

How to: Building 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 5 th 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 can be found [HERE](#).

2.0 How to Access eTRAKiT

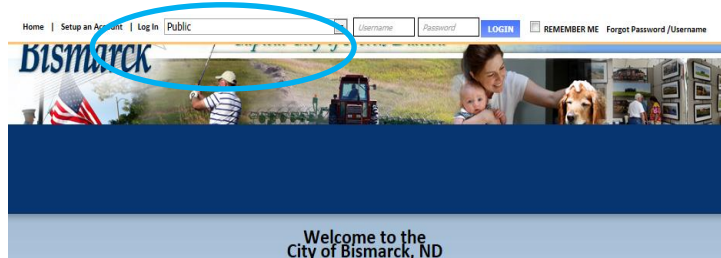
- 2.1** The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov.

How to: Building Permit Application

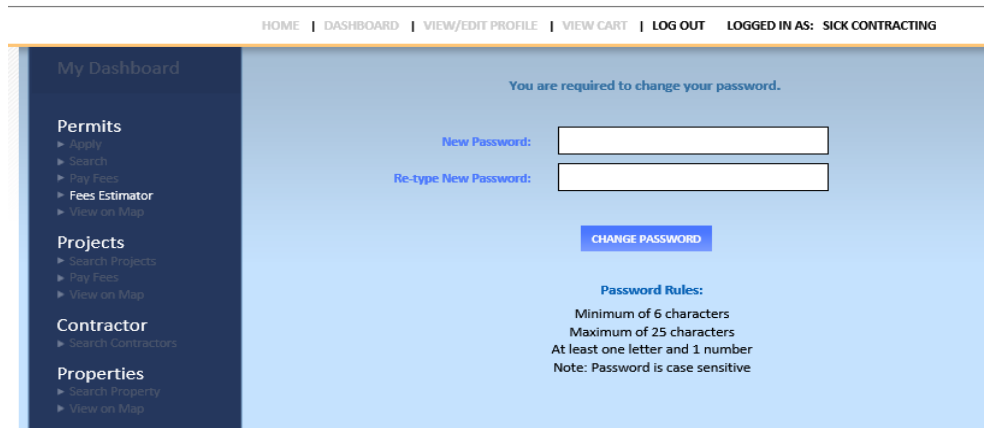
3.0 Log in one of two ways

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

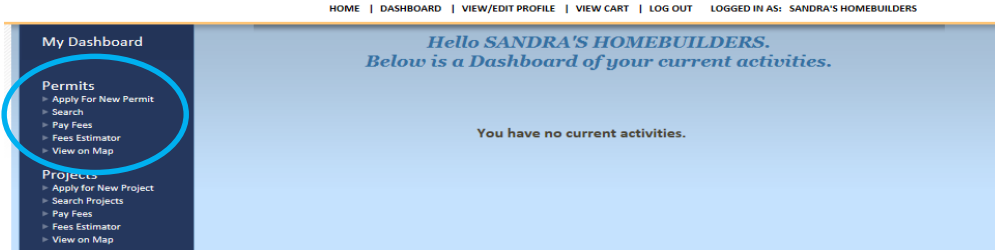
3.2.1 Click "Setup an Account" to create your free account.



How to: Building Permit Application

4.0 To Apply for a Building Permit

4.1 Select Apply for a Permit from the Menu in the left margin.



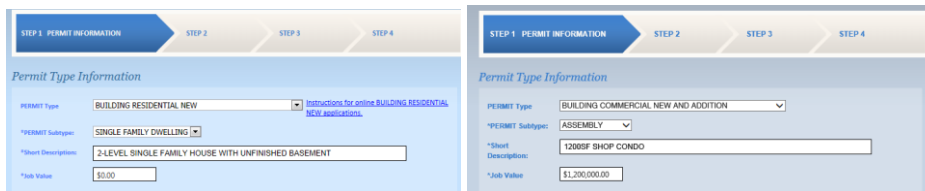
4.2 Check the box next to "I Agree" and then click Continue.

4.3 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 value of work to be completed in job value. Total project cost must include the total value of all construction work as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, and any other permanent equipment.



- For **Residential Applications** enter the square foot values of the work to be completed. Please note that these values may be changed based on review of submitted plans.

GARAGE SQ. FT.:	400.00
FIRST FLOOR SQ. FT.:	1,237.00
SECOND FLOOR SQ. FT.:	1,200.00
UNFINISHED BASEMENT SQ. FT.:	
FINISHED BASEMENT SQ. FT.:	1,450.00
DECK SQ. FT.:	120.00
ENTRY SQ. FT.:	60.00
FOUNDATION TYPE SQ. FT.:	BASEMENT
ACCESSORY BUILDING SQ. FT.:	
PATIO SQ. FT.:	
TOTAL FINISHED AREA SQ. FT.:	2,437

How to: Building Permit Application

4.3.5 For **Building Residential New** construction enter

- Service Line Size, Number of Water Meters
- Public Right of Way (R.O.W) Concrete

Public R.O.W. Concrete Options

4.3.5.1 Assessed – The city will hire a contractor to pour this concrete and the bill will be paid through the specials and annual taxes

4.3.5.2 Private – The general contractor is responsible to hiring a sub to pour the concrete. The sub-contractor must be bonded with the city and pull a permit with the city engineering department.

4.3.5.3 Bill – The city will hire a contractor and upon completion, the city assessing department will issue a bill to the general contractor for payment.

4.3.5.4 N/A – Use for remodels and other projects that do not require new concrete to be poured. Also use for permits applied for in Bismarck ETA, City of Lincoln, and Lincoln ETA (ETA – Extra Territorial Area). Contact building inspections to determine if the property in question is in one of these areas.

SERVICE LINE SIZE:	1" ▼
SIGNED WATER AGREEMENT:	<input checked="" type="checkbox"/>
No. of 3/4" WATER METERS:	<input type="text"/>
No. of 1" WATER METERS:	<input type="text" value="1"/>
No. of 1 1/2" WATER METER:	<input type="text"/>
No. of 2" WATER METERS:	<input type="text"/>
WATER METER NOTES:	<input type="text"/>
PUBLIC R.O.W. CONCRETE:	▼

4.3.6 For **Building Commercial New and Addition** construction only enter information for

- Check box next to Signed Water Agreement to have water turned on at construction site prior to installation of the meter.
- Include any additional notes in space provided. (Property within City of Bismarck only)
- Public Right of Way (R.O.W) Concrete.

Public R.O.W. Concrete Options

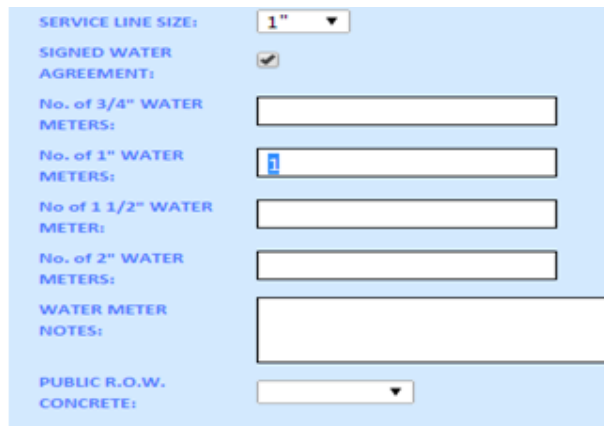
4.3.6.1 Assessed – The city will hire a contractor to pour this concrete and the bill will be paid through the specials and annual taxes

4.3.6.2 Private – The general contractor is responsible to hiring a sub to pour the concrete. The sub-contractor must be bonded with the city and pull a permit with the city engineering department.

How to: Building Permit Application

4.3.6.3 Bill – The city will hire a contractor and upon completion, the city assessing department will issue a bill to the general contractor for payment.

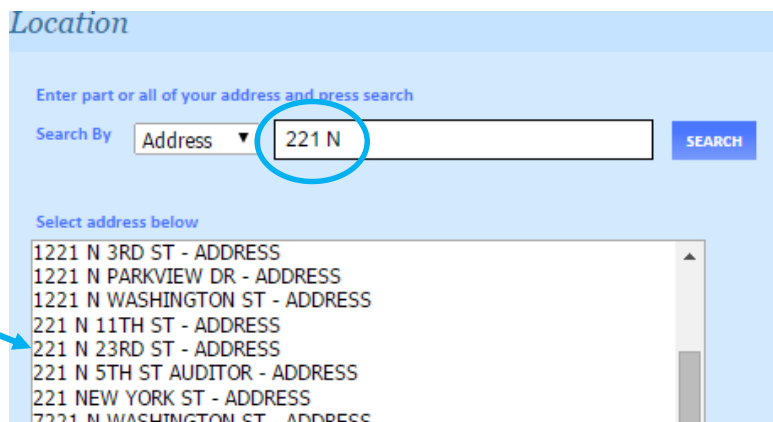
4.3.6.4 N/A – Use for remodels and other projects that do not require new concrete to be poured. Also use for permits applied for in Bismarck ETA, City of Lincoln, and Lincoln ETA (ETA – Extra Territorial Area). Contact building inspections to determine if the property in question is in one of these areas.



A screenshot of a form with a light blue background. The form contains the following fields and options:

- SERVICE LINE SIZE:** A dropdown menu with "1" selected.
- SIGNED WATER AGREEMENT:** A checked checkbox.
- No. of 3/4" WATER METERS:** An empty text input field.
- No. of 1" WATER METERS:** A text input field containing the number "1".
- No of 1 1/2" WATER METER:** An empty text input field.
- No. of 2" WATER METERS:** An empty text input field.
- WATER METER NOTES:** A large empty text area.
- PUBLIC R.O.W. CONCRETE:** A dropdown menu.

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



A screenshot of a web interface titled "Location". It features a search bar with the text "Enter part or all of your address and press search". Below the search bar, there is a "Search By" dropdown menu set to "Address" and a text input field containing "221 N". A blue circle highlights the "221 N" text. To the right of the input field is a blue "SEARCH" button. Below the search bar, there is a list of addresses under the heading "Select address below". A blue arrow points to the first address in the list: "1221 N 3RD ST - ADDRESS".

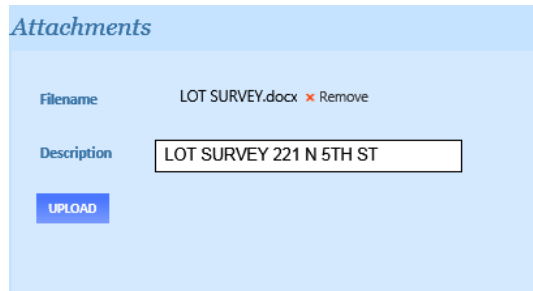
1221 N 3RD ST - ADDRESS
1221 N PARKVIEW DR - ADDRESS
1221 N WASHINGTON ST - ADDRESS
221 N 11TH ST - ADDRESS
221 N 23RD ST - ADDRESS
221 N 5TH ST AUDITOR - ADDRESS
221 NEW YORK ST - ADDRESS
7221 N WASHINGTON ST - ADDRESS

4.3.8 Check the box if you are a property owner.

4.3.9 Upload the following Required Submittal Items (as stated in 1.4 above) as separate documents by clicking **Select**. Be sure to include the address in naming the file.

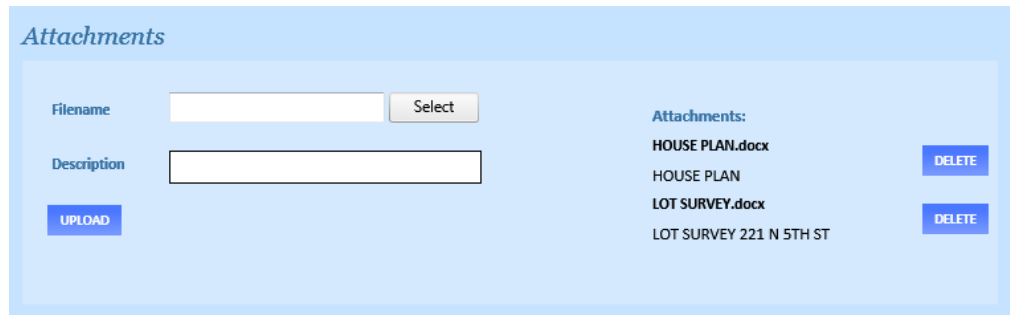
How to: Building Permit Application

4.3.10 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 box is a blue "UPLOAD" button.

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.



The screenshot shows the "Attachments" section. On the left, there is a form with "Filename" (a text box and a "Select" button), "Description" (a text box), and a blue "UPLOAD" button. On the right, under the heading "Attachments:", there is a list of files: "HOUSE PLAN.docx" with a blue "DELETE" button, "HOUSE PLAN", "LOT SURVEY.docx" with a blue "DELETE" button, and "LOT SURVEY 221 N 5TH ST".

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.



The screenshot shows a progress bar at the top with four steps: "STEP 1", "STEP 2 CONTACT INFORMATION" (highlighted in blue), "STEP 3", and "STEP 4". Below the progress bar is a blue header "Application for a BUILDING RESIDENTIAL NEW Permit". Underneath is the "Applicant Information" section with the following fields:
*Name: SICK CONTRACTING
*Phone: (701) 355-1465
Address: 221 N 5TH ST
*Email Address: CSICK@BISMARCKND.GOV
City: BISMARCK
State: ND
Zip: 58506 - []

How to: Building Permit Application

4.5 Step 3 Review and Submit

4.5.1 If everything is correct click Next Step

Permit Application

STEP 1 STEP 2 STEP 3 REVIEW AND SUBMIT STEP 4

Application for a BUILDING RESIDENTIAL NEW Permit

Permit Information

Type: BUILDING RESIDENTIAL NEW
Subtype: SINGLE FAMILY DWELLING
Description: 12312123123123
Job Value: 0

Location

1231 N 11TH ST
BISMARCK 4, ND 58501 REPLAT OF CALKINS

Contacts

Applicant Information

SICK CONTRACTING (701) 355-0465
221 N 5TH ST CSICK@BISMARCKND.GOV
BISMARCK, ND 58506

Owner Information

ZIESCH, MICHAEL D
BISMARCK, ND 58501 - 1270

Contractor Information

SICK CONTRACTING (701) 355-0465
221 N 5TH ST CSICK@BISMARCKND.GOV
BISMARCK, ND 58506

Contact Person Information

Cancel Contractor Information

Fee Information

Type	Amount
BUILDING DIVISION	\$0.00
BUILDING RESIDENTIAL	0.00
PUBLIC WORKS WATER METER	\$0.00
3/4" WATER METER	0.00
3/4" METER, MANU LBR	0.00
3/4" TAP LABOR	0.00
3/4" TAP MACHINE	0.00
3/4" SALES TAX	0.00
1" WATER METER	0.00
1" METER & MANU L...	0.00
1" TAP LABOR	0.00
1" TAP MACHINE	0.00
1" SALES TAX	0.00
1 1/2" WATER METER	0.00
1 1/2" MTR, MANU LBR	0.00
1 1/2" TAP LABOR	0.00
1 1/2" TAP MACHINE	0.00
1 1/2" SALES TAX	0.00
2" WATER METER	0.00
2" METER & MANU L...	0.00
2" TAP LABOR	0.00
2" TAP MACHINE	0.00
2" SALES TAX	0.00
Total Fees	\$0.00

Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

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

My Active Permits

3 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE			
BRES2015-0008	221 N 5TH ...	BUILDING RESIDENTIAL NEW	ISSUED		\$0.00			
BRES2015-0013	205 E DENV...	BUILDING RESIDENTIAL NEW	APPROVED		\$1,144.25			
BRES2015-0025		BUILDING RESIDENTIAL NEW	SUBMITTED		\$0.00			

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.

How to: Building Permit Application

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.

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

Total Fees:	\$1,144.25
Total Payment:	\$1,144.25
First Name	<input type="text"/>
Last Name	<input type="text"/>
Credit Card Type	VISA
Credit Card Number	<input type="text"/>
Expiration Date	January 2015
Billing Address	221 N 5TH ST
City	BISMARCK
State	North Dakota
Zip	58506 - <input type="text"/>
Email Confirmation	CSICK@BISMARCKND.GOV

At the bottom of the form is a blue button labeled "PROCESS PAYMENT".

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.