



Inspection Request Procedure and Payment Options

- All Saturday Work Inspections are to be registered by noon on Thursdays prior to the Saturday of the request.
- The fee is **\$150.00** (+ \$3.00 if paying with Credit Card) and covers one day of Saturday Work per contractor per project.
- Fees are non-refundable and cannot be moved from requested Saturday to a different Saturday.
- Send email request to FriscoConstruction@friscotexas.gov
- **FEE MUST BE PAID ON THURSDAY BY 2:00 PM TO AVOID CANCELLATION.**

Include the following:

Email Subject Line: CITY PROJECT NUMBER - SATURDAY WORK REQUEST

Email should contain 24-hour point of contact information:

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

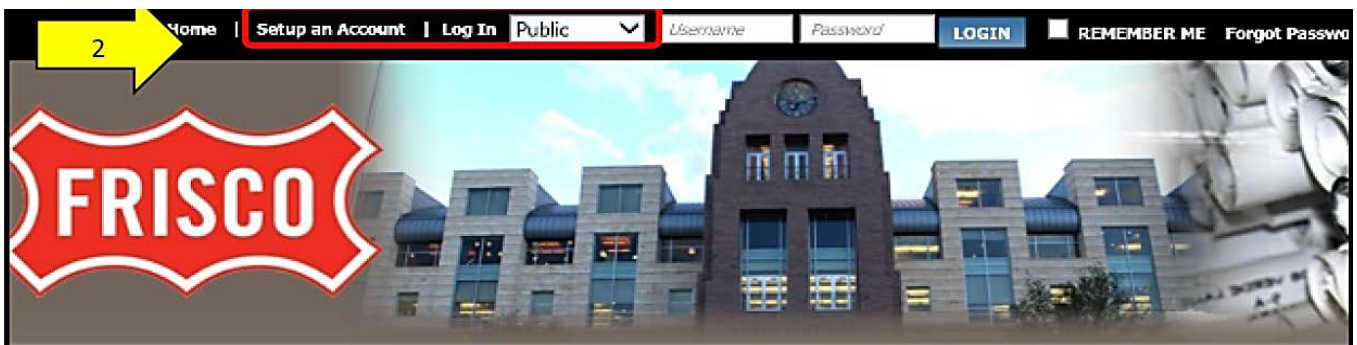
➤ Send	From ▾	EMAIL ADDRESS
	To	● Frisco Construction
	Cc	
	Subject	CSXX-XXXX or SPXX-XXXX SATURDAY WORK REQUEST
<p><u>24 HOUR CONTACT INFORMATION:</u></p> <p>NAME: _____</p> <p>MOBILE: _____</p> <p>COMPANY: _____</p> <p>DATE OF SATURDAY WORK: _____</p>		

❖ *An email confirming receipt of Saturday Work Inspection request will be sent with a notification to pay Saturday Work Inspection fee online.*

SATURDAY WORK

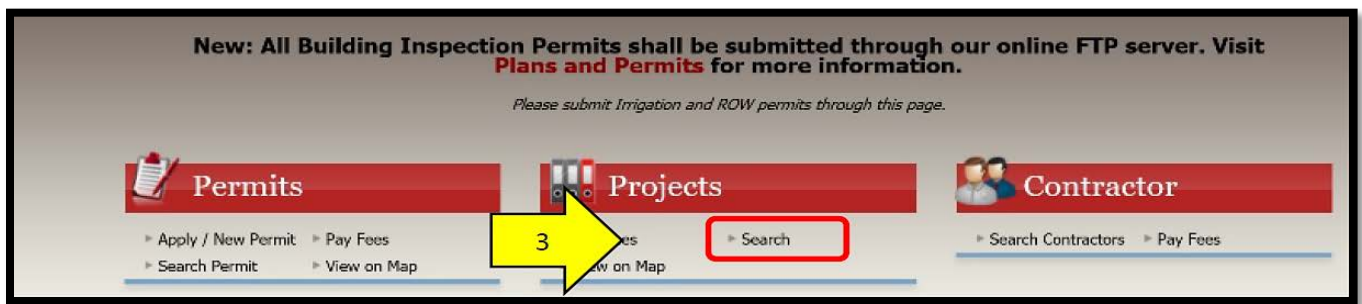
- **CHECK:** *Deliver check to 3rd floor, Engineering, right of the elevators.*
 - ❖ *Please label check or attach note with your CSXX-XXXX or SPXX-XXXX.*
 - ❖ *If you do not label check, we cannot process payment.*
- **CREDIT and DEBIT cards accepted:** **Note there is a 2% fee for using a credit card*
 - American Express
 - Discover Card
 - Master Card
 - Visa – *debit only*
- **ONLINE PAYMENT via eTRAKiT:**

1. Click here (if link above does not work) for eTRAKiT <https://etrakit.friscotexas.gov/etrakit/>
2. Before setting up an account or logging in, click the “down arrow” to change **Contractor** to **Public**.

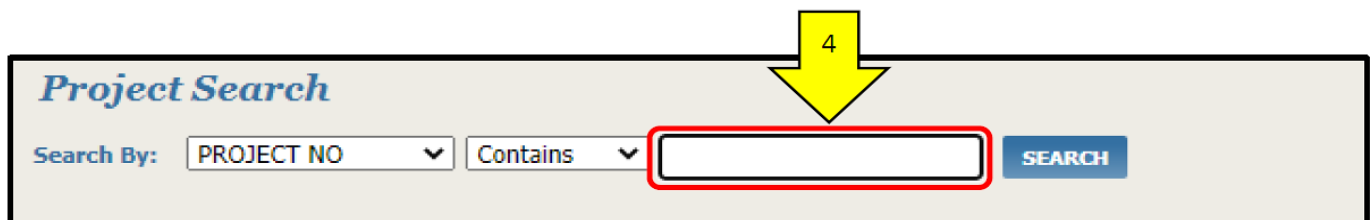


- Then click on [Setup an Account](#) or **LOGIN** to access your account.
 - ❖ Enter your user information (*name, address, username, password*)
 - ❖ Make a note of your chosen Log-In Name and Password to use for future activity.

3. Under **Projects**, select **Search**.



4. Enter the Project Number in the **Search** field (i.e. CSXX-XXXX or SPXX-XXXX) and click on **Search**.

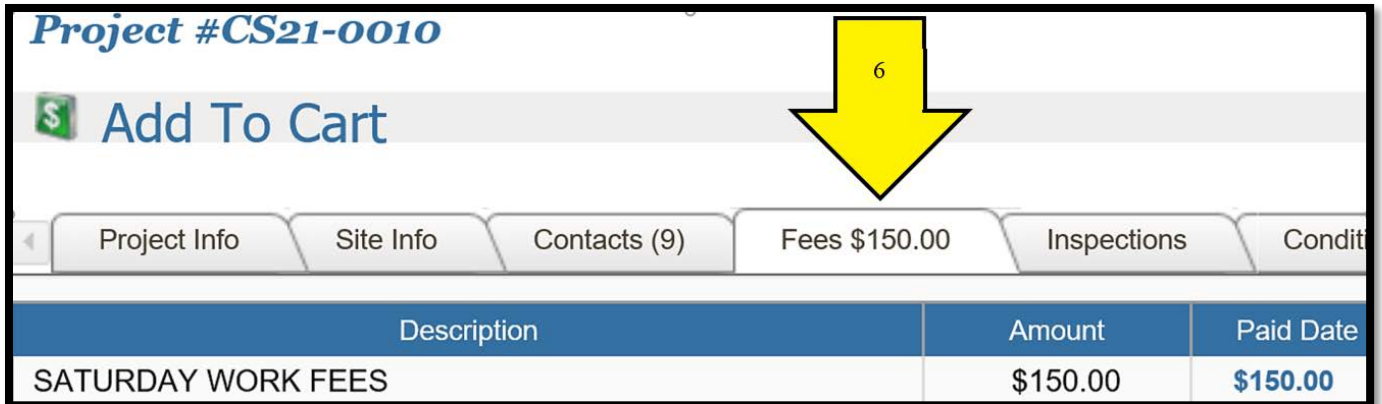


- ❖ Other search options are available by choosing the drop-down lists for field name (e.g. Project No, Applicant Name) and type of search (e.g. Contains, Equals, Begins with).

SATURDAY WORK

5. Select your Project from the **Search Results**.

6. Click on the **Fees** tab.



Project #CS21-0010

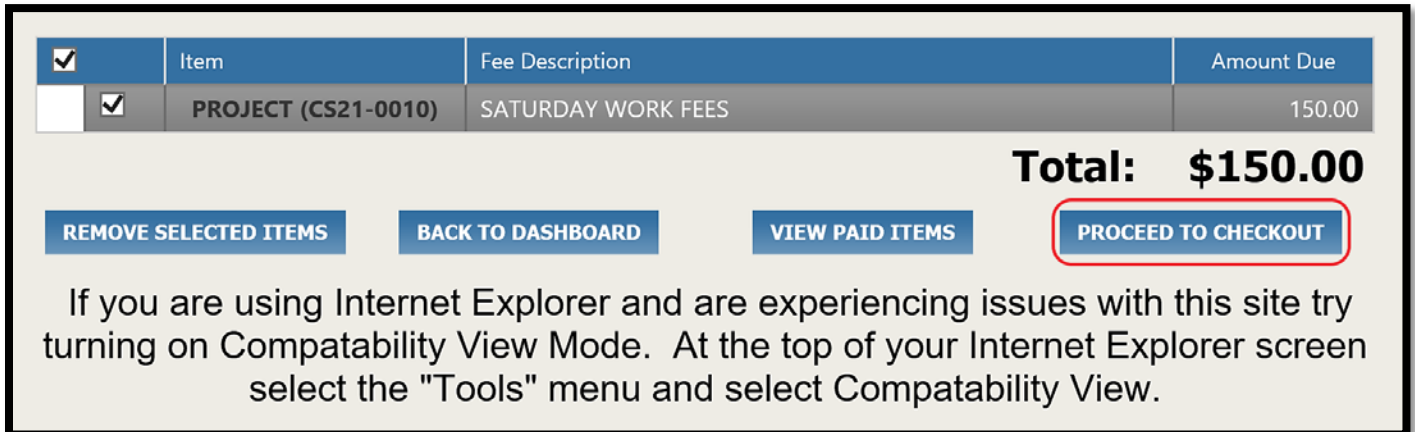
Add To Cart

Project Info | Site Info | Contacts (9) | **Fees \$150.00** | Inspections | Conditions

Description	Amount	Paid Date
SATURDAY WORK FEES	\$150.00	\$150.00

7. Click on **Pay All Fees**.

8. Make sure your Project is selected with a check mark and click on **PROCEED TO CHECKOUT**.



<input checked="" type="checkbox"/>	Item	Fee Description	Amount Due
<input checked="" type="checkbox"/>	PROJECT (CS21-0010)	SATURDAY WORK FEES	150.00

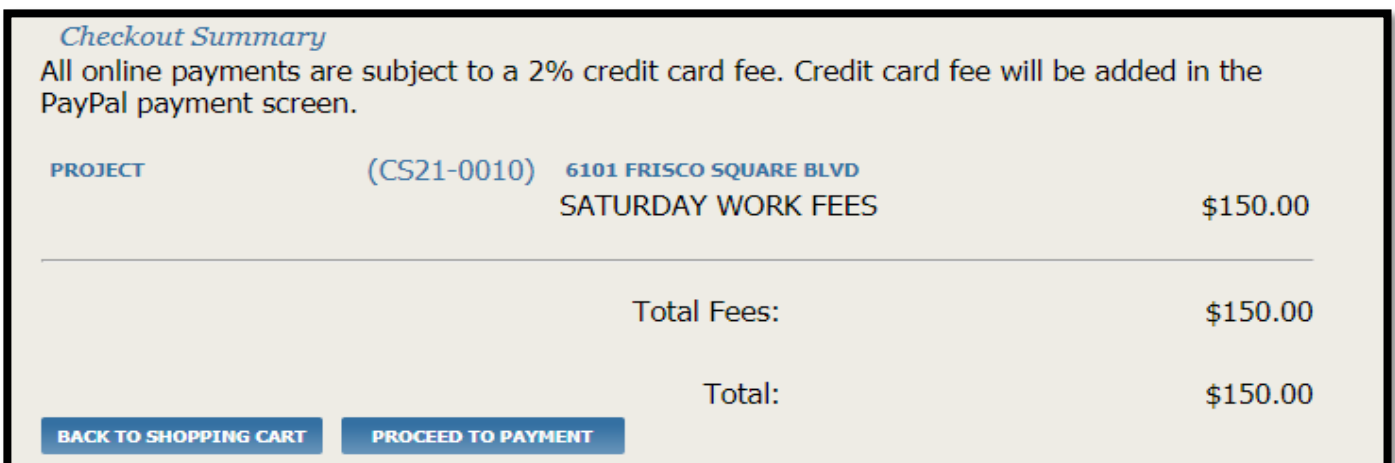
Total: \$150.00

[REMOVE SELECTED ITEMS](#) | [BACK TO DASHBOARD](#) | [VIEW PAID ITEMS](#) | **[PROCEED TO CHECKOUT](#)**

If you are using Internet Explorer and are experiencing issues with this site try turning on Compatability View Mode. At the top of your Internet Explorer screen select the "Tools" menu and select Compatability View.

9. Review the Checkout Summary and click on **PROCEED TO PAYMENT**

❖ *Complete the payment information on the PayPal screen.*



Checkout Summary

All online payments are subject to a 2% credit card fee. Credit card fee will be added in the PayPal payment screen.

PROJECT (CS21-0010) 6101 FRISCO SQUARE BLVD
SATURDAY WORK FEES \$150.00

Total Fees: \$150.00

Total: \$150.00

[BACK TO SHOPPING CART](#) | **[PROCEED TO PAYMENT](#)**

10. Complete the payment information on the PayPal screen.

Questions, please email FriscoConstruction@friscotexas.gov
or call (972) 292-5400 x 1 with your project number CSXX-XXXX.