

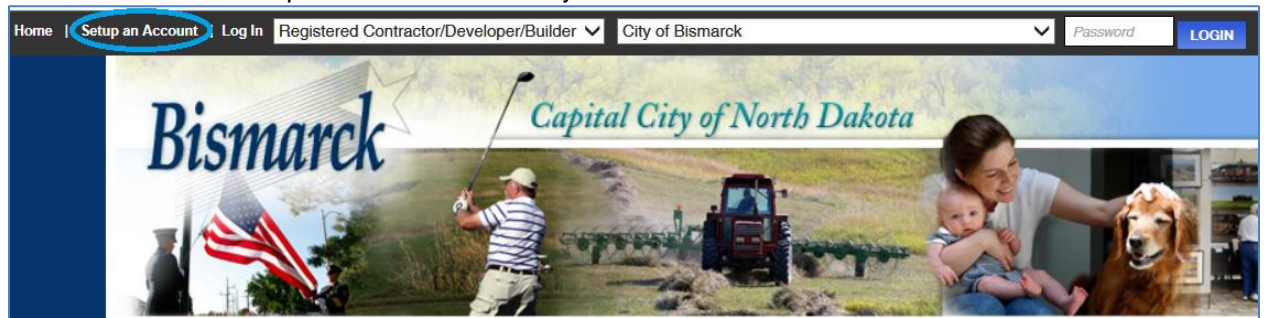
1.0 Getting Started: Be prepared before you log in

1.1 Know that

- eTRAKiT will time out 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

Create a Username and Password to apply for a twin home site plan and to view detailed information. Click *Set up an Account* to create your free account.



If you have any questions, please contact the Engineering Department in one of the following ways:

- | | |
|-----------|---|
| In Person | City/County Building Engineering Department 221 N. Fifth Street Bismarck, North Dakota |
| By Phone | (701)355-1505 |
| By Email | bisengd@bismarcknd.gov |

1.3 Payment

eTRAKiT accepts VISA, MasterCard, and Discover card payments. You also have the option of choosing *Bill Me*.

1.4 Submittal Requirements

Prior to beginning the application process, have all the following required submittal items ready to upload electronically:

- Completed site plan application. Click [HERE](#).
- Completed pdf of the site plan drawing.

2.0 How to Access eTRAKiT

2.1 The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/default.aspx>. You may also access eTRAKiT through the City of Bismarck home page at www.bismarcknd.gov and click on the *Online Services* blue button and then *Online Permits eTRAKiT* in the left margin.

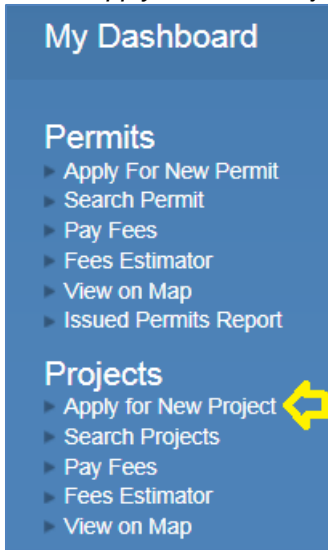
3.0 User Log In

3.1 Log in to your account.

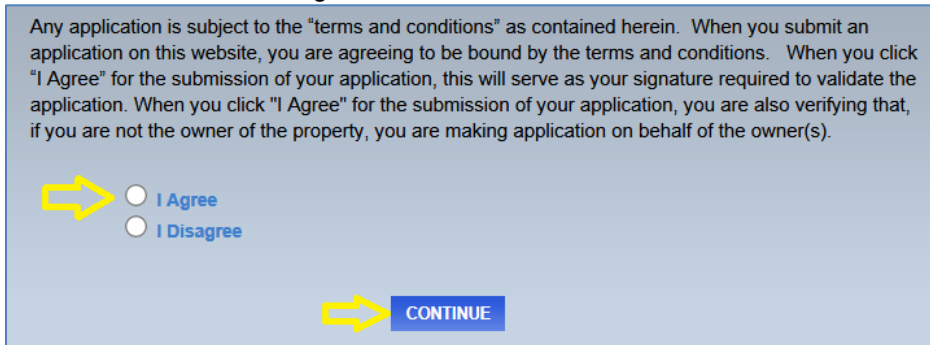


4.0 PROJECTS: How to Submit a Twin Home Site Plan for Review

4.1 Select *Apply For New Project* from My Dashboard in the left margin.



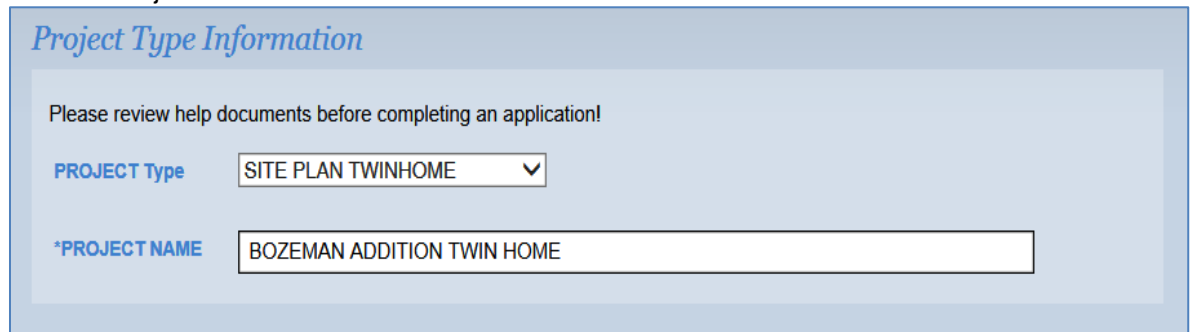
4.2 Check the box next to "I Agree" and then click *Continue*.



4.3 Step 1 Enter Project Information

4.3.1 Select Project Type from the drop down menu.

4.3.2 Enter the Project Name **in all CAPS**.

A screenshot of a form titled "Project Type Information". It contains a heading "Please review help documents before completing an application!". Below this, there are two input fields. The first is labeled "PROJECT Type" and is a dropdown menu with "SITE PLAN TWINHOME" selected. The second is labeled "*PROJECT NAME" and is a text input field containing "BOZEMAN ADDITION TWIN HOME".

4.3.3 Enter part of the address and click *Search*. Then select the correct address for the project.

Location

***Enter all or part of the address and press search**

Search By Address

SEARCH

Select address below

- 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 - ADDRESS
- 221 NEW YORK ST - ADDRESS
- 7221 N WASHINGTON ST - ADDRESS
- 8221 NE 46TH ST - ADDRESS

4.3.4 Check the box if you are the property owner.

Your Relation to this Project

Property Owner
Check this box if you are the Property Owner

4.3.5 Upload the required submittal items (outlined in 1.4 above and listed again here) by clicking *Select*. Upload as **separate** documents. Find the files you want and save as pdf documents with appropriate titles.

- Completed site plan application. Click [HERE](#).
- Completed pdf of the site plan drawing.

Attachments

Filename **Select**

Description

4.3.6 Click *Upload*.

Attachments

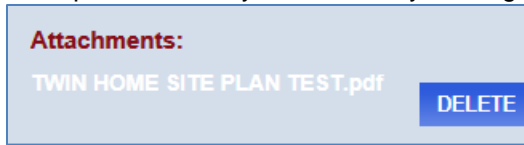
Filename **Select**

Description

UPLOAD

How to: Submit a Twin Home Site Plan for Review

4.3.7 Once an 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 by clicking the associated *Delete* button.

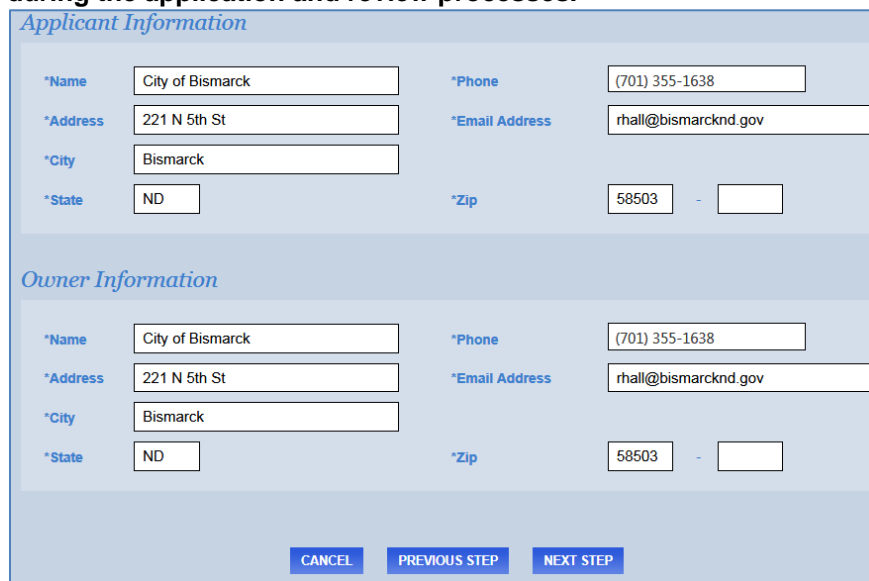


Attachments:
TWIN HOME SITE PLAN TEST.pdf [DELETE](#)

4.3.8 Click *Next Step*.

4.4 Step 2 Contact Information

4.4.1 Enter or confirm the Applicant and Owner Information and then click *Next Step*. **Please note the applicant's email address will be the primary contact during the application and review processes.**



Applicant Information

| | | | |
|----------|------------------|----------------|----------------------|
| *Name | City of Bismarck | *Phone | (701) 355-1638 |
| *Address | 221 N 5th St | *Email Address | rhall@bismarcknd.gov |
| *City | Bismarck | | |
| *State | ND | *Zip | 58503 - |

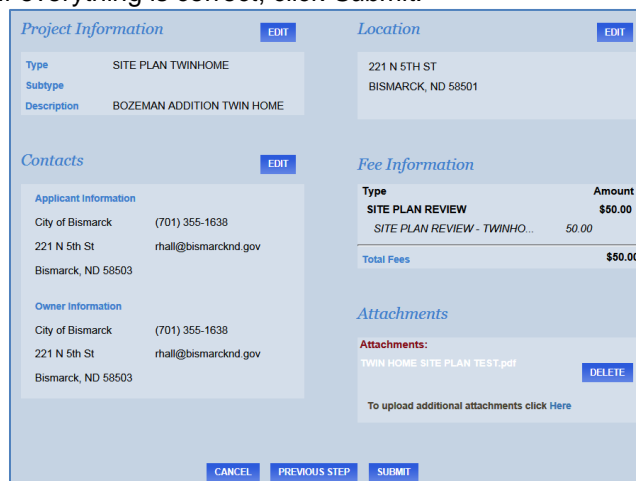
Owner Information

| | | | |
|----------|------------------|----------------|----------------------|
| *Name | City of Bismarck | *Phone | (701) 355-1638 |
| *Address | 221 N 5th St | *Email Address | rhall@bismarcknd.gov |
| *City | Bismarck | | |
| *State | ND | *Zip | 58503 - |

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

4.5 Step 3 Review and Submit

4.5.1 If everything is correct, click *Submit*.



Project Information [EDIT](#)

| | |
|-------------|----------------------------|
| Type | SITE PLAN TWINHOME |
| Subtype | |
| Description | BOZEMAN ADDITION TWIN HOME |

Location [EDIT](#)

| |
|--------------------|
| 221 N 5TH ST |
| BISMARCK, ND 58501 |

Contacts [EDIT](#)

Applicant Information

| | |
|--------------------|----------------------|
| City of Bismarck | (701) 355-1638 |
| 221 N 5th St | rhall@bismarcknd.gov |
| Bismarck, ND 58503 | |

Owner Information

| | |
|--------------------|----------------------|
| City of Bismarck | (701) 355-1638 |
| 221 N 5th St | rhall@bismarcknd.gov |
| Bismarck, ND 58503 | |

Fee Information

| Type | Amount |
|------------------------------|----------------|
| SITE PLAN REVIEW | \$50.00 |
| SITE PLAN REVIEW - TWINHO... | 50.00 |
| Total Fees | \$50.00 |

Attachments

Attachments:
TWIN HOME SITE PLAN TEST.pdf [DELETE](#)

To upload additional attachments click [Here](#)

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

4.5.2 Select payment method.

Checkout Summary
Checkout Summary

SITE PLAN TWINHOME Project

| Description | Quantity | Amount |
|------------------------------------|----------|--------------|
| SITE PLAN REVIEW | 1 | \$50.00 |
| <i>SITE PLAN REVIEW - TWINHOME</i> | | <i>50.00</i> |

Fees Due: \$50.00

Total: \$50.00

[BACK TO STEP ONE](#) [ADD TO SHOPPING CART](#) [PAY NOW](#) [BILL ME](#)

4.5.3 The Applicant will receive an email reporting the amount due and directing payment through eTRAKiT.

If you click *View Project*, you will be able to see the review process by clicking the *Reviews* tab.