

How to: Fire Firework

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. If you have any questions please contact the Fire Department in one of the following ways:

| | |
|-----------|---|
| In Person | Fire Department 1020 E Central Avenue Bismarck, ND 58501-1936 |
| By Phone | (701)355-1400 |
| By Email | rkunda@bismarcknd.gov |

1.3 Payment

eTRAKiT will 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. The following information is required to be submitted to complete the Fireworks Permit:

- a. Certificate of Insurance: The permittee shall furnish a bond or insurance in an amount deemed adequate by the Board of City Commissioners, but not less than two hundred fifty thousand dollars (\$250,000.00) per individual or five hundred thousand dollars (\$500,000.00) per occurrence, conditioned for the payment of all potential damages which may be caused either to a person or persons or to property by reason of the permitted display, and arising from any act of the permittee, its agents, employees or subcontractors.
- b. Certificate showing current certification (current license) as a Pyrotechnic operator as well as a copy of a current picture ID.
- c. Diagrams of display area, discharge layout and description of materials to be discharged.
- d. How pyrotechnic material will be stored.
- e. If applicable, how crowd control will be conducted to maintain a safe firing area.
- f. Date, location and time of display.
- g. Contact information including email and telephone numbers.

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 User Login

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



4.0 To Apply for a 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 in CAPS a description of the work to be completed.

4.3.3 Enter "0" for Job Value.

A screenshot of the 'Permit Application' form, Step 1: Permit Information. The form has a progress bar at the top with four steps: STEP 1 PERMIT INFORMATION (active), STEP 2, STEP 3, and STEP 4. Below the progress bar is the 'Permit Type Information' section. It contains the following fields: 'PERMIT Type' (dropdown menu with 'FIRE FIREWORK' selected), '*PERMIT Subtype:' (dropdown menu with 'INDOOR' selected), '*Short Description:' (text input field with 'AERIAL CONCERT AT CIVIC CENTER'), and '*Job Value' (text input field with '\$0.00').

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

A screenshot of the 'Location' search form. It has a heading 'Location' and a sub-heading 'Enter part or all of your address and press search'. Below this is a 'Search By' dropdown menu with 'Address' selected, followed by a text input field containing '221 N' and a 'SEARCH' button. Below the search bar is a list of address suggestions: '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', and '7771 N WASHINGTON ST - ADDRESS'.

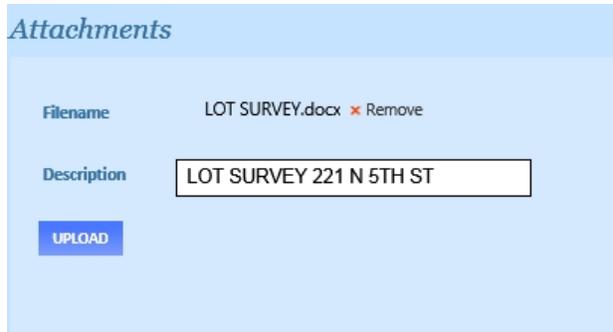
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4.3.5 Check if you are the pyrotechnics contractor.

4.3.6 Upload Required Submittal Items outlined in 1.4 above. Save documents with appropriate titles.

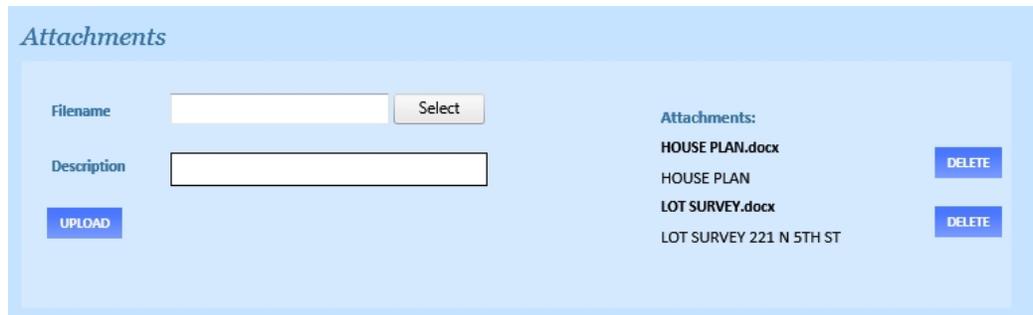
4.3.7 Upload the Required Submittal Items by clicking **Select**. Find the file you want to upload on your computer. Select the file. Then type in the file description including the address of the property.

4.3.8 Click Upload.



The screenshot shows a light blue box titled "Attachments". Inside, there is a "Filename" field containing "LOT SURVEY.docx" with a red "x" and the word "Remove" next to it. Below that is a "Description" field containing "LOT SURVEY 221 N 5TH ST". At the bottom left of the form is a blue "UPLOAD" button.

4.3.9 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 on the right. The form has a "Filename" field with a "Select" button, a "Description" field, and a blue "UPLOAD" button. The list on the right is titled "Attachments:" and contains three entries: "HOUSE PLAN.docx" with a blue "DELETE" button, "HOUSE PLAN", and "LOT SURVEY.docx" with a blue "DELETE" button. Below "LOT SURVEY.docx" is the text "LOT SURVEY 221 N 5TH ST".

4.3.10 Click Next Step.

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4.4 Step 2 Contact Information

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

| <i>Applicant Information</i> | | | |
|------------------------------|---|----------------|---|
| *Name | <input type="text" value="Ron Kunda"/> | *Phone | <input type="text" value="(701) 355-1410"/> |
| Address | <input type="text" value="1020 E Central Ave"/> | *Email Address | <input type="text" value="rkunda@bismarcknd.gov"/> |
| City | <input type="text" value="Bismarck"/> | | |
| State | <input type="text" value="ND"/> | Zip | <input type="text" value="58501"/> - <input type="text"/> |

| <i>Owner Information</i> | | | |
|--------------------------|--|---------------|--|
| *Name | <input type="text" value="BISMARCK, CITY OF"/> | Phone | <input type="text" value="() - -"/> |
| Address | <input type="text"/> | Email Address | <input type="text"/> |
| City | <input type="text" value="BISMARCK"/> | | |
| State | <input type="text" value="ND"/> | Zip | <input type="text" value="58506"/> - <input type="text" value="5503"/> |

| <i>Contractor Information</i> | | | |
|-------------------------------|--|----------------|--|
| *Name | <input type="text" value="Ron Kunda"/> | *Phone | <input type="text" value="() - -"/> |
| Address | <input type="text"/> | *Email Address | <input type="text" value="rkunda@bismarcknd.gov"/> |
| City | <input type="text"/> | License or ID | <input type="text"/> |
| State | <input type="text"/> | Zip | <input type="text"/> - <input type="text"/> |

| <i>Pyrotechnician Information</i> | | | |
|-----------------------------------|----------------------|---------------|---|
| Name | <input type="text"/> | Phone | <input type="text" value="() - -"/> |
| Address | <input type="text"/> | Email Address | <input type="text"/> |
| City | <input type="text"/> | | |
| State | <input type="text"/> | Zip | <input type="text"/> - <input type="text"/> |

| <i>Pyrotechnician Business Information</i> | | | |
|--|----------------------|---------------|---|
| Name | <input type="text"/> | Phone | <input type="text" value="() - -"/> |
| Address | <input type="text"/> | Email Address | <input type="text"/> |
| City | <input type="text"/> | | |
| State | <input type="text"/> | Zip | <input type="text"/> - <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 web interface for a permit application. At the top, a progress bar indicates four steps: STEP 1, STEP 2, STEP 3 REVIEW AND SUBMIT (highlighted in blue), and STEP 4. Below the progress bar, the title is "Application for a FIRE FIREWORK Permit".

The form is divided into several sections, each with an "EDIT" button:

- Permit Information:** Type: FIRE FIREWORK, Subtype: INDOOR, Description: DAYCARE CENTER INSP..., Job Value: 0.
- Location:** 1020 E CENTRAL AV, BISMARCK 15, ND 58501 REPLAT TIBESAR'S 1ST SUB.
- Contacts:** Applicant Information: Ron Kunda (701) 355-1410, 1020 E Central Ave, rkunda@bismarcknd.gov, Bismarck, ND 58501. Owner Information: BISMARCK, CITY OF, BISMARCK, ND 58506 - 6550. Contractor Information: Ron Kunda, rkunda@bismarcknd.gov. Pyrotechnician Information and Pyrotechnician Business Information sections are also present but empty.
- Fee Information:** Type: INDOOR - FIREWORKS, Amount: \$100.00. Total Fees: \$100.00.
- Attachments:** A button labeled "Here" for uploading additional attachments.

At the bottom of the form, there is a note: "Review the information prior to submission."

4.6 Step 4 To Pay for a Permit

4.6.1 The City of Bismarck accepts VISA, MasterCard and Discover credit cards.

4.6.2 From Checkout Summary select PAY NOW. Enter credit card information and select Process Payment. Upon approval the Applicant will be able to print a receipt.

The screenshot shows a payment form with the following fields and values:

- Total Fees: \$35.00
- Total Payment: \$35.00
- First Name: Ron
- Last Name: Kunda
- Credit Card Type: VISA (dropdown menu)
- Credit Card Number: [Empty text box]
- Expiration Date: January (dropdown menu) 2015 (dropdown menu)
- Billing Address: [Empty text box]
- City: [Empty text box]
- State: [Empty dropdown menu]
- Zip: [Empty text box] - [Empty text box]
- Email Confirmation: rkunda@bismarcknd.gov

At the bottom of the form, there are two buttons: "BACK TO STEP ONE" and "PROCESS PAYMENT".