

How to: Building 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

Create a User Name and Password to apply for permits and to view detailed information. Click “Setup An Account” to create your free account. Contractors licensed with the State of North Dakota can register to pay by invoice by contacting the City of Bismarck Building Inspections Division in one of the following ways:

In Person	City/County Building Community Development Department Building Inspections Division 221 N 5 th St. Bismarck, ND 58506-5503
By Phone	(701)355-1465
By Email	buildinginspections@bismarcknd.gov

1.3 Payment

If you want to be billed by the City of Bismarck first open an account by contacting Building Inspections at 701-355-1465. 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. Required submittal items can be found [HERE](#).

2.0 How to Access eTRAKiT

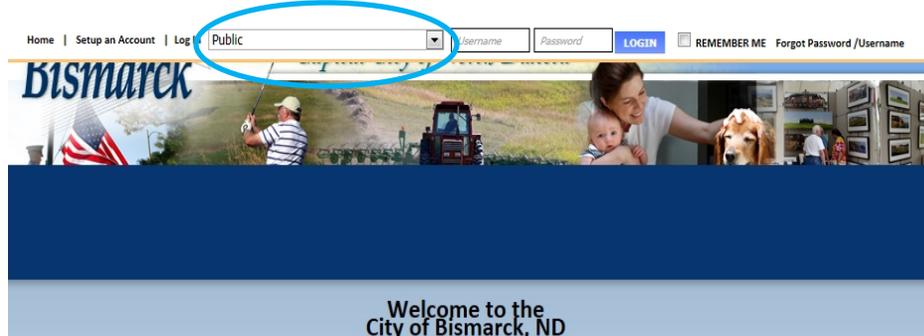
- 2.1** The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov and click on the *eTRAKiT Online System* link in the left margin.

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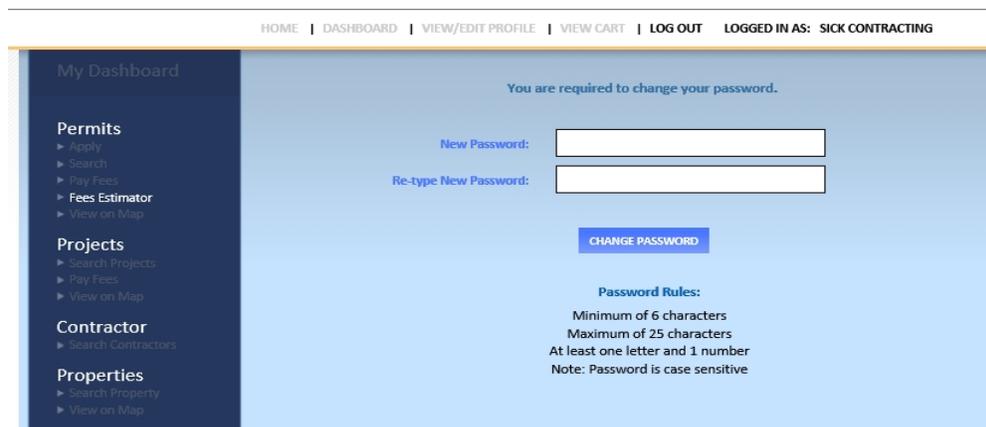
3.0 Log In one of two ways

3.1 Registered User Login (able to use BILL ME option having called Building Inspections 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 Building Permit

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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 For **Building Residential New** permit applications please enter "0" for Job Value.

STEP 1 PERMIT INFORMATION	STEP 2	STEP 3	STEP 4
Permit Type Information			
PERMIT Type	BUILDING RESIDENTIAL NEW	Instructions for online BUILDING RESIDENTIAL NEW applications.	
*PERMIT Subtypes	SINGLE FAMILY DWELLING		
*Short Description	2-LEVEL SINGLE FAMILY HOUSE WITH UNFINISHED BASEMENT		
*Job Value	\$0.00		

- For Residential Applications enter the square foot values of the work to be completed. Please note that these values may be changed based on review of submitted plans.

GARAGE SQ FT:	400.00
FIRST FLOOR SQ FT:	1,237.00
SECOND FLOOR SQ FT:	1,200.00
UNFINISHED BASEMENT SQ FT:	
FINISHED BASEMENT SQ FT:	1,450.00
DECK SQ FT:	120.00
ENTRY SQ FT:	60.00
FOUNDATION TYPE SQ FT:	BASEMENT
ACCESSORY BUILDING SQ FT:	
PATIO SQ FT:	
TOTAL FINISHED AREA SQ FT:	2,437

4.3.4 For **Building Commercial New and Addition** permit applications enter the total value of all construction work for which the permit is issued, as well as:

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- all finish work
- painting
- roofing
- electrical
- plumbing
- heating
- air conditioning
- elevators
- fire extinguishing systems
- any other permanent equipment.

The screenshot shows a web form titled "Permit Type Information" with a progress bar at the top indicating four steps: STEP 1 (selected), STEP 2, STEP 3, and STEP 4. The form fields are as follows:

PERMIT Type	BUILDING COMMERCIAL NEW AND ADDITION
*PERMIT Subtype:	ASSEMBLY
*Short Description:	1200SF SHOP CONDO
*Job Value	\$1,200,000.00

4.3.5 For **Building Residential New** construction enter

- Service Line Size, Number of Water Meters
- Public Right of Way (R.O.W) Concrete

Public R.O.W. Concrete Options

4.3.5.1 Assessed – The city will hire a contractor to pour this concrete and the bill will be paid through the specials and annual taxes

4.3.5.2 Private – The general contractor is responsible to hiring a sub to pour the concrete. The sub-contractor must be bonded with the city and pull a permit with the city engineering department.

4.3.5.3 Bill – The city will hire a contractor and upon completion, the city assessing department will issue a bill to the general contractor for payment.

4.3.5.4 N/A – Use for remodels and other projects that do not require new concrete to be poured. Also use for permits applied for in Bismarck ETA, City of Lincoln, and Lincoln ETA (ETA – Extra Territorial Area). Contact building inspections to determine if the property in question is in one of these areas.

The screenshot shows a form for water meter and concrete options with the following fields:

SERVICE LINE SIZE:	1" (dropdown)
SIGNED WATER AGREEMENT:	<input checked="" type="checkbox"/>
No. of 3/4" WATER METERS:	<input type="text"/>
No. of 1" WATER METERS:	<input type="text"/>
No of 1 1/2" WATER METER:	<input type="text"/>
No. of 2" WATER METERS:	<input type="text"/>
WATER METER NOTES:	<input type="text"/>
PUBLIC R.O.W. CONCRETE:	(dropdown)

4.3.6 For **Building Commercial New and Addition** construction only enter information for

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- Check box next to Signed Water Agreement to have water turned on at construction site prior to installation of the meter.
- Include any additional notes in space provided. (Property within City of Bismarck only)
- Public Right of Way (R.O.W) Concrete.

Public R.O.W. Concrete Options

4.3.6.1 Assessed – The city will hire a contractor to pour this concrete and the bill will be paid through the specials and annual taxes

4.3.6.2 Private – The general contractor is responsible to hiring a sub to pour the concrete. The sub-contractor must be bonded with the city and pull a permit with the city engineering department.

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The screenshot shows a form with the following fields and options:

- SERVICE LINE SIZE:** 1" (dropdown menu)
- SIGNED WATER AGREEMENT:**
- No. of 3/4" WATER METERS:**
- No. of 1" WATER METERS:** 1 (input field)
- No of 1 1/2" WATER METER:**
- No. of 2" WATER METERS:**
- WATER METER NOTES:**
- PUBLIC R.O.W. CONCRETE:**

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

The screenshot shows the 'Location' section of the application. It includes a search bar with the text 'Enter part or all of your address and press search'. The search bar contains '221 N' and a dropdown menu is open showing a list of addresses:

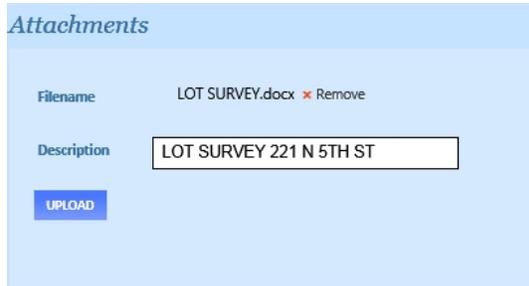
- 1221 N 3RD ST - ADDRESS
- 1221 N PARKVIEW DR - ADDRESS
- 1221 N WASHINGTON ST - ADDRESS
- 221 N 11TH ST - ADDRESS
- 221 N 23RD ST - ADDRESS
- 221 N 5TH ST AUDITOR - ADDRESS
- 221 NEW YORK ST - ADDRESS
- 7221 N WASHINGTON ST - ADDRESS

4.3.8 Check the box if you are a property owner.

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4.3.9 Upload the following Required Submittal Items (as stated in 1.4 above) as separate documents by clicking **Select**. Be sure to include the address in naming the file.

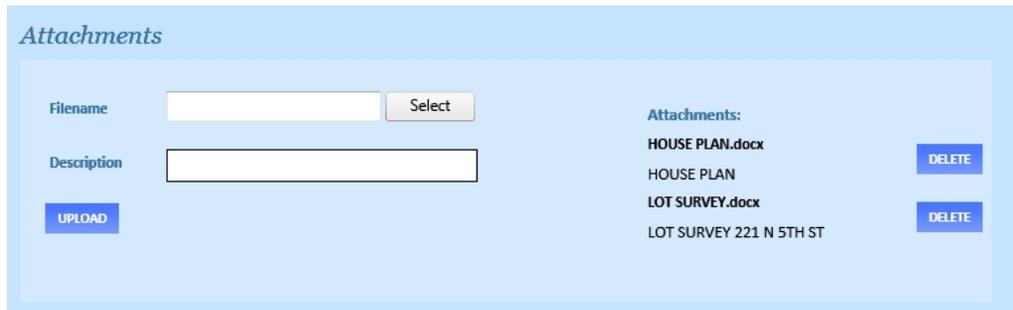
4.3.10 Click Upload.



The screenshot shows a form titled "Attachments" with the following fields and controls:

- Filename:** LOT SURVEY.docx ✕ Remove
- Description:** LOT SURVEY 221 N 5TH ST
- UPLOAD** button

4.3.11 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 form on the left and a list of uploaded files on the right:

Attachments:

- HOUSE PLAN.docx DELETE
- HOUSE PLAN
- LOT SURVEY.docx DELETE
- LOT SURVEY 221 N 5TH ST

The form on the left includes:

- Filename:** Select
- Description:**
- UPLOAD** button

4.3.12 Click Next Step.

4.4 Step 2 Contact Information

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



The screenshot shows a progress bar at the top with four steps: STEP 1, STEP 2 CONTACT INFORMATION (highlighted), STEP 3, and STEP 4. Below the progress bar is the title "Application for a BUILDING RESIDENTIAL NEW Permit" and the section "Applicant Information".

Applicant Information

*Name	<input type="text" value="SICK CONTRACTING"/>	*Phone	<input type="text" value="(701) 355-1465"/>
Address	<input type="text" value="221 N 5TH ST"/>	*Email Address	<input type="text" value="CSICK@BISMARCKND.GOV"/>
City	<input type="text" value="BISMARCK"/>		
State	<input type="text" value="ND"/>	Zip	<input type="text" value="58506"/> - <input type="text"/>

4.5 Step 3 Review and Submit

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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 BUILDING RESIDENTIAL NEW Permit

Permit Information **EDIT**

Type: BUILDING RESIDENTIAL NEW
Subtype: SINGLE FAMILY DWELLING
Description: 12312123123123
Job Value: 0

Location **EDIT**

1231 N 10TH ST
BISMARCK 4, ND 58501 REPLAT OF CAULKING

Contacts **EDIT**

Applicant Information

SICK CONTRACTING (701) 355-9485
221 N 5TH ST CSICK@BISMARCKND.GOV
BISMARCK, ND 58506

Owner Information

ZIESCH, MICHAEL D
BISMARCK, ND 58501 - 1270

Contractor Information

SICK CONTRACTING (701) 355-9485
221 N 5TH ST CSICK@BISMARCKND.GOV
BISMARCK, ND 58506

Contact Person Information

Concrete Contractor Information

Fee Information

Type	Amount
BUILDING DIVISION	\$0.00
BUILDING RESIDENTIAL	0.00
PUBLIC WORKS WATER METER	\$0.00
3/4" WATER METER	0.00
3/4" METER_MBU LDR	0.00
3/4" TAP LABOR	0.00
3/4" TAP MACHINE	0.00
3/4" SALES TAX	0.00
1" WATER METER	0.00
1" METER & MBU L...	0.00
1" TAP LABOR	0.00
1" TAP MACHINE	0.00
1" SALES TAX	0.00
1 1/2" WATER METER	0.00
1 1/2" METER_MBU LDR	0.00
1 1/2" TAP LABOR	0.00
1 1/2" TAP MACHINE	0.00
1 1/2" SALES TAX	0.00
2" WATER METER	0.00
2" METER & MBU L...	0.00
2" TAP LABOR	0.00
2" TAP MACHINE	0.00
2" SALES TAX	0.00
Total Fees	\$0.00

Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

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

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.

5.0 Payment

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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: [Empty text box]
- Last Name: [Empty text box]
- Credit Card Type: VISA (dropdown menu)
- Credit Card Number: [Empty text box]
- Expiration Date: January (dropdown) 2015 (dropdown)
- Billing Address: 221 N 5TH ST
- City: BISMARCK
- State: North Dakota (dropdown)
- Zip: 58506 - [Empty text box]
- Email Confirmation: CSICK@BISMARCKND.GOV

A blue button labeled "PROCESS PAYMENT" is located at the bottom of the form.

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 Building Inspections Division.

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.