

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**.

The screenshot shows the homepage of the City of Bismarck's Land Records Management eTRAKiT system. The page has a light blue background and a dark blue header with the text "Welcome to the City of Bismarck's Land Records Management eTRAKiT system". Below the header, there is a paragraph of text explaining the system's capabilities and a link to a "How To..." page. The page is divided into several sections: "Public Registered", "Contractor Account", and "LIST of Departments". At the bottom, there is a grid of nine navigation buttons, each with an icon and a list of options: "Permits" (Apply For New Permit, Pay Fees, Search Permit, View on Map), "Projects" (Apply, Pay Fees, Search, View on Map), "Contractor" (Apply AEC, Search Contractors), "Properties" (Search, View on Map), "Inspections" (Schedule, Cancel, View Full Map, Scheduled), "License" (Apply for New Licenses, Pay Fees, Search), "Violations" (Search), "Contact" (Contact Us), and "View Map" (Locate My Address, Agency Map).

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.

Public Login

User Name:

Password:

LOGIN

* New users [Register here](#)
[Forgot your password?](#)
[Forgot your user name?](#)

Contractor Account Login

Login

User Name:

Password:

LOGIN

[Forgot your password?](#)

If your business name does not appear in the above list, please contact one of the city departments to have it setup.
BUILDING INSPECTIONS: (701)355-1465
PLANNING PROJECTS: (701)355-1840
FIRE MARSHAL INSPECTIONS: (701)355-3400
ENGINEERING: (701)355-1505
PUBLIC WORKS: (701)355-1740

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

Any application for a permit is subject to the "terms and condition" as contained herein. When you submit an application on this website, you are agreeing to be bound by the terms and conditions. When you click "I Agree" for the submission of your application, this will serve as your signature required to validate the application.

I Agree
 I Disagree

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.

The screenshot shows the 'Permit Application' form with the 'Permit Type Information' section. The 'PERMIT Type' dropdown menu is set to 'ENG WATER SEWER STORM'. The '*Short Description:' field contains 'NEW WATER AND SEWER'. The 'Notes:' and 'Job Value' fields are empty.

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:	<input type="text" value="1"/>
WATER STUB OUT:	<input type="text"/>
WATER COMPLETION:	<input type="text"/>
WATER FIRE LINE FLUSH:	<input type="text"/>
WATER CUTOFF:	<input type="text"/>
WATER REPAIR:	<input type="text"/>
WATER SURFACE CUT:	<input type="text"/>
WATER LENGTH:	<input type="text" value="50'"/>
WATER SIZE:	<input type="text" value="1"/>
WATER TYPE:	<input type="text" value="POLY"/>
WATER LANE CLOSURE:	<input type="text" value="NO"/>
WATER STREET CLOSURE:	<input type="text" value="NO"/>



SEWER

NEW SEWER:	<input type="text" value="1"/>
SEWER STUB OUT:	<input type="text"/>
SEWER COMPLETION:	<input type="text"/>
SEWER FIRE LINE FLUSH:	<input type="text"/>
SEWER CUTOFF:	<input type="text"/>
SEWER REPAIR:	<input type="text"/>
SEWER SURFACE CUT:	<input type="text"/>
SEWER LENGTH:	<input type="text" value="30'"/>
SEWER SIZE:	<input type="text" value="4"/>
SEWER TYPE:	<input type="text" value="PVC"/>
SEWER LANE CLOSURE:	<input type="text" value="NO"/>
SEWER STREET CLOSURE:	<input type="text" value="NO"/>



STORM

NEW STORMWATER:	<input type="text"/>
STORMWATER STUB OUT:	<input type="text"/>
STORMWATER COMPLETION:	<input type="text"/>
STORM FIRE LINE FLUSH:	<input type="text"/>
STORMWATER CUTOFF:	<input type="text"/>
STORMWATER REPAIR:	<input type="text"/>
STORMWATER SURFACE CUT:	<input type="text"/>
STORMWATER LENGTH:	<input type="text"/>
STORMWATER SIZE:	<input type="text"/>
STORMWATER TYPE:	<input type="text"/>
STORMWATER LANE CLOSURE:	<input type="text"/>
STORM STREET CLOSURE:	<input type="text"/>

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

Search Value

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

Description

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**.

The screenshot shows the "Permit Application" form with the following sections and data:

- Permit Application** (Title)
- Step 2 Contact Information** (Active Step)
- Application for a ENG WATER SEWER STORM Permit** (Sub-Title)
- Applicant Information**
 - Name: CITY OF BISMARCK - ENGINEER
 - Address: [Blank]
 - City: [Blank]
 - State: [Blank]
 - Phone: [Blank]
 - Email Address: ENGINEERING@BISMARCKND.C
 - License#: [Blank]
 - Zip: [Blank]
- Owner Information**
 - Name: BISMARCK, CITY OF
 - Address: PO BOX 5503
 - City: BISMARCK
 - State: ND
 - Phone: [Blank]
 - Email Address: [Blank]
 - Zip: 58508 - 5503
 - CLEAR button
- Site Foreman Information**
 - Name: [Blank]
 - Address: [Blank]
 - City: [Blank]
 - State: [Blank]
 - Phone: [Blank]
 - Email Address: [Blank]
 - Zip: [Blank]
 - CLEAR button
- Consulting Engineer Information**
 - Name: [Blank]
 - Address: [Blank]
 - City: [Blank]
 - State: [Blank]
 - Phone: [Blank]
 - Email Address: [Blank]
 - Zip: [Blank]
 - CLEAR button
- City Staff Information**
 - Name: [Blank]
 - Address: [Blank]
 - City: [Blank]
 - State: [Blank]
 - Phone: [Blank]
 - Email Address: [Blank]
 - Zip: [Blank]
 - CLEAR button

STEP 3 REVIEW AND SUBMIT

Permit Application

Step 1 Step 2 **Step 3 Review and Submit** Step 4

Application for a ENG WATER SEWER STORM Permit

Permit Information

[EDIT](#)

Type	ENG WATER SEWER STORM
Subtype	
Description	NEW WATER AND SEWER
Job Value	\$0.00

Location

[EDIT](#)

221 N 5TH ST
BISMARCK, ND 58501 ORIGINAL PLAT

Contacts

[EDIT](#)

Applicant Information

CITY OF
BISMARCK -
ENGINEERING
ENGINEERING@BISMARCKND.GOV

Owner Information

BISMARCK, CITY OF
PO BOX 5503
BISMARCK, ND 58506 - 5503

Site Foreman Information

Consulting Engineer Information

City Staff Information

Fee Information

Type	Amount
EXCAVATION	\$340.00
NEW	340.00
STUB OUT	0.00
COMPLETION	0.00
FIRE LINE FLUSH	0.00
CUTOFF	0.00
REPAIR	0.00
SURFACE CUT	0.00
Total Fees	\$340.00

Attachments

To upload additional attachments click on Upload. [Upload](#)

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

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

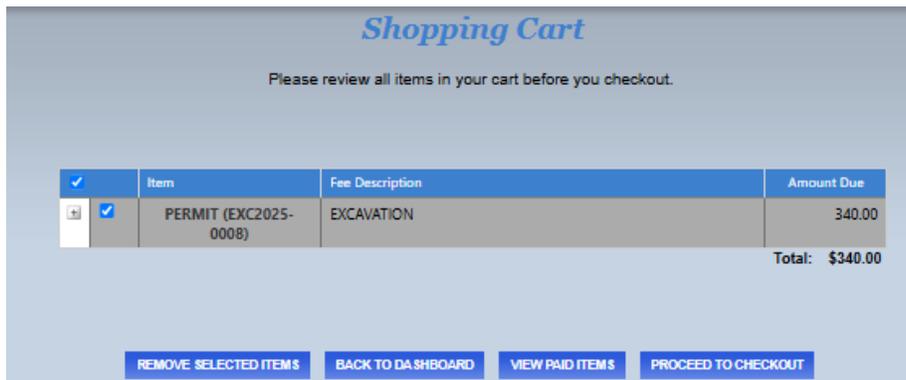


In the *Confirmation* section, click view permit.

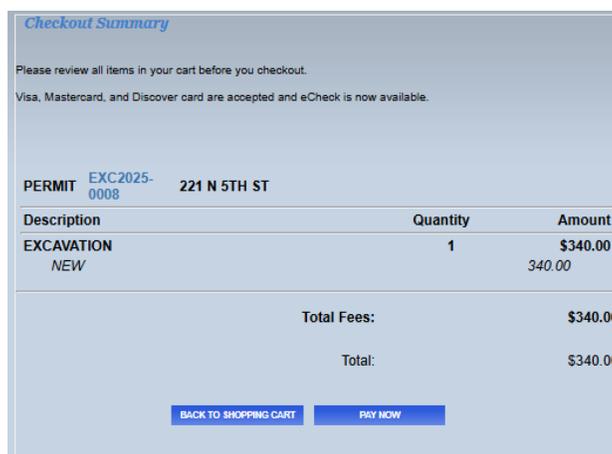
Please note - you will not be able to pay for the permit until it has been approved by the Engineering Department.

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**.



One Time Payment

Payment Information

 Enter Payment Information

All fields are required unless labeled as optional.

First Name Last Name

ZIP Code:

Email Re-Enter email

Pay this Amount \$

Payment Method

 eCheck / Bank Account

  Debit Card

   Credit Card

Paymentus