

Paying for a Tree Destruction Permit Application on eTRAKit

- 1) Create an account on eTRAKit: <https://wood.csqrcloud.com/community-ettrakit/>



Welcome to the Town of Woodside, CA

Residents and general members of the public should select “Public Registration.”
Contractors with a CSLB number should select “Contractor Registration.”

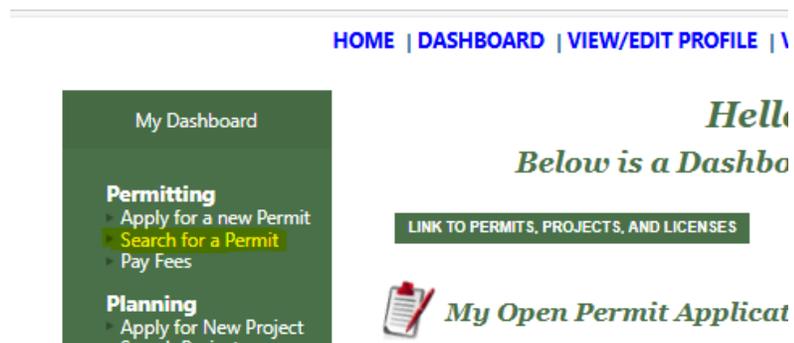
Please click 'Public Registration' if you are a business or property owner, or click 'Contractor Registration' if you are a contractor or subcontractor with a CSLB number registering with the Town of Woodside.

PUBLIC REGISTRATION

CONTRACTOR REGISTRATION

Next, enter your contact information and create a password.

- 2) After logging in to eTRAKit, click on “Search for a Permit” on the left-hand side of the Dashboard page.



Enter the permit number and click the “Search” button. The Planner will provide you with the permit number.

Permit Search

Search By: ▼
Search Operator: ▼
Search Value:

SEARCH

Select the permit from the search results by clicking on the permit number.

PERMIT_NO
TREE2025-0001

3) From the permit information page, click on “Add to Cart.”

Permit #TREE2025-0001

\$ Add To Cart

[Permit Info](#) [Pay Fees on this Permit \(2\)](#)

[Conditions \(0\)](#) [Reviews\(1\)](#) [Tree Destruction](#)

[Req. Attachments](#)

Make sure the correct permit is added to your shopping cart. Then click on the “Proceed to Checkout” button.

Select	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PERMIT (TREE2025-0001)	TREE REMOVAL		\$125.00
				Total: \$125.00

REMOVE SELECTED ITEMS **BACK TO DASHBOARD** **VIEW PAID ITEMS** **PROCEED TO CHECKOUT**

4) Select the payment option. You may pay by credit card or e-check.

Checkout Summary

****DO NOT PAY ANY FEES UNTIL YOU RECEIVE AN EMAIL NOTIFICATION STATING YOUR APPLICATION IS APPROVED OR AWAITING PAYMENT. **If you pay ahead of time without notice, please be aware you may have additional fees to pay.**

Verify items are correct and select "Pay by Credit Card" or "Pay with eCheck"

PERMIT TREE2025-0001

Description	Quantity	Amount
STAFF REVIEW FEES	1	\$125.00
<i>TREE DESTRUCTION PERMIT</i>		<i>125.00</i>
Total Fees:		\$125.00
Total:		\$125.00

[BACK TO SHOPPING CART](#) [PAY BY CREDIT CARD](#) [PAY WITH ECHECK](#)

Lastly, you will enter your payment information and click the "submit" button. You will receive an email confirming your payment.

If you have questions, please call the Planning Department at 650-851-6796. Press option 2 for Planning.