

## How to: Fire Alarm

### 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. If you have any questions please contact the Fire Department in one of the following ways:

In Person	Fire Department 1020 E Central Avenue Bismarck, ND 58501-1936
By Phone	(701)355-1400
By Email	<a href="mailto:rkunda@bismarcknd.gov">rkunda@bismarcknd.gov</a>

#### 1.3 Payment

If you want to be billed by the City of Bismarck first open an account by contacting Patty at 701-355-1400. 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. The following information is required to be submitted to complete the Fire Alarm Permit:

- a. **Plans** identifying location of FACP, remote annunciators, alarm initiating devices and alarm notification devices.
- b. Number of each of the following devices:
  - i. Notification
  - ii. Smoke detectors
  - iii. Heat detectors
  - iv. Manual pull stations
  - v. FACP
  - vi. Remote annunciator
  - vii. Water flow
  - viii. Tamper devices
- c. Design minimum audibility level for occupant notification.
- d. Candela ratings for visible alarm notifications.
- e. Battery calculations.
- f. Manufacturer's data sheets indicating model numbers and listing information for all equipment, devices and materials.
- g. Any additional information as required by NFPA 72.
- h. Name of the **Monitoring Company**.

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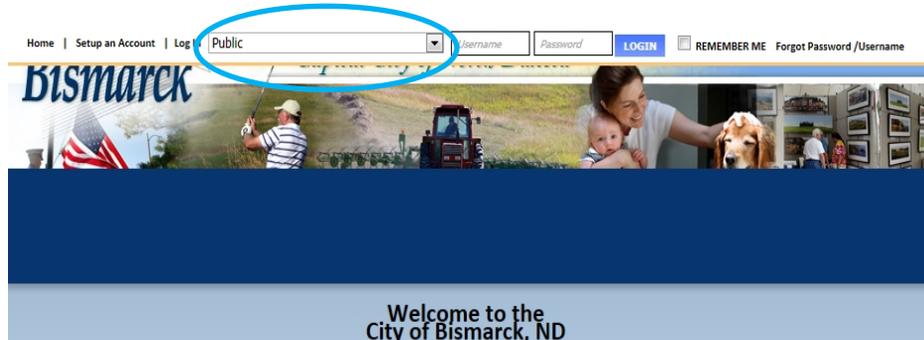
### 2.0 How to Access eTRAKiT

2.1 The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> 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.

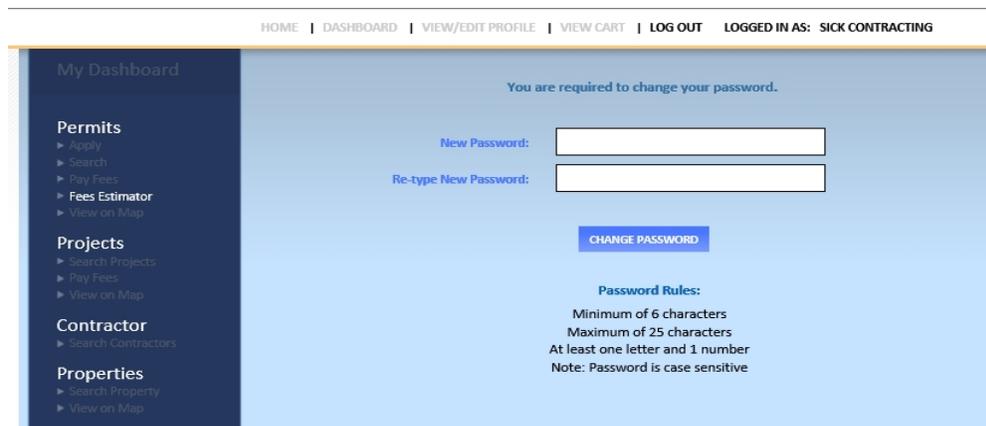
### 3.0 Log In one of two ways

3.1 Registered User Login (able to use BILL ME option having called Fire Department 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

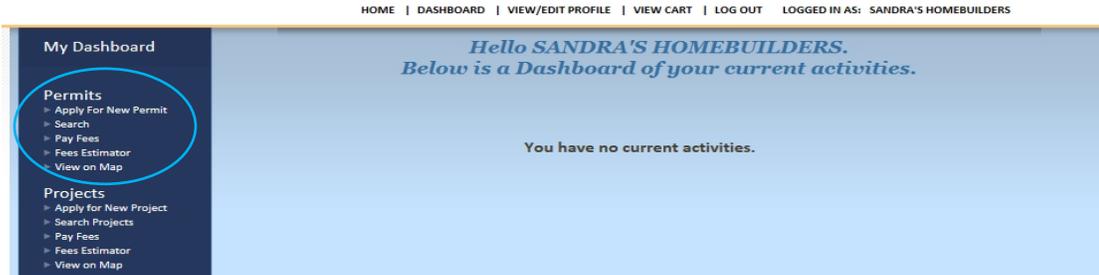
3.2.1 Click "Setup an Account" to create your free account.



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### 4.0 To Apply for a License

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 dollar amount of project for Job Value.

**Permit Application**

STEP 1 PERMIT INFORMATION    STEP 2    STEP 3    STEP 4

*Permit Type Information*

PERMIT Type: FIRE FIRE ALARM

\*PERMIT Subtype: FIRE ALARM SYSTEM

\*Short Description: HERITAGE APARTMENT FIRE ALARM

\*Job Value: \$12,000.00

4.3.4 Enter each type of fire alarm device to be installed under Additional Information.

*Additional Information*

**GENERAL**

NOTIFICATION DEVICES: [ ]

SMOKE DETECTORS: [ ]

HEAT DETECTORS: [ ]

DUCT DETECTORS: [ ]

MANUAL PULL STATIONS: [ ]

FACP: [ ]

REMOTE ANNUNCIATOR: [ ]

WATER FLOW: [ ]

TAMPER SWITCHES: [ ]

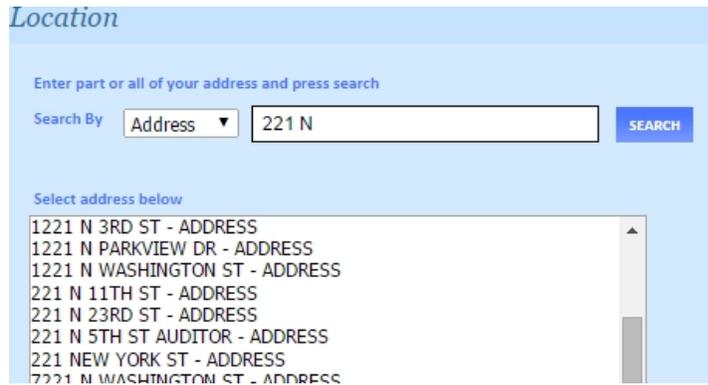
TYPE OF WORK: [ ]

NUMBER OF DEVICES: [ ]

OCCUPANCY CLASSIFICATION: [ ]

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4.3.5 Enter part of the address and click Search. Select the correct address for the permit.



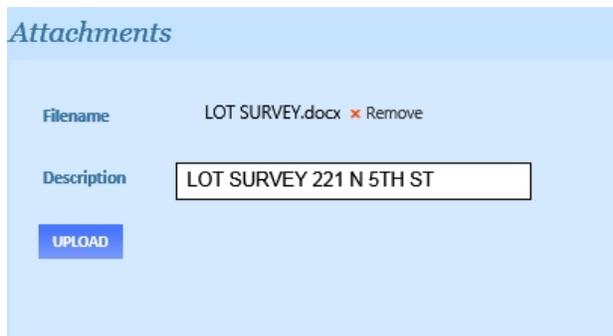
The screenshot shows a web form titled "Location". At the top, it says "Enter part or all of your address and press search". Below this, there is a "Search By" dropdown menu set to "Address", a text input field containing "221 N", and a blue "SEARCH" button. Underneath, it says "Select address below" and lists several address options in a scrollable list: "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", and "7721 N WASHINGTON ST - ADDRESS".

4.3.6 Check the box if you are a property owner.

4.3.7 Upload Required Submittal Items outlined in 1.4 above. Save documents with appropriate titles.

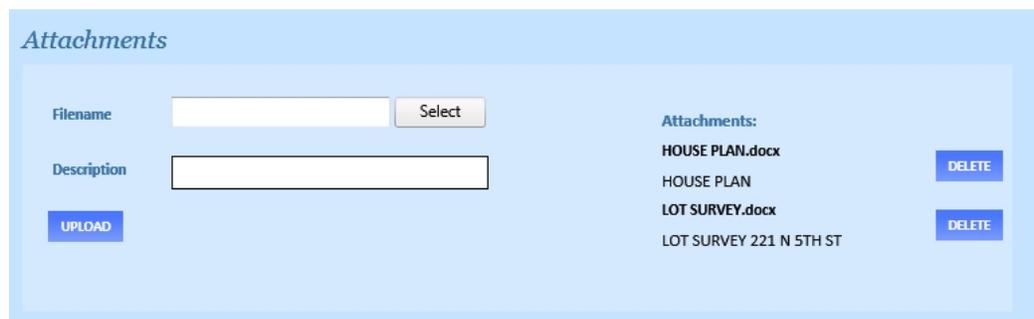
4.3.8 Upload the Required Submittal Items by clicking **Select**. Find the file you want to upload on your computer. Select the file. Then type in the file description including the address of the property.

4.3.9 Click Upload.



The screenshot shows a web form titled "Attachments". It has a "Filename" field containing "LOT SURVEY.docx" with a red "x" and a "Remove" link. Below it is a "Description" text input field containing "LOT SURVEY 221 N 5TH ST". At the bottom left is a blue "UPLOAD" button.

4.3.10 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 of the form. On the left, there is a "Filename" field with a "Select" button and a "Description" text input field with an "UPLOAD" button. On the right, under the heading "Attachments:", there is a list of files: "HOUSE PLAN.docx", "HOUSE PLAN", "LOT SURVEY.docx", and "LOT SURVEY 221 N 5TH ST". Each file has a blue "DELETE" button next to it.

4.3.11 Click Next Step.

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### 4.4 Step 2 Contact Information

- 4.4.1 Enter or confirm the Applicant, Owner and Contractor then click Next Step. Please **note the applicant's email** address will be the primary contact during application, review, and inspection processes.

*Permit Application*

STEP 1    **STEP 2 CONTACT INFORMATION**    STEP 3    STEP 4

*Application for a FIRE FIRE ALARM Permit*

*Applicant Information*

*Name	WAYNE'S CONST	*Phone	(701) 355-1635
Address	2011 THOMPSON ST	*Email Address	wstoppler@bismarcknd.gov
City	BISMARCK		
State	ND	Zip	58501 -

*Owner Information*

*Name	BISMARCK, CITY OF	Phone	( ) - -
Address		Email Address	
City	BISMARCK		
State	ND	Zip	58508 - 5503

*Contractor Information*

*Name	WAYNE'S CONST	*Phone	(701) 355-1635
Address	2011 THOMPSON ST	*Email Address	wstoppler@bismarcknd.gov
City	BISMARCK	License or ID	AEC275
State	ND	Zip	58501 -

*Fire Alarm Contractor Information*

Name		Phone	( ) - -
Address		Email Address	
City			
State		Zip	-

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### 4.5 Step 3 Review and Submit

4.5.1 If everything is correct click Next Step.

*Permit Application*

STEP 1    STEP 2    **STEP 3 REVIEW AND SUBMIT**    STEP 4

*Application for a FIRE FIRE ALARM Permit*

*Permit Information* [EDIT](#)

Type	FIRE FIRE ALARM
Subtype	FIRE ALARM SYSTEM
Description	HERITAGE APARTMENT ...
Job Value	12,000

*Location* [EDIT](#)

1020 E CENTRAL AV
BISMARCK 15, ND 58501 REPLAT TIBESAR'S 1ST SUB

*Contacts* [EDIT](#)

*Applicant Information*

WAYNE'S CONST	(701) 355-1635
2011 THOMPSON ST	wstoppler@bismarcknd.gov
BISMARCK, ND 58501	

*Owner Information*

BISMARCK, CITY OF
BISMARCK, ND 58506 - 6550

*Contractor Information*

WAYNE'S CONST	(701) 355-1635
2011 THOMPSON ST	wstoppler@bismarcknd.gov
BISMARCK, ND 58501	

*Fee Information*

Type	Amount
FIRE ALARM DEVICES	\$0.00
<b>Total Fees</b>	<b>\$0.00</b>

*Attachments*

To upload additional attachments click [Here](#)

### 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			

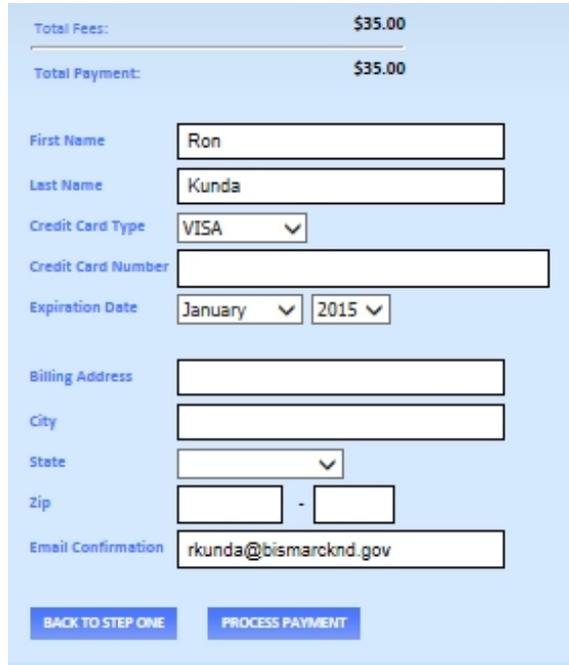
4.6.3 From this screen you will be taken to your shopping cart. Review your shopping cart and select Proceed to Checkout. This will take you to your Checkout Summary.

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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: \$35.00
- Total Payment: \$35.00
- First Name: Ron
- Last Name: Kunda
- Credit Card Type: VISA (dropdown menu)
- Credit Card Number: [Empty text box]
- Expiration Date: January (dropdown) 2015 (dropdown)
- Billing Address: [Empty text box]
- City: [Empty text box]
- State: [Empty dropdown menu]
- Zip: [Empty text box] - [Empty text box]
- Email Confirmation: rkunda@bismarcknd.gov

At the bottom of the form are two buttons: "BACK TO STEP ONE" and "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 Fire Department.
- 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.