

Permits are needed for:

New Construction

Additions

Enclosing

Renovations

Detached Accessory Structures (sheds,
garages, shops, gazebos, etc)

Fences

Swimming Pools

Signs

****PLEASE NOTE THIS LIST IS NOT
INTENDED TO BE ALL-INCLUSIVE**



9200 Pigeon Roost Rd.

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Building Dept: 662.892.9333

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Planning Dept: 662.892.9334

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Code Enforcement:
Hank Drayton, Supervisor
662.892.9343

www.obms.us

CITY OF OLIVE BRANCH

Planning, Building, and Code
Enforcement Services



The City of Olive Branch is pleased to introduce our City-wide, internet-based software system that allows access to building, planning and code enforcement resources 24 hours a day, 7 days a week!

eTRAKIT ONLINE PORTAL

TRAKIT's online services can be accessed at:

etrakit.obms.us/etrakit

- Schedule permit inspections
- View inspection results
- Track your permit application
- View fees due
- Report code violations/issues

For assistance with eTRAKIT, please contact:

Pam Simpson
Community Development Clerk
662.892.9332
pamela.simpson@obms.us

HOW TO CREATE AN eTRAKIT ACCOUNT

Public Login:

1. Visit etrakit.obms.us/etrakit
2. At the top of the screen, click "Setup an Account"
3. Enter your profile information, create a log-in name and password, and security questions. Once complete, click "Create Account"
4. As a Public user, you can search permits and report and track code violation issues.

To report a code issue:

Go to "Report an Issue" under Code Complaints.

Using the Drop Down Box, select the code issue, then type in a brief description of the issue.

Type in the numbers in the address and the first one or two letters of the street name.
Example: 1234 M (for 1234 Maple). Hit "Search"

From the list of addresses that pop up, select the correct one or choose "Not Listed"

Fill out the bottom portion with your contact information or check "I wish to remain anonymous. NOTE: Your contact information will NOT be known to anyone other than Code Enforcement officers. If you wish to remain anonymous, the Code Officers will not be able to contact you with questions or follow up.

Contractor Accounts:

First time users must contact the Building Department to set up their account.

Once set up, you can view your permits, request inspections and view inspection results.

To schedule an Inspection online:

1. Visit etrakit.obms.us/etrakit
2. Log in using your Contractor login
3. Find your Active Permits on the Dashboard screen. ALL inspections must be requested under the Main Building Permit. New construction permits start with **RN**; AC/Heat & Water Heater permits starts with **RM**.
4. Click on the Request Inspection link for that permit and fill out the form (using the drop down box for type of inspection, day, and time).

You will be able to request AM or PM.

All inspection requests will be reviewed by Building Dept staff before they are placed on the official schedule.

