

## How to: Septic Permit Application

### 1.0 Getting Started: Be prepared before you log in

#### 1.1 Know 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.**

#### 1.2 Setup an Account

Create a User Name and Password to apply for permits and to view detailed information. Click "Setup An Account" to create your free account. Contractors licensed with the State of North Dakota can register to pay by invoice by contacting the City of Bismarck Building Inspections Division in one of the following ways:

In Person	City/County Building Community Development Department Building Inspections Division 221 N 5 <sup>th</sup> St. Bismarck, ND 58506-5503
By Phone	(701)355-1465
By Email	<a href="mailto:buildinginspections@bismarcknd.gov">buildinginspections@bismarcknd.gov</a>

#### 1.3 Payment

If you want to be billed by the City of Bismarck first open an account by contacting Building Inspections at 701-355-1465. eTRAKiT will otherwise only accept VISA, MasterCard, and Discover card payments.

#### 1.4 Submittal Requirements

Prior to beginning the application process, have all required submittal items ready to upload electronically. Required submittal items will be listed and additional information regarding design details can be found [HERE](#).

### 2.0 How to Access eTRAKiT

2.1 The website address for eTRAKiT is <https://trakitapi.bismarcknd.gov/etrakit/>

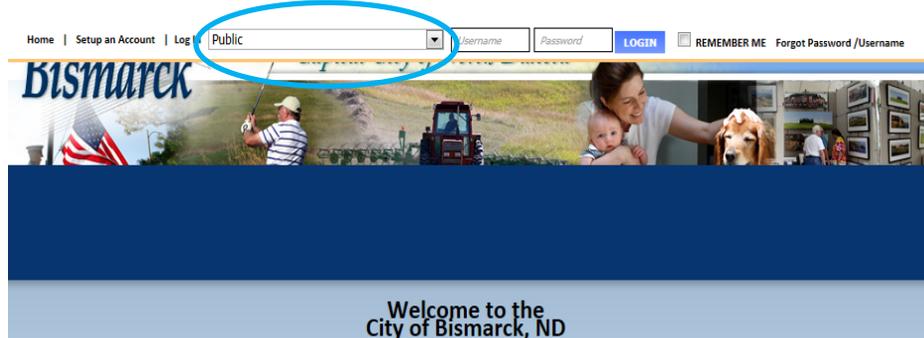
You may also access eTRAKiT through the City of Bismarck homepage at [www.bismarcknd.gov](http://www.bismarcknd.gov) and click on the *eTRAKiT Online System* link in the left margin.

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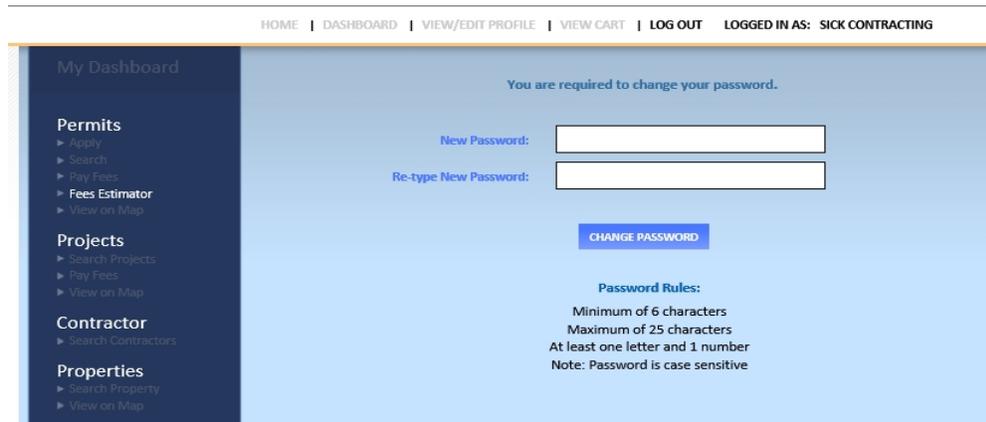
### 3.0 Log In one of two ways

**3.1** Registered User Login (able to use BILL ME option having called Building Inspections and registered)

**3.1.1** Change login type to *Registered Contractor/Developer/Builder*. Choose Contractor Name from Username drop down list, and enter password.



**3.1.2** Click **LOGIN** button and you will be directed to change your password only the first time you login.



**3.2** Public User Login Option to pay by credit card

**3.2.1** Click "Setup an Account" to create your free account.



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## 4.0 To Apply for a Septic Permit

4.1 Select Apply for a Permit from the Menu in the left margin.



4.2 Check the box next to "I Agree" and then click Continue.

### 4.3 Permit Application Step 1 Enter Permit Information

4.3.1 Select Permit Type and SubType from drop down menu.

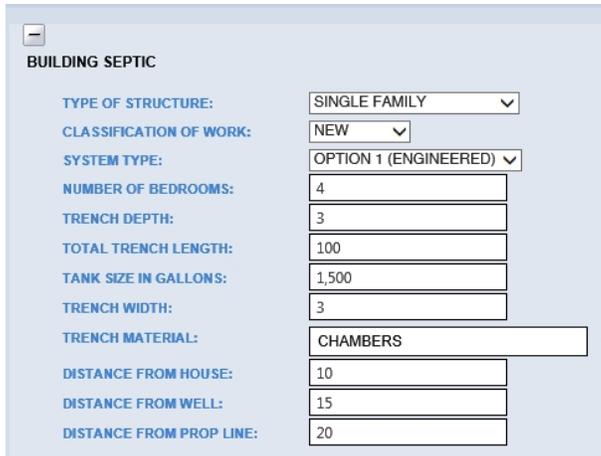
4.3.2 Enter short description IN CAPS describing work to be completed.

4.3.3 Enter the total value of work for which the permit is issued. This will not impact permit fee.

PERMIT Type	BUILDING SEPTIC
*PERMIT Subtype:	RESIDENTIAL
*Short Description:	INSTALLATION OF NEW SYSTEM AND TANK
Notes:	
*Job Value	\$4,000.00

4.3.4 Enter information regarding septic size and location.

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**BUILDING SEPTIC**

TYPE OF STRUCTURE:	SINGLE FAMILY
CLASSIFICATION OF WORK:	NEW
SYSTEM TYPE:	OPTION 1 (ENGINEERED)
NUMBER OF BEDROOMS:	4
TRENCH DEPTH:	3
TOTAL TRENCH LENGTH:	100
TANK SIZE IN GALLONS:	1,500
TRENCH WIDTH:	3
TRENCH MATERIAL:	CHAMBERS
DISTANCE FROM HOUSE:	10
DISTANCE FROM WELL:	15
DISTANCE FROM PROP LINE:	20

### 4.3.5 Enter Building Location



**BUILDING INFO**

LOCATION: BISMARCK ETA

4.3.6 Notate that submittal requirements are ready for upload. Additional information regarding the site plan requirements is available by clicking on the Tips.



**UPLOADS REQUIRED**

SOILS REPORT:	<input checked="" type="checkbox"/>
DETAIL SITE PLAN:	<input checked="" type="checkbox"/>

Tip icon: ?

4.3.7 Enter part of the address and click Search. Then select the correct **address** for the permit.

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*Location*

Enter part or all of your address and press search

Search By

Select address below

- 1221 N 3RD ST - ADDRESS
- 1221 N PARKVIEW DR - ADDRESS
- 1221 N WASHINGTON ST - ADDRESS
- 221 N 11TH ST - ADDRESS
- 221 N 23RD ST - ADDRESS
- 221 N 5TH ST AUDITOR - ADDRESS
- 221 NEW YORK ST - ADDRESS
- 7221 N WASHINGTON ST - ADDRESS

**4.3.8** Check the box if you are a property owner or contractor.

**4.3.9** If Applicable upload the required submittal Items as separate documents by clicking . Be sure to include the address in naming the file.

**4.3.10** Click Upload.

**4.3.11** Once the attachment has been uploaded, the file will be listed to the right, under the Attachments heading. The process may be repeated to add additional files. Or, if the wrong file was uploaded, it may be deleted using the associated Delete button.

**4.3.12** Click Next Step.

### 4.4 Step 2 Contact Information

**4.4.1** Enter or confirm the Contractor, Owner, and Applicant Contact Information, then click Next Step. Please **note the applicant's email** address will be the primary contact during application, review, and inspection processes. Required fields will be notated with an asterisk (\*). When all required fields are entered select .

*Applicant Information*

*Name	<input type="text" value="Cheryl Sick"/>	*Phone	<input type="text" value="(701) 355-1465"/>
Address	<input type="text" value="1017 N 6th St"/>	*Email Address	<input type="text" value="csick@bismarcknd.gov"/>
City	<input type="text" value="Bismarck"/>		
State	<input type="text" value="ND"/>	Zip	<input type="text" value="58501"/> - <input type="text"/>

### 4.5 Step 3 Review and Submit

**4.5.1** If everything is correct click Next Step.

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*Application for a BUILDING SEPTIC Permit*

**Permit Information** EDIT

Type: BUILDING SEPTIC  
 Subtype: RESIDENTIAL  
 Description: INSTALLATION OF NEW...  
 Job Value: 4,000

**Location** EDIT

221 N 5TH ST  
 BISMARCK 68, ND 58501 ORIGINAL PLAT

**Contacts** EDIT

**Applicant Information**

Cheryl Sick (701) 355-1465  
 1017 N 6th St csick@bismarcknd.gov  
 Bismarck, ND 58501

**Owner Information**

Cheryl Sick (701) 355-1465  
 1017 N 6th St csick@bismarcknd.gov  
 Bismarck, ND 58501

**Contractor Information**

Cheryl Sick (701) 355-1465  
 csick@bismarcknd.gov

**Contact Person Information**

**Fee Information**

Type	Amount
BUILDING DIVISION	\$75.00
BUILDING SEPTIC	75.00
<b>Total Fees</b>	<b>\$75.00</b>

**Attachments**

**Attachments:**  
 518 n 13th lot layout.pdf DELETE

To upload additional attachments click [Here](#)

Review the information prior to submitting.

CANCEL PREVIOUS STEP NEXT STEP

### 4.6 Step 4 To Pay for a Permit

- 4.6.1 You will receive an email stating that your permit has been approved and direct you to pay through eTRAKiT.
- 4.6.2 Login to eTRAKiT and find the Approved permit on your Dashboard under *My Active Permits*. Under the Fees Due column click on the Fees that you wish to pay.

**My Active Permits** 8 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BMEC2015-0014	221 N 5TH ...	BUILDING MECHANICAL WATER HEATER	ISSUED		\$0.00			
BMEC2015-0015	221 N 5TH ...	BUILDING MECHANICAL NEW CONSTRUCTION	ISSUED		\$0.00			
BPLB2015-0002	221 N 5TH ...	BUILDING PLUMBING	APPROVED		\$58.15			
BRES2015-0008	221 N 5TH ...	BUILDING RESIDENTIAL NEW	ISSUED		\$0.00			

- 4.6.3 From this screen you will be taken to your shopping cart. Review your shopping cart and select Proceed to Checkout. This will take you to your Checkout Summary.

## 5.0 Payment

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### 5.1 Payment Option 1 Credit Card

**5.1.1** The City of Bismarck accepts VISA, MasterCard and Discover credit cards.

**5.1.2** From Checkout Summary select Proceed to Payment. Enter credit card information and select Process Payment. Upon approval a receipt will be emailed to the Applicant's email address.

The screenshot shows a payment form with the following fields and values:

Total Fees:	\$40.00
Total Payment:	\$40.00
First Name	<input type="text"/>
Last Name	<input type="text"/>
Credit Card Type	VISA <input type="button" value="v"/>
Credit Card Number	<input type="text"/>
Expiration Date	January <input type="button" value="v"/> 2015 <input type="button" value="v"/>
Billing Address	221 N 5TH ST
City	BISMARCK
State	North Dakota <input type="button" value="v"/>
Zip	58508 - <input type="text"/>
Email Confirmation	CSICK@BISMARCKND.GOV

### 5.2 Payment Option 2 Bill Me (Contractors Only)

**5.2.1** Contractors who have not been set up for billing with the City of Bismarck can register by contacting the Building Inspections Division.

**5.2.2** From the Checkout Summary select Bill Me. The Fiscal Department will generate an invoice to be received in the US Postal mail.