

How to: Fire Sprinkler Permit

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. If you have any questions please contact the Fire Department in one of the following ways:

In Person	Fire Department 1020 E Central Avenue Bismarck, ND 58501-1936
By Phone	(701)355-1400
By Email	ofitzsimmons@bismarcknd.gov

1.3 Payment

eTRAKiT will 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. The following information is required to be submitted to complete the Fireworks Permit:

- a. Complete set of plans.
- b. Manufacture specifications sheets for valves and heads.
- c. Hydraulic calculations including summary sheets detailed worksheets, and graph sheet.
- d. Current water supply information (Flow information must be within one year of the start of the project).
- e. Any additional information as required by NFPA 13, 13R, or 13D.
- f. Type of work being done
- g. Hazard classification
- h. Number of wet risers, dry risers, standpipe risers, and/or fire pumps.

2.0 How to Access eTRAKiT

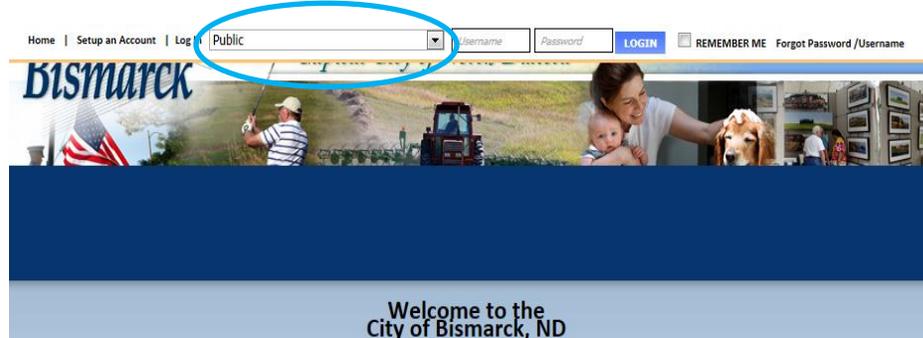
- 2.1 The website address for eTRAKiT is <http://etrakit.bismarcknd.gov/etrakit3/> You may also access eTRAKiT through the City of Bismarck homepage at www.bismarcknd.gov and click on the *eTRAKiT Online System* link in the left margin.

How to: Fire Sprinkler Permit

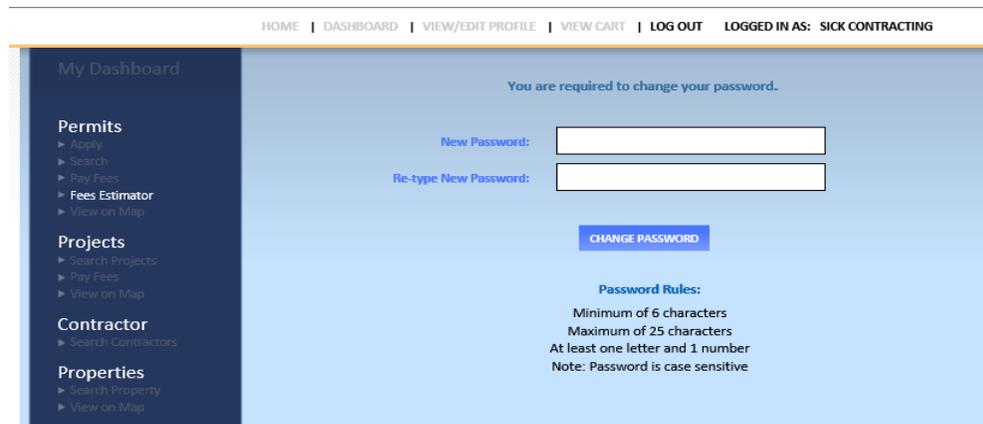
3.0 Log In one of two ways

3.1 Registered User Login (able to use BILL ME option having called Fire Department and registered)

3.1.1 Change login type to *Contractor*, 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: Fire Sprinkler Permit

4.0 To Apply for a 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 dollar amount of project for Job Value.

The screenshot shows the 'Permit Application' form, Step 1: Permit Information. The form is divided into four steps: STEP 1 PERMIT INFORMATION, STEP 2, STEP 3, and STEP 4. The 'Permit Type Information' section includes the following fields:

- PERMIT Type: FIRE SPRINKLER (dropdown menu)
- *PERMIT subtype: NFPA 13 (dropdown menu)
- *Short Description: John's BBQ (text input field)
- *Job Value: \$21,000.00 (text input field)

4.3.4 Enter number of each different risers under Additional Information.

The screenshot shows the 'Additional Information' form. The form is titled 'Additional Information' and has a 'GENERAL' section. The fields in this section are:

- TYPE OF WORK: NEW (dropdown menu)
- HAZARD CLASSIFICATION: LIGHT (dropdown menu)
- WET RISERS: 1 (text input field)
- DRY RISERS: 1 (text input field)
- STANDPIPES: (text input field)
- FIRE PUMPS: (text input field)

4.3.5 Enter part of the address and click Search. Select the correct address for the permit.

The screenshot shows the 'Location' search form. The form is titled 'Location' and has a search bar. The search bar contains the text '221 N' and a 'SEARCH' button. Below the search bar, there is a list of addresses to select from:

- 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

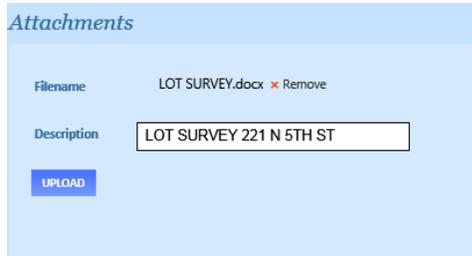
How to: Fire Sprinkler Permit

4.3.6 Check if you are the contractor.

4.3.7 Upload Required Submittal Items outlined in **1.4** above. Save documents with appropriate titles.

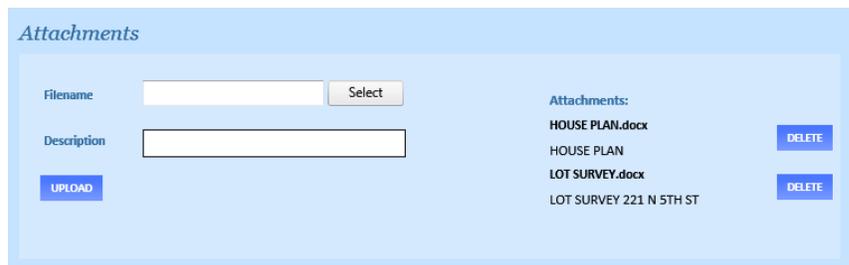
4.3.8 Upload the Required Submittal Items by clicking **Select**. Find the file you want to upload on your computer. Select the file. Then type in the file description including the address of the property.

4.3.9 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" text input field containing "LOT SURVEY 221 N 5TH ST". At the bottom left of the box is a blue "UPLOAD" button.

4.3.10 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 of a web interface. On the left, there is a form with a "Filename" field (empty) and a "Select" button, a "Description" text input field (empty), and a blue "UPLOAD" button. On the right, under the heading "Attachments:", there is a list of three files: "HOUSE PLAN.docx", "HOUSE PLAN", and "LOT SURVEY.docx". Each file name is followed by a blue "DELETE" button. The file "LOT SURVEY 221 N 5TH ST" is also listed at the bottom of the list.

4.3.11 Click Next Step.

How to: Fire Sprinkler Permit

4.4 Step 2 Contact Information

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

Permit Application

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

Application for a FIRE SPRINKLER Permit

Applicant Information

*Name	WAYNE'S CONST	*Phone	(701) 222-2222
Address	2011 THOMPSON ST	*Email Address	wayne@yahoo.com
City	BISMARCK		
State	ND	Zip	58501 - []

Contractor Information

*Name	WAYNE'S CONST	*Phone	(701) 222-2222
Address	2011 THOMPSON ST	*Email Address	wstoppler@bismarcknd.gov
City	BISMARCK	License or ID	AEC275
State	ND	Zip	58501 - []

Sprinkler Contractor Information

Name	Sprinklers Are Us	Phone	(701) 555-5555
Address	222 Sprinkler St	Email Address	sprinklerRus@yahoo.com
City	Bismarck		
State	ND	Zip	58501 - []

System Designer Information

Name	Ron Risers	Phone	(701) 555-5555
Address	222 Sprinkler St	Email Address	sprinklerRus@yahoo.com
City	Bismarck		
State	ND	Zip	58501 - []

How to: Fire Sprinkler Permit

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 FIRE SPRINKLER Permit

Permit Information [EDIT](#)

Type	FIRE SPRINKLER
Subtype	NFPA 13
Description	JOES CRAB HUT
Job Value	20,000

Location [EDIT](#)

1020 E CENTRAL AV
BISMARCK 15, ND 58501 REPLAT TIBESAR'S 1ST SUB

Contacts [EDIT](#)

Applicant Information

WAYNE'S CONST (701) 222-2222
2011 THOMPSON ST wayne@yahoo.com
BISMARCK, ND 58501

Contractor Information

WAYNE'S CONST (701) 222-2222
2011 THOMPSON ST wstoppler@bismarckind.gov
BISMARCK, ND 58501

Sprinkler Contractor Information

Sprinklers Are Us (701) 555-5555
222 Sprinkler St sprinklerRuz@yahoo.com
Bismarck, ND 58501

System Designer Information

Ron Rizers (701) 555-5555
222 Sprinkler St sprinklerRuz@yahoo.com
Bismarck, ND 58501

Owner Information

BISMARCK, CITY OF
BISMARCK, ND 58506 - 6550

Fee Information

Type	Amount
WET RISERS	\$150.00
DRY RISERS	\$200.00
STANDPIPES	\$0.00
FIRE PUMPS	\$0.00
Total Fees	\$350.00

Attachments

Attachments:
HAMBURG 4100 SPRINKLER PLAN.pdf [DELETE](#)
Sprinkler Plan
To upload additional attachments click [Here](#)

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			

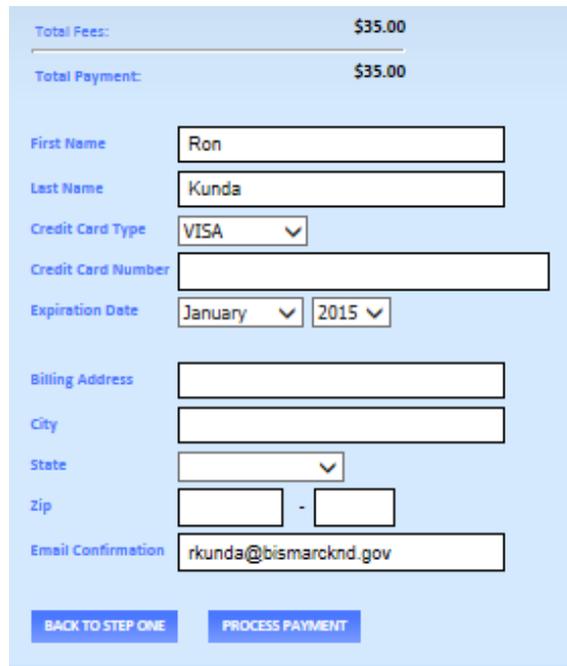
4.6.3 From this screen you will be taken to your shopping cart. Review your shopping cart and select Proceed to Checkout. This will take you to your Checkout Summary.

How to: Fire Sprinkler Permit

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: \$35.00
- Total Payment: \$35.00
- First Name: Ron
- Last Name: Kunda
- Credit Card Type: VISA (dropdown)
- Credit Card Number: [Empty]
- Expiration Date: January (dropdown) 2015 (dropdown)
- Billing Address: [Empty]
- City: [Empty]
- State: [Empty]
- Zip: [Empty] - [Empty]
- Email Confirmation: rkunda@bismarcknd.gov

Buttons at the bottom: BACK TO STEP ONE, 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 Fire Department.
- 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.