



# SATURDAY WORK INSPECTION REQUEST

All Saturday Work Inspections are to be registered by noon on Thursdays prior to the Saturday of the request. The fee for a Saturday Work Inspection is \$150.00 + \$3.00 Credit Card Fee and covers one day of Saturday Work per contractor per project. These fees are non-refundable and cannot be moved from requested Saturday to a different Saturday.

The following are instructions for registering a Saturday Work Inspection:


1. Send email to [FriscoConstruction@frisocotexas.gov](mailto:FriscoConstruction@frisocotexas.gov) for Saturday Work Inspection request.

Include the following:

Email Subject Line: CITY PROJECT NUMBER - SATURDAY WORK REQUEST

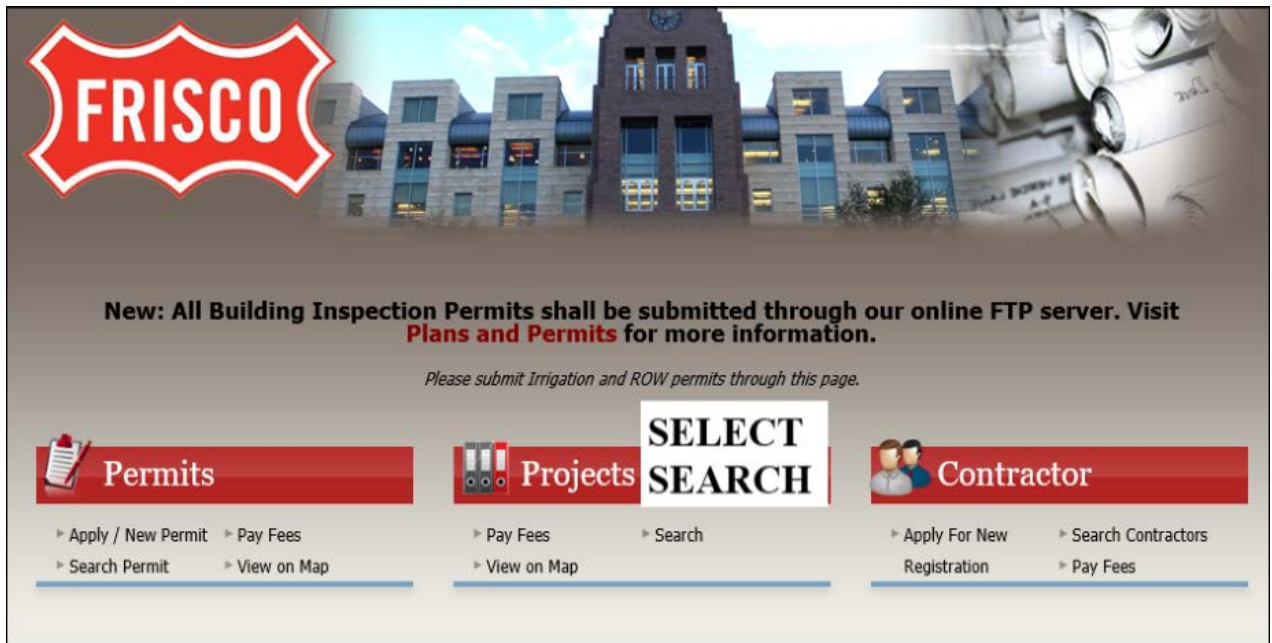
Email should contain 24-hour contact information:

- NAME
- MOBILE NUMBER
- COMPANY NAME
- DATE OF SATURDAY WORK

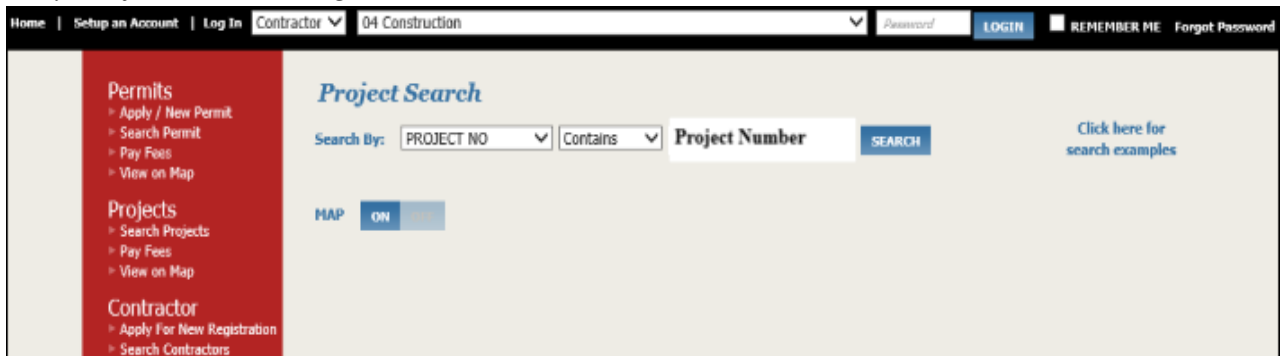
	From ▾	<b>EMAIL ADDRESS</b>
Send	To	● <a href="#">Frisco Construction</a>
	Cc	
Subject	CSXX-XXXX or SPXX-XXXX SATURDAY WORK REQUEST	
<b><u>24 HOUR CONTACT INFORMATION:</u></b>		
NAME: _____		
MOBILE: _____		
COMPANY: _____		
DATE OF SATURDAY WORK: _____		

# SATURDAY WORK INSPECTION REQUEST

2. An email confirming receipt of Saturday Work Inspection request will be sent with a notification to pay Saturday Work Inspection fee online.
3. To pay Saturday Work Inspection fee online, follow these instructions:
  - a. Go to <https://etrakit.friscotexas.gov>
  - b. Create a public account by selecting **Setup an Account** or **LOGIN** using an existing account.
  - c. To **LOGIN**, select Contractor or Public (depending on the type of account created,) then enter account Username and Password.
  - d. Under PROJECTS, select SEARCH.



- e. Enter the City Project Number in the SEARCH field.  
(City Project Numbers begin with CS or SP)



# SATURDAY WORK INSPECTION REQUEST

Select Project Number from the search results.

**Project Search**

Search By: PROJECT NO Contains Project Number **SEARCH** [Click here for search examples](#)

MAP **ON**

**Projects** **PRINT** **EXPORT TO EXCEL**

**SELECT PROJECT NUMBER BELOW**

Search Results

PROJECT NO	SITE ADDRESS	SITE SUBDIVISION	APPLICANT NAME
<b>Project Number</b>			<b>Project Name</b>

f. Select FEES tab.

**Project Search**

Search By: PROJECT NO Contains Project Number **SEARCH** [Click here for search examples](#)

MAP **ON**

**Search Results**

Project # CSXX-XXXX

Project Info Site Info Contacts (4) **Fees \$0.00**

**Select Fee Tab**

Description: **Project Description**

Type: CONSTRUCTIONSET

Subtype:

Planner: **City Engineer**

Status: UNDER CONSTRUCT

Applied: 2/11/2019

Approved:

Closed:

# SATURDAY WORK INSPECTION REQUEST

- g. Select unpaid SATURDAY WORK FEES and **PROCEED TO CHECKOUT**.

**Project Search**

Search By: PROJECT NO Contains Project Number **SEARCH** [Click here for search examples](#)

MAP **ON**

**Search Results**

Project #CSXX-XXXX

Project Info Site Info Contacts (4) Fees \$0.00 Inspections(29) Cond

Description	Amount	Paid Date
SATURDAY WORK FEES	\$150.00	11/14/2019
<b>Select Saturday Work Fees \$150.00</b>		
CREDIT CARD FEE	\$3.00	3/25/2020
<b>Please note that there will be a \$3.00 credit card fee</b>		

- h. Then **PROCEED TO PAYMENT** and follow online instructions.
4. Once Saturday Work Fee is paid, project will be registered for Saturday Work Inspection and added to the list.

## **REMINDER:**

**SATURDAY WORK INSPECTION REQUEST AND FEES**

**MUST BE PAID BY THURSDAY AT NOON**

If assistance is needed, please send email to [FriscoConstruction@frisocotexas.gov](mailto:FriscoConstruction@frisocotexas.gov).