

How to: Plumbing 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

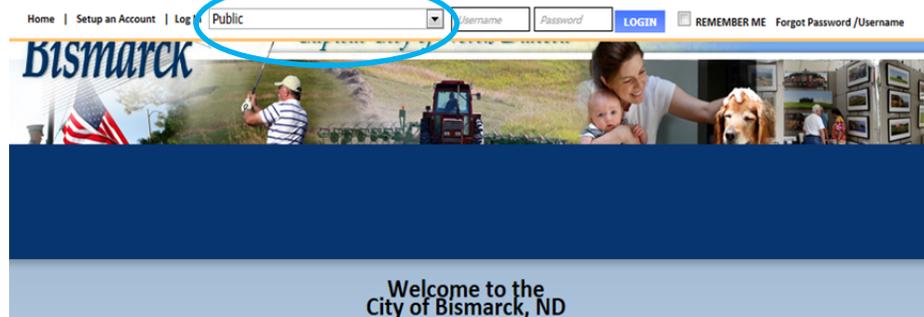
- 2.1** The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov and click on the *eTRAKiT Online System* link in the left margin.

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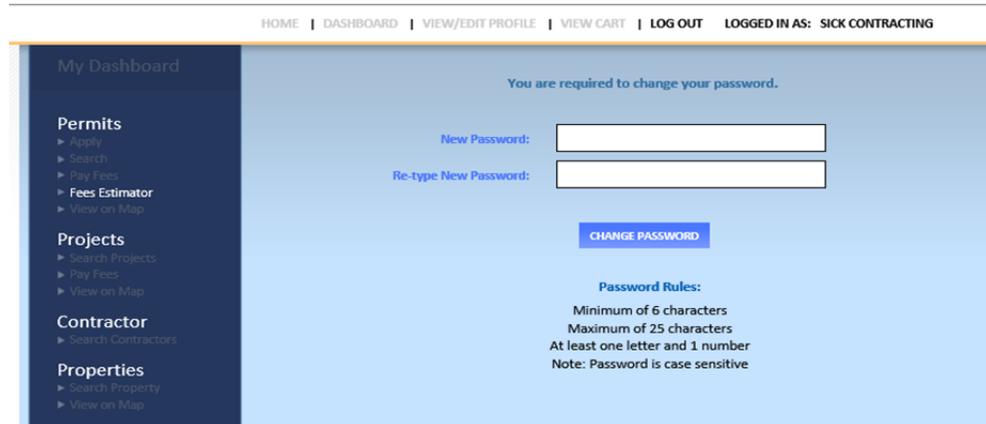
3.0 Log In one of two ways

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.

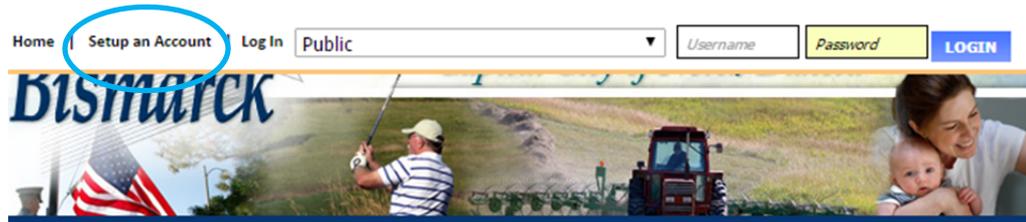


3.1.2 Click **LOGIN** button and you will be directed to change your password only the first time you login.



3.2 Public User Login Option to pay by credit card

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



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4.0 To Apply for a Plumbing Permit

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 Enter the total value of work for which the permit is issued.

The screenshot shows a multi-step process bar at the top with four steps: STEP 1 PERMIT INFORMATION (highlighted in blue), STEP 2, STEP 3, and STEP 4. Below the bar is the 'Permit Type Information' form. It contains the following fields:

- PERMIT Type: BUILDING PLUMBING (dropdown menu)
- *PERMIT Subtype: RESIDENTIAL (dropdown menu)
- *Short Description: UNDERGROUND AND ABOVE GROUND PLUMBING (text input)
- *Job Value: \$13,000.00 (text input)

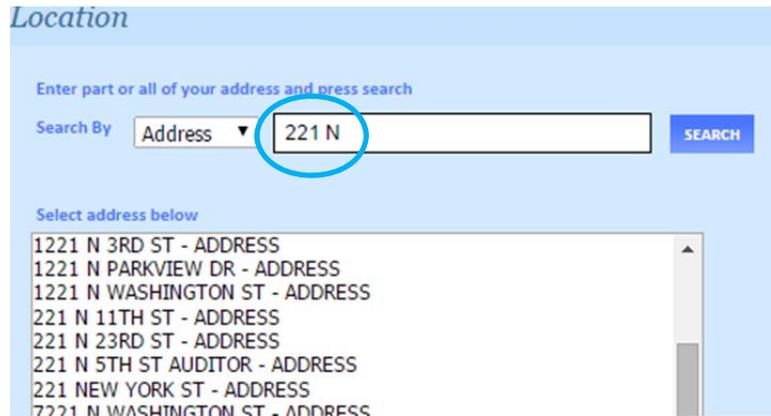
4.3.4 Enter Interceptor Information and select Property Location from drop down.

The screenshot shows the 'Additional Information' form. It has a minus sign icon in the top left corner. The form is titled 'PLUMBING' and contains the following fields:

- INTERCEPTER: COMBINATION (SAND/OIL) (dropdown menu)
- INTERCEPTER SIZE: 250 (text input)
- LOCATION: CITY OF BISMARCK (dropdown menu)

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- 4.3.5 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

- 4.3.8 Check the box if you are a property owner.

- 4.3.9 If Applicable upload the following Required Submittal Items (as stated in 1.4 above) as separate documents by clicking . Be sure to include the address in naming the file.

- 4.3.10 Click Upload.

- 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.

- 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.



STEP 1 **STEP 2 CONTACT INFORMATION** STEP 3 STEP 4

Application for a BUILDING PLUMBING Permit

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"/>

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4.5 Step 3 Review and Submit

4.5.1 If everything is correct click Next Step.

The screenshot shows a multi-step process for a permit application. Step 3, 'REVIEW AND SUBMIT', is the active step. The application is for a 'BUILDING PLUMBING' permit. The location is '221 N 5TH ST AUDITOR, BISMARCK 68, ND 58501 ORIGINAL PLAT'. The job value is \$13,000. The fee information shows a total of \$58.15, consisting of a \$58.15 fee for 'BUILDING DIVISION' and a \$0.00 fee for 'BUILDING PLUMBING'. The applicant is 'SICK CONTRACTING' and the owner is 'BISMARCK, CITY OF'. The contractor information is also 'SICK CONTRACTING'. There are buttons for 'CANCEL', 'PREVIOUS STEP', and 'NEXT STEP' at the bottom.

STEP 1	STEP 2	STEP 3 REVIEW AND SUBMIT	STEP 4
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Application for a BUILDING PLUMBING Permit

Permit Information [EDIT](#)

Type	BUILDING PLUMBING
Subtype	RESIDENTIAL
Description	UNDERGROUND AND ABO...
Job Value	13,000

Location [EDIT](#)

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

Contacts [EDIT](#)

Applicant Information

SICK CONTRACTING (701) 355-1485
221 N 5TH ST CSICK@BISMARCKND.GOV
BISMARCK, ND 58506

Owner Information

BISMARCK, CITY OF
PO BOX 5503
BISMARCK, ND 58506 - 6550

Contractor Information

SICK CONTRACTING (701) 355-1485
221 N 5TH ST CSICK@BISMARCKND.GOV
BISMARCK, ND 58506

Contact Person Information

Fee Information

Type	Amount
BUILDING DIVISION	\$58.15
BUILDING PLUMBING	\$8.15
Total Fees	\$58.15

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.

The screenshot shows the 'My Active Permits' dashboard with 8 total records. The table lists permits with columns for Permit No., Address, Type, Status, Inspection, and Fees Due. The permit with ID BPLB2015-0002 is highlighted, and its fee of \$58.15 is circled in blue.

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BMEC2015-0014	221 N 5TH ...	BUILDING MECHANICAL WATER HEATER	ISSUED		\$0.00			
BMEC2015-0015	221 N 5TH ...	BUILDING MECHANICAL NEW CONSTRUCTION	ISSUED		\$0.00			
BPLB2015-0002	221 N 5TH ...	BUILDING PLUMBING	APPROVED		\$58.15			
BRES2015-0008	221 N 5TH ...	BUILDING RESIDENTIAL NEW	ISSUED		\$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.

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5.0 Payment

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:	\$40.00
Total Payment:	\$40.00
First Name	<input type="text"/>
Last Name	<input type="text"/>
Credit Card Type	VISA <input type="button" value="v"/>
Credit Card Number	<input type="text"/>
Expiration Date	January <input type="button" value="v"/> 2015 <input type="button" value="v"/>
Billing Address	221 N 5TH ST
City	BISMARCK
State	North Dakota <input type="button" value="v"/>
Zip	58508 - <input type="text"/>
Email Confirmation	CSICK@BISMARCKND.GOV

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.