

## How to: Building 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 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).

## How to: Building Permit Application

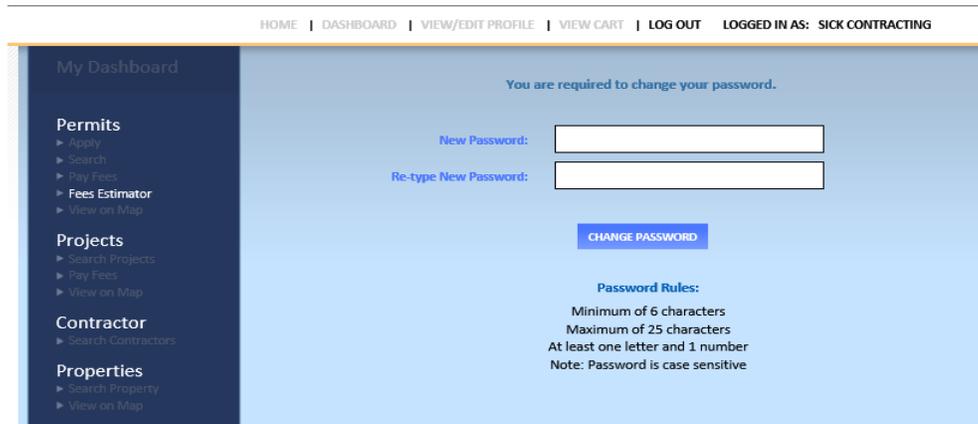
### 3.0 Log in one of two ways

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

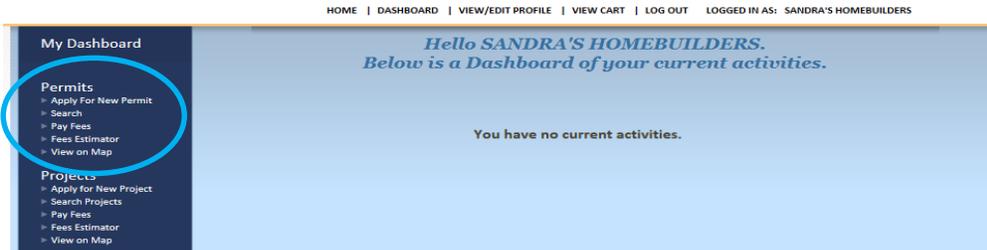
3.2.1 Click "Setup an Account" to create your free account.



## How to: Building Permit Application

### 4.0 To Apply for a Building 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 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 value of work to be completed in job value. Total project cost must include the total value of all construction work as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and any other permanent equipment. **Residential Applicants may enter “0.”**

PERMIT Type	BUILDING COMMERCIAL
*PERMIT Subtype:	NEW CONSTRUCTION
*Short Description:	EXAMPLE DESCRIPTION
Notes:	
Job Value	999999

### Water Pretreat (Commercial Only)

4.3.4 This section should be completed when waste water is created on site. This information is required by City of Bismarck Public Works. For additional information contact Public Works at (701)355-1700

### Public R.O.W. Concrete Options

4.3.5.1 **Assessed** – The city will hire a contractor to pour this concrete and the bill will be paid through the specials and annual taxes

4.3.5.2 **Private** – The general contractor is responsible to hiring a sub to pour the concrete. The sub-contractor must be bonded with the city and pull a permit with the city engineering department.

## How to: Building Permit Application

**4.3.5.3 Bill** – The city will hire a contractor and upon completion, the city assessing department will issue a bill to the general contractor for payment.

**4.3.5.4 N/A** – Use for remodels and other projects that do not require new concrete to be poured. Also use for permits applied for in Bismarck ETA, City of Lincoln, and Lincoln ETA (ETA – Extra Territorial Area). Contact Building Inspections to determine if the property in question is in one of these areas.

SERVICE LINE SIZE: 1" ▼  
SIGNED WATER AGREEMENT:   
No. of 3/4" WATER METERS:   
No. of 1" WATER METERS: 1   
No. of 1 1/2" WATER METER:   
No. of 2" WATER METERS:   
WATER METER NOTES:   
PUBLIC R.O.W. CONCRETE:

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

*Location*

Enter part or all of your address and press search

Search By: Address ▼ 221 N

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.

*Your Relation to this Permit*

Property Owner  
Check this box if you are the Property Owner

Contractor  
Check this box if you are the Contractor

## How to: Building Permit Application

**4.3.9** Upload the following Required Submittal Items (as stated in **1.4** above) as separate documents by clicking **Select**. Be sure to include the address in naming the file.

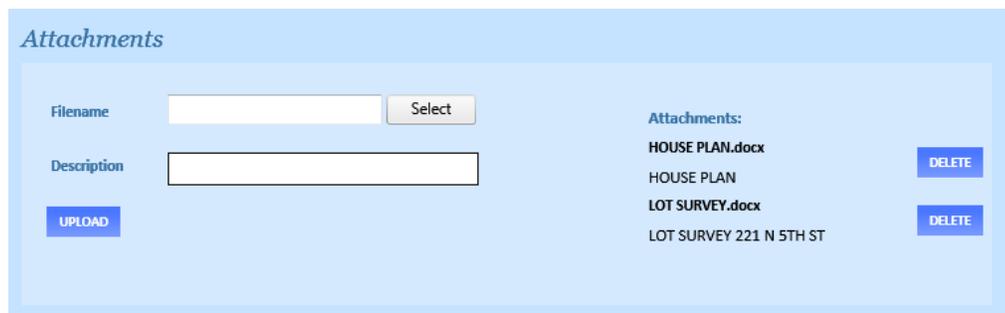
**4.3.10** Click Upload.



The screenshot shows a form titled "Attachments" with the following fields and buttons:

- Filename: LOT SURVEY.docx (with a red 'x' and "Remove" text)
- Description: LOT SURVEY 221 N 5TH ST
- UPLOAD button

**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.



The screenshot shows the "Attachments" section with an upload form on the left and a list of uploaded files on the right:

**Attachments:**

- HOUSE PLAN.docx (with a DELETE button)
- HOUSE PLAN
- LOT SURVEY.docx (with a DELETE button)
- LOT SURVEY 221 N 5TH ST

The upload form on the left includes:

- Filename: [input field] Select
- Description: [input field]
- UPLOAD 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.



The screenshot shows a progress bar at the top with four steps: STEP 1, STEP 2 CONTACT INFORMATION (highlighted in blue), STEP 3, and STEP 4. Below the progress bar is the title "Application for a BUILDING RESIDENTIAL NEW Permit" and the section "Applicant Information".

The form fields are as follows:

- \*Name: SICK CONTRACTING
- \*Phone: (701) 355-1465
- Address: 221 N 5TH ST
- \*Email Address: CSICK@BISMARCKND.GOV
- City: BISMARCK
- State: ND
- Zip: 58506 - [input field]

## How to: Building Permit Application

### 4.5 Step 3 Review and Submit

4.5.1 If everything is correct click Next Step

Application for a BUILDING COMMERCIAL Permit

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

Type: BUILDING COMMERCIAL  
Subtype: NEW CONSTRUCTION  
Description: EXAMPLE DESCRIPTION  
Job Value: 999,999

**Location** [EDIT](#)

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

**Contacts** [EDIT](#)

**Applicant Information**

Cheryl Slick (701) 355-1485  
1017 N 8th St cslick@bismarcknd.gov  
Bismarck, ND 58501

**Owner Information**

Cheryl Slick (701) 355-1485  
1017 N 8th St cslick@bismarcknd.gov  
Bismarck, ND 58501

**Contractor Information**

tbd (701) 555-5555  
tbd@nowhere.com

**Contact Person Information**

**Concrete Contractor Information**

**Fee Information**

Type	Amount
<b>BUILDING DIVISION</b>	<b>\$4,090.14</b>
BUILDING COMMERCIAL	3,408.45
BUILDING PLAN REVIEW FEE	681.69
<b>PUBLIC WORKS WATER METER</b>	<b>\$0.00</b>
3/4" WATER METER	0.00
3/4" ERT INSTALL LABOR	0.00
3/4" TAP LABOR	0.00
3/4" SALES TAX	0.00
1" WATER METER	0.00
1" METER CAPITAL CHARGE W...	0.00
1" METER CAPITAL CHARGE S...	0.00
1" ERT INSTALL LABOR	0.00
1" TAP LABOR	0.00
1" SALES TAX	0.00
1 1/2" WATER METER	0.00
1 1/2" METER CAPITAL CHAR...	0.00
1 1/2" METER CAPITAL CHAR...	0.00
1 1/2" ERT INSTALL LABOR	0.00
1 1/2" TAP LABOR	0.00
1 1/2" SALES TAX	0.00
2" WATER METER	0.00
2" METER CAPITAL CHARGE W...	0.00
2" METER CAPITAL CHARGE S...	0.00
2" ERT INSTALL LABOR	0.00
2" TAP LABOR	0.00
2" SALES TAX	0.00
3" WATER METER	0.00
3" ERT INSTALL LABOR	0.00
3" SALES TAX	0.00
4" WATER METER	0.00
4" ERT INSTALL LABOR	0.00
4" SALES TAX	0.00
6" WATER METER	0.00
6" ERT INSTALL LABOR	0.00
6" SALES TAX	0.00
<b>Total Fees</b>	<b>\$4,090.14</b>

### 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** 3 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BRES2015-0008	221 N 5TH ...	BUILDING RESIDENTIAL NEW	ISSUED		\$0.00			
BRES2015-0013	205 E DENV...	BUILDING RESIDENTIAL NEW	APPROVED		\$1,144.25			
BRES2015-0025		BUILDING RESIDENTIAL NEW	SUBMITTED		\$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.

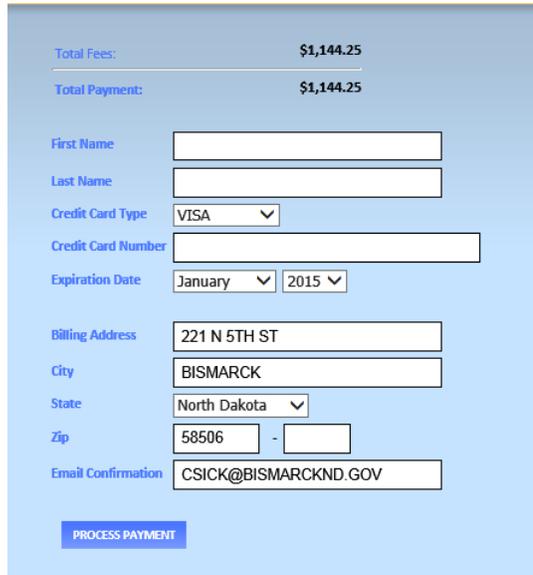
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### 5.0 Payment

#### 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:	\$1,144.25
Total Payment:	\$1,144.25
First Name	<input type="text"/>
Last Name	<input type="text"/>
Credit Card Type	VISA
Credit Card Number	<input type="text"/>
Expiration Date	January 2015
Billing Address	221 N 5TH ST
City	BISMARCK
State	North Dakota
Zip	58506 - <input type="text"/>
Email Confirmation	CSICK@BISMARCKND.GOV

At the bottom of the form is a blue button labeled "PROCESS PAYMENT".

#### 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.