



# A2Trak User Guide

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## What is A2Trak?

A2Trak is the new search tool for all case history from the eTrakit permitting and licensing system. This tool can be used to search for permits, licenses, and plans applied for from ~2008 through March 2022. All new applications must be submitted and managed via [stream.a2gov.org](https://stream.a2gov.org).

- To access digitized microfiche and paper records of permits and projects from ~1930 to 2007 that are larger in printed size, please use [this site](#).
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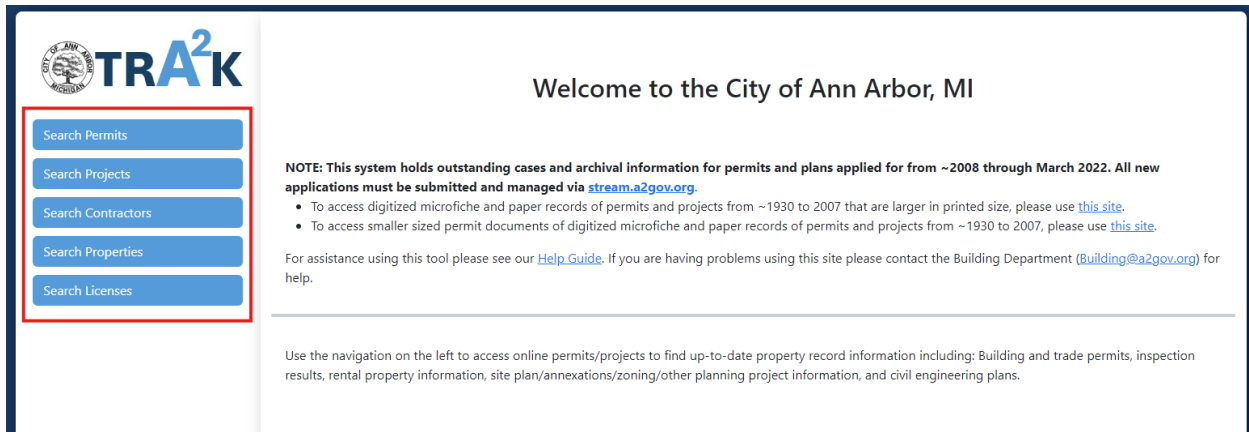
## How to Access A2Trak

Visit <https://secure.a2gov.org/A2Trak/> -- There is no login required.

The screenshot shows the A2Trak web application interface. On the left is a vertical navigation menu with buttons for 'Search Permits', 'Search Projects', 'Search Contractors', 'Search Properties', and 'Search Licenses'. The main content area has a header 'Welcome to the City of Ann Arbor, MI'. Below the header is a note: 'NOTE: This system holds outstanding cases and archival information for permits and plans applied for from ~2008 through March 2022. All new applications must be submitted and managed via [stream.a2gov.org](https://stream.a2gov.org).' This is followed by two bullet points: '• To access digitized microfiche and paper records of permits and projects from ~1930 to 2007 that are larger in printed size, please use [this site](#).' and '• To access smaller sized permit documents of digitized microfiche and paper records of permits and projects from ~1930 to 2007, please use [this site](#).' Below the note is a line of text: 'For assistance using this tool please see our [Help Guide](#). If you are having problems using this site please contact the Building Department ([Building@a2gov.org](mailto:Building@a2gov.org)) for help.' At the bottom of the page, there is a footer: 'Use the navigation on the left to access online permits/projects to find up-to-date property record information including: Building and trade permits, inspection results, rental property information, site plan/annexations/zoning/other planning project information, and civil engineering plans.'

## Conduct a Search

1. Begin by selecting the appropriate category from the left side bar menu. Are you searching for a Project, Permit, License, Contractor, or Property?



**TRA<sup>2</sup>K**

Welcome to the City of Ann Arbor, MI

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Use the navigation on the left to access online permits/projects to find up-to-date property record information including: Building and trade permits, inspection results, rental property information, site plan/annexations/zoning/other planning project information, and civil engineering plans.

2. Once you have selected your search category, you will be presented with a search bar where you can enter your keyword of interest, including:
  - a. Case Number (if known)
    - i. If you know the case type you are interested in, but do not know the case number, you can search by the PREFIX to find all results of that case number. Jump down to our [Prefix Glossary](#) at the bottom of this guide for assistance.
  - b. Address (or partial address)
  - c. Contact Name of Owner, Contractor, or Applicant (or partial name)
  - d. The search system includes "fuzzy" matching, which means you don't need exact terms—if no results are found, try broadening or simplifying your criteria for better results.



## Welcome to the City of Ann Arbor, MI

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Enter any known project information in the fields below. You can search by *project number*, *address*, or *related entities* (such as owner, contractor, or applicant). The search system includes "fuzzy" matching, which means you don't need exact terms—if no results are found, try broadening or simplifying your criteria for better results.

**Search Criteria:**

3. Once you have entered your search criteria in the search bar, you must use your mouse to click on the magnifying glass search icon to commence your search. The search will not respond to the "enter" key on your keyboard.

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**Search Criteria:**

Show  entries

Search:

Number	Site Address	Project Name	Owner	Contractor	Applicant
No matching projects found					

Showing 0 to 0 of 0 entries

4. Your search results will populate below the search bar in table format. You can further manipulate these search results by:
  - a. Sorting any column alphabetically up or down (**Red rectangle in screen shot below**)
  - b. Using the secondary search bar to refine the table to yet another key word (**Blue rectangle in screen shot below**). For example:
    - i. You initially searched by an address and now you only want to see Electrical permits for that address. You can now Type "Electrical" in the second search field to refine the table to only results that contain that word.
    - ii. You initially searched for a case type prefix (such as "BLDG08" for all Building permits in 2008) and now you want to refine it to only a specific contractor. You

can now type that contractor's name or company in the second search field to refine the table to 2008 building permits related to that contractor.

- iii. As you type in this search bar, the search results will automatically adjust to reflect your changes.
- c. Exporting the search results to Excel or CSV (Green rectangle in screen shot below), which will then allow you to further manipulate the results using sort and filtering features within Excel.

Enter any known project information in the fields below. You can search by *project number, address, or related entities* (such as owner, contractor, or applicant). The search system includes "fuzzy" matching, which means you don't need exact terms—if no results are found, try broadening or simplifying your criteria for better results.

Search Criteria:

Show  entries

Search:

Number	Site Address	Project Name	Owner	Contractor	Applicant
<a href="#">9291H13.5</a>	301 E HURON ST	ANN ARBOR MUNICIPAL CENTE	CITY OF ANN ARBOR		STANTEC CONSULTING
<a href="#">ADDR19-012</a>	301 E HURON ST	E911 Utility Pole Addresses	CITY OF ANN ARBOR		
<a href="#">CVLC09-004</a>	301 E HURON ST	Ann Arbor Municipal Center	CITY OF ANN ARBOR		Clark Construction Company
<a href="#">CVLC09-003</a>	301 E HURON ST	ANN ARBOR MUNICIPAL	CITY OF ANN		STANTEC CONSULTING

## View Details on an Individual Case

1. If you want to see additional details for a specific case, you can click on the Case Number Hyperlink to open that case's information.
  - a. This page includes multiple section headers of additional information for this case number. You can expand these sections one by one by clicking on the header, or you can use the "Expand All" button at the top to expand all sections at once.
  - b. Some but not all of these sections are also downloadable to Excel or CSV:
    - i. Contacts
    - ii. Fees
    - iii. Reviews
    - iv. Inspections
    - v. Linked Activities
    - vi. Attachments (individual attachments can also be opened by clicking on the attachment title hyperlink)
    - vii.



- Search Permits
- Search Projects
- Search Contractors
- Search Properties

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#### Permit Information: BLDG08-1067

Expand All

Permit Information	▼
Site Info	▼
Building Info	▼
Contacts (4)	▼
Fees	Charged: Paid: Due: ▼
Reviews (5)	▼
Inspections (0)	▼

## Prefix Glossary

If you are interested in searching A2Trak for a specific case type, one method is to search by the Prefix of that case type. Note that for all of our case types, the prefix is immediately followed by the 2-digit year so that can also be utilized for your search term. Ex: To search for Plumbing Permits from 2015, type in PLUM15.

### PERMITS

<b>PREFIX</b>	<b>PERMIT TYPE</b>
AROW	ROW ANNUAL RIGHT OF WAY
AUCT	AUCTIONEER
BANR	BANNER
BARR	BARRICADE
BIKE	BIKE LICENSE
BLCK	BLOCK PARTY
BLDG	BUILDING
CHKN	CHICKEN
COFO	CERTIFICATE OF OCCUPANCY COMMERCIAL PAVEMENT
CPSA	SEALER
CR	HOUSING
CSAN	CONNECT-SANITARY
CSTM	CONNECT-STORM
CWTR	CONNECT-WATER
DEMO	DEMOLITION
DGPK	DOG PARK LICENSE
DMPR	DOMESTIC
DOG	DOG LICENSE
DUCK	DUCK
ELEC	ELECTRICAL
GOB	GOING OUT OF BUSINESS
IC	IMPROVEMENT CHARGE
LA	LICENSE AGREEMENT
MECH	MECHANICAL
MESA	SUPPRESSION ALARM
METRO	METRO ACT
MJF	MARIJUANA FACILITY
MMJ	MEDICAL MARIJUANA
MTR	METER
NOIS	NOISE
PLUM	PLUMBING
QUAD	COMMERCIAL QUADRICYCLE

REOC	COMMERCIAL REOCCUPANCY
ROCC	RIGHT OF WAY OCCUPANCY
ROW	RIGHT OF WAY
RPL	RESERVE PARKING LANE
SC	SITE COMPLIANCE
SIGN	SIGN
SOCC	SIDEWALK OCCUPANCY
SOIL	SOIL EROSION
SOPS	PORTABLE SIGN
SPEC	SPECIAL EVENT
TCP	TRAFFIC CONTROL
ZCOM	ZONING COMPLIANCE

## PROJECTS

PREFIX	PROJECT TYPE
A	ANNEXATION
ACI	ANNEXATION CITY INITIATED
ADDR	ADDRESSING
AP	AREA PLAN
BBA	BUILDING
BFLD	BROWNFIELD
CVLC	CIVIL CONSTRUCTION
CVLP	CIVIL PLAN
DOC	DOCUMENT
DR	DESIGN REVIEW
HBA	HOUSING
HDC	HISTORIC DISTRICT COMMISSION
LD	LAND DIVISION
LIC	LICENSE AGREEMENT
LSMD	LANDSCAPE MODIFICATION
PACE	PACE ASSESSMENT
PP	PUBLIC PROJECT
SBA	SIGN VARIANCE
SCP	SITE COMPLIANCE
SEU	SPECIAL EXCEPTION USE
SP	SITE PLAN
SV	STREET VACATION
UM	U OF M
WUP	WETLAND USE PERMIT
Z	ZONING
ZBA	ZONING VARIANCE

## LICENSES

<b>PREFIX</b>	<b>LICENSE TYPE</b>
ENT	ENTERTAINMENT LLC
PED	PEDDLER/SOLICITOR
NON	NON-PROFIT/SOLICITOR
MMJ	MEDICAL MARIJUANA