

# How to Use eTRAKiT to Apply for a Twin Home Site Plan Project

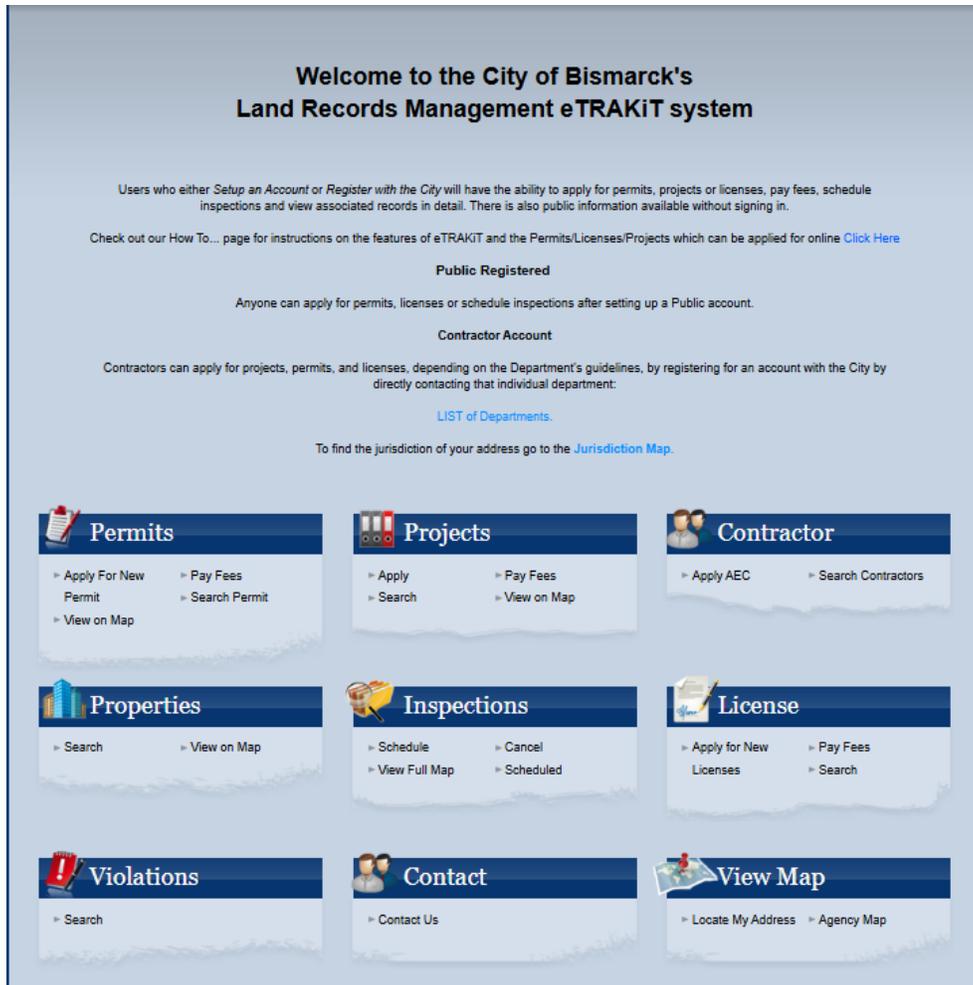
Please note that eTRAKiT will timeout after 20 minutes if you have not completed your application. When you sign-in again click *continue*. You will have to re-enter most information. **Do not use the browser back button.**

Prior to beginning the application process, have all the following required submittal items ready to upload electronically:

- Completed site plan submittal form
- Completed pdf of the lot survey with water and sewer

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

On the first screen under **Projects**, click **Apply**



Click the drop-down arrow next to **User Name:** and click on your company's name. Next, enter your **Password**, and then Click **LOGIN**.

Contractor Account Login

Login

User Name: 1 Fire Protection LLC

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**.

**Project Application Confirmation**

Any application is subject to the "terms and conditions" 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. When you click "I Agree" for the submission of your application, you are also verifying that, if you are not the owner of the property, you are making application on behalf of the owner(s).

I Agree  
 I Disagree

**CONTINUE**

## STEP 1 PROJECT INFORMATION



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

In the *PROJECT NAME* field, enter the Project Name in all CAPS. **(THIS IS REQUIRED)**.

The image shows the 'Project Application' form, specifically the 'Project Type Information' section. At the top, there is a progress bar with four steps: STEP 1 PROJECT INFORMATION, STEP 2, STEP 3, and STEP 4. Step 1 is highlighted. Below the progress bar, the section is titled 'Project Type Information'. A message reads: 'Please review help documents before completing an application!'. There are two input fields: 'PROJECT Type' with a dropdown menu showing 'SITE PLAN TWINHOME' and a downward arrow, and '\*PROJECT NAME' with an empty text box.

In the *Location* section enter part of the address and click **SEARCH**.

The image shows the 'Location' section of the form. It has a title 'Location' in blue. Below the title, there is a message: '\*Enter part or all of your address and press search'. There are two input fields: 'Search By' with a dropdown menu showing 'Address' and a downward arrow, and 'Search Value' with an empty text box. To the right of the 'Search Value' field is a blue button labeled 'SEARCH'.

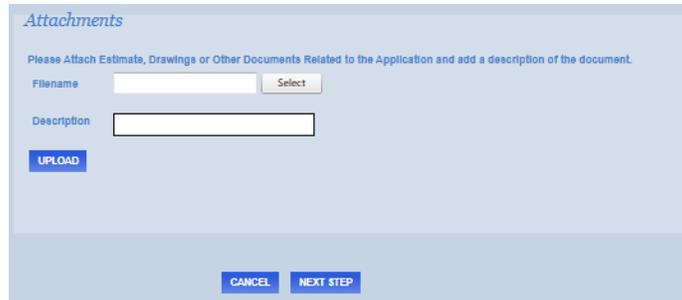
In the *Select address below* section, click the drop-down arrow to select the address.

The image shows a dropdown menu with the text 'Select address below' in blue above it. The dropdown menu is currently empty and has a downward arrow on the right side.

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

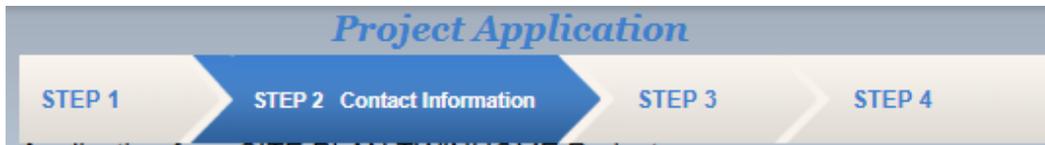
The image shows the 'Location' section of the form. It has a title 'Location' in blue. Below the title, there is an address: '0001-068-045', '221 N 5TH ST', 'BISMARCK, ND 58501'. Below the address is a blue link labeled 'Address Lookup'.

In the *Attachments* section, upload the required submittal items (site plan submittal form and lot survey) by clicking Select. Upload as **separate** documents. Find the files you want and save as pdf documents with appropriate titles and click **NEXT STEP**.

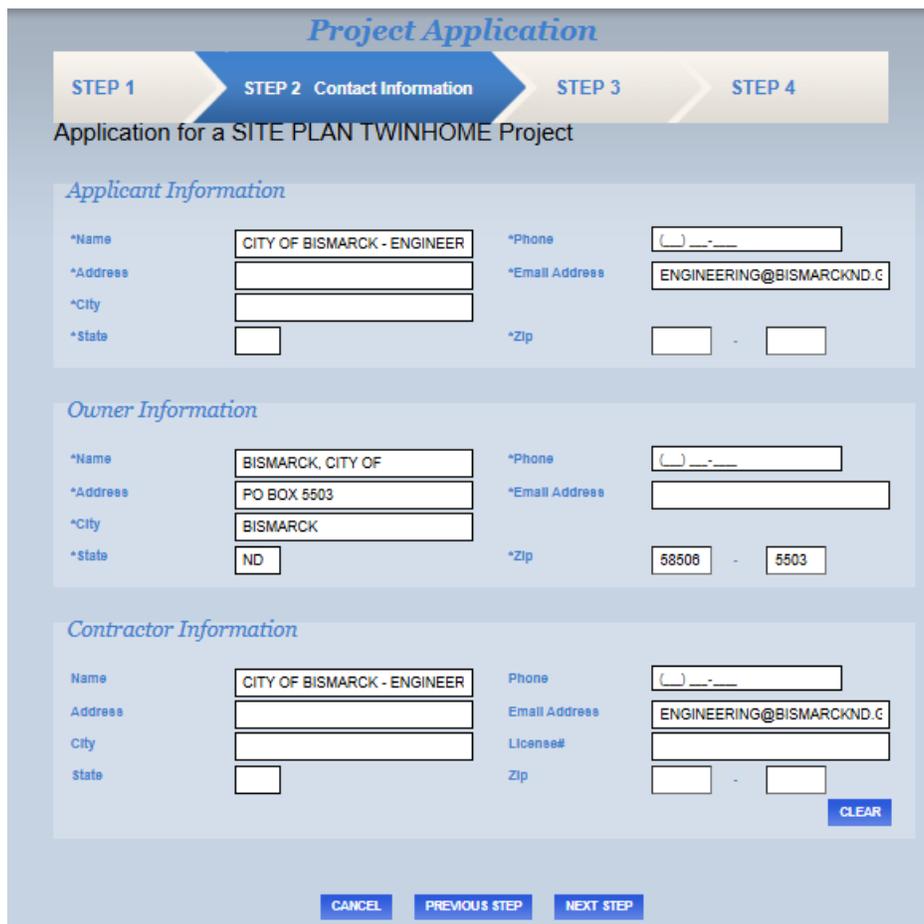


The screenshot shows the 'Attachments' section of a web form. It includes a title 'Attachments', a sub-instruction 'Please Attach Estimate, Drawings or Other Documents Related to the Application and add a description of the document.', a 'Filename' field with a 'Select' button, a 'Description' field, an 'UPLOAD' button, and 'CANCEL' and 'NEXT STEP' buttons at the bottom.

## STEP 2 CONTACT INFORMATION



Enter or confirm the *Applicant* and *Owner Information* and then click **NEXT STEP**.



The screenshot shows the 'Project Application' form for 'STEP 2 Contact Information'. It includes a progress bar at the top, the title 'Project Application', and the subtitle 'Application for a SITE PLAN TWINHOME Project'. The form is divided into three sections: 'Applicant Information', 'Owner Information', and 'Contractor Information'. Each section contains fields for Name, Address, City, State, Phone, and Email Address. The 'Applicant Information' section has fields for Name (CITY OF BISMARCK - ENGINEER), Address, City, State, Phone, and Email Address (ENGINEERING@BISMARCKND.C). The 'Owner Information' section has fields for Name (BISMARCK, CITY OF), Address (PO BOX 5503), City (BISMARCK), State (ND), Phone, and Email Address. The 'Contractor Information' section has fields for Name (CITY OF BISMARCK - ENGINEER), Address, City, State, Phone, Email Address (ENGINEERING@BISMARCKND.C), License#, and Zip. A 'CLEAR' button is located at the bottom right of the form, and 'CANCEL', 'PREVIOUS STEP', and 'NEXT STEP' buttons are at the bottom.

### STEP 3 REVIEW AND SUBMIT

**Project Application**

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

Application for a SITE PLAN TWINHOME Project

Review the information below prior to submitting the application

**Project Information** [EDIT](#)

|             |                    |
|-------------|--------------------|
| Type        | SITE PLAN TWINHOME |
| Subtype     |                    |
| Description | TWIN HOME          |

**Location** [EDIT](#)

|                                  |
|----------------------------------|
| 221 N 5TH ST                     |
| BISMARCK, ND 58501 ORIGINAL PLAT |

**Contacts** [EDIT](#)

**Applicant information**

|                                |                            |
|--------------------------------|----------------------------|
| CITY OF BISMARCK - ENGINEERING | (701) 355-1505             |
| 221 N 5th St                   | ENGINEERING@BISMARCKND.GOV |
| Bismarck, ND 58506 - 5503      |                            |

**Owner information**

|                           |                            |
|---------------------------|----------------------------|
| BISMARCK, CITY OF         | (701) 355-1505             |
| PO BOX 5503               | ENGINEERING@BISMARCKND.GOV |
| BISMARCK, ND 58506 - 5503 |                            |

**Contractor information**

|                                |                            |
|--------------------------------|----------------------------|
| CITY OF BISMARCK - ENGINEERING | ENGINEERING@BISMARCKND.GOV |
|--------------------------------|----------------------------|

**Fee Information**

| Type                        | Fees Details | Amount          |
|-----------------------------|--------------|-----------------|
| SITE PLAN REVIEW - TWINHOME |              | \$100.00        |
| <b>Total Fees</b>           |              | <b>\$100.00</b> |

**Attachments**

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

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

Confirm that everything is correct, click **SUBMIT**

### STEP 4 CHECKOUT/CONFIRMATION

**Project Application**

STEP 1    STEP 2    STEP 3    **STEP 4 Checkout/Confirmation**

**Confirmation**

You will be notified with amount due information.

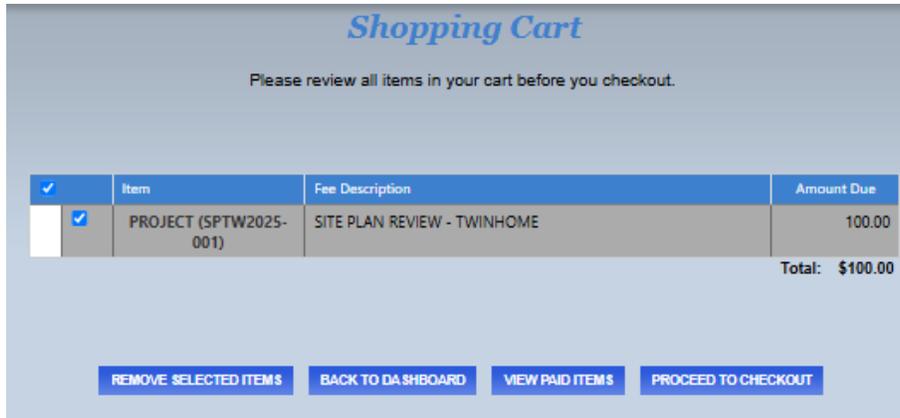
[VIEW PROJECT](#)

In the *Confirmation* section, click view project.

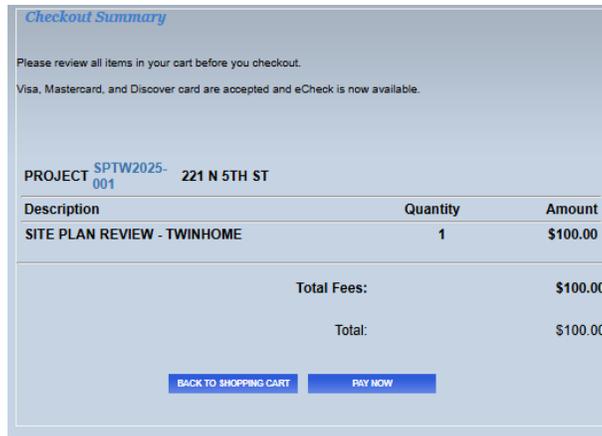
Please note - you will not be able to pay for the project until it has been reviewed by the Engineering Department.

Once it has been reviewed you will receive an automatic email notification letting you know that payment is required on your project.

From the link in the email or *My Dashboard* you should be able to Pay All Fees in Shopping Cart. Select applicable project(s) 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**.

 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