

## How to: Noise Permit

### 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 Set up an Account

- A User Name and Password are required to obtain a license for all Environmental Health licenses.
- Click “Setup An Account” as a Public Registered user.
- If you have any questions please contact us in one of the following ways:  
In Person

Bismarck-Burleigh Public Health  
Environmental Health Division  
500 E. Front Ave.  
Bismarck ND 58504

By Phone (701)355-3400

By Email [asattler@bismarcknd.gov](mailto:asattler@bismarcknd.gov)

#### 1.3 Payment

eTRAKiT will only accept VISA, MasterCard, and Discover card payments. Environmental Health does **not** accept billing accounts.

#### 1.4 Submittal Requirements

There are no required submittals for an Environmental Health Noise License.

### 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 User Login

- 3.1 Click “Setup an Account” to create your free account.



## How to: Noise Permit

### 4.0 To Apply for a License

4.1 Select Apply for New Licenses from the Menu in the left margin.



### 4.2 License Application Step 1 Enter License Information

4.2.1 Select License Type and SubType from drop down menu.

4.2.2 Licensee Name: Enter name of applicant

4.2.3 Additional Information: The following information must be entered:

- Enter reason for variance
- Location of event
- Applicable dates.

A screenshot of a web form titled 'License Information'. The form is divided into several sections. The top section, 'License Information', contains a dropdown menu for 'Type' set to 'NOISE PERMIT', a text input for '\*Licensee Name' with the value 'name of applicant', and two text inputs for 'HD License Number' and 'Corporate Name (Admin)'. Below this is the 'Additional Information' section, which includes three text input fields: 'REASON FOR VARIANCE:' with the value 'Reason needed', 'LOCATION:' with the value 'Location', and 'APPLICABLE DATES:' with the value 'Dates'. The bottom section, 'Attachments', has a 'Filename' input with a 'Select' button, a 'Description' input, and an 'UPLOAD' button. At the very bottom of the form are two buttons: 'CANCEL' and 'NEXT STEP'.

4.2.4 Click Next Step.

## How to: Noise Permit

### 4.3 Step 2 Address/Contact Information

4.3.1 Enter part of the address and Search. Select the correct address or “Not Listed”

*License Address*

Enter all or part of the address and press search

1020 E

Select address below

1020 E C AV  
1020 E CAPITOL AV  
1020 E CENTRAL AV  
1020 E HIGHLAND ACRE RD  
1020 E INDIANA AV  
1020 E LASALLE DR  
1020 E TURNPIKE AV

Print Name As

Email Address

Phone

Fax

Emergency

4.3.2 Print name as: How you want facility listed on license

4.3.3 E-mail address of facility

4.3.4 Phone number of facility

4.3.5 Fill in other information which applies

*License Address*

1020 E CENTRAL AV  
BISMARCK, ND 58501

Address Lookup

Print Name As

Email Address

Phone

Fax

Emergency

## How to: Noise Permit

### 4.4 Step 3 Review and Submit

4.4.1 If everything is correct click Next Step.

**Application for a NOISE PERMIT License**  
Review the information below prior to submitting the application

<b>License Information</b> <a href="#">EDIT</a>	<b>License Address</b> <a href="#">EDIT</a>
Type: NOISE PERMIT	
Licensee: name of applicant	
ND License Number	
Corporate Name (Admin)	
<b>Additional Information</b> <a href="#">EDIT</a>	<b>Mailing Address</b> <a href="#">EDIT</a>
REASON FOR VARIANCE: Reason needed	
LOCATION: Location	
APPLICABLE DATES: Dates	
	<b>Contacts</b> <a href="#">EDIT</a>
	Owner Information
	Applicant Information
	<b>Fees</b>
	Total Fees: \$0.00
	<b>Attachments</b>
	To upload additional attachments click <a href="#">Here</a>

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

### 4.5 Step 4 To Pay for a License

4.5.1 There are no fees associated with this license.

4.5.2 Once application has been submitted someone from Environmental Health will be in contact with you.