

## How to: Mechanical 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 <sup>th</sup> St. Bismarck, ND 58506-5503
By Phone	(701)355-1465
By Email	<a href="mailto:buildinginspections@bismarcknd.gov">buildinginspections@bismarcknd.gov</a>

#### 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

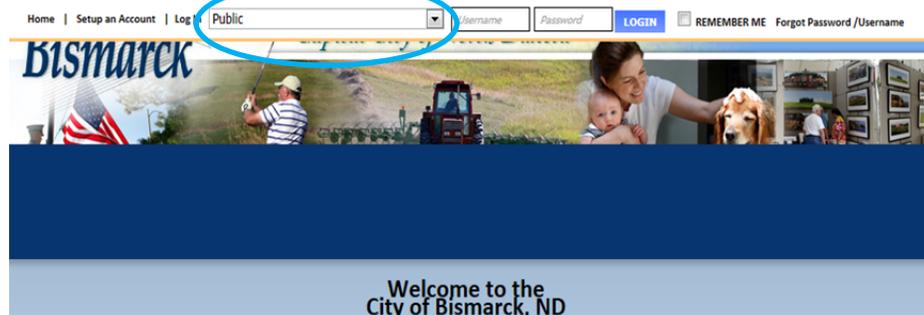
- 2.1** The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at [www.bismarcknd.gov](http://www.bismarcknd.gov) and click on the *eTRAKiT Online System* link in the left margin.

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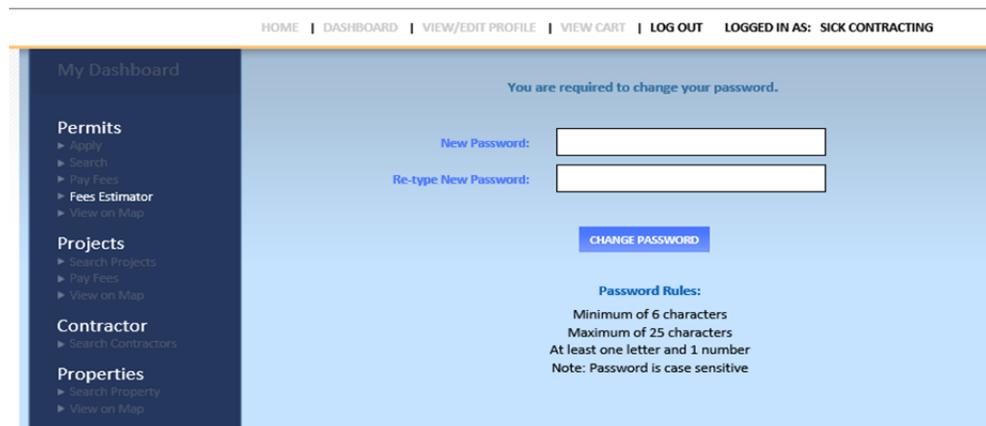
### 3.0 Log In one of two ways

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 Mechanical 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 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 form titled 'Permit Type Information'. It has three input fields: 'PERMIT Type' with a dropdown menu showing 'BUILDING MECHANICAL WATER HEATER', '\*Short Description:' with a text box containing 'INSTALL 50 GAL. WATER HEATER', and '\*Job Value' with a text box containing '\$950.00'.

4.3.4 Select Property Location from drop down.

The screenshot shows a form titled 'Additional Information'. It has a dropdown menu for 'MECHANICAL' and a dropdown menu for 'LOCATION:' showing 'CITY OF BISMARCK'.

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

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*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 MECHANICAL WATER HEATER 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"/>

### 4.5 Step 3 Review and Submit

**4.5.1** If everything is correct click Next Step.

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**Permit Application**

STEP 1    STEP 2    **STEP 3 REVIEW AND SUBMIT**    STEP 4

*Application for a BUILDING MECHANICAL WATER HEATER Permit*

**Permit Information** [EDIT](#)

Type	BUILDING MECHANICAL WATER HEATER
Subtype	
Description	INSTALL 50 GAL. WAT...
Job Value	950

**Location** [EDIT](#)

221 N 5TH ST AUDITOR  
BISMARCK 08, 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	\$40.00
BUILDING MECHANICAL	40.00
<b>Total Fees</b>	<b>\$40.00</b>

**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** 6 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BMEC2015-0014	221 N 5TH ...	BUILDING MECHANICAL WATER HEATER	APPROVED		\$40.00			
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.