a transaction report showing your
payment. I will receive an email telling me it is paid,
I will issue the permit and send you an email that it is
issued with a few other details.**

Order Information

* Required Fields

Invoice Number: E1629

Description:

Total: \$2.00 (USD)

Payment Information



Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

Billing Information

Customer ID:

First Name:

Last Name:

Company:

Address:

City:

State/Province:

Zip/Postal Code:

Country:

Email:

Phone:

Fax:

Shipping Information

☐ Copy Billing Information to Shipping Information

First Name:

Last Name:

Company:

Address:

City:

State/Province:

Zip/Postal Code:

Country:



Pay Now

To schedule inspections:

You can click on the blue request link under the inspection tab or click on Schedule under the Inspections heading on the left side of the page.

My Dashboard

Permits

- ▶ Apply
- ▶ Search
- ▶ Pay Fees

Projects

- ▶ Search Projects
- ▶ Pay Fees

Contractor

- ▶ Search Contractors
- ▶ Pay Fees

Properties

- ▶ Search Property

Inspections

- ▶ Schedule
- ▶ Cancel

Violations

- ▶ Search

CRM

- ▶ Report Issue
- ▶ Search Issues

Hello Lauri Withers.
Below is a Dashboard of your current activities.

LINK TO PERMITS AND PROJECTS

 **My Active Permits**

1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
CRW-PERMIT		E SIDING WINDOWS	ISSUED	Request	\$0.00		



Once you click on request this is the next screen you will see. This is an example, but your screen would have the site address in the information below.

Click on inspection type, it will automatically be set to ****Final**.

My Dashboard

Permits

- ▶ Apply
- ▶ Search
- ▶ Pay Fees

Projects

- ▶ Search Projects
- ▶ Pay Fees

Contractor

- ▶ Search Contractors
- ▶ Pay Fees

Properties

- ▶ Search Property

Inspections

- ▶ Schedule
- ▶ Cancel

Violations

- ▶ Search

CRM

- ▶ Report Issue
- ▶ Search Issues

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

Lauri Withers

* Phone Number:

(509) 524-2614

* Site Address:

* Email Address:

lwithers@co.walla-walla.wa.us

Notes:

Inspection Type:

**FINAL

Requested Date:

5/11/2016

Time:

Any

ADD INSPECTION

CANCEL

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

Inspection Policy

Click on the down arrow to select the inspection you are requesting. The permit type will determine the allowable inspections to choose from.

My Dashboard

Permits

- ▶ Apply
- ▶ Search
- ▶ Pay Fees

Projects

- ▶ Search Projects
- ▶ Pay Fees

Contractor

- ▶ Search Contractors
- ▶ Pay Fees

Properties

- ▶ Search Property

Inspections

- ▶ Schedule
- ▶ Cancel

Violations

- ▶ Search

CRM

- ▶ Report Issue
- ▶ Search Issues

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

Lauri Withers

* Phone Number:

(509) 524-2614

* Site Address:

123 Anywhere

* Email Address:

lwithers@co.walla-walla.wa.us

Notes:

Inspection Type:

**FINAL

▼

Requested Date:

**FINAL

Time:

FRAMING

WINDOWS/SIDING

ADD INSPECTION

CANCEL

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

Inspection Policy

If you have information you would like to include, you can enter it in the notes section.

My Dashboard

Permits

- Apply
- Search
- Pay Fees

Projects

- Search Projects
- Pay Fees

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

Violations

- Search

CRM

- Report Issue
- Search Issues

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

Lauri Withers

* Phone Number:

(509) 524-2614

* Site Address:

123 Anywhere

* Email Address:

lwithers@co.walla-walla.wa.us

Notes:

Insp card in tube. Please call 30 ahead for access 509-524-2614 Lauri

Inspection Type:

**FINAL

Requested Date:

5/11/2016

Time:

Any

ADD INSPECTION

CANCEL

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

Inspection Policy



Click on requested date down arrow and select the date you want the inspection. Only the dates that come up are available.

My Dashboard

Permits

- Apply
- Search
- Pay Fees

Projects

- Search Projects
- Pay Fees

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

Violations

- Search

CRM

- Report Issue
- Search Issues

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

Lauri Withers

* Phone Number:

(509) 524-2614

* Site Address:

123 Anywhere

* Email Address:

lwithers@co.walla-walla.wa.us

Notes:

Insp card in tube. Please call 30 ahead for access 509-524-2614 Lauri

Inspection Type:

**FINAL

Requested Date:

5/11/2016

Time:

5/11/2016

ADD

CANCEL

Add Inspections by selecting Inspection Request Date, Time and pressing 'Add Inspection'.

Inspection Policy

5/11/2016

5/12/2016

5/13/2016

5/16/2016

5/17/2016

5/18/2016

5/19/2016

5/20/2016

5/23/2016

5/24/2016

5/25/2016

5/26/2016

5/27/2016

5/31/2016

6/1/2016

6/2/2016

6/3/2016

6/6/2016

6/7/2016

6/8/2016

Now click on the time frame and Select the time frame you want.

My Dashboard

Permits

- Apply
- Search
- Pay Fees

Projects

- Search Projects
- Pay Fees

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

Violations

- Search

CRM

- Report Issue
- Search Issues

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

Lauri Withers

* Phone Number:

(509) 524-2614

* Site Address:

123 Anywhere

* Email Address:

lwithers@co.walla-walla.wa.us

Notes:

Insp card in tube. Please call 30 ahead for access 509-524-2614 Lauri

Inspection Type:

**FINAL

Requested Date:

5/11/2016

Time:

PM

ADD INSPECTION

CANCEL

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

Inspection Policy

Click on **ADD INSPECTION**

My Dashboard

Permits

- ▶ Apply
- ▶ Search
- ▶ Pay Fees

Projects

- ▶ Search Projects
- ▶ Pay Fees

Contractor

- ▶ Search Contractors
- ▶ Pay Fees

Properties

- ▶ Search Property

Inspections

- ▶ Schedule
- ▶ Cancel

Violations

- ▶ Search

CRM

- ▶ Report Issue
- ▶ Search Issues

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

Lauri Withers

* Phone Number:

(509) 524-2614

* Site Address:

123 Anywhere

* Email Address:

lwithers@co.walla-walla.wa.us

Notes:

Insp card in tube. Please call 30 ahead for access 509-524-2614 Lauri

Inspection Type:

**FINAL

Requested Date:

5/11/2016

Time:

PM

ADD INSPECTION

CANCEL

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

Inspection Policy

If you would like to add another inspection for this same permit, Click on the inspection type down arrow and select it, then click add inspection again. As you can see there is already a final inspection selected. Now, if you are done selecting the inspections you want, click on SUBMIT. **DON'T FORGET TO CLICK THE SUBMIT BUTTON OR THE INSPECTION WILL NOT BE SCHEDULED.**

My Dashboard

Permits

- Apply
- Search
- Pay Fees

Projects

- Search Projects
- Pay Fees

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

Violations

- Search

CRM

- Report Issue
- Search Issues

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

PERMIT Inspection Request - CRW-PERMIT

* Contact Name:

Lauri Withers

* Phone Number:

(509) 524-2614

* Site Address:

123 Anywhere

* Email Address:

lwithers@co.walla-walla.wa.us

Notes:

Insp card in tube. Please call 30 ahead for access 509-524-2614 Lauri

Inspection Type:

**FINAL

Requested Date:

5/11/2016

Time:

PM

ADD INSPECTION

CANCEL

Add Inspections by selecting Inspection Type, Request Date, Time and pressing 'Add Inspection'.

Inspection Type	Request Date	Time	
**FINAL	5/11/2016	PM	Delete

SUBMIT

RESET

Once the inspection is scheduled, it will bring you back to the Dashboard and you can see that it has been scheduled. You will also receive an email confirmation at the email address that was entered above.

My Dashboard

Permits

- Apply
- Search
- Pay Fees

Projects

- Search Projects
- Pay Fees

Contractor

- Search Contractors
- Pay Fees

Properties

- Search Property

Inspections

- Schedule
- Cancel

Violations

- Search

CRM

- Report Issue
- Search Issues

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Hello Lauri Withers.

Below is a Dashboard of your current activities.

LINK TO PERMITS AND PROJECTS

My Active Permits

1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
CRW-PERMIT		E SIDING WINDOWS	ISSUED	Request	\$0.00		

My Active Inspections

1 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
CRW-PERMIT	PERMIT	ISSUED		**FINAL	5/11/2016	

You will also receive an email confirmation at the email address that was entered above.

From: [Community Development](#)
To: [Lauri Withers](#)
Subject: Online Inspection Request
Date: Tuesday, May 10, 2016 9:41:51 AM

Your inspection request has been received and scheduled. This is the information sent:

Permit Number: CRW-PERMIT Inspection(s):
**FINAL 5/11/2016 PM
5/10/2016 9:41 AM Lauri Withers
Insp card in tube. Please call 30 ahead for access 509-524-2614 Lauri
Contact Name: Lauri Withers Site Address: 123 Anywhere Phone:
5095242614
e-Mail: lwithers@co.walla-walla.wa.us

Once the inspection has been completed, it will drop off the dashboard. You can click on the permit number then the tab for inspections to see the results.

You will also receive an email from the inspector with the results of your inspections.

If you have any questions, please feel free to call Lauri @ 509-524-2614 or email @ lwithers@co.walla-walla.wa.us for more assistance.