

## How to: Fire Tank 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 | Bismarck Fire Department<br>1020 E Central Avenue Bismarck,<br>ND 58501-1936 |
| By Phone  | (701)355-1400  |
| By Email  | <a href="mailto:ofitzsimmons@bismarcknd.gov">ofitzsimmons@bismarcknd.gov</a> |

#### 1.3 Payment

If you want to be billed by the City of Bismarck first open an account by contacting Bismarck Fire Department at 701-355-1400. 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. The following information is required to be submitted to complete the permit application:

1. Manufacturer product information sheets regarding the listing and approvals of all major components of the fuel storage/dispensing system: tanks, pumps, meters, piping, valves, dispensers, etc.
2. Number of tanks, tank dimensions, capacities, and compliance markings, flammable or combustible liquid to be stored in each tank.
3. A site plan drawing indicating the following information with all dimensions provided.
  - a) Property lines
  - b) Public and private streets/roads
  - c) On-site building(s)
  - d) Tank(s)
  - e) Dispenser(s)
  - f) Vehicle impact protection
  - g) Electrical
  - h) Location of emergency shutoffs/electrical disconnects
  - i) Location of fire extinguisher(s)

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### 2.0 How to Access eTRAKiT

2.1 The website address for eTRAKiT is <https://trakitapi.bismarcknd.gov/etrakit/> You may also access eTRAKiT through the City of Bismarck homepage at [www.bismarcknd.gov](http://www.bismarcknd.gov).

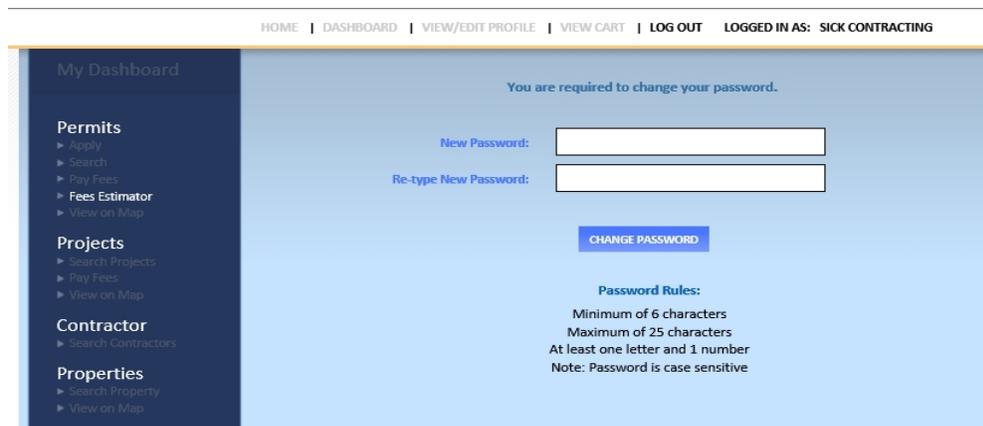
### 3.0 Log In one of two ways

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

3.1.1 Change login type to *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: Fire Tank Permit

### 4.0 To Apply for a License

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 has a progress bar at the top with four steps: Step 1 (Permit Information), Step 2, Step 3, and Step 4. The 'Permit Type Information' section contains the following fields:

- PERMIT Type: FIRE FUEL TANK (dropdown menu)
- \*Short Description: EXAMPLE DESCRIPTION (text input)
- Notes: EXAMPLE DESCRIPTION (text input)
- Job Value: \$50,000.00 (text input)

4.3.4 Enter the number of tanks to be installed, and the payment type under Additional Information.

The screenshot shows the 'Additional Information' form section. It has two expandable sections:

- GENERAL**: NUMBER OF TANKS: 2 (text input)
- PAYMENT TYPE**:
  - ONLINE-CREDIT/DEBIT/eCHECK:
  - INVOICE-CONTRACTORS ONLY:

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

*Location*

Enter part or all of your address and press search

Search By

Search Value

Select address below

- 1020 ASH COULEE DR - ADDRESS
- 1020 COLLECTIVE LN - ADDRESS
- 1020 COTTAGE DR - ADDRESS
- 1020 CRESCENT LN - ADDRESS
- 1020 E C AVE - ADDRESS
- 1020 E CAPITOL AVE - ADDRESS
- 1020 E CENTRAL AVE - ADDRESS

**4.3.6** Check the box if you are a property owner.

**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 . 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.

*Attachments*

Please Attach Estimate, Drawings or Other Documents Related to the Application and add a description of the document.

Filename

Tank Site Plan.pdf

**Tank Site Plan.pdf**

Description:

**4.3.9** 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.

*Attachments*

Filename

Description

**Attachments:**

- HOUSE PLAN.docx
- HOUSE PLAN
- LOT SURVEY.docx
- LOT SURVEY 221 N 5TH ST

**4.3.10** Click Next Step.

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### 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 1Step 2 Contact InformationStep 3Step 4

Application for a FIRE FUEL TANK Permit

#### Applicant Information

|         |   |               |  |
|---------|---|---------------|--|
| *Name   | <input type="text" value="Owen Fitzsimmons"/>   | Phone         | <input type="text" value="(701) 355-1400"/>                        |
| Address | <input type="text" value="1020 E Central Ave"/> | Email Address | <input type="text" value="ofitzsimmons@bismarcknd.gov"/>           |
| City    | <input type="text" value="Bismarck"/>           |               |  |
| State   | <input type="text" value="ND"/>                 | Zip           | <input type="text" value="58501"/> - <input type="text" value=""/> |

#### Owner Information

|         |  |               |  |
|---------|--|---------------|--|
| Name    | <input type="text" value="BISMARCK, CITY OF -FIRE"/> | Phone         | <input type="text" value="( ) _-__"/>                                  |
| Address | <input type="text" value="PO BOX 5503"/>             | Email Address | <input type="text" value=""/>  |
| City    | <input type="text" value="BISMARCK"/>                |               |  |
| State   | <input type="text" value="ND"/>                      | Zip           | <input type="text" value="58506"/> - <input type="text" value="5503"/> |

#### Contractor Information

|         |  |               |  |
|---------|--|---------------|--|
| *Name   | <input type="text" value="Example Company"/> | Phone         | <input type="text" value="(701) 111-2222"/>                        |
| Address | <input type="text" value="123 Main St"/>     | Email Address | <input type="text" value="Example@email.com"/>                     |
| City    | <input type="text" value="Bismarck"/>        | License#      | <input type="text" value="AEC000"/>                                |
| State   | <input type="text" value="ND"/>              | Zip           | <input type="text" value="58501"/> - <input type="text" value=""/> |

## How to: Fire Tank Permit

### 4.5 Step 3 Review and Submit

*Permit Application*

Step 1 > Step 2 > **Step 3 Review and Submit** > Step 4

Application for a FIRE FUEL TANK Permit

*Permit Information* EDIT

|             |                     |
|-------------|---------------------|
| Type        | FIRE FUEL TANK      |
| Subtype     |                     |
| Description | EXAMPLE DESCRIPTION |
| Job Value   | \$50,000.00         |

*Location* EDIT

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

*Contacts* EDIT

**Applicant Information**  
Owen Fitzsimmons (701) 355-1400  
1020 E Central Ave ofitzsimmons@bismarcknd.gov  
Bismarck, ND 58501

**Owner Information**  
BISMARCK, CITY OF -FIRE  
PO BOX 5503  
BISMARCK, ND 58506 - 5503

**Contractor Information**  
Example Company (701) 111-2222  
123 Main St Example@email.com  
Bismarck, ND 58501

*Fee Information*

| Type                    | Amount          |
|-------------------------|-----------------|
| <b>FIRE TANK PERMIT</b> | <b>\$130.00</b> |
| Total Fees              | \$130.00        |

*Attachments*

**Attachments:**

Tank Site Plan.pdf DELETE

Tank Site Plan 1020 E Central Av

To upload additional attachments click on Upload. Upload

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* 1 total record(s)  

| PERMIT NO.   | ADDRESS       | TYPE           | STATUS   | INSPECTION | FEES DUE | ATTACHMENT | MAP   | PRINT   | UNLINK  |
|--------------|---------------|----------------|----------|------------|----------|------------|---|---|---|
| FFT2024-0003 | 1020 E CEN... | FIRE FUEL TANK | APPROVED |            | \$130.00 |            |  |  |  |

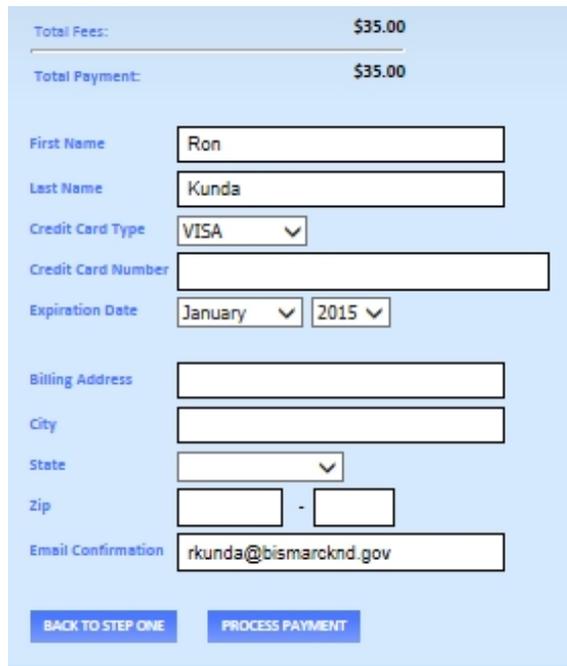
**4.6.3** From this screen you will be taken to your shopping cart. Review your shopping cart and select Proceed to Checkout. This will take you to your Checkout Summary.

## How to: Fire Tank 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 menu)
- Credit Card Number: [Empty text box]
- Expiration Date: January (dropdown) 2015 (dropdown)
- Billing Address: [Empty text box]
- City: [Empty text box]
- State: [Empty dropdown menu]
- Zip: [Empty text box] - [Empty text box]
- Email Confirmation: rkunda@bismarcknd.gov

At the bottom of the form are two buttons: "BACK TO STEP ONE" and "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.