

## How to: Fire Hood Suppression

### 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 Fireworks Permit:

- a. Complete set of plans drawn to scale indicating the following:
  - i. Location of appliance being covered.
  - ii. Size, length and arrangement of piping.
  - iii. Description, location and flow rate of nozzles.
  - iv. Location of detection devices.
  - v. Operating devices (manual pull activation)
  - vi. Quantity of extinguishing agent.
- b. Manufacture specifications sheets.
- c. Hydraulic calculations including summary sheets detailed worksheets, and graph sheet for the agent being used.
- d. Any additional information as required by NFPA 17, 17A, 13, 96, or 2001.

### 2.0 How to Access eTRAKiT

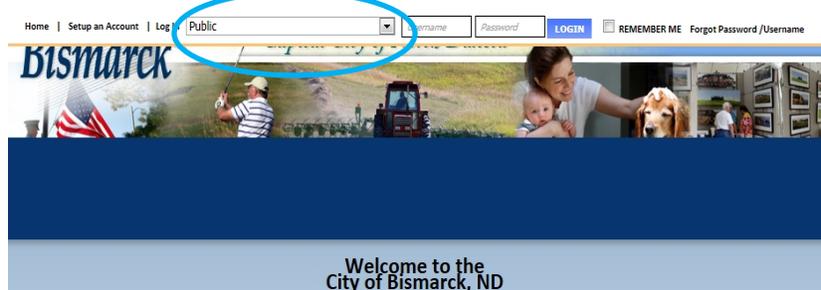
- 2.1 The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at [www.bismarcknd.gov](http://www.bismarcknd.gov) and click on the *eTRAKiT Online System* link in the left margin.

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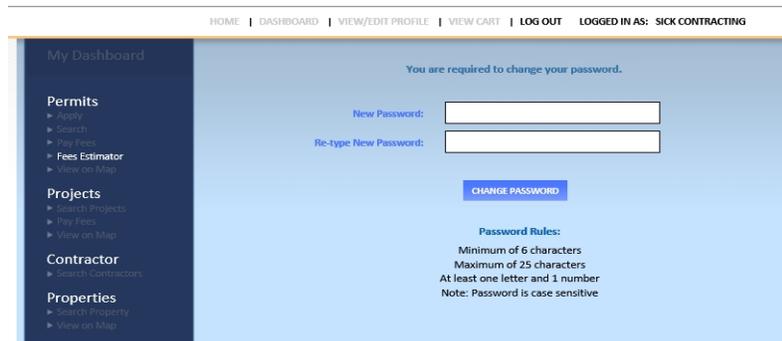
## 3.0 Log In one of two ways

### 3.1 Registered User Login (able to use BILL ME option having called 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.



## 4.0 To Apply for a Permit

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



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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.

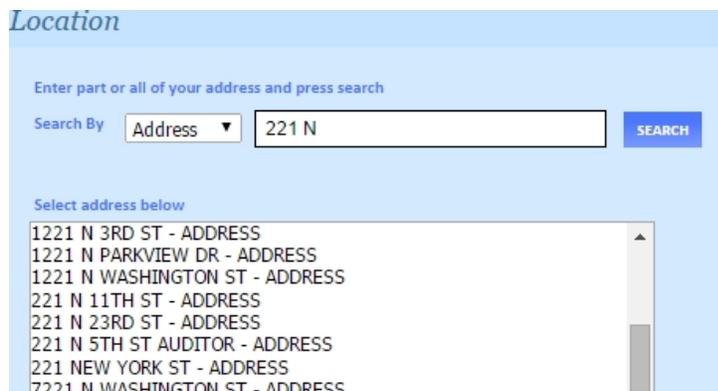
4.3.2 Enter short description IN CAPS describing work to be completed.

4.3.3 Enter dollar amount of project for Job Value.



The screenshot shows the 'Permit Application' interface. At the top, there is a progress bar with four steps: STEP 1 PERMIT INFORMATION (highlighted in blue), STEP 2, STEP 3, and STEP 4. Below the progress bar, the section is titled 'Permit Type Information'. It contains four fields: 'PERMIT Type' with a dropdown menu set to 'FIRE HOOD SUPPRESSION', '\*PERMIT Subtype:' with a dropdown menu set to 'WET', '\*Short Description:' with a text input field containing 'JOHNS BBQ', and '\*Job Value' with a text input field containing '\$1,600.00'.

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



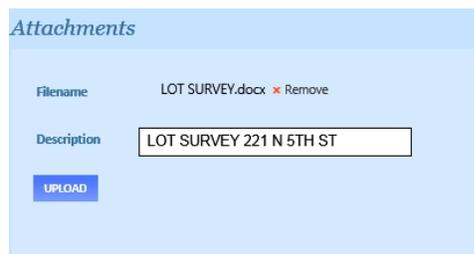
The screenshot shows the 'Location' search interface. It prompts the user to 'Enter part or all of your address and press search'. There is a 'Search By' dropdown menu set to 'Address', a text input field containing '221 N', and a blue 'SEARCH' button. Below the search bar, there is a list of address suggestions under the heading 'Select address below'. The list includes: '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 '7771 N WASHINGTON ST - ADDRESS'.

4.3.5 Check if you are the contractor.

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

4.3.7 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.

4.3.8 Click Upload.



The screenshot shows the 'Attachments' section. It displays a file upload interface with the following elements: 'Filename' field showing 'LOT SURVEY.docx' with a red 'x' and 'Remove' link; 'Description' field containing 'LOT SURVEY 221 N 5TH ST'; and a blue 'UPLOAD' button.

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- 4.3.9** 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.

*Attachments*

Filename

Description

**Attachments:**

HOUSE PLAN.docx

HOUSE PLAN

LOT SURVEY.docx

LOT SURVEY 221 N 5TH ST

- 4.3.10** Click Next Step.

### 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 HOOD SUPPRESSION Permit**

*Applicant Information*

\*Name  \*Phone

Address  \*Email Address

City

State  Zip  -

*Owner Information*

\*Name  Phone

Address

City

State  Zip  -

*Contractor Information*

\*Name  \*Phone

Address  \*Email Address

City  License or ID

State  Zip  -

*Suppression System Contractor Information*

Name

Address

City

State

Phone

Email Address

Zip  -

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## 4.5 Step 3 Review and Submit

4.5.1 If everything is correct click Next Step.

The screenshot shows a 'Permit Application' review page. At the top, a progress bar indicates four steps: STEP 1, STEP 2, STEP 3 REVIEW AND SUBMIT (highlighted in blue), and STEP 4. Below the progress bar, the title is 'Application for a FIRE HOOD SUPPRESSION Permit'. The page is divided into several sections, each with an 'EDIT' button:

- Permit Information:** Type: FIRE HOOD SUPPRESSION, Subtype: WET, Description: JOHNS BBQ, Job Value: 1,600.
- Location:** 1030 W TURNPIKE AV 211, BISMARCK 1, ND 58501 NAGEL'S 6TH.
- Contacts:** Applicant Information (WAYNE'S CONST, (701) 355-1635, 2011 THOMPSON ST, wstoppler@bismarcknd.gov, BISMARCK, ND 58501), Owner Information (SIERRA RIDGE LLC, FARGO, ND 58103 - 3642), Contractor Information (WAYNE'S CONST, (701) 355-1635, 2011 THOMPSON ST, wstoppler@bismarcknd.gov, BISMARCK, ND 58501), and Suppression System Contractor Information.
- Fee Information:** Type: HOOD SUPPRESSION SYSTEM, Amount: \$40.00. Total Fees: \$40.00.
- 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.

The screenshot shows the 'My Active Permits' dashboard. It features a table with the following columns: PERMIT NO., ADDRESS, TYPE, STATUS, INSPECTION, FEES DUE, and three action icons (edit, view, print). The table contains three records. The 'FEES DUE' column is circled in blue. A notification '3 total record(s)' is visible in the top right corner of the table area.

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.

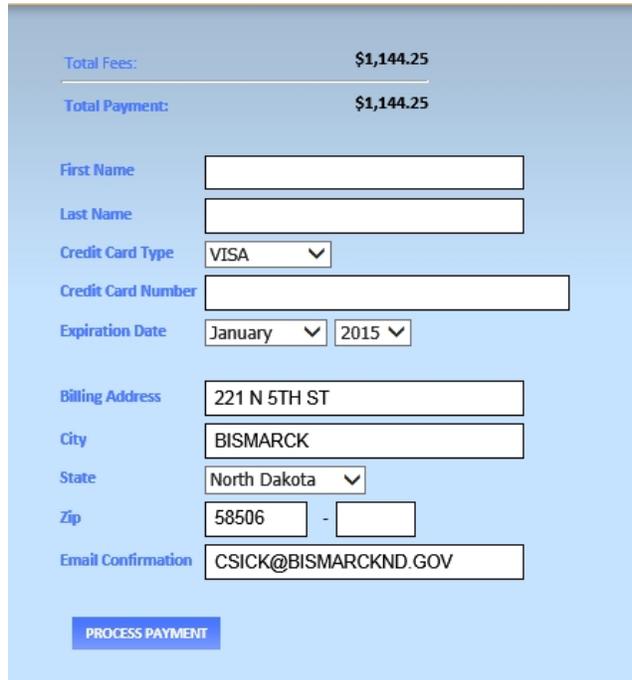
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### 5.0 Payment

#### 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 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.