

How to: Excavation/Concrete Permit Application

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

You must be a registered eTRAKiT user to use the eTRAKiT software. Contractors licensed with the State of North Dakota can register by contacting the City of Bismarck Engineering Department one of the following ways:

In Person	City/County Building Engineering Department 221 North 5th Street Bismarck, ND 58506-5503
By Phone	(701) 355-1505
By Email	bisengd@bismarcknd.gov

1.3 Payment

To pay for services you must register with the City of Bismarck by first opening an account by contacting Donna at 701-355-1505.

1.4 Submittal Requirements

Prior to beginning the application process, have all required submittal items ready to upload electronically. Examples if necessary: map for borings, cable, electric, fiber, and gas.

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 Registered User Login

3.1 Change login type from Public to *Registered Contractor/Developer/Builder*. Choose Contractor Name from Username drop down list, and enter password.



3.2 Click **LOGIN** button and you will be directed to **change your password only the first time you login.**

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HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: SICK CONTRACTING

My Dashboard

- Permits
 - Apply
 - Search
 - Pay Fees
 - Fees Estimator
 - View on Map
- Projects
 - Search Projects
 - Pay Fees
 - View on Map
- Contractor
 - Search Contractors
- Properties
 - Search Property
 - View on Map

You are required to change your password.

New Password:

Re-type New Password:

CHANGE PASSWORD

Password Rules:
Minimum of 6 characters
Maximum of 25 characters
At least one letter and 1 number
Note: Password is case sensitive

4.0 To Apply for a Permit

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

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: SANDRA'S HOMEBUILDERS

My Dashboard

- Permits
 - Apply For New Permit
 - Search
 - Pay Fees
 - Fees Estimator
 - View on Map
- Projects
 - Apply for New Project
 - Search Projects
 - Pay Fees
 - Fees Estimator
 - View on Map

Hello SANDRA'S HOMEBUILDERS.
Below is a Dashboard of your current activities.

You have no current activities.

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 For **Excavation Permit** applications please enter "0" for Job Value. For **Concrete Permit** applications enter the total estimate amount.

Permit Type Information

PERMIT Type

*Short Description:

*Job Value

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4.3.4 For Excavation Permits, in the *Additional Information* section, in the applicable field(s), enter the number of services you will be performing. For example, if you are installing a new water service, enter a "1" in the *NEW* field, etc., etc. Following is an explanation for each type of service:

NEW:	Connection at main to building
STUB OUT:	Connection at main to property line
COMPLETION:	Connection to stub out at property line to building
FIRE LINE FLUSH:	Fire line flush
CUTOFF:	Any temporary or permanent cut off of a line
REPAIR:	Any type of repair or replacement work on a line.
SURFACE CUT:	Any cut in public right-of-way (street, sdwk) requiring a replacement patch
LENGTH:	Length of connection to building (25' 50' etc.)
SIZE:	Size of the line (1" 4" etc.)
TYPE:	Type of line (Poly, PVC, etc.)
LANE CLOSURE:	One driving lane will be closed
STREET CLOSURE:	Both driving lanes will be closed

Additional Information

NEW:	<input type="text" value="1"/>
STUB OUT:	<input type="text"/>
COMPLETION:	<input type="text"/>
FIRE LINE FLUSH:	<input type="text"/>
CUTOFF:	<input type="text"/>
REPAIR:	<input type="text"/>
SURFACE CUT:	<input type="text"/>
LENGTH:	<input type="text" value="25'"/>
SIZE:	<input type="text" value="1"/>
TYPE:	<input type="text" value="Poly"/>
LANE CLOSURE:	<input type="text" value="NO"/>
STREET CLOSURE:	<input type="text" value="NO"/>
NEW:	<input type="text" value="1"/>
STUB OUT:	<input type="text"/>
COMPLETION:	<input type="text"/>
FIRE LINE FLUSH:	<input type="text"/>
CUTOFF:	<input type="text"/>
REPAIR:	<input type="text"/>
SURFACE CUT:	<input type="text"/>
LENGTH:	<input type="text" value="25'"/>
SIZE:	<input type="text" value="4"/>
TYPE:	<input type="text" value="PVC"/>
LANE CLOSURE:	<input type="text" value="NO"/>
STREET CLOSURE:	<input type="text" value="NO"/>

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- 4.3.5** After entering information into the *Additional Information* section, in the **CONSTRUCTION START DATE** field, using the calendar drop down, select the date you intend to begin the work.

NEW:
STUB OUT:
COMPLETION:
FIRE LINE FLUSH:
CUTOFF:
REPAIR:
SURFACE CUT:
LENGTH:
SIZE:
TYPE:
LANE CLOSURE:
STREET CLOSURE:
CONSTRUCTION START DATE: 4/1/2015

- 4.3.6** Enter part of the address and click Search. Then select the correct **address** for the permit.

Location

Enter part or all of your address and press search

Search By

Select address below

- 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
- 7221 N WASHINGTON ST - ADDRESS

- 4.3.7** Check the box if you are a property owner.
- 4.3.8** Upload Submittal Items if necessary. (Upload a map for borings, cable, electric, fiber, and gas). Save documents with appropriate titles.

4.3.8.1 Upload the Required Submittal Items by clicking . 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.

4.3.8.2 Click Upload.

Attachments

Filename

Description

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4.3.8.3 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	<input type="button" value="DELETE"/>
HOUSE PLAN	
LOT SURVEY.docx	<input type="button" value="DELETE"/>
LOT SURVEY 221 N 5TH ST	

4.3.8.4 Click Next Step.

4.4 Step 2 Contact Information

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

Applicant Information

*Name *Phone

Address *Email Address

City

State Zip -

4.5 Step 3 Review and Submit

4.5.1 If everything is correct click Next Step.

Permit Information

Type ENG WATER SEWER STORM
Subtype
Description new water and sewer
Job Value 0

Location

221 N 5TH ST AUDITOR
BISMARCK 68, ND 58501 ORIGINAL PLAT

Contacts

Applicant Information
Fred White (701) 222-9999
PO Box 111 fwhite@whiteexc.com
Bismarck, ND 58502 - 2011

Owner Information
BISMARCK, CITY OF
BISMARCK, ND 58506 - 6550

Site Foreman Information

Consulting Engineer Information

City Staff Information

Fee Information

Type EXCAVATION
Amount \$220.00
Total Fees \$220.00

Attachments

To upload additional attachments click [Here](#)

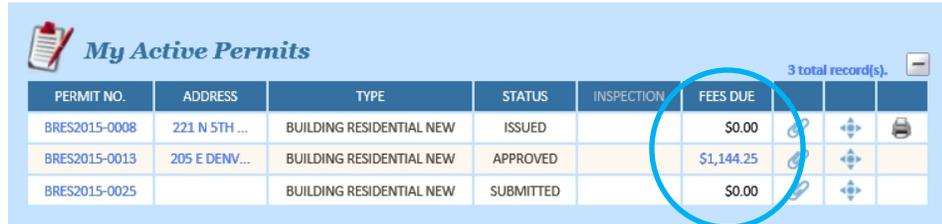
Review the information prior to submitting.

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4.6 Step 4 Payment

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 Log in 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 a dashboard titled "My Active Permits" with a sub-header "3 total record(s)". Below the header is a table with the following data:

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.

5.0 Payment: Bill Me

5.1 Contractors that have not been set up for billing with the City of Bismarck can register by contacting the Building Inspections Division.

5.2 From the Checkout Summary select Bill Me. The Fiscal Department will generate an invoice to be received in the mail.