

How to Use eTRAKiT to Apply for an ENG Private Utility Permit

If you are a new user, call the Engineering Department at 701-355-1505. An account is set up for your company after you are approved to work in the Right of Way and you are then given the password. Please note 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.**

To make your application process more efficient, please have the following information available prior to starting your permit in eTRAKiT:

- Map of where work will be done
- Size, length, and type of material being used
- Subcontractor name for repairs to cuts in concrete and/or asphalt, if necessary

After your account has been set up and you have received your password, go to the following website: <https://trakitapi.bismarcknd.gov/etrakit/>

On the first screen under **Permits**, click **Apply For New Permit**.

The screenshot shows the homepage of the City of Bismarck's Land Records Management eTRAKiT system. The page has a light blue background with a dark blue header area. The main heading reads "Welcome to the City of Bismarck's Land Records Management eTRAKiT system". Below this, there is a paragraph of introductory text and a link to a "How To..." page. The page is organized into several sections: "Public Registered" (explaining that anyone can apply), "Contractor Account" (explaining that contractors can apply for projects, permits, and licenses), and a "LIST of Departments" link. A navigation bar at the bottom contains nine main categories, each with a sub-menu:

- Permits**: Apply For New Permit, Pay Fees, Search Permit, View on Map
- Projects**: Apply, Pay Fees, Search, View on Map
- Contractor**: Apply AEC, Search Contractors
- Properties**: Search, View on Map
- Inspections**: Schedule, Cancel, View Full Map, Scheduled
- License**: Apply for New Licenses, Pay Fees, Search
- Violations**: Search
- Contact**: Contact Us
- View Map**: Locate My Address, Agency Map

In the *Contractor Account Login* section, click the drop-down arrow next to **User Name:** and click on your company's name. Next, enter your **Password**, and then Click **LOGIN**. You will be directed to change your password the first time you login.

Public Login

User Name:

Password:

LOGIN

* New users [Register here](#)
[Forgot your password?](#)
[Forgot your user name?](#)

Contractor Account Login

Login

User Name:

Password:

LOGIN

[Forgot your password?](#)

If your business name does not appear in the above list, please contact one of the city departments to have it setup.
BUILDING INSPECTIONS: (701)355-1465
PLANNING PROJECTS: (701)355-1840
FIRE MARSHAL INSPECTIONS: (701)355-3400
ENGINEERING: (701)355-1505
PUBLIC WORKS: (701)355-1740

In the *Terms and Conditions* section, click **I Agree** and click **CONTINUE**.

Any application for a permit is subject to the "terms and condition" as contained herein. When you submit an application on this website, you are agreeing to be bound by the terms and conditions. When you click "I Agree" for the submission of your application, this will serve as your signature required to validate the application.

I Agree
 I Disagree

CONTINUE

STEP 1 PERMIT INFORMATION



Permit Type Information:

- Permit Type – ENG PRIVATE UTILITY
- *Short Description – Brief description of the work to be performed
- Notes – For additional information about your installation
- Job Value – Not required

Additional Information

Excavation Info:

- New – Number of sites (boring and/or excavation locations) to be inspected
- Surface Cut – Number of locations where street/sidewalk cutting will occur
- Patch Size (Total SF) – Total of all surface cut locations
- Lane Closure (Yes or No) – Prior approval by Traffic Engineer & traffic plan uploaded
- Street Closure (Yes or No) – Prior approval by Traffic Engineer & traffic plan uploaded
- Construction Start Date – Pick from calendar
- Surface Cut Asphalt Contr. – Name of asphalt contractor restoring surface cut
- Surface Cut Concrete Contr. – Name of concrete company restoring surface cut
- Project Description – Use only if you need to provide more information about the work

Utility Info:

- *Utility Company – Select from approved Franchised Utilities
- Material Type – Type of material to be installed, include conduit and wire as applicable
- Material Size – Size of the material to be installed
- Material Length – Total length of infrastructure to be installed
- Street occupied – Primary location of proposed private utility (e.g. E Avenue C)
- Street from – Nearest intersecting street (e.g. 100' W of N 7th Street)
- Street to – Nearest intersecting street (e.g. 50' E of N 12th Street)
- Additional Street Info – Provide information for multiple locations or if additional description for the installation is required.

Uploads Required:

- Check the box

Location:

- Select an address near the beginning of your project

Attachments:

- Provide a map showing proposed work including street names and nearest intersections
– This is a required upload.

My Dashboard

Permits

- » Apply For New Permit
- » Search Permit
- » Pay Fees
- » View on Map
- » Issued Permits Report

Projects

- » Apply for New Project
- » Search Projects
- » Pay Fees
- » Fees Estimator
- » View on Map

Contractor

- » Renew
- » Search Contractors

Properties

- » Search Property
- » View on Map

Inspections

- » Schedule
- » View on Map
- » Cancel
- » Scheduled

License

- » Apply for New Licenses
- » Search Licenses
- » Pay Fees

Violations

- » Search

Map

- » View Map
- » Locate My Address

Shopping Cart

- » Pay All Fees
- » Paid Items

Contact

- » Contact us

Permit Application

Step 1 Permit Information
Step 2
Step 3
Step 4

Permit Type Information

PERMIT Type:

*Short Description:

Notes:

Job Value:

Additional Information

EXCAVATION INFO

NEW:

SURFACE CUT:

PATCH SIZE:

LANE CLOSURE:

STREET CLOSURE:

CONSTRUCTION START DATE:

SURF CUT ASPHALT CONTR:

SURF CUT CONCRETE CONTR:

PROJECT DESCRIPTION:

UTILITY INFO

*UTILITY COMPANY:

MATERIAL TYPE:

MATERIAL SIZE:

MATERIAL LENGTH:

STREET OCCUPIED:

STREET FROM:

STREET TO:

ADDITIONAL STREET INFO:

UPLOADS REQUIRED

MAP OVERVIEW:

Location

*Enter part or all of your address and press search

Search By:

Search Value:

Attachments

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

Filename:

Description:

STEP 2 CONTACT INFORMATION

- Applicant – Applicant contact information
- Site Foreman - Name & Contact phone number are required
- Consulting Engineer – if utilized, Name & Contact phone number are required

Step 1 Step 2 Contact Information Step 3 Step 4

Application for a ENG PRIVATE UTILITY Permit

Applicant Information

*Name: CITY OF BISMARCK - ENGINEER Phone: () - -
 Address: Email Address: ENGINEERING@BISMARCKND.C
 City: License#:
 State: Zip: -

Site Foreman Information

Name: Phone: () - -
 Address: Email Address:
 City: Zip: - CLEAR

Consulting Engineer Information

Name: Phone: () - -
 Address: Email Address:
 City: Zip: - CLEAR

CANCEL PREVIOUS STEP NEXT STEP

STEP 3 REVIEW AND SUBMIT

Step 1 Step 2 Step 3 Review and Submit Step 4

Application for a ENG PRIVATE UTILITY Permit

Permit Information EDIT

Type	ENG PRIVATE UTILITY
Subtype	
Description	BORING
Job Value	\$0.00

Location EDIT

221 N 5TH ST
BISMARCK, ND 58501 ORIGINAL PLAT

Contacts EDIT

Applicant Information
CITY OF BISMARCK - ENGINEERING
ENGINEERING@BISMARCKND.GOV

Site Foreman Information

Consulting Engineer Information

Fee Information

Type	Amount
EXCAVATION	\$0.00
NEW SURFACE CUT	0.00
Total Fees	\$0.00

Attachments

To upload additional attachments click on Upload. Uplo

Review the information prior to submitting.

CANCEL PREVIOUS STEP SUBMIT

Permits
 Apply For New Permit
 Search Permit
 Pay Fees
 View on Map
 Issued Permits Report

Projects
 Apply for New Project
 Search Projects
 Pay Fees
 Fees Estimator
 View on Map

Contractor
 Renew
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 Search Licenses
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Violations
 Search

Map
 View Map
 Locate My Address

Shopping Cart
 Pay All Fees
 Field Items

Contact
 Contact us

Confirm that the information in each of the following sections is correct:

- *Permit Information*
- *Location*
- *Contacts*
- *Fee Information*
- *Attachments*

After review, click **NEXT STEP**.

All fields are required information to be completed for submittal unless otherwise noted.

Please call for an inspection upon completion of the permitted work to verify the location of utilities and an inspection of restoration of the disturbed areas within the right of way.

STEP 4 CHECKOUT/CONFIRMATION



In the *Confirmation* section, click view permit.

Please note - you will not be able to pay for the permit until it has been approved by the Engineering Department.

Once it has been approved you will receive an automatic email notification letting you know that fees are due on your permit.

From the link in the email or *My Dashboard* you should be able to Pay All Fees in Shopping Cart. Select applicable permits and click **PROCEED TO CHECKOUT**.

In the *Checkout Summary* review your items and click **PAY NOW**.

In the *Payment Information* section, enter the following information in the applicable fields:

- *First Name* as shown on your credit card.
- *Last Name* as shown on your credit card.
- *ZIP Code* of card being used.
- *Email* where you want payment confirmation sent to.
- Select Payment Method of eCheck, Debit Card, or Credit Card.
- Fill in applicable information and click **Continue**.



One Time Payment

Payment Information

 Enter Payment Information

All fields are required unless labeled as optional.

First Name

Last Name

ZIP Code:

Email 

Re-Enter email

Pay this Amount \$

Payment Method

 eCheck / Bank Account

  Debit Card

   Credit Card

Paymentus

Should you have questions concerning completing the application or the status of an application please contact the Engineering Department at (701)355-1505 and someone will assist you.