

How to: Apply for a Pruning Permit Street Tree

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 Forestry Division one of the following ways:

In Person	Public Works Building Forestry Division 601 S 26 th St. Bismarck, ND 58506-5503
By Phone	(701) 355-1700 option 3
By Email	bpske@bismarcknd.gov

1.3 Payment

There are no fees for Forestry Permits

1.4 Submittal Requirements

Prior to beginning the application process, have all required submittal items ready to upload electronically. Submittal items:

- Proposed landscape design plan for the property showing where proposed boulevard trees would be pruned.

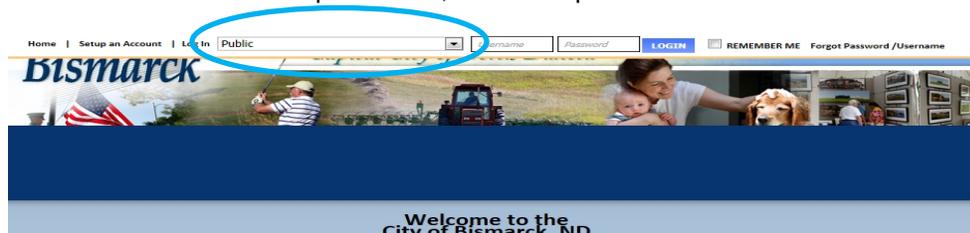
2.0 How to Access eTRAKiT

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 Log In one of two ways

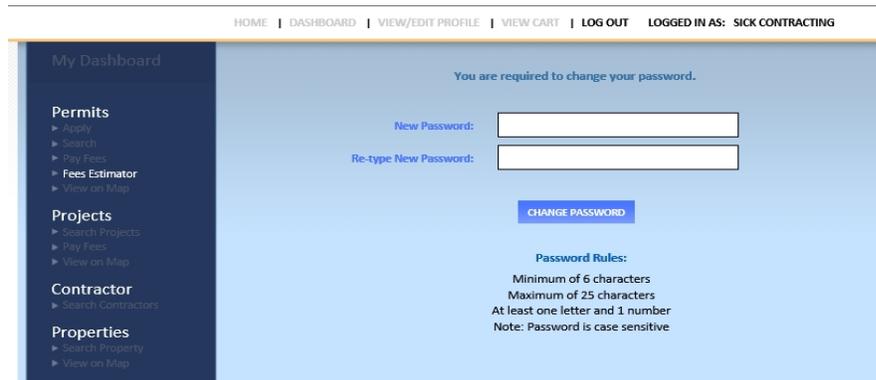
3.1 Registered User Login (able to use BILL ME option having called Forestry Division and registered)

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



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



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

My Dashboard

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

Permits
▶ View
▶ 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

3.2 Free Public User Login Option

- 3.2.1 Click "Setup an Account" to create your free account.

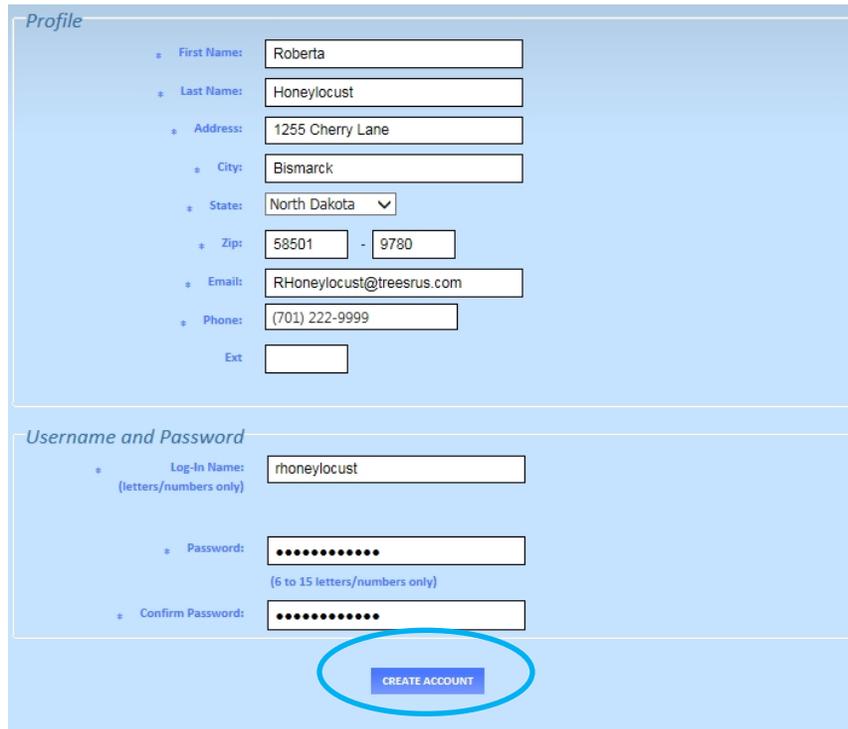


Home **Setup an Account** Log In Public Username Password **LOGIN**

BISMARCK

A banner image showing a golfer, a tractor, and a woman holding a baby.

- 3.2.2 Enter your *Profile* and *Username and Password* information in the applicable fields and click Create Account. (Fields with asterisks * are required.)



Profile

* First Name:

* Last Name:

* Address:

* City:

* State:

* Zip: -

* Email:

* Phone:

Ext:

Username and Password

* Log-In Name:
(letters/numbers only)

* Password:
(6 to 15 letters/numbers only)

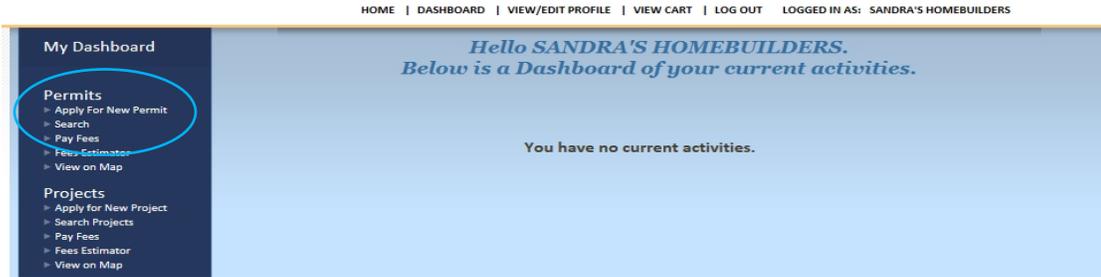
* Confirm Password:

CREATE ACCOUNT

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4.0 To Apply for a Planting Permit Street Tree

4.1 Select Apply for New 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 from drop down menu.

4.3.2 Enter short description describing work to be completed.

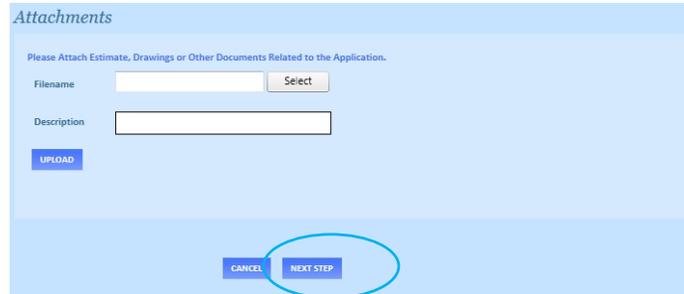
4.3.3 Enter part of all of the address and click Search. Then select the correct **address** for the permit.

4.3.4 In the *Your Relation to this Permit* section, select either *Property Owner* or *Contractor* depending on which you represent for the given address.

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4.3.5 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.

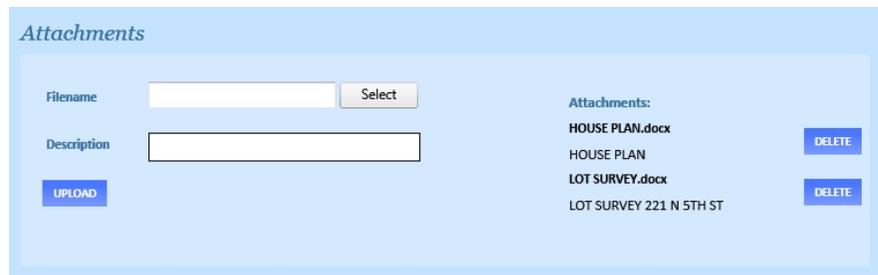
- Contractors could upload the proposed landscape design plan for the property. The design plan could show where proposed boulevard trees will be pruned.



The screenshot shows a form titled "Attachments" with the instruction "Please Attach Estimate, Drawings or Other Documents Related to the Application." It contains a "Filename" field with a "Select" button, a "Description" field, and an "UPLOAD" button. At the bottom, there are "CANCEL" and "NEXT STEP" buttons, with "NEXT STEP" circled in blue.

4.3.6 Click Upload.

4.3.7 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.

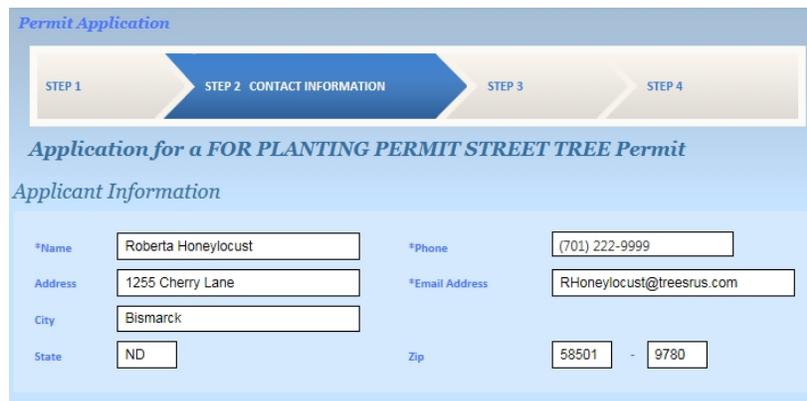


The screenshot shows the "Attachments" section with the same upload form on the left. On the right, under the heading "Attachments:", there is a list of files: "HOUSE PLAN.docx", "HOUSE PLAN", "LOT SURVEY.docx", and "LOT SURVEY 221 N 5TH ST". Each file has a "DELETE" button next to it.

4.3.8 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 "Permit Application" form with a progress bar at the top indicating "STEP 2 CONTACT INFORMATION" is active. Below the progress bar, the title is "Application for a FOR PLANTING PERMIT STREET TREE Permit". The form is titled "Applicant Information" and contains the following fields:

*Name	Roberta Honeylocust	*Phone	(701) 222-9999
Address	1255 Cherry Lane	*Email Address	RHoneylocust@treesrus.com
City	Bismarck		
State	ND	Zip	58501 - 9780

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4.5 Step 3 Review and Submit

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 FOR PLANTING PERMIT STREET TREE Permit

Permit Information EDIT

Type: FOR PLANTING PERMIT STREET TREE
Subtype:
Description: corner lot, would l...
Job Value: 0

Location EDIT

601 S 26TH ST
BISMARCK 1, ND 58504 SLOVEN 2ND SUB

Contacts EDIT

Applicant Information

Roberta Honeylocust (701) 222-9999
1255 Cherry Lane RHoneylocust@treesrus.com
Bismarck, ND 58501 - 1978

Owner Information

Roberta Honeylocust (701) 222-9999
1255 Cherry Lane RHoneylocust@treesrus.com
Bismarck, ND 58501 - 1978

Landscape Contractor Information

Trees R Us
9547 Oak Ave S
Bismarck, ND 58504 - 4613

Fee Information

Type	Amount
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 There are no fees for Forestry Permits

Permit Application

STEP 1 STEP 2 STEP 3 **STEP 4 PAYMENT**

Confirmation

There are no fees for this permit.
Your application is complete.

VIEW PERMIT