

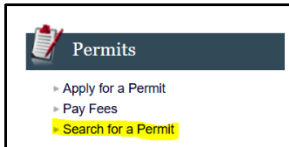
Special Event Permits

Paying Fees Online via eTRAKiT Portal

To pay online, please follow these instructions:

1. Log onto your eTRAKiT account using this link:
<https://fols.csqrccloud.com/community-ettrakit/>

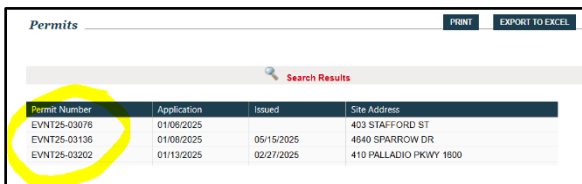
2. Scroll down, and click “Search for a Permit”



3. Set the following Search Parameters:
 - a. Search By: Permit Number
 - b. Search Operator: Contains
 - c. Search Value: EVNT##-##### (enter your permit number)

4. Click “Search.”

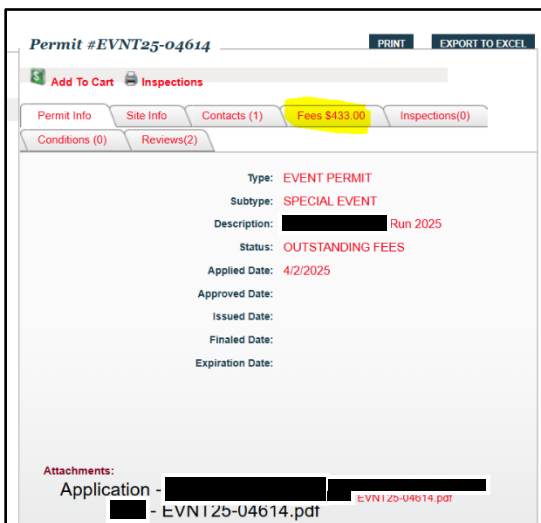
5. Scroll down, and click on the Permit Number under Search Results to open the record.



A screenshot of the eTRAKiT 'Search Results' page. It shows a table with columns: Permit Number, Application, Issued, and Site Address. The first row is circled in yellow.

Permit Number	Application	Issued	Site Address
EVNT25-03076	01/08/2025		403 STAFFORD ST
EVNT25-03136	01/08/2025	05/15/2025	4840 SPARROW DR
EVNT25-03202	01/13/2025	02/27/2025	410 PALLADIO PKWY 1600

6. Click on the “Fees” tab.



A screenshot of the eTRAKiT portal showing the 'Fees' tab for permit #EVNT25-04614. The 'Fees \$433.00' tab is highlighted in yellow. Below the tabs, the permit details are displayed:

Permit #EVNT25-04614

PRINT EXPORT TO EXCEL

Add To Cart Inspections

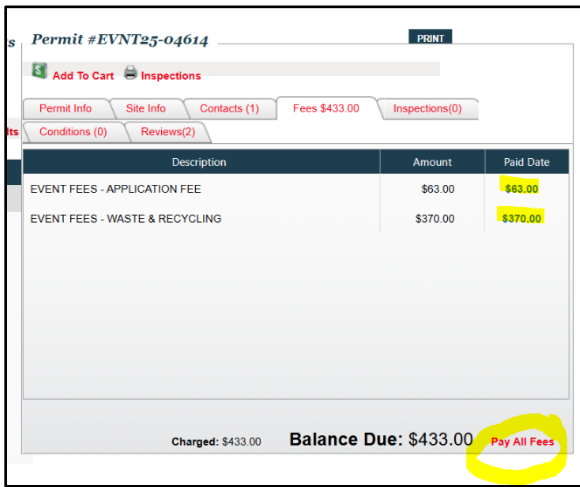
Permit Info Site Info Contacts (1) Fees \$433.00 Inspections(0)

Conditions (0) Reviews(2)

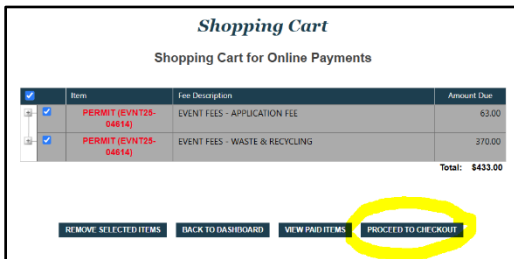
Type: EVENT PERMIT
Subtype: SPECIAL EVENT
Description: [REDACTED] Run 2025
Status: OUTSTANDING FEES
Applied Date: 4/2/2025
Approved Date:
Issued Date:
Finalized Date:
Expiration Date:

Attachments:
Application - [REDACTED] EVN125-04614.pdf

7. Click on the red “Pay All Fees” button on the bottom right corner. You can also pay each fee individually if you prefer, by clicking on the blue dollar amount under the “Paid Date” column.



8. Select Fees and click on “Proceed to Checkout.”



9. Scroll down to pay.
10. Pay using a credit card or an electronic check (requires routing and account numbers).

ATTENTION: For credit card payments, a convenience fee of 3.5% is added to the total transaction amount. For e-checks, a convenience fee of \$3.50 is added to the total transaction amount. These convenience fees are not City of Folsom fees and therefore cannot be refunded.

Alternatively, you can drop off a check made out to the "City of Folsom" at the Building Permits Counter at City Hall (50 Natoma Street, Folsom CA 95630).