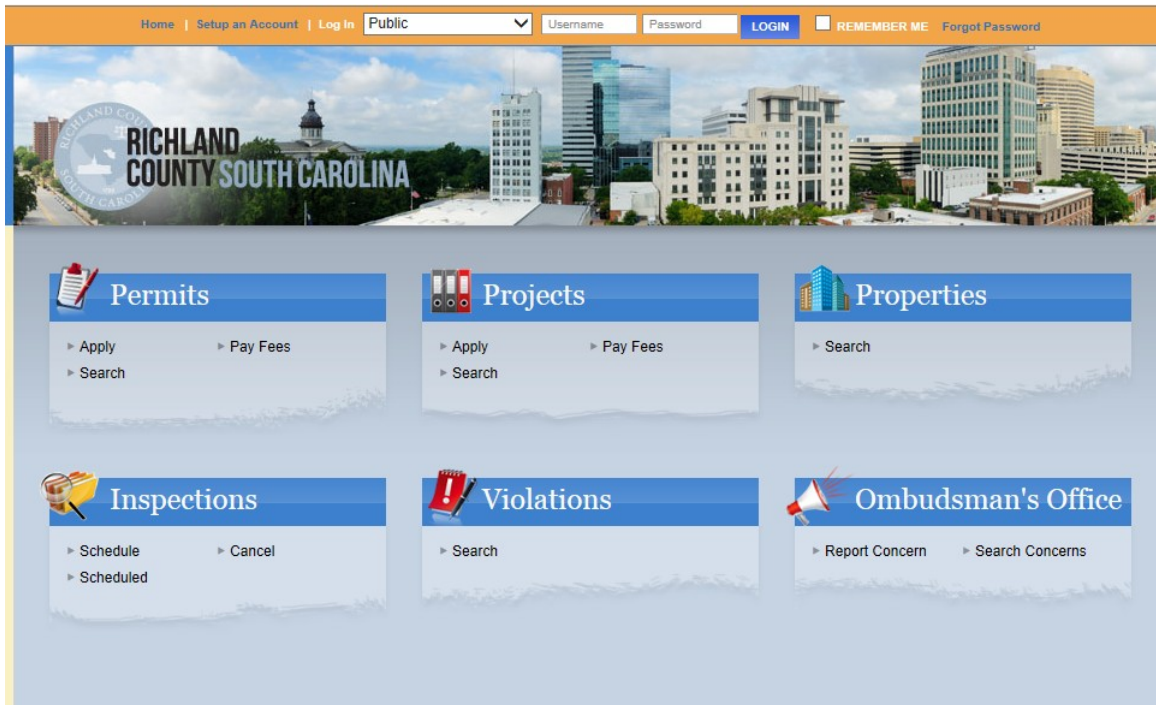


eTrakit Manufactured Home Setup

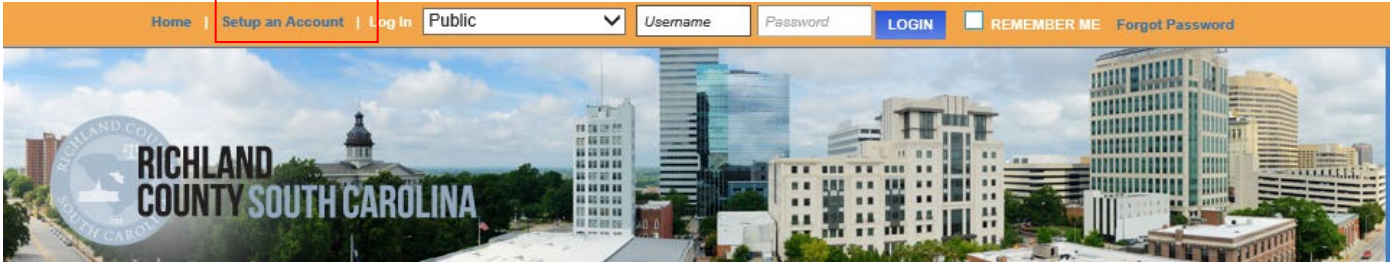
How to Access eTRAKiT

The web site address for eTRAKiT is <http://etrakit.rcgov.us/eTRAKiT3/>. You may also access eTRAKiT through Richland County's Development Service Center's homepage at www.rcdevelopmentservices.com and click on the quick link "Click to Login" button.



Setup an Account

Click Setup an Account



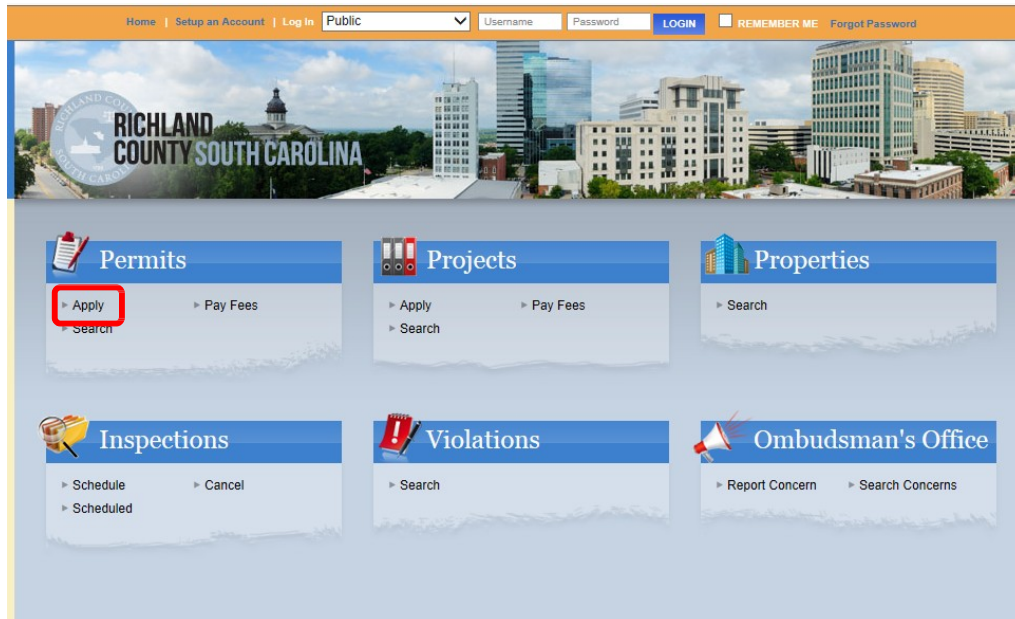
Fill out the information then select CREATE ACCOUNT

A screenshot of the 'Create New Public User Account' form. The page has a blue header with navigation links: 'Home', 'Setup an Account', 'Log In', a dropdown menu showing 'Public', a 'peterpan' input field, a 'Password' input field, a blue 'LOGIN' button, a checked 'REMEMBER ME' checkbox, and a 'Forgot Password' link. On the left side, there is a blue sidebar menu with categories: 'Permits' (Apply, Search, Pay Fees), 'Projects' (Apply for New Project, Search Projects, Pay Fees), 'Properties' (Search Property), 'Inspections' (Schedule, Cancel), 'Shopping Cart' (Pay All Fees, Paid Items), and 'Contact' (Contact us). The main content area is titled 'Create New Public User Account' with a subtitle '* Required fields'. It is divided into two sections: 'Profile' and 'Username and Password'. The 'Profile' section contains the following fields: 'First Name:', 'Last Name:', 'Address:', 'City:', 'State:' (a dropdown menu), 'Zip:' (with a hyphen separator), 'Email:', 'Phone:' (with a country code dropdown and hyphen separator), 'Ext', and 'License #'. The 'Username and Password' section contains: 'Log-In Name: (letters/numbers only)', 'Password: (6 to 15 letters/numbers only)', and 'Confirm Password:'. At the bottom center of the form is a blue button labeled 'CREATE ACCOUNT'.

Permit Applications

Apply Link

Click Apply under Permits



Public Log In

Type your user name in username box then your password. Then click LOGIN.

The screenshot shows the 'Public Login' page. At the top left, it says 'Public Login' with a key icon. Below this is a statement: 'Use of this website constitutes acceptance of Richland County's Terms & Conditions.' There are two input fields: 'User Name:' and 'Password:'. Below the input fields is a blue button labeled 'LOGIN'.

Permit Declarations

Please read the Permit Declaration, click the radial button next to I AGREE and then click CONTINUE.

I hereby certify that by proceeding to submit this application the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable County Ordinances and State Laws related to land development. I am the property owner, or have received the owner's written authorization to act as his agent regarding this matter. I understand that falsifying any information herein may result in nullification of this request and/or appropriate legal remedies.

It is understood and agreed by the undersigned that the approval of this application does not constitute a privilege to violate the Building Code, Zoning Ordinance, or other Ordinances of Richland County; and that any omission of or misrepresentation of fact with or without intention of the undersigned or any alteration or change from this application without the approval of Richland County officials, shall constitute sufficient grounds for the revocation of any permit issues which was based on the approval of this application. Permits are required under the authority of Section 26-53 of the Richland County Land Development Code for Richland County, South Carolina. Upon the issuance of a Permit to start work, the applicant shall have 180 days from the date of to begin work. Failure to begin work within this time shall render the permit void.

I also certify that I am the Applicant applying for the permit, project, or license and I hereby truthfully disclose that the tract or parcel of land subject to said permit is NOT restricted by a recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies. I further understand and agree that unless stated above, Richland County does not have actual notice of any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies. Applicant therefore agrees to indemnify and hold harmless Richland County from any Liabilities resulting from any Claims in the event that the permitted activity is found to be in violation of a recorded covenant.

As used herein:

- (1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require Richland County to conduct searches in any records offices for filed restrictive covenants;
- (2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land.

- I Agree
 I Disagree

CONTINUE

Entering Permit Information

Select Manufactured Home from drop down menu

The screenshot shows a web application interface for permit applications. On the left is a blue sidebar with navigation links: My Dashboard, Permits (Apply, Pay Fees), Projects (Apply for New Project, Search Projects, Pay Fees), Properties (Search Property), Inspections (Schedule, Cancel), and Shopping Cart (Pay All Fees, Paid Items). The main content area is titled 'Permit Application' and features a progress bar with four steps: STEP 1 PERMIT INFORMATION (highlighted in blue), STEP 2, STEP 3, and STEP 4. Below the progress bar is the 'Permit Type Information' section, which includes a 'PERMIT Type' dropdown menu currently set to 'MANUFACTURED HOME', a 'Short Description:' text input field, and a 'Notes:' text input field.

Fill out Application Information

The screenshot displays the 'Application information' section of the web application. It contains two expandable panels. The first panel, titled 'UTILITIES', includes the following fields: ELECTRIC PROVIDER (dropdown), GAS PROVIDER (dropdown), SOURCE OF WATER (dropdown), SEWER PROVIDER (dropdown), SEPTIC LETTER UPLOADED (dropdown with a question mark icon), and RICH COUNTY TAP# (text input). The second panel, titled 'MANUFACTURE HOME', includes: MAKE (text input), MODEL/SERIAL NUMBER (text input), VIN # (text input), COLOR (text input), YEAR (text input), COUNTY MOVED FROM (dropdown), SIZE: LENGTH X WIDTH (text input), OCCUPIED BY OWNER? (dropdown), and DATE MOVED (text input with a calendar icon).

MANUFACTURE INFO

OF BEDROOMS:

OF BATHROOMS:

MOBILE HOME PARK NAME:

MOBILE HOME PARK LOT #:

TRANSPORTER COMPANY NAME:

UPLOAD DOCUMENTS BELOW:

COPY OF ID/DRIVERS LIC:

COPY OF TITLE/SALES DOC:

 PROOF OF AUTHORIZATION:

Location

Select the search criteria for the location: Address or Tax Map Number (TMS). Enter part or all of the Address or TMS and click SEARCH. Then select the correct address for the permit.

Location

***Enter part or all of your address and press search**

Search By

Select address below

- 400 POWELL RD - ADDRESS
- 400 POWELL RD 1 - ADDRESS
- 400 POWELL RD 1 OR10 - ADDRESS
- 400 POWELL RD 2 - ADDRESS
- 400 POWELL RD 3 - ADDRESS
- 400 POWELL RD 4 - ADDRESS
- 400 POWELL RD 5 - ADDRESS
- 400 POWELL RD 6 - ADDRESS
- 400 POWELL RD 7 - ADDRESS

Location

R14500-03-03
 400 POWELL RD 2
 COLUMBIA, SC 29203

[Address Lookup](#)

Check Property Owner

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

Attachments

Locate the appropriate forms by clicking Select. Find the file you want to upload, select the file. Then type in a file description.

Click UPLOAD. Then click NEXT STEP.

Attachments

Example: CRW's Web Site

Filename

Select

Description

UPLOAD

CANCEL

NEXT STEP

Contact Information

Enter or confirm the Applicant Information, Owner Information & MH Owner Information, then click NEXT STEP.

My Dashboard

- Permits
 - Apply
 - Pay Fees
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Application

STEP 1 → **STEP 2 CONTACT INFORMATION** → STEP 3 → STEP 4

Application for a MANUFACTURED HOME Permit

Applicant Information

*Name	<input type="text" value="PETER PAN"/>	*Phone	<input type="text" value="(555) 145-4454"/>
*Address	<input type="text" value="123 NEVERLAND ST"/>	*Email Address	<input type="text" value="TISON.LAUREN@RICHLANDCOUN"/>
*City	<input type="text" value="COLUMBIA"/>		
*State	<input type="text" value="SC"/>	*Zip	<input type="text" value="29209"/> - <input type="text"/>

Owner Information

Name	<input type="text" value="PETER PAN"/>	Phone	<input type="text" value="(555) 145-4454"/>
Address	<input type="text" value="123 NEVERLAND ST"/>	Email Address	<input type="text" value="TISON.LAUREN@RICHLANDCOUN"/>
City	<input type="text" value="COLUMBIA"/>		
State	<input type="text" value="SC"/>	Zip	<input type="text" value="29209"/> - <input type="text"/>

Mh Owner Information

Name	<input type="text"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>		
State	<input type="text"/>	Zip	<input type="text"/> - <input type="text"/>

Review and Submit

This area allows you to review the application, make changes or corrections and submit the permit application.

To make corrections to a section, select the EDIT button adjacent to the section header. Complete changes and select NEXT STEP.

Permit Application

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

Application for a MANUFACTURED HOME Permit

Permit Information

EDIT

Type	MANUFACTURED HOME
Subtype	
Description	
Job Value	0

Location

EDIT

400 POWELL RD 2
COLUMBIA 2, SC 29203 RICHLAND COUNTY

Contacts

EDIT

Applicant Information

PETER PAN (555) 145-4454
123
NEVERLAND TISON.LAUREN@RICHLANDCOUNTYSC.GOV
ST
COLUMBIA, SC 29209

Owner Information

PETER PAN (555) 145-4454
123
NEVERLAND TISON.LAUREN@RICHLANDCOUNTYSC.GOV
ST
COLUMBIA, SC 29209

Contractor Information

Contractor Rep Information

Mh Owner Information

Fee Information

Total Fees	\$0.00
------------	--------

Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

CANCEL PREVIOUS STEP NEXT STEP

View Permit Summary

The application is submitted, a summary page will generate. The tabs are selectable to review the permit application information. The permit will now appear on your dashboard under My Active Permits.

My Dashboard

- Permits
 - Apply
 - Pay Fees
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
- Properties
 - Search Property
- Inspections
 - Schedule
 - Cancel
- Shopping Cart
 - Pay All Fees
 - Paid Items
- Contact
 - Contact us

Permit Search

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

Permit #MH20-00109

[Attachment](#) [Inspections](#)

Permit Info | Site Info | Fees \$0.00 | Inspections(1) | Conditions | Reviews (3)

Type: MANUFACTURED HOME

Subtype:

Short Description:

Status: Received By Web

Applied Date: 10/1/2020

Approved Date:

Issued Date:


Finaled Date:

Expiration Date:

Notes: 10/1/2020 12:04:35 AM

Permit Review Process


Once the application is submitted, it will be reviewed administratively for completeness. Once deemed administratively complete the application will be approved if no plan review is required. All other will be forwarded for plan review.



My Active Permits

1 total record(s) -

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
MH20-00109	400 POWELL...	MANUFACTURED HOME	Received By Web		\$0.00	🔗	




My Active Inspections

1 total record(s) -

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
MH20-00109	PERMIT	Received By Web	400 POWELL...	MANUFACTURED FINAL**	

Reviewing Comments


If additional information is necessary, either administratively or for the plan review, the status of the Permit will change to DISAPPROVED.



My Active Permits

5 total record(s) -

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
DM14-00016	1000 MARIN...	DEMOLITION	Received By Web		\$163.36	🔗	🖨️
RBD13-00090	219 DOVE R...	RESIDENTIAL NEW CONSTRUCTION	APPROVED		\$0.00	🔗	🖨️
REL14-00002	128 FOX SQ...	RES ELECTRICAL	ISSUED		\$0.00	🔗	🖨️
REL14-00003	128 FOX SQ...	RES ELECTRICAL	APPROVED		\$0.00	🔗	🖨️
REL14-00005	128 FOX SQ...	RES ELECTRICAL	DISAPPROVED		\$20.42	🔗	🖨️

 **My Active Permits** 5 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
DM14-00016	1000 MARIN...	DEMOLITION	Received By Web		\$163.36		
RBD13-00090	219 DOVE R...	RESIDENTIAL NEW CONSTRUCTION	APPROVED		\$0.00		
REL14-00002	128 FOX SQ...	RES ELECTRICAL	ISSUED		\$0.00		
REL14-00003	128 FOX SQ...	RES ELECTRICAL	APPROVED		\$0.00		
REL14-00005	128 FOX SQ...	RES ELECTRICAL	DISAPPROVED		\$20.42		

To review the comments, click the permit number for the disapproved permit

Then select the Reviews tab.

Permit #REL14-00005

Permit Inspections

[Permit Info](#)
[Site Info](#)
[Contacts \(3\)](#)
[Fees \\$20.42](#)
[Inspections \(1\)](#)
[Conditions](#)
[Reviews \(2\)](#)

Type	Reviewer	Status	Submitted	Completed	Due Date	
INITIAL PE...		DISAPPRO...	1/14/2014	1/23/2014	1/15/2014	More Info
INITIAL PE...			1/23/2014		1/24/2014	More Info

The comments can be viewed by selecting the More Info link.

The screenshot shows a web interface for permit management. At the top, it displays 'Permit #REL14-00005'. Below this are tabs for 'Permit Info', 'Site Info', 'Contacts (3)', 'Fees \$20.42', 'Inspections (1)', 'Conditions', and 'Reviews (2)'. A table lists review records:

Type	Reviewer	Status	Submitted	Completed	Due Date	More Info
INITIAL PE...		DISAPPRO...	1/14/2014	1/23/2014	1/15/20...	More Info
INITIAL PE...			1/23/2014		1/24/20...	More Info

A red box highlights the 'More Info' links in the table. A pop-up window titled 'Review - INITIAL PERMIT' is open, displaying the following details:

- Group: 1ST SUBMITTAL
- Type: INITIAL PERMIT
- Status: DISAPPROVED
- Date Submitted: 1/14/2014
- Date Due: 1/15/2014
- Date Completed: 1/23/2014
- Reviewer:
- Remarks:
- Notes: 1/23/2014 3:06:07 PM
All required permit information not provided on application.

A 'CLOSE' button is located at the bottom of the pop-up window.

Providing Additional Information

In order to provide additional information, select the paperclip link.

The screenshot shows two sections of a web interface. The top section is titled 'My Active Permits' and contains a table with the following data:

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
MH20-00109	400 POWELL...	MANUFACTURED HOME	Received By Web		\$0.00	

The bottom section is titled 'My Active Inspections' and contains a table with the following data:

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
MH20-00109	PERMIT	Received By Web	400 POWELL...	MANUFACTURED FINAL**	

Select the file that contains the response information from your computer, provide a brief description (Response to Comments), and click UPLOAD.

*Hello PETER PAN.
Below is a Dashboard of your current activities.*

 **My Active Permits**


eTRAKiT Attachment Upload

Upload Permit Attachment:

Description:

Attachments:

total record(s) -

ES DUE		
\$0.00		

total record(s) -

	DATE
NAL**	

ies, expressed or

Permit #CRF14-00014

Permit Add To Cart Inspections

Permit Info Site Info Contacts (3) **Fees \$115.38** Inspections (1) Conditions Reviews (1)

Description	Amount	Paid Date
COMMERCIAL PERMIT FEE	\$115.38	Pay All

Total Fees: \$115.38 Balance Due: \$115.38 [Pay All Fees](#)

Approved Application – Fee Payment

You will be notified of the approval of your permit by email. Log in to your eTRAKiT account to pay the required permit fee.

Once the permit application has been reviewed and approved, any permit fee due will become a link and will need to be paid before the permit can be issued. The permit must be approved in order for the fee to be paid.

My Active Permits 5 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
CRF14-00014	1112 KILLI...	COM ROOFING	APPROVED		\$115.38		
PLC14-00074	606 FLYCAT...	CAT LICENSE	RECEIVED		\$0.00		
RBD14-00084	213 KILLIA...	RESIDENTIAL NEW CONSTRUCTION	Received By Web		\$0.00		
RBD14-00085	606 FLYCAT...	RESIDENTIAL NEW CONSTRUCTION	APPROVED		\$0.00		
RBD14-00086	606 FLYCAT...	RESIDENTIAL NEW CONSTRUCTION	Received By Web		\$10.21		

Select the PERMIT No. for the permit to be paid

Select the Fees tab and select Pay All.

Shopping Cart

	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PERMIT (CRF14-00014)	COM ROOFING	1112 KILLIAN LOOP	\$115.38

Total: **\$115.38**

REMOVE SELECTED ITEMS

PROCEED TO CHECKOUT

Paid Items

Item	Type	Site Address	Amount
PERMIT (RBD14-00085)	RESIDENTIAL NEW CONSTRUCTION	606 FLYCATCHER LN	\$11.21
PERMIT (RBD14-00086)	RESIDENTIAL NEW CONSTRUCTION	606 FLYCATCHER LN	\$11.21

Confirm the permit you are about to pay and select the PROCEED TO CHECKOUT button.

Select the payment type.

Checkout Summary

PERMIT (CRF14-00014) 1112 KILLIAN LOOP
COMMERCIAL PERMIT FEE \$115.38

Total Fees: \$115.38

Total: \$115.38

BACK TO SHOPPING CART

PAY BY CREDIT CARD

PAY WITH ECHECK

PAY BY TRUST ACCOUNT

COHN CONSTRUCTION SERVICES LLC (TEST)Balance: \$0.00

Enter the required information for the trust account, credit card, or eCheck payment. Select PROCESS PAYMENT.

For information on the Trust Account, please contact the Building Department at 803- 576-2140.

Total Payment: \$22.46

First Name

Last Name

Credit Card Type

Credit Card Number

Expiration Date

Billing Address

City

State

Zip -

[PROCESS PAYMENT](#)

Once the payment has processed, a payment summary screen will be generated. This summary may be printed for your records by selecting the PRINT SUMMARY link.

Payment Summary

The Transaction is Approved
 Credit Card number: **** * 1111
 Authorization Code: 4527359
 Receipt No: WEB405
 Paymethod: CREDIT
 Amount Paid: \$116.38
 Paid Date: 3/6/2014

Company: COHN CONSTRUCTION SERVICES LLC (TEST)
 Address: 912 LADY ST
 City, State, Zip: COLUMBIA, SC 29201
 Phone: (803) 576-1335
 Email: DAILN@RCGOV.US


Type	Activity No.	Paid Amount
Permit	CRF14-00014	\$116.38

[VIEW](#) [PRINT PERMIT](#)

[PRINT SUMMARY](#)

Your dashboard will be updated to reflect no fee is due and County staff will be notified of the fee payment. Staff will then update the status of the permit to Issued, construction can begin, and inspections can be scheduled on this permit.


 **My Active Permits** 5 total record(s). 

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEE DUE		
GRF14-00014	1112 KILLI...	COM ROOFING	ISSUED		\$0.00		
PLC14-00074	606 FLYCAT...	CAT LICENSE	RECEIVED		\$0.00		
RBD14-00084	213 KILLIA...	RESIDENTIAL NEW CONSTRUCTION	Received By Web		\$0.00		
RBD14-00085	606 FLYCAT...	RESIDENTIAL NEW CONSTRUCTION	APPROVED		\$0.00		
RBD14-00086	606 FLYCAT...	RESIDENTIAL NEW CONSTRUCTION	Received By Web		\$10.21		

Permit Inspections

Scheduling a Permit Inspection

Once the status of the permit has been changed to Issued, an inspection can be scheduled. To schedule an inspection, select the SCHEDULE link



The screenshot shows a web interface titled "My Active Inspections" with a table of 16 records. The table has columns for REC NO, REC TYPE, REC STATUS, ADDRESS, INSPECTION, DATE, MAP, and CANCEL. The 15th record, with REC NO CRF14-00005 and REC STATUS ISSUED, has a red box around its "Schedule" link in the CANCEL column.

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP	CANCEL
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	COM ELEC BONDING			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	COM CEILING ROUGH			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	COM POURED WALL			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	COM FINAL			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	COM SLAB			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	COM FOOTING			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	COM WALL ROUGH			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	COM INSULATION			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	COM FRAMING ROUGH			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	CBD PLANNING FINAL			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	COM MONOLITHIC			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	ENGINEERING FINAL			
CBD14-00019	PERMIT	Received By Web	10005 TWO ...	COM PIER & CURTAIN			
CRF14-00005	PERMIT	ISSUED	10005 TWO ...	CRF ROOFING FINAL		Schedule	
CRF14-00006	PERMIT	Received By Web	10008 TWO ...	CRF ROOFING FINAL			
DM14-00018	PERMIT	Received By ...	2201 ...	CDM DEMO FINAL **			

Complete the required information, including the contact information and the requested inspection date. Once you click SUBMIT your inspection is schedule