

# 1. Go to the ezTrak Website

<http://cagis.hamilton-co.org/opal/>

The screenshot shows a web browser window with the URL <http://cagis.hamilton-co.org/opal/>. The page title is "Cagis ezTrak-Home". The header features the Hamilton County, Ohio logo and the text "Hamilton County, Ohio Cincinnati Area Geographic Information Systems". A navigation menu includes links for "ezTrak Home", "Review Records", "Contractors", "Apply-Instructions", "Apply for Permits", "Apply-Permits ezLinks", "Sign In", and "ezTrak Registration".

The main content area is titled "ezTrak Online Services" and includes a welcome message: "Welcome to the ezTrak Online Services. A range of Online services are available for your use." Below this, there are several service sections:

- Member Services**: Includes links for "Sign In." and "Registration." A "New Feature - Lookup registered Contractors" link is also present.
- Review Records**: Includes a link for "Review Status of Permits." and a description: "Check on the status of your Projects, track agency approvals as well as the results of inspections." A "Quick Search" section contains a dropdown menu for "Building Permit#" with "PWSD080076" selected, a text input field, and a "Search" button.
- Permit Application**: Includes a link for "Apply for Permits Online." and a description: "Hamilton County and City of Cincinnati currently provide online application for permits for a limited set of permits. Read the information listed below before applying for permits online." A list of links includes "Requirements for applying online.", "General Instructions on How to Apply for Permits online.", and "Specific Instructions for the Permit you wish to apply online."
- Permit Forms**: Includes a link for "Printable Permit Forms." and a description: "Hamilton County and City of Cincinnati currently provide forms for permits online. The forms are in the portable document format (pdf) and some of them can be filled and printed on your computer."
- Code Enforcement Status**: Includes a link for "Review Code Enforcement Status." and a description: "Check on the status of Code Enforcement on properties."

## 2. Arrow Down Quick Search to the Permit Number

## 3. Type in the Public Works Project Number

Shown on our Letter of Transmittal returned with the plans to be revised.

#### 4. Print the Official Public Works SDS Approval for your Records

The screenshot shows a web browser window with the URL <http://cagis.hamilton-co.org/opal/apd.aspx?QSPerm=PWSD080076>. The page title is "Cagis ezTrak-Record Details". The header includes the Hamilton County, Ohio logo and the text "Cincinnati Area Geographic Information Systems". A navigation menu contains links for "ezTrak Home", "Review Records", "Contractors", "Apply-Instructions", "Apply for Permits", "Apply-Permits ezLinks", "Sign In", and "ezTrak Registration".

Below the navigation menu, a breadcrumb trail reads: "You are here: » ezTrak Home » Search » Records list » Record#: PWSD080076". The main heading is "ezTrak Record Details".

The page provides detailed information for Project/Case#: PWSD080076 and instructs the user to select a relevant tab for more information. Three tabs are available: "General Information", "Approvals", and "Inspections". The "General Information" tab is selected.

**General Information:**

Type	HCPW
Sub Type	Other
Title	ALLET AVENUE ROAD IMPROVEMENTS
Description	ALLET AVENUE ROAD IMPROVEMENTS
Location	ALLET AVENUE
Parcel Number	

**Key Dates:**

Applied Date	Friday, August 22, 2008
Current Status	APPROVED
Status as of	

You may also enter your Building Permit Number to view the Building Permit Status

If you have any questions about this process please call:

Mohammad Islam P.E. - 946-4757

or

Ed Weber – 946-4753

<http://www.hamilton-co.org/pubworks/>