

## How to: Mechanical 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 <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>

#### 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

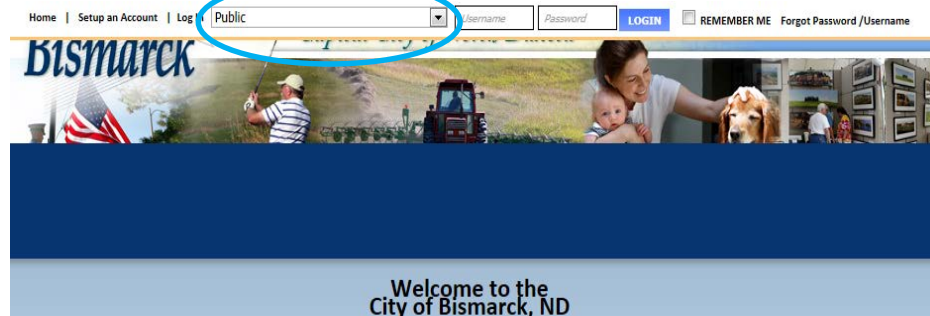
- 2.1** The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at [www.bismarcknd.gov](http://www.bismarcknd.gov) and click on the *eTRAKiT Online System* link in the left margin.

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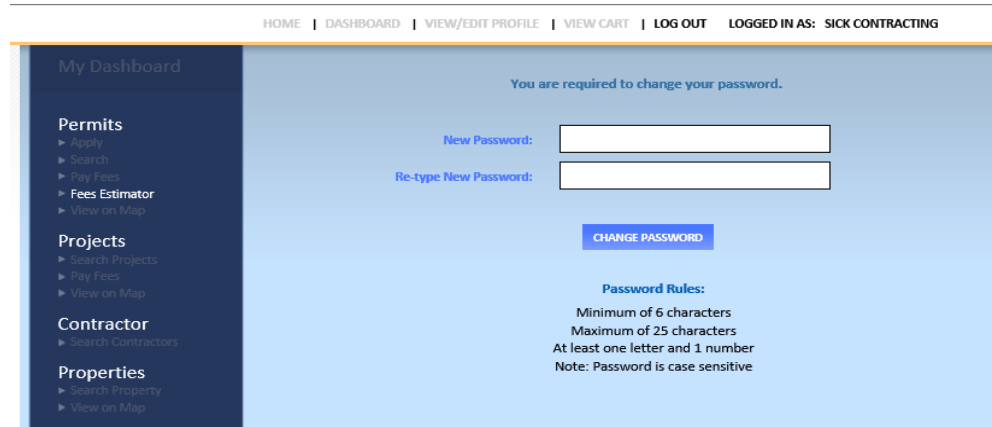
### 3.0 Log In one of two ways

**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

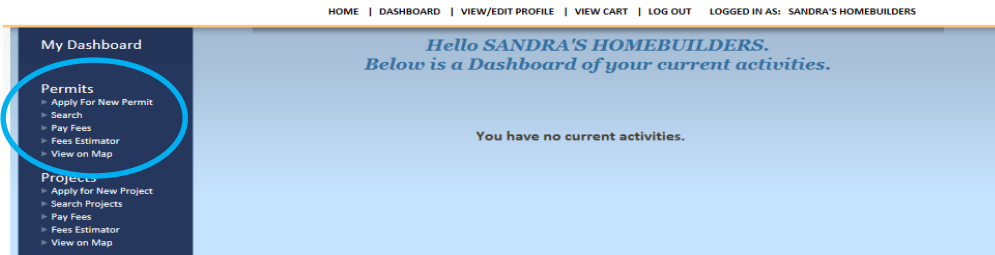
**3.2.1** Click "Setup an Account" to create your free account.



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### 4.0 To Apply for a Mechanical 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.

The 'Permit Type Information' form contains the following fields:

- PERMIT Type: BUILDING MECHANICAL (dropdown menu)
- \*PERMIT Subtype: MOBILE HOME (dropdown menu)
- \*Short Description: EXAMPLE DESCRIPTION (text input)
- Notes: (text input)
- Job Value: \$999,999.00 (text input)

A link for 'Instructions for online BUILDING MECHANICAL applications' is located to the right of the PERMIT Type dropdown.

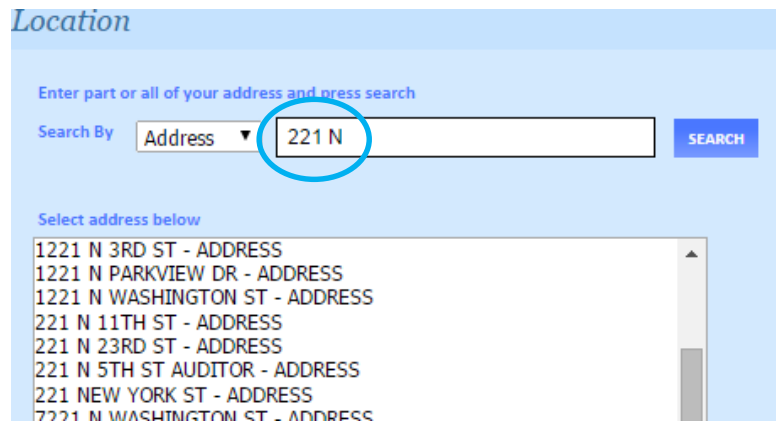
4.3.4 Select Property Location and Project Type from drop down.

The 'Additional Information' form contains the following fields:

- \*LOCATION: CITY OF BISMARCK (dropdown menu)
- \*PROJECT TYPE: COMMERCIAL (dropdown menu)

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



*Location*

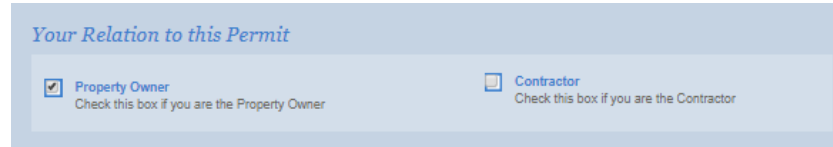
Enter part or all of your address and press search

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 AUDITOR - ADDRESS
- 221 NEW YORK ST - ADDRESS
- 7221 N WASHINGTON ST - ADDRESS

- 4.3.8 Check the box if you are a Property Owner or Contractor



*Your Relation to this Permit*

Property Owner  
Check this box if you are the Property Owner

Contractor  
Check this box if you are the Contractor

- 4.3.9 If Applicable 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.

- 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.

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STEP 1    **STEP 2 CONTACT INFORMATION**    STEP 3    STEP 4

*Application for a BUILDING MECHANICAL WATER HEATER Permit*

*Applicant Information*

*Name	SICK CONTRACTING	*Phone	(701) 355-1465
Address	221 N 5TH ST	*Email Address	CSICK@BISMARCKND.GOV
City	BISMARCK		
State	ND	Zip	58506 -

### 4.5 Step 3 Review and Submit

4.5.1 If everything is correct click Next Step.

*Application for a BUILDING MECHANICAL Permit*

<b>Permit Information</b> <a href="#">EDIT</a>	<b>Location</b> <a href="#">EDIT</a>
Type: BUILDING MECHANICAL Subtype: MOBILE HOME Description: EXAMPLE DESCRIPTION Job Value: 999.999	221 N 5TH ST BISMARCK 08, ND 58501 ORIGINAL PLAT
<b>Contacts</b> <a href="#">EDIT</a>	<b>Fee Information</b>
<b>Applicant Information</b> Cheryl Sick (701) 355-1465 1017 N 6th St csick@bismarcknd.gov Bismarck, ND 58501	Type Amount BUILDING DIVISION \$687.70 BUILDING MECHANICAL 697.70 Total Fees \$687.70
<b>Owner Information</b> Cheryl Sick (701) 355-1465 1017 N 6th St csick@bismarcknd.gov Bismarck, ND 58501	<b>Attachments</b> To upload additional attachments click <a href="#">Here</a>
<b>Contractor Information</b> tbd (555) 555-5555 tbd@nowhere.com	
<b>Contact Person Information</b>	

Review the information prior to submitting.

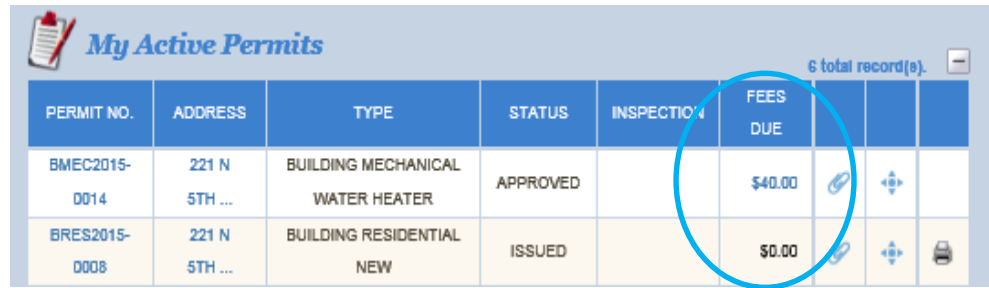
[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

### 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.

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**My Active Permits** 6 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
BMEC2015-0014	221 N 5TH ...	BUILDING MECHANICAL WATER HEATER	APPROVED		\$40.00		
BRES2015-0008	221 N 5TH ...	BUILDING RESIDENTIAL NEW	ISSUED		\$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.

## 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.



Total Fees: \$40.00  
Total Payment: \$40.00

First Name:   
Last Name:   
Credit Card Type: VISA  
Credit Card Number:   
Expiration Date: January 2015  
Billing Address: 221 N 5TH ST  
City: BISMARCK  
State: North Dakota  
Zip: 58508 -   
Email Confirmation: CSICK@BISMARCKND.GOV

**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.