How to: Septic 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 5th 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 will be listed and additional information regarding design details 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.

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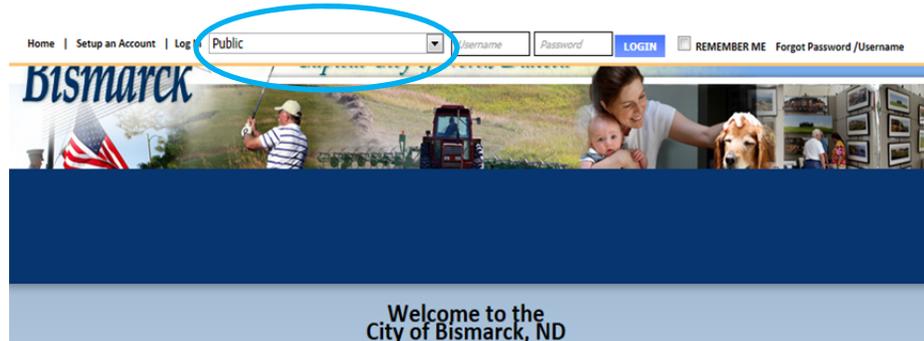
3.1.2 Click [LOGIN] button and you will be directed to change your password only the first time you login.
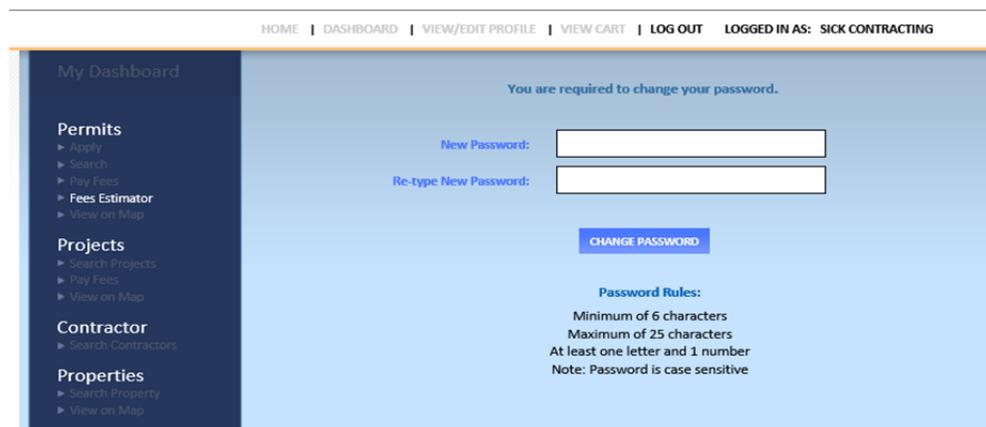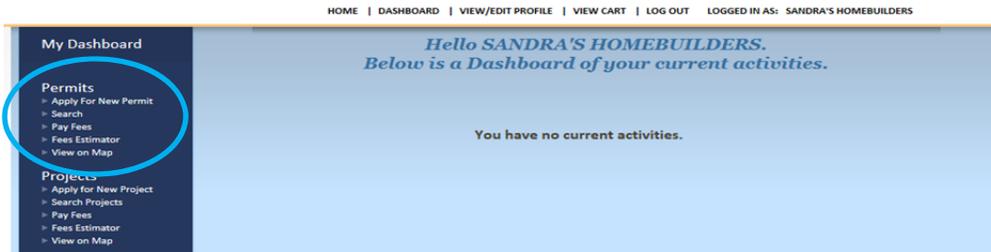

3.2 Public User Login Option to pay by credit card

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

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4.0 To Apply for a Septic 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. This will not impact permit fee.

4.3.4 Enter information regarding septic size and location.

4.3.5 Enter Building Location

4.3.6 Notate that submittal requirements are ready for upload. Additional information regarding the site plan requirements is available by clicking on the Tips.

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

4.3.8 Check the box if you are a property owner or contractor.

4.3.9 If Applicable upload the required submittal Items as separate documents by clicking Select . 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. Required fields will be notated with an asterisk (*). When all required fields are entered select [NEXT STEP] .

4.5 Step 3   Review and Submit

4.5.1 If everything is correct click Next Step.
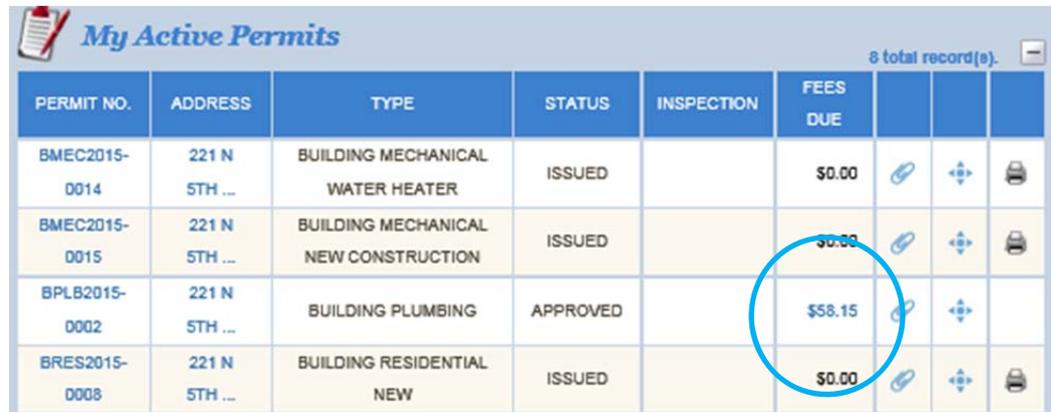

4.6 Step 4   To Pay for a Permit

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.

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.

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.
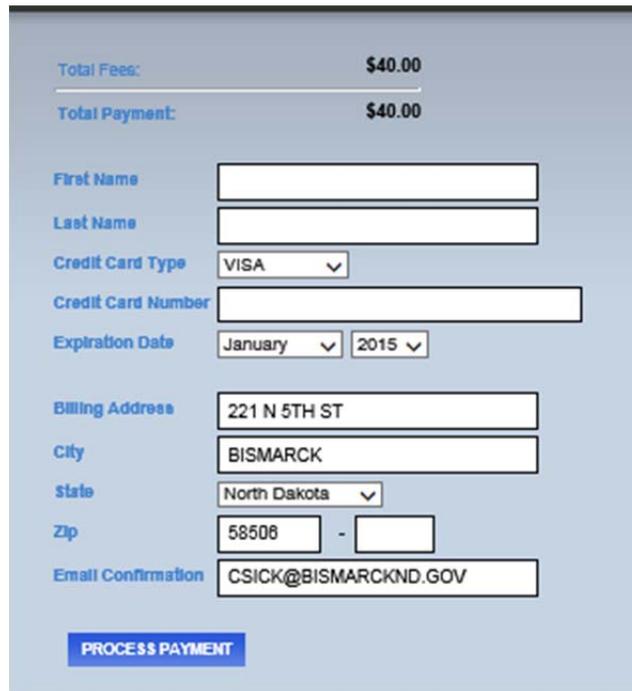
5.2 Payment Option 2   Bill Me (Contractors Only)

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.