

RESALE
INSPECTIONS
ONLINE
APPLICATION
PROCESS

Please follow the
instruction in

PINK



LOGIN



Select Contractor or Architect

City of Mill Valley

Find your Name in the
Dropdown Menu

Welcome to the City of Mill Valley online property database system, "eTRAKIT" This site provides access to general property information, such as Zoning and Marin County Assessor Data, building permits (from 2012 – present), and planning projects (historic – present).

*****CONTRACTORS***** Choose your company name from the Contractor drop down above. Your initial password is your license number. If you don't find your name in the drop down, please email mcallier@cityofmillvalley.org with your State License Number and contact information including your address, phone number and email address. You will receive an email with login instructions.

If you are not a contractor, use the [Setup an Account](#) link above to create a Public user account.

You will then be able to apply for permits and request inspections online.



Permits

- ▶ [Apply / New Permit](#)
- ▶ [Pay Fees](#)
- ▶ [Search Permit](#)



Projects

- ▶ [Search](#)



Properties

- ▶ [Search](#)



Inspections

- ▶ [Scheduled Today](#)


Contact


- ▶ [Contact Us](#)

FORGOT YOUR PASSWORD?



City of Mill Valley

Enter your Password 

Forgot your Password? Email building@cityofmillvalley.org 

Welcome to the City of Mill Valley online property database system, "eTRAKIT" This site provides access to general property information, such as Zoning and Marin County Assessor Data, building permits (from 2012 – present), and planning projects (historic – present).

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DO YOU HAVE AN ACCOUNT?

- If you do not see your name in the dropdown menu it means we have not set up an account for you.
- To request an account please contact Becky Murray, at bmurray@cityofmillvalley.org and provide the following information:
 - Your Name
 - Your Real Estate Company Name
 - Your Realtor's License Number
 - Mailing Address
 - Phone Number
 - Email Address

APPLY/ NEW PERMIT

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ATHENA LANGDON

My Dashboard

Permits

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees

Projects

- ▶ Search Projects

Properties

- ▶ Search Property

Inspections

- ▶ Scheduled Today

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

Hello Athena Langdon.

Click Apply/ *Below is a Dashboard of your current activities.*

New Permit *Your dashboard may look different, don't be alarmed*



My Open Permit Applications

7 total record(s).



My Active Permits

1 total record(s).



My Active Inspections

1 total record(s).



My Expired Permits

3 total record(s).

DISCLAIMER

My Dashboard

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ALL APPLICANTS

***This is a standard disclaimer used for all online permit applications, please review.**

I certify that the information given above is true and correct. I agree to comply with all local ordinances and state laws relating to building construction and make this statement under penalty of law. I hereby authorize representatives of the city to enter the above mentioned property for inspection purposes.

LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

AND

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

OR

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

- I Agree
- I Disagree



You must Agree to Continue

CONTINUE

APPLICATION

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ATHENA LANGDON


My Dashboard

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Permit Application

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type  Use the dropdown menu to select "Resale Report Online"

*Short Description:

Notes:

*Job Value

Location

*Enter part or all of your address and press search

Less is more when searching: 26 Cort for 26 Corte Madera Avenue

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

Please attach any relevant documents for you permit application, including calculations, specifications and site plans. If you have a larger plan set you are submitting for plan check, do NOT attach it here. You will be sent a link to our Drop Box.

Filename

Description

UNITS? - OCCUPIED/ VACANT?

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- * Properties**
 - Search Property
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Permit Application

STEP 1 PERMIT INFORMATION STEP 2 STEP 3 STEP 4

Permit Type Information

PERMIT Type: RESALE REPORT ONLINE

PERMIT Subtype: 1 UNIT  Did you select the number of UNITS on the property?

*Short Description: RBR - Vacant or Occupied?  To verify the unit count for a property please go to:
1. Properties to the left
2. Search Property

Notes:

*Job Value: \$0.00

Additional Information


Enter 0 for Job Value:

Location

*Enter part or all of your address and press search

26 corte madera

Select address below

26 CORTE MADERA AVE
126 CORTE MADERA AVE  Select the Address in box

Your Relation to this Permit

Property Owner
Check this box if you are the Property Owner

ADDRESS SEARCH

Location

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

26 corte madera

SEARCH

Select address below

126 CORTE MADERA AVE
26 CORTE MADERA AVE

Your Relation to this Permit

Property Owner

Check this box if you are the Property Owner

Attachments

Please attach any relevant documents for you permit application, including calculations, specifications and site plans. If you have a larger plan set you are submitting for plan check, do NOT attach it here. You will be sent a link to our Drop Box.

Filename

Select

Description

UPLOAD

***No attachments are required
for RBR's at this time.**

CANCEL

NEXT STEP



Click Next Step

VERIFY CONTACT INFORMATION

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: ATHENA LANGDON

My Dashboard

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Permit Application

Make sure to enter individual contact information, NOT company information, in the Applicant Information section so that we can contact you with any questions.

STEP 1 STEP 2 CONTACT INFORMATION STEP 3 STEP 4

Application for a RESALE REPORT ONLINE Permit

Owner Information Please verify the owner information is correct

*Name	City of Mill Valley	*Phone	(415) 388-4033
*Address	26 Corte Madera Ave	*Email Address	
*City	Mill Valley		
*State	CA	*Zip	94941 -


Applicant Information **If you are an Assistant to an Agent please enter your information below*

*Name	Athena Langdon	*Phone	(415) 384-4815
*Address	26 Corte Madera Ave.	*Email Address	alangdon@cityofmillvalley.org
*City	MILL VALLEY		
*State	CA	*Zip	94941 -

Agent Information *Verify all information is correct*

Name	Building	Phone	(415) 388-4033
Address	26 Corte Madera Avenue	Email Address	building@cityofmillvalley.org
City	Mill Valley		
State	CA	Zip	94941 -

CLEAR

CANCEL PREVIOUS STEP NEXT STEP  Click Next Step

VERIFY PERMIT APPLICATION

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Permit Application

STEP 1 STEP 2 STEP 3 REVIEW AND SUBMIT STEP 4

Application for a RESALE REPORT ONLINE Permit

***Please verify all information below**

Permit Information

EDIT

Type RESALE REPORT ONLINE
Subtype 1 UNIT
Description RBR
Job Value 0

Location

EDIT

26 CORTE MADERA AVE
MILL VALLEY YES, CA 94941 YES

Contacts

EDIT

Owner Information

CITY OF MILL VALLEY (415) 388-4033
26 CORTE MADERA AVE building@cityofmillvalley.org
MILL VALLEY CA 94941

Applicant Information

Athena Langdon (415) 384-4815
26 Corte Madera Ave. alangdon@cityofmillvalley.org
MILL VALLEY, CA 94941

Agent Information

Fee Information

Type RESIDENTIAL BUILDING REPORT 1 UNIT
Amount \$310.00
Total Fees \$310.00

Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

CANCEL

PREVIOUS STEP

NEXT STEP



Click Next Step
when ready

CHECKOUT SUMMARY

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: ATHENA LANGDON

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Permit Application

STEP 1 STEP 2 STEP 3 STEP 4 CHECKOUT/CONFIRMATION

Checkout Summary

***To complete the process you must pay online**

RESALE REPORT ONLINE Permit

RESIDENTIAL BUILDING REPORT 1 UNIT \$310.00

Fees Due: \$310.00

Total: \$310.00

[BACK TO STEP ONE](#)

[PAY NOW](#)



Click Pay Now

PAY ONLINE

Total: \$310.00 (USD)

Payment Information Please complete the payment form to proceed



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

Expiration Date: * (mm/yy)

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

 Click Pay Now

CONFIRMATION

- There will be a confirmation page once payment has been made.
- The Building Department will contact you within 5 Business Days to schedule your inspection.
 - We will need to know if the home is occupied or vacant in order to schedule so please make sure this was entered in the description as noted in slide 7.

ISSUES?

- Please contact the Building Department at
 - (415) 388-4034
 - building@cityofmillvalley.org