



# Contractor Registration/eTRAKit Form

Business Name:	
Mailing Address:	
City, State & Zip:	
Contact Email:	
Phone #	
License Holder:	
State License #	License Classification:

Please attach with completed application and submit the following:

- Current State License  
  Liability Insurance  
  Workers Comp Insurance/Exemption

Certificate Holder:  
 City of Groveland  
 6825 SR 50  
 Groveland, FL 34736

**TERMS AND CONDITIONS:**

The eTRAKIT system (<https://gvid-trk.aspgov.com/etrakit/>) is an online service provided by the City of Groveland. In consideration of being authorized to use eTRAKIT, \_\_\_\_\_ (hereinafter referred to as the "User") understands and agrees to the following terms and conditions:

- Only the User may obtain a building permit through eTRAKIT. The User will keep confidential and shall take all necessary steps to ensure that User shall only use any passwords or PINs used to access eTRAKIT and User shall be fully responsible for any use of the eTRAKIT system by persons using any password or PIN issued to User.
- All work authorized by any permit must comply with all applicable ordinances and codes adopted by the City of Groveland.
- All work authorized by permit is subject to inspection. Required inspections can be scheduled through eTRAKIT.
- Permits shall automatically EXPIRE and become void if work has not started within 180 days from the issuance date, or if the work starts and then stops for a period of six months. One extension of up to six months may be granted if requested in writing, along with applicable fees. All work authorized by this permit must be completed within 1 year from the issuance date.
- Work shall not commence until the User is in receipt of an issued building permit.
- User must be properly licensed by Department of Business and Professional Regulations (DBPR) to perform all work for which User obtains permits.
- User shall abide by all the terms listed in the declaration on the building permit. User must print and sign the permit. User, or User's designee shall post the permit and inspection record list at the job site.
- "Total fees due" refer to Building Division fees only. All other fees (i.e., Public Works, Utility Department, Environmental Health, Fire Department, school, inclusionary housing, etc.) are paid separately.

**Using eTRAKIT:**

Upon renewal of User's state license, liability, or workers compensation the User must submit updated copies of said license and/or insurance to City of Groveland Building Division to update User's file. The User cannot obtain web permits if User's license and/or insurance does not appear to be current in the eTRAKIT system.

I agree to comply with all applicable county and state laws, codes, ordinances, regulations, and policies relating to building construction and hereby authorize representatives of the City of Groveland to enter upon the property where work is being conducted for inspection purposes. If for any reason my license has been suspended or revoked, I will notify the City of Groveland Building Department immediately and this registration will be voided.

By signing below, I acknowledge my understanding of and voluntarily agree to all the terms and conditions and other information set forth above in this eTRAKIT User application. I declare under penalty of perjury under the laws of the State of Florida that all the statements and information on this page is true and correct to the best of my knowledge.

User Signature \_\_\_\_\_ Date: \_\_\_\_\_

City of Groveland Building Division  
 6825 SR 50 Groveland, FL 34736  
 Phone 352/429-2141 Opt. 2 email: [permitting@groveland-fl.gov](mailto:permitting@groveland-fl.gov)