

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**



CITY OF OLIVE BRANCH

Planning, Building, and Code
Enforcement Services

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



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

- 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.

To View Inspection results online:

1. Visit etrakit.obms.us/etrakit
2. Log in
3. Search for the Permit/Inspection by using the drop down fields for address or permit number (if you have it). If using address, only type in the house number and first couple of letters of the street. New construction permits start with **RN**; AC/Heat & Water Heater permits starts with **RM**.
4. Once the permit comes up, click on the Inspection Tab to view inspections with results and inspector comments.