How to Use eTRAKiT to Apply for an Engineering Department Permit

If you are a new user, call the Engineering Department at 701-355-1505. An account is set up for your company after you are approved to work in the Right of Way and you are then given the password. Please note that eTRAKiT will timeout after 20 minutes if you have not completed your application. When you sign-in again click *continue*. You will have to re-enter most information. **Do not use the browser back button.**

To make your application process more efficient, please have the following information available prior to starting your permit in eTRAKiT:

- Address of where work will be done
- Size, length, and type of material being used
- Subcontractor name for repairs to cuts in concrete and/or asphalt, if necessary
- For concrete permits, SF of sidewalk and/or apron

After your account has been set up and you have received your password, go to the following website: **https://trakitapi.bismarcknd.gov/etrakit/**

On the first screen under **Permits**, click **Apply For New Permit.**

In the *Contractor Account Login* section, click the drop-down arrow next to **User Name:** and click on your company's name. Next, enter your **Password**, and then Click **LOGIN**. **You will be directed to change your password the first time you login.**

In the *Terms and Conditions* section, click **I Agree** and click **CONTINUE.**

STEP 1 PERMIT INFORMATION

In the *Permit Type Information* section select the type of permit you are applying for by clicking on the drop down arrow next to *PERMIT Type.*

In the *Short Description* field, enter a brief description of the work to be performed (some examples would be: NEW WATER AND SEWER, WATER REPAIR, NEW SIDEWALK, REPLACE SIDEWALK etc.) **(THIS IS REQUIRED)**.

Notes and Job Value are not required fields.

In the *Additional Information* section, in the applicable field(s), enter the number of services you will be performing. For example, if you are installing a new water service, enter a "1" in the *NEW* field, etc.
Below is an explanation for each type of service:
NEW: Connection at main to building
STUB OUT: Connection at main to property line
COMPLETION: Connection to stub out at property line to building
FIRE LINE FLUSH: Fire line flush
CUTOFF: Any temporary or permanent cut off of a line
REPAIR: Any type of repair or replacement work on a line.
SURFACE CUT: Any cut in public right-of-way (street, sdwk) requiring a replacement patch
LENGTH: Length of connection to building (25' 50' etc.)
SIZE: Size of the line (1" 4" etc.)
TYPE: Type of line (Poly, PVC, etc.)
LANE CLOSURE: One driving lane will be closed (approved by Traffic Engineer)
STREET CLOSURE: Both driving lanes will be closed (approved by Traffic Engineer)

Additional Information

WATER

WATER NEW:	1
WATER STUB OUT:	
WATER COMPLETION:	
WATER FIRE LINE FLUSH:	
WATER CUTOFF:	
WATER REPAIR:	
WATER SURFACE CUT:	
WATER LENGTH:	50'
WATER SIZE:	1"
WATER TYPE:	POLY
WATER LANE CLOSURE:	NO
WATER STREET CLOSURE:	NO

SEWER

NEW SEWER:	1
SEWER STUB OUT:	
SEWER COMPLETION:	
SEWER FIRE LINE FLUSH:	
SEWER CUTOFF:	
SEWER REPAIR:	
SEWER SURFACE CUT:	
SEWER LENGTH:	30'
SEWER SIZE:	4"
SEWER TYPE:	PVC
SEWER LANE CLOSURE:	NO
SEWER STREET CLOSURE:	NO

STORM

NEW STORMWATER:	
STORMWATER STUB OUT:	
STORMWATER COMPLETION:	
STORM FIRE LINE FLUSH:	
STORMWATER CUTOFF:	
STORMWATER REPAIR:	
STORMWATER SURFACE CUT:	
STORMWATER LENGTH:	
STORMWATER SIZE:	
STORMWATER TYPE:	
STORMWATER LANE CLOSURE:	
STORM STREET CLOSURE:	

After entering information into the *Additional Information* section, remember to add the *CONSTRUCTION START DATE* by using the calendar to select the date you intend to begin the work. Also list contractor who will be restoring surface cut(s) if you listed a number of locations where street/sidewalk cutting will occur in the surface cut field(s) above.

GENERAL INFO

CONSTRUCTION START DATE:

SURF CUT ASPHALT CONTR:

SURF CUT CONCRETE CONTR:

In the *Location* section (this is the address where the work will be done), enter part or all of the address and click **SEARCH.**

Location

*Enter part or all of your address and press search

Search By   Address

Search Value   SEARCH

In the *Select address below* section, click the drop-down arrow to select the address.

Select address below

If the resulting address is incorrect, click **Address Lookup** and try again.

Location

0001-068-045
221 N 5TH ST
BISMARCK, ND 58501

Address Lookup

In the *Your Relation to this Permit* section, click **Contractor**.

In the *Attachments* section, for boring or private utility you must upload a map of the work area then click **NEXT STEP.**

Attachments

Please Attach Estimate, Drawings or Other Documents Related to the Application and add a description of the document.

Filename   Select

Description

UPLOAD

CANCEL   NEXT STEP

STEP 2 CONTACT INFORMATION

In the *Applicant Information* section (contractor), verify that all information is correct and add any missing information.

In the *Site Foreman Information* section, add this information only if different from the *Applicant Information.*

In the *Consulting Engineer Information* section, add the consulting engineer information. If none, leave blank and go to next section.

Leave *City Staff Information* blank, click **NEXT STEP**.

STEP 3 REVIEW AND SUBMIT

Confirm that the information in each of the following sections is correct:

- *Permit Information*
- *Location*
- *Contacts*
- *Fee Information*
- *Attachments*

After review, click **NEXT STEP.**

STEP 4 CHECKOUT/CONFIRMATION

In the *Confirmation* section, click view permit.

Please note - you will not be able to pay for the permit until it has been approved by the Engineering Department.

Once it has been approved you will receive an automatic email notification letting you know that fees are due on your permit.

From the link in the email or *My Dashboard* you should be able to Pay All Fees in Shopping Cart. Select applicable permits and click **PROCEED TO CHECKOUT**.
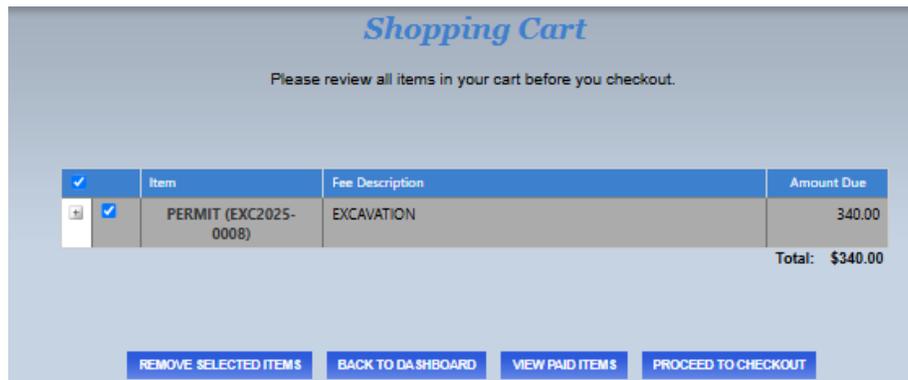
In the *Checkout Summary* review your items and click **PAY NOW**.
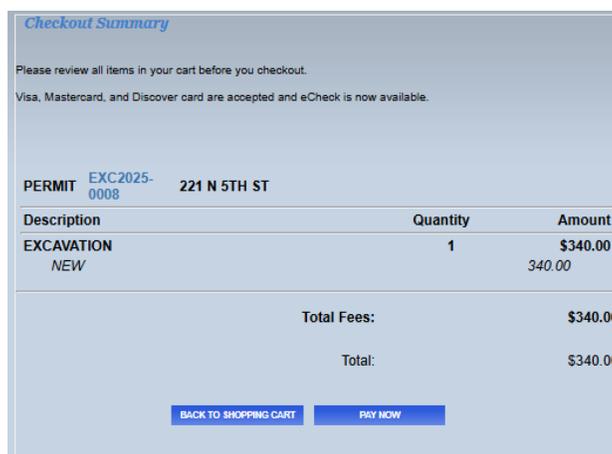
In the *Payment Information* section, enter the following information in the applicable fields:

- *First Name* as shown on your credit card.
- *Last Name* as shown on your credit card.
- *ZIP Code* of card being used.
- *Email* where you want payment confirmation sent to.
- Select Payment Method of eCheck, Debit Card, or Credit Card.
- Fill in applicable information and click **Continue**.