

## How to: Fire Group Homes

### 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](mailto:rkunda@bismarcknd.gov)

#### 1.3 Payment

eTRAKiT will only accept VISA, MasterCard, and Discover card payments.

#### 1.4 Submittal Requirements

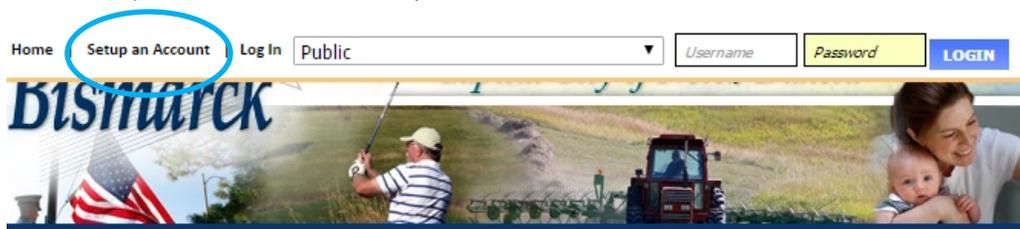
There are no required submittals for a Fire Group Homes Inspection.

### 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](http://www.bismarcknd.gov) and click on the *eTRAKiT Online System* link in the left margin.

### 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.



## How to: Fire Group Homes

4.2 Check the box next to “I Agree” and then click Continue.

### 4.3 Step 1 Enter Permit Information

4.3.1 Select Permit Type and SubType from drop down menu.

4.3.2 Enter ‘GROUP HOME INSPECTION’ in CAPS describing work to be completed.

4.3.3 Enter “0” for Job Value.

The screenshot shows the 'Permit Application' interface. At the top, a progress bar indicates four steps: STEP 1 PERMIT INFORMATION (highlighted), STEP 2, STEP 3, and STEP 4. Below the progress bar, the section is titled 'Permit Type Information'. It contains four input fields: 'PERMIT Type' with a dropdown menu set to 'FIRE GROUP HOMES', '\*PERMIT Subtype:' with a dropdown menu set to 'RENEWAL', '\*Short Description:' with a text box containing 'GROUP HOME INSPECTION', and '\*Job Value' with a text box containing '\$0.00'.

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

The screenshot shows the 'Location' search interface. It prompts the user to 'Enter part or all of your address and press search'. Below this, there is a 'Search By' dropdown menu set to 'Address', a text box containing '221 N', and a blue 'SEARCH' button. Below the search box, a list of addresses is displayed under the heading 'Select address below'. The list includes: 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.

4.3.5 Check box if you are a property owner.

4.3.6 There are no submittal requirements for this permit/inspection.

4.3.7 Click Next Step.

### 4.4 Step 2 Contact Information

4.4.1 Enter or confirm 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 the 'Permit Application' interface for Step 2: CONTACT INFORMATION. The progress bar at the top shows STEP 1, STEP 2 CONTACT INFORMATION (highlighted), STEP 3, and STEP 4. Below the progress bar, the section is titled 'Application for a FIRE DAYCARE CENTER Permit'. Underneath, the section is titled 'Applicant Information'. It contains six input fields: '\*Name' (Ron Kunda), '\*Phone' ((701) 355-1410), Address (1020 E Central Ave), '\*Email Address' (rkunda@bismarcknd.gov), City (Bismarck), and State (ND). There is also a Zip field with '58501' and a blank space for the last two digits.

## How to: Fire Group Homes

### 4.5 Step 3 Review and Submit

If everything is correct click Next Step.

*Permit Application*

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

*Application for a FIRE GROUP HOMES Permit*

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

Type	FIRE GROUP HOMES
Subtype	RENEWAL
Description	GROUP HOME INSPECTI...
Job Value	0

**Location** [EDIT](#)

1020 APPLE WY

**Fee Information**

Type	Amount
FIRE DAYCARE	\$35.00
GROUP HOME INSPECTION FEE	35.00
<b>Total Fees</b>	<b>\$35.00</b>

**Contacts** [EDIT](#)

**Applicant Information**

Ron Kunda (701) 355-1400  
1020 E Central Ave rkunda@bismarcknd.gov  
Bismarck, ND 58501

**Owner Information**

Ron Kunda  
rkunda@bismarcknd.gov

**Contractor Information**

**Attachments**

To upload additional attachments click [Here](#)

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

### 4.6 Step 4 Payment

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.

Total Fees: **\$35.00**

Total Payment: **\$35.00**

First Name

Last Name

Credit Card Type

Credit Card Number

Expiration Date

Billing Address

City

State

Zip  -

Email Confirmation

[BACK TO STEP ONE](#) [PROCESS PAYMENT](#)