

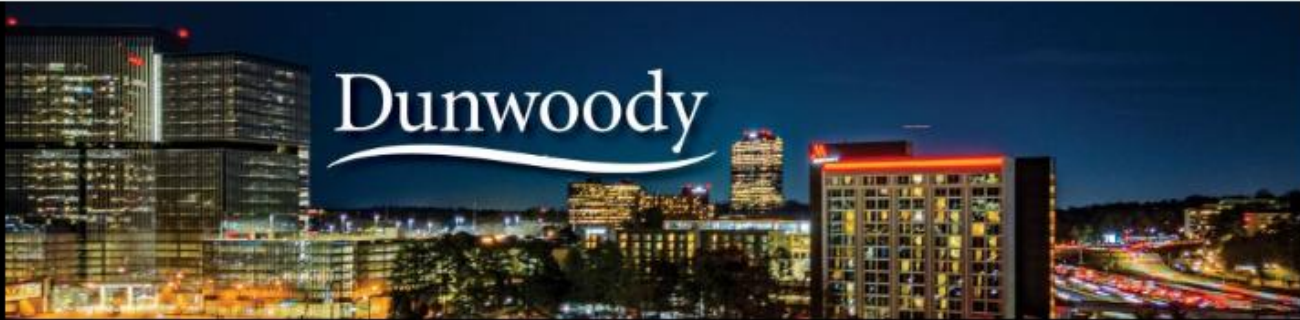
TO SCHEDULE AN INSPECTION

First, use the following instructions to log into your contractor account.

Go to: <https://dunw.csqrcloud.com/community-ettrakit/>

The homepage will appear like this:

Home | Setup an Account Log In Public User Name: Password: LOGIN Remember Me Forgot Password /Forgot Username



Any aspects related to permitting require the creation of a Contractor Account, even if the work is completed by a homeowner. To obtain a Contractor Account, select Create Contractor Account under the Contractor label below.

PERMITS

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

PROJECTS

- ▶ Apply
- ▶ Pay Fees
- ▶ Search

CONTRACTOR

- ▶ Create Contractor Account
- ▶ Search Contractors
- ▶ Pay Fees

INSPECTIONS

- ▶ Schedule
- ▶ Cancel

LICENSE

- ▶ Apply for New Licenses
- ▶ Pay Fees
- ▶ Search
- ▶ Renew

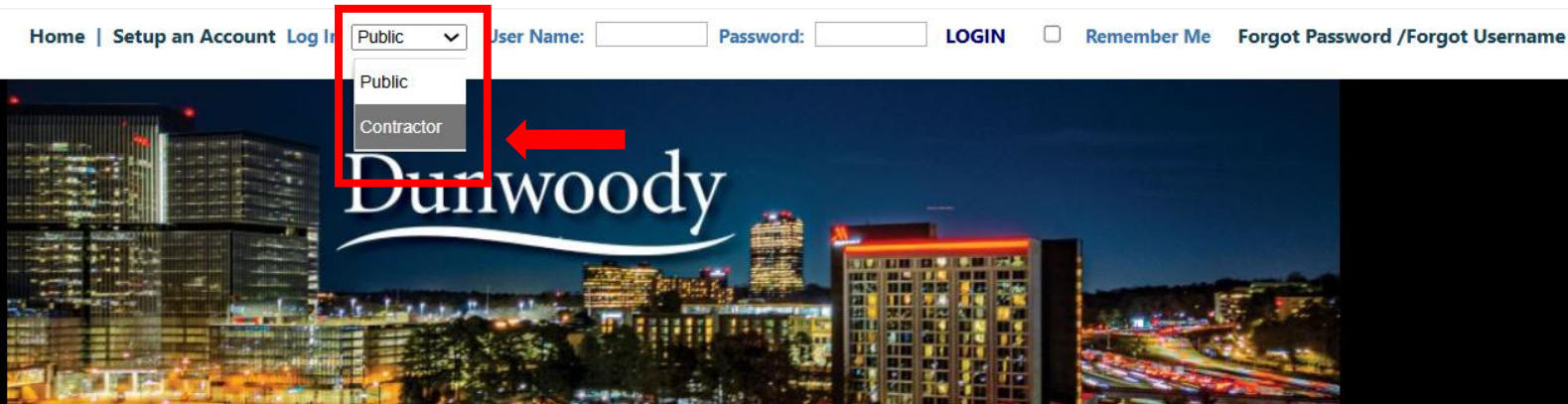
REPORT A PROBLEM

- ▶ Report Issue
- ▶ Search Issues

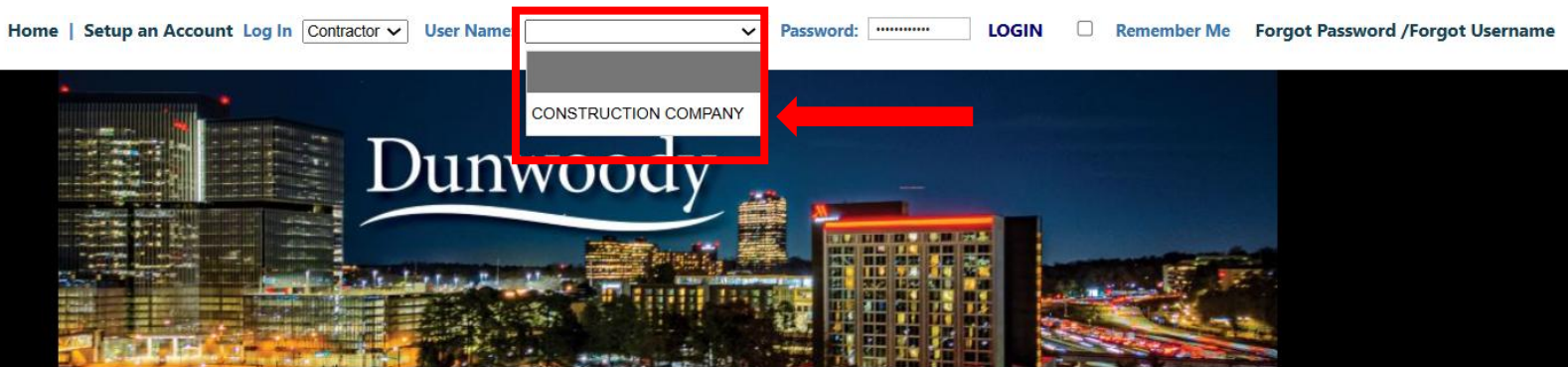
CONTACT

- ▶ Contact Us

Click on Public. A drop-down list will appear. Click on Contractor.



**For User Name, choose your company name from the drop-down list.
Type in your Password. Click Login.**



TO SCHEDULE AN INSPECTION

On your Dashboard, locate your permit under **My Active Permits.**
Under the Inspection column, click **Request.**

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ZZ TEST CONTRACTOR

My Dashboard

Permits

- Apply / New Permit
- Search Permit
- Pay Fees

Zoning

Applications

- Apply for New Project
- Search Projects
- Pay Fees

Contractor

- Search Contractors
- Pay Fees

Inspections

- Schedule
- Cancel

License

- Apply for New Licenses
- Search Licenses
- Pay Fees

Code

Enforcement

- Report Complaint
- Search Complaints

Shopping Cart

- Pay All Fees
- Paid Items

Contact

- Contact us

Hello **Test Contractor.**

Below is a Dashboard of your current activities.



My Open License Applications

1 total record(s)

Applications In Progress	License Type	Created Date	Delete
Continue Application	ALCOHOL LICENSE	8/28/2025	Delete



My Active Permits

5 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT
CRW-PERMIT	1273 WITHA...	TREE REMOVAL	ISSUED	Request		
LDNS25-0181	4470 CHAMB...	SITE - LAND DISTURBANCE NON SUBDIVISION	ISSUED	Request	\$0.00	
RESM25-0020	4712 KINGS...	RESIDENTIAL - MODIFICATION	ISSUED	Request	\$0.00	
RESN25-0121	4800 ASHFO...	RESIDENTIAL - NEW	UNDER REVIEW		\$1.00	
RESN25-0270	4800 ASHFO...	RESIDENTIAL - NEW	ISSUED	Request	\$1.00	

CLICK HERE



My Active Inspections

6 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
CRW-PERMIT	PERMIT	ISSUED	1273 WITHA...	COM ARBORIST	8/05/2025	
CRW-PERMIT	PERMIT	ISSUED	1273 WITHA...	COM SITE EROSION CONTROL	8/27/2025	
CRW-PERMIT	PERMIT	ISSUED	1273 WITHA...	COM ARBORIST	Schedule	
RESM25-0020	PERMIT	ISSUED	4712 KINGS...	RES INSULATION	8/27/2025	
RESN25-0270	PERMIT	ISSUED	4800 ASHFO...	COM ARBORIST	Schedule	
RESN25-0270	PERMIT	ISSUED	4800 ASHFO...	COM CEILING COVER	Schedule	

Fill in your Contact Name, Phone Number, Site Address, and Email Address. If you have specific instructions for the inspector, such as how to access the property, include this information in the Notes.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: ZZ TEST CONTRACTOR

My Dashboard

Permits

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

Zoning

Applications

- ▶ Apply for New Project
- ▶ Search Projects
- ▶ Pay Fees

Contractor

- ▶ Search Contractors
- ▶ Pay Fees

Inspections

- ▶ Schedule
- ▶ Cancel

License

- ▶ Apply for New Licenses
- ▶ Search Licenses
- ▶ Pay Fees

Code

Enforcement

- ▶ Report Complaint
- ▶ Search Complaints

Shopping Cart

- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

PERMIT Inspection Request - CRW-PERMIT

* **Contact Name:**

* **Phone Number:** () - -

* **Site Address:**

* **Email Address:**

On-site Contact (Name and Number):

Notes:

Inspection Type:

Requested Date:

ADD INSPECTION

CANCEL

Add Inspections by selecting Inspection Type, Request Date, and pressing Add Inspection

Enter the contact information for the person who meets the inspector on-site. If you live in a gated community, please provide your gate code and accurate contact information in the notes field above.

Choose an inspection from the drop down list. Choose a Requested Date from the calendar. Click Add Inspection.

PERMIT Inspection Request - CRW-PERMIT

* Contact Name: ZZ Test Contractor

* Phone Number: (687) 382-2680

* Site Address: 4800 Ashford Dunwoody Rd

* Email Address: madalyn.smith@dunwoodyga.gov

On-site Contact (Name and Number): Example Contractor, 678-382-6800

Notes:

Inspection Type: **COM FOUNDATION** **CLICK HERE**

Requested Date:

ADD INSPECTION

Add Inspections by selecting Inspection Type, Requested Date, and pressing Add Inspection

Enter the contact information for the person who meets the inspector on-site. If you live in a gated community, please provide your gate code and accurate contact information in the notes field above.

- COM ARBORIST
- COM BUILDING FINAL
- COM CEILING COVER
- COM CONCRETE SLAB** **CHOOSE ONE**
- COM DEMO
- COM ELECTRICAL FINAL
- COM ELECTRICAL ROUGH
- COM ELECTRICAL TEMP TO PERM
- COM ELECTRICAL T-POLE
- COM ELECTRICAL UNDERGRD
- COM FIRE ALARM

PERMIT Inspection Request - CRW-PERMIT

* Contact Name: ZZ Test Contractor

* Phone Number: (687) 382-2680

* Site Address: 4800 Ashford Dunwoody Rd

* Email Address: madalyn.smith@dunwoodyga.gov

On-site Contact (Name and Number): Example Contractor, 678-382-6800

Notes:

Inspection Type: **COM CONCRETE SLAB**

Requested Date: **8/29/2025** **CLICK HERE**

CLICK HERE **ADD INSPECTION** **CANCEL**

Add Inspections by selecting Inspection Type, Requested Date, and pressing Add Inspection

Enter the contact information for the person who meets the inspector on-site. If you live in a gated community, please provide your gate code and accurate contact information in the notes field above.

When you click Add Inspection, it will appear in the list.

PERMIT Inspection Request - CRW-PERMIT

* Contact Name: ZZ Test Contractor
* Phone Number: (687) 382-2680
* Site Address: 4800 Ashford Dunwoody Rd
* Email Address: madalyn.smith@dunwoodyga.gov
On-site Contact (Name and Number): Example Contractor, 678-382-6800
Notes:
Inspection Type: COM CONCRETE SLAB
Requested Date: 8/29/2025

ADD INSPECTION CANCEL

Add Inspections by selecting Inspection Type, Request Date, and pressing Add Inspection

Inspection Type	Request Date	Time	Delete
COM CONCRETE SLAB	8/29/2025	Any	Delete

SUBMIT RESET

Enter the contact information for the person who meets the inspector on-site. If you live in a gated community, please provide your gate code and accurate contact information in the notes field above.

You can add multiple inspections. When you are done adding inspections, click Submit.

PERMIT Inspection Request - CRW-PERMIT

* Contact Name: ZZ Test Contractor
* Phone Number: (687) 382-2680
* Site Address: 4800 Ashford Dunwoody Rd
* Email Address: madalyn.smith@dunwoodyga.gov
On-site Contact (Name and Number): Example Contractor, 678-382-6800
Notes:
Inspection Type: COM ELECTRICAL ROUGH
Requested Date: 8/29/2025

ADD INSPECTION CANCEL

Add Inspections by selecting Inspection Type, Request Date, and pressing Add Inspection

Inspection Type	Request Date	Time	Delete
COM CONCRETE SLAB	8/29/2025	Any	Delete
COM FOOTING	8/29/2025	Any	Delete
COM ELECTRICAL ROUGH	9/2/2025	Any	Delete

CLICK HERE

SUBMIT RESET

Enter the contact information for the person who meets the inspector on-site. If you live in a gated community, please provide your gate code and accurate contact information in the notes field above.

The following pop-up will appear when you have successfully scheduled an inspection.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: ZZ TEST CONTRACTOR

PERMIT Inspection Request - CRW-PERMIT

*** Contact Name:** ZZ Test Contractor

*** Phone Number:** (687) 382-2680

*** Site Address:** 4800 Ashford Dunwoody Rd

*** Email Address:** madalyn.smith@dunwoodyga.gov

On-site Contact (Name and Number): Example Contractor, 678-382-8800

Notes:




Inspection Type: COM ELECTRICAL ROUGH




Disclaimer

We have received your inspection request and have scheduled the inspection.

ACCEPT CANCEL

On your Dashboard, you will see the inspections you have requested under the My Active Inspections list.

 **My Active Inspections** 9 total record(s)  

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
CRW-PERMIT	PERMIT	ISSUED	1273 WITHA...	COM ARBORIST	8/05/2025	
CRW-PERMIT	PERMIT	ISSUED	1273 WITHA...	RES SITE EROSION CONTROL	8/26/2025	
CRW-PERMIT	PERMIT	ISSUED	1273 WITHA...	COM SITE EROSION CONTROL	8/27/2025	
CRW-PERMIT	PERMIT	ISSUED	1273 WITHA...	COM CONCRETE SLAB	8/29/2025	
CRW-PERMIT	PERMIT	ISSUED	1273 WITHA...	COM FOOTING	8/29/2025	
CRW-PERMIT	PERMIT	ISSUED	1273 WITHA...	COM ELECTRICAL ROUGH	9/02/2025	
CRW-PERMIT	PERMIT	ISSUED	1273 WITHA...	COM ARBORIST	Schedule	
RESN25-0270	PERMIT	ISSUED	4800 ASHFO...	COM ARBORIST	Schedule	
RESN25-0270	PERMIT	ISSUED	4800 ASHFO...	COM CEILING COVER	Schedule	