

How to: Swimming Pool License

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

1.3 Payment

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

1.4 Submittal Requirements

Prior to beginning the application process, have all required submittal items ready to upload electronically. The following items are required when applying for a new swimming pool license:

- a) Scale floor plans of facility
- b) CPO Information, if known
- c) Pool Information
 - Gallons, filter type, disinfectant type

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 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: Swimming Pool License

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 Enter facility name in licensee name box.

4.2.3 Enter CPO Information, if known

4.2.4 Enter exact number of pools

4.2.5 Enter information for each pool

- If more than 6 pools need to be entered, contact Environmental Health

A screenshot of a web-based form titled 'License Information'. The form is divided into two main sections. The top section, 'License Information', contains a 'Type' dropdown menu set to 'SWIMMING POOL', a 'Facility name' text box, and two 'n/a' text boxes for 'HD License Number' and 'Corporate Name (Admin)'. The bottom section, 'Additional Information', contains fields for 'CPO NAME' (set to 'In Known'), 'CPO NUMBER', 'CPO EXPIRATION DATE', and 'CPO ADDL INFO'. Below these are fields for 'NUMBER OF POOLS' (set to '2'), and then three individual pool entries. Each entry includes a 'POOL X TYPE' dropdown, 'POOL X GALLONS' text box, 'POOL X FILTER TYPE' dropdown, 'POOL X DISINFECTANT TYPE' dropdown, and 'POOL X ADDITIONAL INFO' text box. The first pool entry is filled with 'POOL', '20000', 'DE', and 'CHLORINE SOLID'.

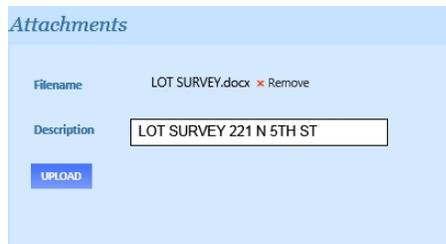
How to: Swimming Pool License

4.2.6 Upload Required Submittal Items as stated in **1.4** above. Label with appropriate titles.

- Scale floor plans of facility

4.2.7 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.

4.2.8 Click Upload.



The screenshot shows a form titled "Attachments" with a light blue background. It contains the following fields and buttons:

- Filename:** LOT SURVEY.docx × Remove
- Description:** A text input field containing "LOT SURVEY 221 N 5TH ST".
- UPLOAD:** A blue button.

4.2.9 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.



The screenshot shows the "Attachments" section with a list of files and an upload form. The list includes:

- CTPR020915.pdf (with a green status icon) and a **DELETE** button.
- FLOOR PLANS
- CTPR020915_01.pdf (with a green status icon) and a **DELETE** button.
- EQUIPMENT
- CTPR020915_02.pdf (with a green status icon) and a **DELETE** button.
- FLOOR AND WALL COVERING

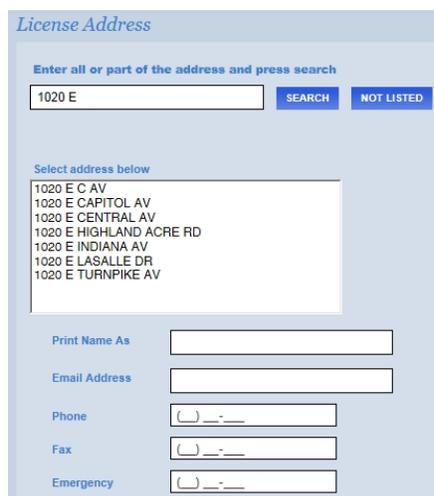
The upload form on the left contains:

- Filename:** CTPR_020915.pdf × Remove
- Description:** A text input field containing "ANTICIPATED MENU".
- UPLOAD:** A blue button.

4.2.10 Click Next Step.

4.3 Step 2 Address/Contact Information

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



The screenshot shows a form titled "License Address" with a light blue background. It contains the following fields and buttons:

- Enter all or part of the address and press search:** A text input field containing "1020 E", a **SEARCH** button, and a **NOT LISTED** button.
- Select address below:** A list of addresses: 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:** A text input field.
- Email Address:** A text input field.
- Phone:** A text input field with a format () _ - _.
- Fax:** A text input field with a format () _ - _.
- Emergency:** A text input field with a format () _ - _.

How to: Swimming Pool License

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

The screenshot shows a form titled "License Address" with the following content:

1020 E CENTRAL AV
BISMARCK, ND 58501

Address Lookup

Print Name As:

Email Address:

Phone:

Fax:

Emergency:

4.4 Step 3 Review and Submit

4.4.1 If everything is correct click Next Step.

The screenshot shows a review page titled "Application for a SWIMMING POOL License" with the instruction "Review the information below prior to submitting the application".

License Information (EDIT)

Type	SWIMMING POOL
Licensee	Facility name
ND License Number	n/a
Corporate Name (Admin)	n/a

Additional Information (EDIT)

CPO NAME	In Known
NUMBER OF POOLS	2
POOL 1 TYPE	POOL
POOL 1 GALLONS	20000
POOL 1 FILTER TYPE	DE
POOL 1 DISINFECTANT TYPE	CHLORINE SOLID

License Address (EDIT)

1020 E CENTRAL AV
BISMARCK, ND 58501

Mailing Address (EDIT)

Contacts (EDIT)

Owner Information

Applicant Information

Business Owner Information

Fees

Total Fees	\$0.00
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Attachments

To upload additional attachments click [Here](#)

CANCEL PREVIOUS STEP NEXT STEP

4.5 Step 4 To Pay for a License

4.5.1 The City of Bismarck accepts VISA, MasterCard and Discover credit cards.

4.5.2 From Checkout Summary select PAY NOW. Enter credit card information and select Process Payment. Upon approval the Applicant will be able to print a receipt and a receipt will be emailed to the Applicant's email address.

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