

## How to: Fire Sprinkler

### 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.
- b. Manufacture specifications sheets for valves and heads.
- c. Hydraulic calculations including summary sheets detailed worksheets, and graph sheet.
- d. Current water supply information (Flow information must be within one year of the start of the project).
- e. Any additional information as required by NFPA 13, 13R, or 13D.
- f. Type of work being done
- g. Hazard classification
- h. Number of wet risers, dry risers, standpipe risers, and/or fire pumps.

### 2.0 How to Access eTRAKiT

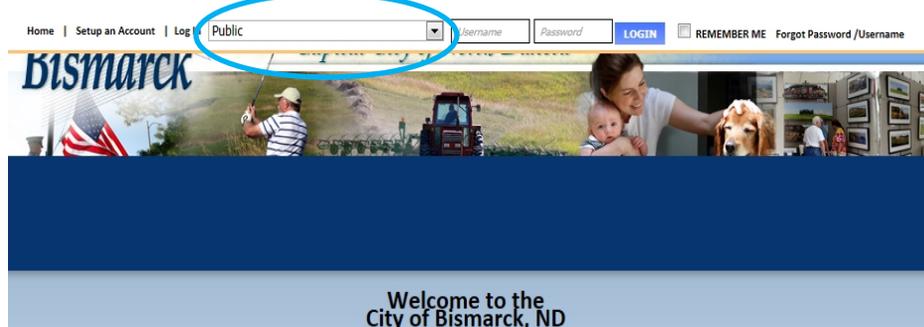
- 2.1 The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at [www.bismarcknd.gov](http://www.bismarcknd.gov) and click on the *eTRAKiT Online System* link in the left margin.

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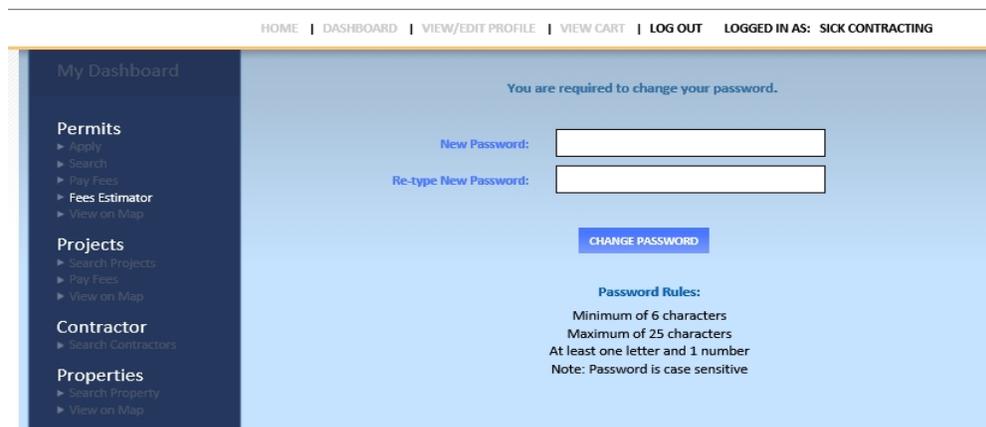
### 3.0 Log In one of two ways

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.



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## 4.0 To Apply for a 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 dollar amount of project for Job Value.

The screenshot shows the 'Permit Application' form, Step 1: Permit Information. The form has a progress bar at the top with four steps: STEP 1 PERMIT INFORMATION (active), STEP 2, STEP 3, and STEP 4. Below the progress bar, the form is titled 'Permit Type Information' and contains the following fields: 'PERMIT Type' (dropdown menu with 'FIRE SPRINKLER' selected), '\*PERMIT Subtype:' (dropdown menu with 'NFPA 13' selected), '\*Short Description:' (text input field with 'John's BBQ' entered), and '\*Job Value' (text input field with '\$21,000.00' entered).

4.3.4 Enter number of each different risers under Additional Information.

The screenshot shows the 'Additional Information' form. It has a 'GENERAL' section with the following fields: 'TYPE OF WORK:' (dropdown menu with 'NEW' selected), 'HAZARD CLASSIFICATION:' (dropdown menu with 'LIGHT' selected), 'WET RISERS:' (text input field with '1' entered), 'DRY RISERS:' (text input field with '1' entered), 'STANDPIPES:' (text input field), and 'FIRE PUMPS:' (text input field).

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

The screenshot shows the 'Location' search form. It has a search bar with the text 'Enter part or all of your address and press search'. Below the search bar, there is a 'Search By' dropdown menu with 'Address' selected, a text input field with '221 N' entered, and a 'SEARCH' button. Below the search bar, there is a list of addresses to select from: '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 AUDITORIUM - ADDRESS', '221 NEW YORK ST - ADDRESS', and '7721 N WASHINGTON ST - ADDRESS'.

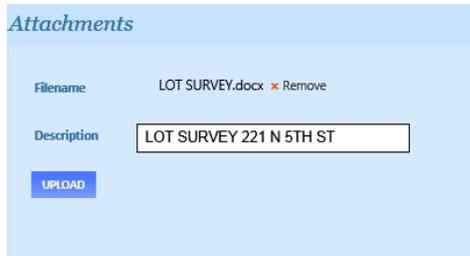
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**4.3.6** Check if you are the contractor.

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

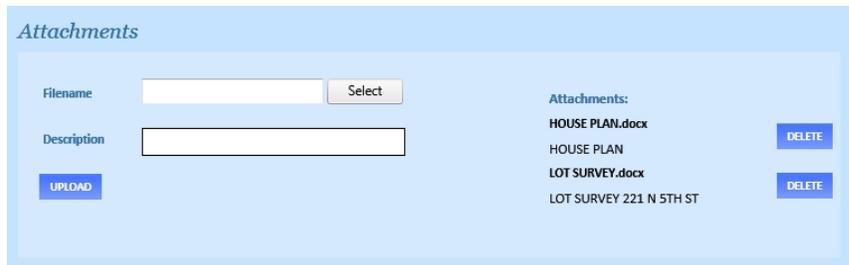
**4.3.8** Upload the Required Submittal Items by clicking **Select**. Find the file you want to upload on your computer. Select the file. Then type in the file description including the address of the property.

**4.3.9** Click Upload.



The screenshot shows a light blue box titled "Attachments". Inside, there is a "Filename" field containing "LOT SURVEY.docx" with a red "x" and the word "Remove" next to it. Below that is a "Description" text input field containing "LOT SURVEY 221 N 5TH ST". At the bottom left of the box 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 a web interface. On the left, there is a "Filename" input field with a "Select" button next to it, and a "Description" text input field with a blue "UPLOAD" button below it. On the right, under the heading "Attachments:", there is a list of three files: "HOUSE PLAN.docx", "HOUSE PLAN", and "LOT SURVEY.docx". Each file name has a blue "DELETE" button to its right. The "LOT SURVEY.docx" entry also includes the description "LOT SURVEY 221 N 5TH ST" below the filename.

**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 SPRINKLER Permit*

*Applicant Information*

*Name	WAYNE'S CONST	*Phone	(701) 222-2222
Address	2011 THOMPSON ST	*Email Address	wayne@yahoo.com
City	BISMARCK		
State	ND	Zip	58501 -

*Contractor Information*

*Name	WAYNE'S CONST	*Phone	(701) 222-2222
Address	2011 THOMPSON ST	*Email Address	watoppler@bismarcknd.gov
City	BISMARCK	License or ID	AEC275
State	ND	Zip	58501 -

*Sprinkler Contractor Information*

Name	Sprinklers Are Us	Phone	(701) 555-5555
Address	222 Sprinkler St	Email Address	sprinklerRus@yahoo.com
City	Bismarck		
State	ND	Zip	58501 -

[CLEAR](#)    [COPY CONTRACTOR INFORMATION](#)

*System Designer Information*

Name	Ron Risers	Phone	(701) 555-5555
Address	222 Sprinkler St	Email Address	sprinklerRus@yahoo.com
City	Bismarck		
State	ND	Zip	58501 -

[CLEAR](#)

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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 SPRINKLER Permit*

*Permit Information* [EDIT](#)

Type	FIRE SPRINKLER
Subtype	NFPA 13
Description	JOES CRAB HUT
Job Value	20,000

*Location* [EDIT](#)

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

*Contacts* [EDIT](#)

*Applicant Information*

WAYNE'S CONST (701) 222-2222  
2011 THOMPSON ST wayne@yahoo.com  
BISMARCK, ND 58501

*Contractor Information*

WAYNE'S CONST (701) 222-2222  
2011 THOMPSON ST wstoppler@bismarckind.gov  
BISMARCK, ND 58501

*Sprinkler Contractor Information*

Sprinklers Are Us (701) 555-5555  
222 Sprinkler St sprinklerRuz@yahoo.com  
Bismarck, ND 58501

*System Designer Information*

Ron Risers (701) 555-5555  
222 Sprinkler St sprinklerRuz@yahoo.com  
Bismarck, ND 58501

*Owner Information*

BISMARCK, CITY OF  
BISMARCK, ND 58506 - 6550

*Fee Information*

Type	Amount
WET RISERS	\$150.00
DRY RISERS	\$200.00
STANDPIPES	\$0.00
FIRE PUMPS	\$0.00
<b>Total Fees</b>	<b>\$350.00</b>

*Attachments*

Attachments:  
HAMBURG 4100 SPRINKLER PLAN.pdf [DELETE](#)  
Sprinkler Plan  
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
Credit Card Number	
Expiration Date	January 2015
Billing Address	
City	
State	
Zip	
Email Confirmation	rkunda@bismarcknd.gov

Buttons: BACK TO STEP ONE, 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.