

How to: Schedule an Inspection

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

There are no submittal requirements for Scheduling an Inspection.

2.0 How to Access eTRAKiT

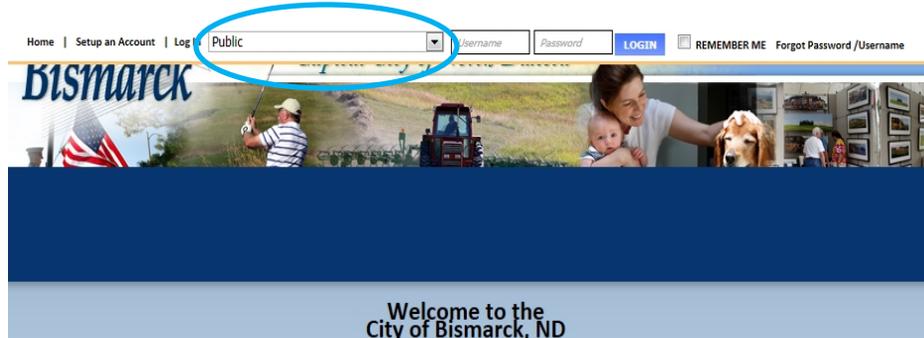
- 2.1** The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov and click on the *eTRAKiT Online System* link in the left margin.

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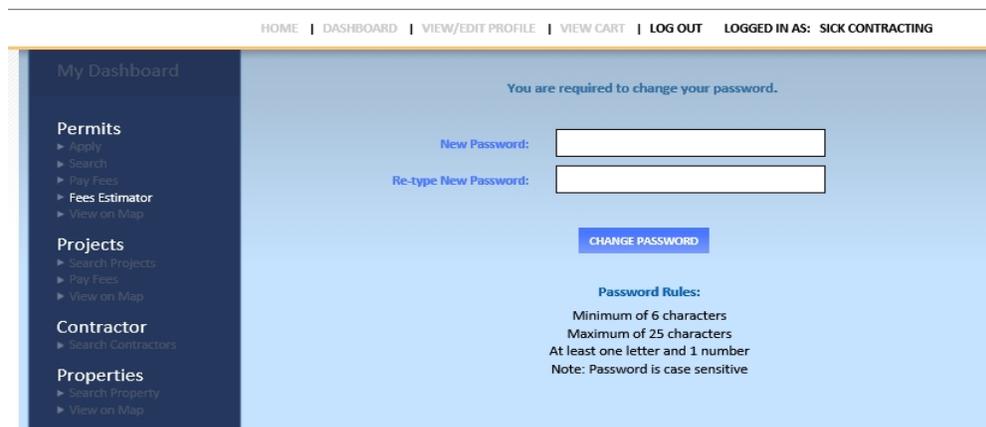
3.0 Log In one of two ways

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.



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4.0 To Schedule an Inspection

4.1 Under the Permits heading select Search.



4.2 Use drop downs to search by Site Address, Permit number, or Permit Type



4.3 Choose permit from list generated by search.

Site Address	Permit #	Permit Type
205 E DENVER AV	BRES2015-0013	BUILDING RESIDENTIAL NEW

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4.3.1 To schedule an inspection the permit status must be ISSUED

Search Results

Permit #
BRES2015-0013

Permit #BRES2015-0013

Permit

Permit Info Site Info Contacts (5) Fees \$1,144.25 Inspections (6) Re

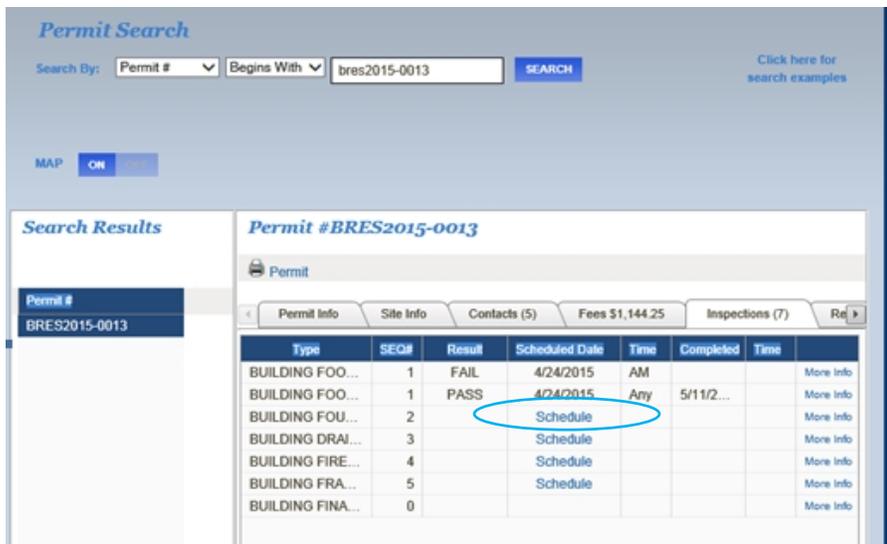
Type: BUILDING RESIDENTIAL NEW
Subtype: SINGLE FAMILY DWELLING
Short Description: SINGLE FAMILY HOUSE WITH 1527SF UNFINISHED BASEMENT
Status: ISSUED
Applied Date: 2/26/2015
Issued Date: 4/23/2015
Approved Date: 4/23/2015
Finaled Date:
Expiration Date: 10/20/2015
Notes:

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4.4 Select the Inspections Tab.



4.5 Click on Schedule next to the inspection you wish to request. Please note that inspections must be completed in the sequence listed. An inspection cannot be scheduled unless all prior required inspections have a Pass status. Please notice the first inspection listed here failed, and then the **same** inspection was automatically rescheduled and passed.



4.6 Confirm the address and contact information. Add any additional notes in the space provided. (Example: *Lockbox code 1234* or *Call when on the way*). Select your Requested Date and Time (AM/PM). Once all information is entered, select Submit.

The screenshot shows the 'Schedule BUILDING FOOTING PERMIT Inspection - BRES2015-0013' form. The fields are:

- Contact Name: SICK CONTRACTING
- Phone Number: (701) 355-1465
- Site Address: 205 E DENVER AV
- Email Address: CSICK@BISMARCKND.GOV
- Notes: (empty)
- Inspection Type: BUILDING FOOTING
- Requested Date: 4/24/2015
- Time: AM

Buttons at the bottom: SUBMIT, CANCEL, RESET.

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4.6.1 Inspections will be scheduled based on inspector availability. All inspections received after 3:30PM will be scheduled for the following business day. If an inspection cannot be completed as requested a member of the Building Inspections office will contact you at the phone number provided.

5.0 To See the Results of Your Inspection

5.1 Search for the permit as explained in Section 4 and go to the Inspections Tab. Your result will be listed in the Result column and inspection notes can be seen by selecting More Info.

Permit Search

Search By: Permit # Begins With bres2015-0013 **SEARCH** [Click here for search examples](#)

MAP **ON**

Search Results

Permit #
BRES2015-0013

Permit #BRES2015-0013

Permit

Permit Info Site Info Contacts (5) Fees \$1,144.25 Inspections (7) Re

Type	SEC#	Result	Scheduled Date	Time	Completed	Time	More Info
BUILDING FOO...	1	FAIL	4/24/2015	AM			More Info
BUILDING FOO...	1	PASS	4/24/2015	Any	5/11/2...		More Info
BUILDING FOU...	2		Schedule				More Info
BUILDING DRAI...	3		Schedule				More Info
BUILDING FIRE...	4		Schedule				More Info
BUILDING FRA...	5		Schedule				More Info
BUILDING FINA...	0						More Info