

## How to: Schedule an Inspection

***Place your department contact information here:***

Department    Community Development

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>

## How to: Schedule an Inspection

### Permits

A User Name and Password are required to apply for a permit. Accounts must be setup by City staff if you are a contractor, developer or builder.

**Public Registered:** A User Name and Password are required to apply for a permit, schedule inspections and view detailed information. Click "Setup An Account" to create your free account.

**Contractors/Developers/Builders:** A User Name and Password are required for applications. Contractor/Developer/Builder accounts must be setup by City staff.

### Projects

A User Name and Password are required for projects. Contractor/Developer/Builder accounts must be setup by City staff.

**Contractors/Developers/Builders:** You must be registered to use eTRAKiT. Contractors licensed with the State of North Dakota can register as an eTRAKiT user by contacting the City of Bismarck Building Inspections Division in one of the following ways:

### Licenses

A User Name and Password is required to obtain a license. Click "Setup An Account" as a Public Registered user. You must be registered to use eTRAKiT.

**Public Registered:** A User Name and password is required to schedule inspections and view detailed information. Click Setup An Account to create your free account.

**Contractors/Developers/Builders:** You must be registered to use eTRAKiT. Contractors licensed with the State of North Dakota can register as an eTRAKiT user by contacting the City of Bismarck Building Inspections Division one of the following ways:

## How to: Schedule an Inspection

### 1.0 Getting Started

Welcome to the City of Bismarck's Land Records Management eTRAKiT system. Registered users who create an account will have the ability to pay fees, apply for permits and licenses, schedule inspections, and view their associated records in detail.

#### 1.1 Be prepared before you log in

##### 1.1.1 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.**

##### 1.1.2 Registration

You must be a registered eTRAKiT user to use the eTRAKiT software. Contractors licensed with the State of North Dakota can register by contacting the City of Bismarck Building Inspections Division 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
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##### 1.1.3 Payment

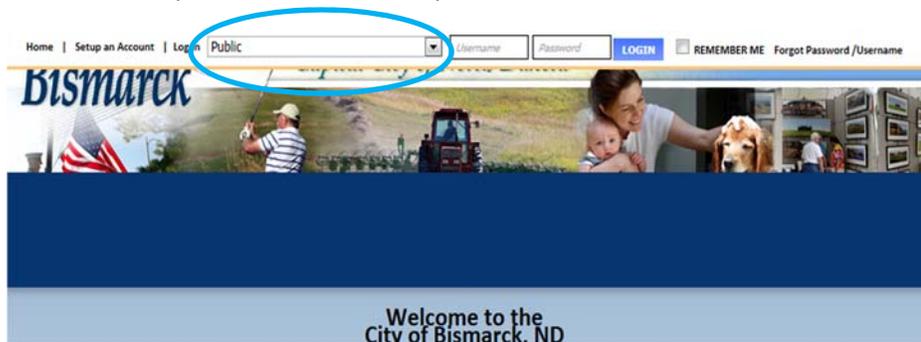
If you want to be billed by the City of Bismarck first open an account by contacting Building Inspections at 701-355-1465. eTRAKiT will only accept VISA, MasterCard, and Discover card payments.

### 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).

### 3.0 Registered User Login

3.1 Change login type to *Registered Contractor/Developer/Builder*. Choose Contractor Name from Username drop down list, and enter password.



## How to: Schedule an Inspection

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: SICK CONTRACTING

My Dashboard

- Permits
  - Apply
  - Search
  - Pay Fees
  - Fees Estimator
  - View on Map
- Projects
  - Search Projects
  - Pay Fees
  - View on Map
- Contractor
  - Search Contractors
- Properties
  - Search Property
  - View on Map

You are required to change your password.

New Password:

Re-type New Password:

[CHANGE PASSWORD](#)

**Password Rules:**  
Minimum of 6 characters  
Maximum of 25 characters  
At least one letter and 1 number  
Note: Password is case sensitive

### 4.0 To Schedule an Inspection

4.1 Under the Permits heading select Search.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: SANDRA'S HOMEBUILDERS

My Dashboard

- Permits
  - Apply For New Permit
  - Search
  - Pay Fees
  - Fees Estimator
  - View on Map
- Projects
  - Apply For New Project
  - Search Projects
  - Pay Fees
  - Fees Estimator
  - View on Map

Hello SANDRA'S HOMEBUILDERS.  
Below is a Dashboard of your current activities.

You have no current activities.

4.2 Use drop downs to search by Site Address, Permit number, or Permit Type

**Permit Search**

Search By:    [SEARCH](#) [Click here for search examples](#)

MAP  ON

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4.3 Choose permit from list generated by search.

<i>Permits</i>			PRINT	EXPORT TO EXCEL
Site Address	Permit #	Permit Type		
205 E DENVER AV	BRES2015-0013	BUILDING RESIDENTIAL NEW		

4.3.1 To schedule an inspection the permit status must be ISSUED

### Search Results

Permit #
BRES2015-0013

### Permit #BRES2015-0013

Permit

Permit Info | Site Info | Contacts (5) | Fees \$1,144.25 | Inspections (6) | Re

Type: BUILDING RESIDENTIAL NEW  
Subtype: SINGLE FAMILY DWELLING  
Short Description: SINGLE FAMILY HOUSE WITH 1527SF UNFINISHED BASEMENT  
Status: ISSUED  
Applied Date: 2/26/2015  
Issued Date: 4/23/2015  
Approved Date: 4/23/2015  
Finaled Date:  
Expiration Date: 10/20/2015  
Notes:

4.4 Select the Inspection Tab.

### Permit #BRES2015-0013

Permit

Permit Info | Site Info | Contacts (5) | Fees \$1,144.25 | Inspections (6) | Re

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- 4.5 Click on Schedule next to the inspection you wish to request. Please note that inspections must be completed in the sequence listed. An inspection cannot be scheduled unless all prior required inspections have been passed.

**Permit #BRES2015-0013**

Permit

Permit Info Site Info Contacts (5) Fees \$1,144.25 Inspections (6) Re

Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	
BUILDING FOO...	1		Schedule				More Info
BUILDING FOU...	2		Schedule				More Info
BUILDING DRAI...	3		Schedule				More Info
BUILDING FIRE...	4		Schedule				More Info
BUILDING FRA...	5		Schedule				More Info
BUILDING FINA...	0						More Info

- 4.6 Confirm the address and contact information. Add any additional notes in the space provided. (Example: *Lockbox code 1234* or *Call when on the way*). Select your Requested Date and Time (AM/PM). Once all information is entered, select Submit.

**Schedule BUILDING FOOTING PERMIT Inspection - BRES2015-0013**

Contact Name: SICK CONTRACTING

Phone Number: (701) 355-1465

Site Address: 205 E DENVER AV

Email Address: CSICK@BISMARCKND.GOV

Notes:

Inspection Type: BUILDING FOOTING

Requested Date: 4/24/2015

Time: AM

SUBMIT CANCEL RESET

- 4.6.1 Inspections will be scheduled based on inspector availability. All inspections received after 3:30PM will be scheduled for the following business day. If an inspection cannot be completed as requested a member of the Building Inspections office will contact you at the phone number provided.

## How to: Schedule an Inspection

### 5.0 To See the Results of Your Inspection

- 5.1 Search for the permit as explained in Section 4 and go to the Inspections Tab. Your result will be listed in the Result column and inspection notes can be seen by selecting More Info.

**Permit #BRES2015-0013**

Print Permit

Permit Info | Site Info | Contacts (5) | Fees \$1,144.25 | Inspections (6) | Results

Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	
BUILDING FOO...	1		<a href="#">Schedule</a>				<a href="#">More Info</a>
BUILDING FOU...	2		<a href="#">Schedule</a>				<a href="#">More Info</a>
BUILDING DRAI...	3		<a href="#">Schedule</a>				<a href="#">More Info</a>
BUILDING FIRE...	4		<a href="#">Schedule</a>				<a href="#">More Info</a>
BUILDING FRA...	5		<a href="#">Schedule</a>				<a href="#">More Info</a>
BUILDING FINA...	0						<a href="#">More Info</a>