Irving E-TrakIT Instructions

Contractor Login Instructions:

*If you are not currently registered with the City of Irving – please visit our office, located at 825 W Irving Blvd, Irving, TX 76050. If you are currently registered, please follow the instructions bellow:

- Visit https://ecs.ci.irving.tx.us/etrakit3/
  or http://www.cityofirving.org/412/Inspections for more instructions

- In the bar at the top of the page, under the drop down that lists "Public", please select "Contractor"
- In the second drop down, please select your company name.
- Your Password is the Personal Identification Number (PIN) given to you when you registered with the City of Irving. **First time users**, please call (972) 721-2651.
  - Once you enter your password, you can change it by clicking "VIEW/EDIT PROFILE".
  - This information must be kept up to date.

Applying for a New Permit
1. Click "Apply/New Permit"
2. Click "I Agree"
3. Permit type will be "FIRE"
4. Under Permit Subtype, pick the one that best fits.
   a. Hydrants are under "Fire Mains"
   b. For Fuel Tanks pick "Above or Underground Storage" accordingly.
5. Give a short description. Example "Adding 5 and relocating 12 sprinkler heads"
6. Notes are optional. If you think I need to know it, put it here.
7. Job value is how much you are charging your client. (does not affect your fee)
8. Address, type in the first part and hit enter. Example, for 222 W Las Colinas, you can type 222 W L and hit "search" this will pull up all of the addresses that are close. If the address does not show, add more letters until it shows up or you get a message that states "There was no addresses found" this will allow you to "Enter Address Manually"
9. Make sure "Contractor" is checked.
10. Attachments will be your plans.
    a. Currently we only accept PDFs
    b. Description is optional
    c. Click "Upload" **before** you click "Next Step"
11. Click "Next Step"
12. Verify everything is correct. This screen allows you to add Tenant info.
13. Click "Next Step"
14. This screen is a fee estimator. It may not be your final fee. You will be told your final fee after the plan has been reviewed and approved.
15. Final window that allows you to verify/edit your submittal.
16. Click "Submit" and you're done until the permit is approved.

Checking the Status of a Permit

1. Click on the DashBoard
2. This will list all open permits. Once the status changes to "Payment Pending" you can open it by clicking on the permit number (Example: FIRE1101-0001).
3. Click "Attachment" for a copy of your stamped plans.
4. Click "Add to Cart" to pay for the permit
   a. You must pay for the permit before it will be changed to Issued. Permit cannot be printed or inspected until after it is paid for.
5. **Call 972-721-2651 to schedule inspection. This system will only allow you to pick a day for inspection. Do not use it, call instead.**

Other Items on this site

- Check the status of your permit.
- Verify an appointment has been made. Be sure to call first
- View and print inspections and any notes
- Update license and company information

For any questions or concerns please call 972-721-2651

James C Malone
Asst Fire Marshal
Irving Fire Department