

How to Set Up an ezTrak Account for submitting Electrical Permits or Plan Review to Inspection Bureau. Inc. (IBI) for Hamilton County and Cincinnati submittals only.

NOTE: For Kentucky submittals refer to the IBI Home Page

To submit permits/plans online through ezTrak for Hamilton County and the City of Cincinnati, you'll need to register for a CAGIS ezTrak membership. This gives you access to apply for permits/plans, track projects, and receive notifications.

We recommend looking over the ezTrak Account Registration page, <https://eztraktds.cagis.org/CitizenAccessStage/default.aspx>, prior to starting your registration.

1. Go to the Registration Page

Visit the official registration page: [CAGIS ezTrak Registration](#)

2. Provide Your Registration Details

You'll need:

- **User Name:** Your name or the name of the business you represent.
- **Email Address:** Your own active email account (CAGIS does not provide one). This will be your login ID and is used for all communications. We highly recommend using a generic email address that is not tied to a specific person like permits@companyname.com.
- **Password:** At least 8 characters, including at least one number, no special characters, and case-sensitive.

3. Complete the Registration

- Click Register to create your account.
- You'll receive a confirmation email; check your inbox and spam folder.
- Once registered, log in to access the Apply for Permits section.

4. Prepare for Your Permit Application

Before starting:

- Review the specific instructions for the permit or plan review submittal, including fees. (IBI Fee Schedule)

- Ensure your email is active, as you'll receive important updates and notifications.

5. Start Applying Online

From the ezTrak home page:

- Use the Start an Application link or the New tab in the top toolbar to begin.
- Follow the step-by-step process, providing project, owner, contractor, and work type details.
- Save your application and proceed to fee payment and/or document submission.

6. Track Your Application

- Use your Application number to track your application in the "Record" tab using "My Records" or the "Action Center".
- IBI's application numbers are identified by "IBI-PMT" for electrical permits and with "IBI-RVW" for plan review. Jurisdiction identifiers are as follows: "C" (Cincinnati Building Department), "H" (Hamilton County Building Department) and "O" (Other Municipality Building Departments)
- You can also set up email notifications to be alerted about updates.

Tip: If you have multiple employees or partners, set up your account to allow shared access and collaboration