

How to: Electrical 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

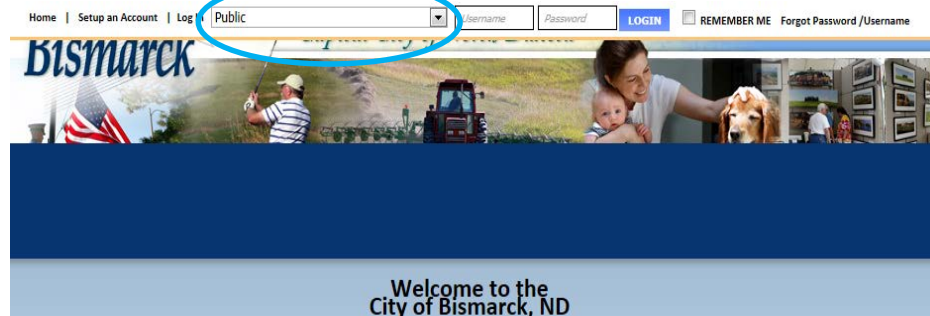
- 2.1** The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov and click on the *eTRAKiT Online System* link in the left margin.

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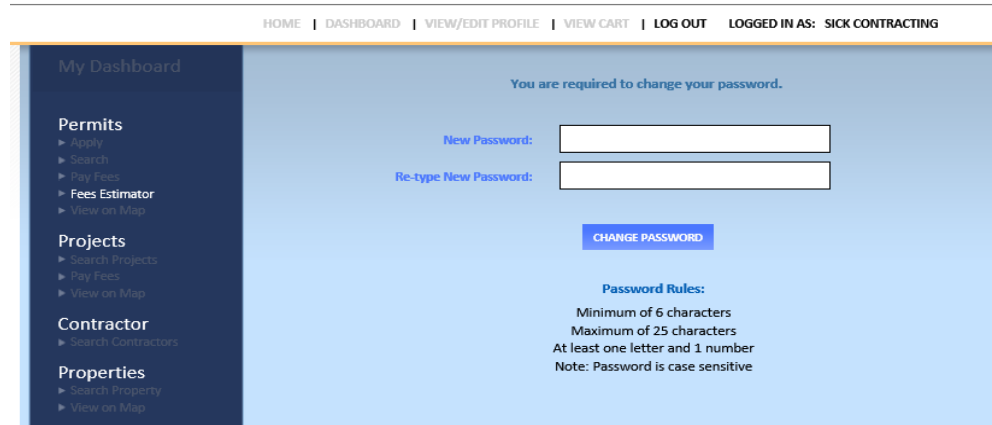
3.0 Log In one of two ways

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

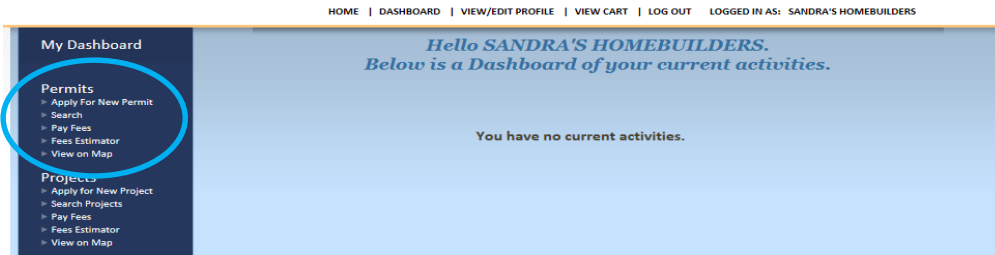
3.2.1 Click "Setup an Account" to create your free account.



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4.0 To Apply for an Electrical 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. For new construction projects, specify if you will be wiring Temporary Power, New Building, or Both.

4.3.3 Enter the total value of work for which the permit is issued.

The screenshot shows the 'Permit Type Information' form. It contains the following fields:

- PERMIT Type:** A dropdown menu with 'BUILDING ELECTRIC' selected. A link for 'Instructions for online BUILDING ELECTRIC applications.' is visible to the right.
- *PERMIT Subtype:** A dropdown menu with 'ALTERATION' selected.
- *Short Description:** A text input field containing 'EXAMPLE DESCRIPTION'.
- Notes:** A larger text input field.
- Job Value:** A text input field.

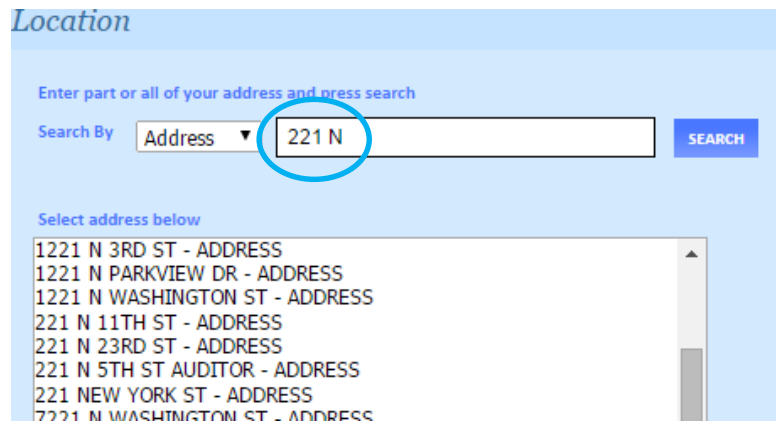
4.3.4 Enter State Electrical Board Certificate Number and select Property Location and Project Location from drop down.

The screenshot shows the 'Additional Information' form. It contains the following fields:

- BLDG ELECTRICAL:** A section header with a minus sign icon to its left.
- *CERTIFICATE NUMBER:** A text input field containing '123456'.
- *LOCATION:** A dropdown menu with 'CITY OF BISMARCK' selected.
- *PROJECT TYPE:** A dropdown menu with 'COMMERCIAL' selected.

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



Location

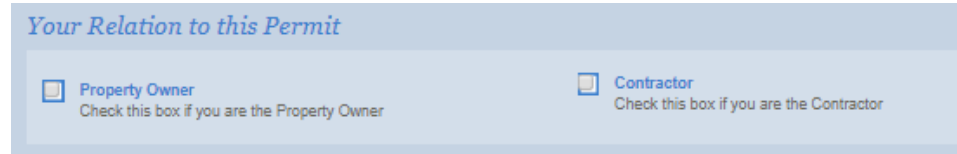
Enter part or all of your address and press search

Search By

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 . Be sure to include the address in naming the file.

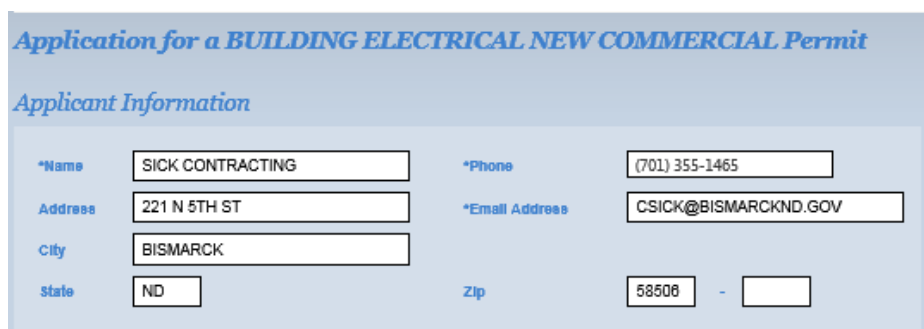
4.3.10 Click Upload.

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.



Application for a BUILDING ELECTRICAL NEW COMMERCIAL Permit

Applicant Information

| | | | |
|---------|---|----------------|---|
| *Name | <input type="text" value="SICK CONTRACTING"/> | *Phone | <input type="text" value="(701) 355-1465"/> |
| Address | <input type="text" value="221 N 5TH ST"/> | *Email Address | <input type="text" value="CSICK@BISMARCKND.GOV"/> |
| City | <input type="text" value="BISMARCK"/> | | |
| State | <input type="text" value="ND"/> | Zip | <input type="text" value="58508"/> - <input type="text"/> |

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4.5 Step 3 Review and Submit

4.5.1 If everything is correct click Next Step.

Application for a BUILDING ELECTRIC Permit

| | | | |
|--|---------------------|--------------------------------------|--|
| Permit Information EDIT | | Location EDIT | |
| Type | BUILDING ELECTRIC | 221 N 5TH ST | |
| Subtype | ALTERATION | BISMARCK 68, ND 58501 ORIGINAL PLAT | |
| Description | EXAMPLE DESCRIPTION | | |
| Job Value | 0 | | |

| | | | |
|--------------------------------------|----------------------|------------------------|----------------|
| Contacts EDIT | | Fee Information | |
| Applicant Information | | Type | Amount |
| Cheryl Sick | (701) 355-1485 | BUILDING DIVISION | \$25.00 |
| 1017 N 6th St | csick@bismarcknd.gov | BUILDING ELECTRIC | 25.00 |
| Bismarck, ND 58501 | | Total Fees | \$25.00 |

| | | | |
|--------------------------|----------------------|---|--|
| Owner Information | | Attachments | |
| Cheryl Sick | (701) 355-1485 | To upload additional attachments click Here | |
| 1017 N 6th St | csick@bismarcknd.gov | | |
| Bismarck, ND 58501 | | | |

| | | | |
|-------------------------------|-----------------|--|--|
| Contractor Information | | | |
| tbd | (555) 555-5555 | | |
| | tbd@nowhere.com | | |

Contact Person Information


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 | FEE DUE | | | |
|---------------|---------------|---|----------|------------|---------|---|---|---|
| BELC2015-0015 | 221 N 5TH ... | BUILDING ELECTRICAL NEW COMMERCIAL | APPROVED | | \$25.00 |  |  | |
| BMEC2015-0014 | 221 N 5TH ... | BUILDING MECHANICAL WATER HEATER | ISSUED | | \$0.00 |  |  |  |
| BMEC2015-0015 | 221 N 5TH ... | BUILDING MECHANICAL NEW CONSTRUCTION | 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.

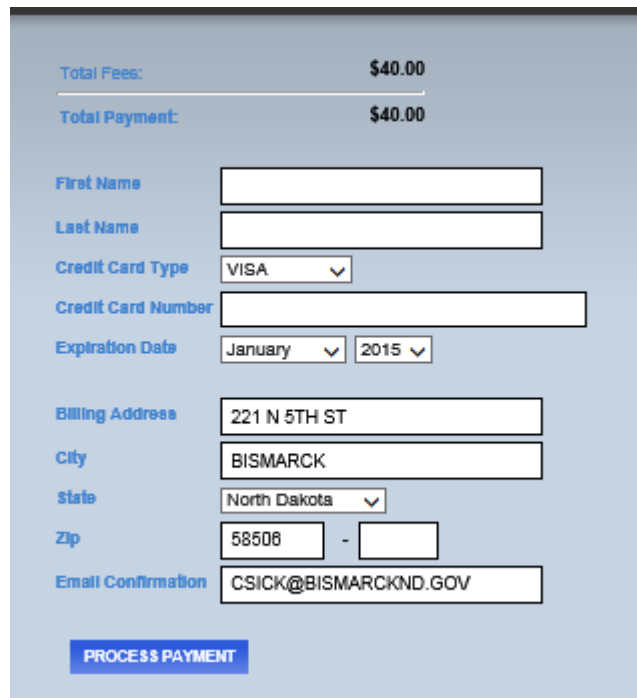
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5.0 Payment

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: | \$40.00 |
| Total Payment: | \$40.00 |
| 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 | 58508 - <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.