

How to: Food Service License

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 Set up an Account

- A User Name and Password are required to obtain a license for all Environmental Health licenses.
- Click “Setup An Account” as a Public Registered user.
- Contact Environmental Health PRIOR to filling out this application.
- If you have any questions please contact us in one of the following ways:

In Person Bismarck-Burleigh Public Health
Environmental Health Division
500 E. Front Ave.
Bismarck ND 58504

By Phone (701)355-3400

By Email asattler@bismarcknd.gov

1.3 Payment

eTRAKiT will only accept VISA, MasterCard, and Discover card payments. Environmental Health does **not** accept billing accounts.

1.4 Submittal Requirements

Prior to beginning the application process, have all required submittal items ready to upload electronically. The following items are required when applying for a new food service license:

- a) Scale floor plans of facility
- b) List of all equipment used in kitchen, bar, serving areas, etc.
- c) Type of floor and wall covering
- d) Anticipated menu
- e) Volume of food anticipated to be served

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 User Login

3.1 Click “Setup an Account” to create your free account.



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4.0 To Apply for a License

4.1 Contact Environmental Health PRIOR to filling out this application

4.2 Select Apply for New Licenses from the Menu in the left margin.



4.3 License Application Step 1 Enter License Information

4.3.1 Select License Type and SubType from drop down menu.

4.3.2 Food service Sup-type descriptions

- Food Establishment: A facility that is preparing and offering potentially hazardous food that has been prepared from raw product.
 - a. Example: Full scale restaurant and fast food restaurant
- Bakery: Establishment that manufactures or prepares bread, bread products, pies, cakes, cookies, crackers, doughnuts or similar products and candy.
 - a. Example: Cake bakery or bread bakery
- Limited Food: A facility that is restricted to a specific menu that is determined by the department or an establishment that is serving only prepackaged foods, such as frozen pizza and sandwiches, which receive no more than heat treatment and are served directly in the package or on single-service articles.
 - a. Example: Continental breakfast at a lodging facility
- Hosp/School/Church: Kitchen at any hospital, school, childcare center or church
 - a. Example: Public School kitchens
- Processor <5,000sq.: A facility that manufactures, packages, labels or stores food for human consumption and typically does not provide food directly to a consumer. License is based on the square footage of the facility.
 - a. Example: Coffee roaster
- Processor > 5,000sq.: A facility that manufactures, packages, labels or stores food for human consumption and typically does not provide food directly to a consumer. License is based on the square footage of the facility.
 - a. Example: Coffee roaster
- Retail w/ process: A facility that offers retail food i.e. food that a customer consumes off site and prepares limited food i.e. commercially processed food that is being reheated.
 - a. Example: Gas station that sells hot dogs and pizza, but also sells milk and eggs.

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- Retail wo/process: A facility that offers retail food only i.e. food that a customer consumes off site.
 - a. Example: Gas station selling milk and eggs.
- Frozen Dessert: Any establishment that sells soft serve ice cream or yogurt.
- Ice Cream Truck: There is a fee per truck
- Multiple Food Lic: An establishment that has more than one of the above licenses
 - a. Example: Grocery store with a bakery, deli and meat market
- Bar/Tavern: An establishment that serves alcoholic drinks only and no potentially hazardous food i.e. food that requires temperature control
- Vending Machine: A vending machine that sells potentially hazardous foods, i.e. food that requires temperature control.
 - a. Example: A vending machine selling cold turkey sandwiches.

4.3.3 Enter facility name in licensee name box.

The screenshot shows a form titled "License Information". It contains several input fields and dropdown menus. The "Type" dropdown is set to "FOOD SERVICE" and the "SubType" dropdown is set to "ICE CREAM TRUCK". The "*Licensee Name" field contains the text "PEOPLE'S PANTRY". Below this, there are two empty input fields: "ND License Number" and "Corporate Name (Admin)".

4.3.4 Additional Information: The following information must be entered:

- Anticipated volume of food to be served
- Any other information you feel is important

The screenshot shows a form titled "Additional Information". It features a list of food establishment types, each with a checkbox. The types are: "FOOD ESTABLISHMENT:", "BAKERY:", "LIMITED FOOD SERVICE:", "HOSP/SCHOOL/CHURCH:", "PROCESSOR < 5,000 SQ:", "PROCESSOR > 5,000 SQ:", "RETAIL W/PROCESS:", "RETAIL W/O PROCESS:", "TEMP RETAIL FOOD:", "FROZEN DESSERT:", and "ICE CREAM TRUCK:". There is a text input field next to "ICE CREAM TRUCK:". Above the list, there is a section titled "MULTIPLE FOOD" with a sub-section "ENTER FOR MFL ONLY:" followed by a text input field.

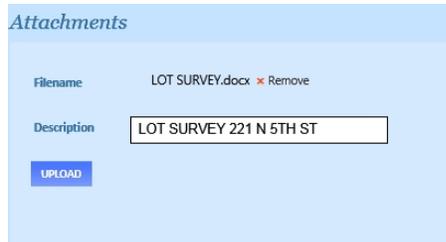
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4.3.5 Upload Required Submittal Items as stated in **1.4** above. Label with appropriate titles.

- Scale floor plans of facility
- List of all equipment used in kitchen, bar, serving areas, etc.
- Type of floor and wall covering
- Anticipated menu

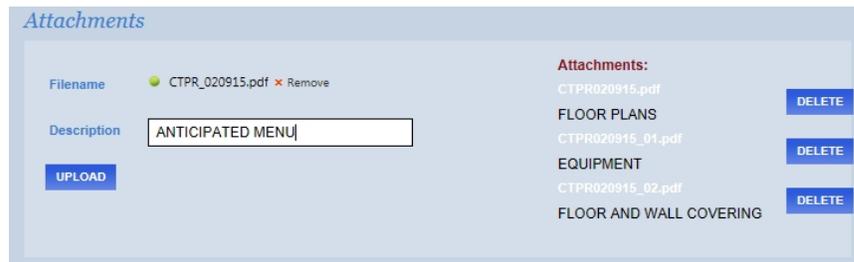
4.3.6 Upload the Required Submittal Items by clicking **Select**. Find the file you want to upload on your computer. Select the file. Then type in the file description including the address of the property.

4.3.7 Click Upload.



The screenshot shows a form titled "Attachments" with a light blue header. Below the header, there is a "Filename" field containing "LOT SURVEY.docx" with a small "x Remove" icon to its right. Below that is a "Description" text input field containing "LOT SURVEY 221 N 5TH ST". At the bottom left of the form is a blue "UPLOAD" button.

4.3.8 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 of a web interface. On the left, there is an upload form with a "Filename" field containing "CTPR_020915.pdf" and a "Description" field containing "ANTICIPATED MENU". A blue "UPLOAD" button is at the bottom left. To the right of the form, under the heading "Attachments:", there is a list of files: "CTPR020915.pdf", "FLOOR PLANS", "CTPR020915_01.pdf", "EQUIPMENT", "CTPR020915_02.pdf", and "FLOOR AND WALL COVERING". Each file name has a blue "DELETE" button to its right.

4.3.9 Click Next Step.

4.4 Step 2 Address/Contact Information

4.4.1 Enter part of the address and Search. Select the correct address or "Not Listed"



The screenshot shows a form titled "License Address" with a light blue header. Below the header, there is a search prompt: "Enter all or part of the address and press search". Below this is a text input field containing "1020 E" and two buttons: "SEARCH" and "NOT LISTED". Below the search field, there is a section titled "Select address below" with a list of addresses: "1020 E C AV", "1020 E CAPITOL AV", "1020 E CENTRAL AV", "1020 E HIGHLAND ACRE RD", "1020 E INDIANA AV", "1020 E LASALLE DR", and "1020 E TURNPIKE AV". Below the list, there are five input fields for contact information: "Print Name As", "Email Address", "Phone", "Fax", and "Emergency". Each of these fields has a small icon to its left.

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4.4.2 Print name as: How you want facility listed on license

4.4.3 E-mail address of facility

4.4.4 Phone number of facility

4.5.5 Fill in other information which applies

License Address

1020 E CENTRAL AV
BISMARCK, ND 58501

Address Lookup

Print Name As

Email Address

Phone

Fax

Emergency

4.5 Step 3 Review and Submit

4.5.1 If everything is correct click Next Step.

Application for a FOOD SERVICE License

Review the information below prior to submitting the application

License Information [EDIT](#)

Type: FOOD SERVICE
Subtype: FOOD ESTABLISHMENT
Licensee: Facility name
ND License Number
Corporate Name (Admin)

License Address [EDIT](#)

1020 E CENTRAL AV
BISMARCK, ND 58501

Mailing Address [EDIT](#)

Contacts [EDIT](#)

Owner Information
Applicant Information
Business Owner Information

Additional Information [EDIT](#)

Fees

Total Fees: \$0.00

Attachments

To upload additional attachments click [Here](#)

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

4.6 Step 4 To Pay for a License

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 and a receipt will be emailed to the Applicant's email address.

4.6.3 Once application has been submitted someone from Environmental Health will be in contact with you.