

eTRAKIT Applying for Permits

This document is to be used as a guide for applying for permits through eTRAKIT.

APPLYING FOR PERMITS

▶ View on Map▶ Scheduled

Under My Dashboard > Permits, click Apply / New Permit:





STEP 1 ENTER PERMIT INFORMATION

• Applicants will have the option to apply for the following permit types:

Please ensure you are choosing the correct PERMIT TYPE & SUBTYPE <u>BEFORE</u> proceeding through the online application process. Failure to do so may result in fees not being assed properly and a delay in application processing.

| PermitTRAK Type | PermitTRAK Sub Type | Permit Descriptions |
|---|---|---|
| Commercial New | New Building | Brand new building i.e.; office building, hospital, core and shell |
| | New Multi Family | Brand new multi-family buildings, i.e. apartment buildings |
| | New Retaining Wall | Brand new retaining wall only |
| Commercial | Tenant Finish | Change in tenant and or first tenant occupying new space |
| | Demolition | Demolishing any part of existing building or structure |
| | Building | Current occupant remodel for a commercial property, sign structures over 6' |
| | Mechanical | Replacing RTU's, air conditioners, furnaces, HVAC work for a commercial property |
| | Electrical | Updating, changing, adding any electrical work for a commercial property |
| | Plumbing | Updating, changing, adding any plumbing work for a commercial property |
| | Reroof | Replacing roof on commercial property |
| | Water Repair | Repairing existing water line outside the building on property or upsizing existing water tap |
| | Sewer Repair | Repairing existing sewer line outside the building on property |
| | Fire Line Repair | Repairing existing fire line outside the building on property |
| Commercial Trailer | Construction Trailer | Temporary trailers to be used as construction offices |
| Commercial Trailer | Sales Trailer | Temporary sales trailers for public |
| Commercial Solar | No Sub Type | Installing PV Solar System, provide KW |
| Commercial Sign | Sign | Installing or changing sign., provide type, size, # of faces, and if electrical work is needed |
| | Banner | Temporary banner sign |
| Residential New | Single Family Attached | New single family attached residence |
| | Single Family Detached | New single family detached residence |
| Residential Counter | Air Conditioner | Replacing or installing new, provide AC Tons |
| | Demolition | Provide a plan with utility locations (plumbing, electrical, etc.) |
| | Evaporative Cooler | Replacing or installing new |
| | Furnace | Replacing or installing new, Provide BTU, efficiency |
| | Furnace and Air Conditioner | Replacing or installing new provide AC Tons, BTU, Efficiency |
| | Lawn Irrigation System | Installation of back flow preventer |
| | Reroof | Replacing roof, provide, # of squares, brand, type, color, stories, HOA approval letter if applicable |
| | Siding Replacement | Replacing siding, provide # of squares, brand, type, color, HOA approval letter if applicable |
| | Water Heater | Replacing or installing new, provide gallons, btu |
| | Tankless Water Heater | Replacing or installing new, provide detailed gas plan |
| | Window Replacement | Replacement no longer requires a permit. To increase the size of the opening, please submit a RESIDENTIAL BUILDING |
| | Water Repair | Repairing water lines outside the home, private property only |
| | Sewer Repair | Repairing sewer lines outside the home, private property only |
| | Basement Finish | Provide detailed plan to scale of basement utilizing Building Guide |
| Residential Interior | Interior Remodel | Provide detailed plan to scale of remodel |
| Residential Exterior | Deck | Provide detailed plan to scale of deck utilizing Building Guide |
| | Patio Cover or Carport | Provide detailed plan to scale of patio cover or carport utilizing Building Guide |
| | Garage | Provide detailed plan to scale of garage utilizing Building Guide |
| | Fence | Provide detailed plot plan and provide fencing height, placement, and material |
| | Above Ground Pool | Provide detailed plan to scale of aboveground pool, in ground pools are Residential Building permits |
| | Spa or Hot Tub | Provide manufacture's information |
| | Addition | Provide detailed plan to scale of addition utilizing Building Guide |
| | Shed or Accessory Structure | Provide detailed plot plan of shed or structure (square feet, will there be electrical, etc.) |
| | Building | Miscellaneous building i.e. Foundation repair, increasing wall opening for window |
| Decidential Duilding | | |
| Residential Building | I - | Panel upgrades, adding outlets, etc. |
| Residential Building | Electrical | Panel upgrades, adding outlets, etc. Moving or adding nermanent plumbing pines, adding or moving gas pining |
| Residential Building | Electrical Plumbing | Moving or adding permanent plumbing pipes, adding or moving gas piping |
| Residential Mobile | Electrical Plumbing Mechanical | Moving or adding permanent plumbing pipes, adding or moving gas piping Adding or changing mechanical duct work or equipment, adding or moving gas piping |
| | Electrical Plumbing | Moving or adding permanent plumbing pipes, adding or moving gas piping |
| Residential Mobile Home | Electrical Plumbing Mechanical No Sub Type New PV Install | Moving or adding permanent plumbing pipes, adding or moving gas piping Adding or changing mechanical duct work or equipment, adding or moving gas piping Mobile home being set in a Westminster Mobile Home Park Installing new PV Solar System, provide KW |
| Residential Mobile | Electrical Plumbing Mechanical No Sub Type | Moving or adding permanent plumbing pipes, adding or moving gas piping Adding or changing mechanical duct work or equipment, adding or moving gas piping Mobile home being set in a Westminster Mobile Home Park |
| Residential Mobile Home Residential Solar | Electrical Plumbing Mechanical No Sub Type New PV Install | Moving or adding permanent plumbing pipes, adding or moving gas piping Adding or changing mechanical duct work or equipment, adding or moving gas piping Mobile home being set in a Westminster Mobile Home Park Installing new PV Solar System, provide KW |
| Residential Mobile Home Residential Solar | Electrical Plumbing Mechanical No Sub Type New PV Install Remove and Reinstall Commercial Fire Sprinkler Fire Alarm | Moving or adding permanent plumbing pipes, adding or moving gas piping Adding or changing mechanical duct work or equipment, adding or moving gas piping Mobile home being set in a Westminster Mobile Home Park Installing new PV Solar System, provide KW |
| Residential Mobile Home Residential Solar | Electrical Plumbing Mechanical No Sub Type New PV Install Remove and Reinstall Commercial Fire Sprinkler Fire Alarm Fire Pump | Moving or adding permanent plumbing pipes, adding or moving gas piping Adding or changing mechanical duct work or equipment, adding or moving gas piping Mobile home being set in a Westminster Mobile Home Park Installing new PV Solar System, provide KW |
| Residential Mobile Home | Electrical Plumbing Mechanical No Sub Type New PV Install Remove and Reinstall Commercial Fire Sprinkler Fire Alarm | Moving or adding permanent plumbing pipes, adding or moving gas piping Adding or changing mechanical duct work or equipment, adding or moving gas piping Mobile home being set in a Westminster Mobile Home Park Installing new PV Solar System, provide KW |



| Commercial Residential |
|---|
| |
| Right of Way |
| Capital Improvement |
| Commercial |
| Residential |
| Capital Improvement |
| Commercial Residential |
| |
| Plat |
| Telecom City Property |
| Telecom Private Property |
| |
| Telecom Right of Way |
| Event on Private Property |
| Event on Public Property Liquor |
| Domestic Violence Shelter |
| Group Home for the Aged |
| Group Home for the Developmentally Disabled |
| Group Home for the Mentally III |
| Group Holle Ig He Meditary Hi Thrift Store of Less Than 5000 SQ FT |
| Gross Floor Area |
| Non Residential Residential |
| nesiueitiui |
| |

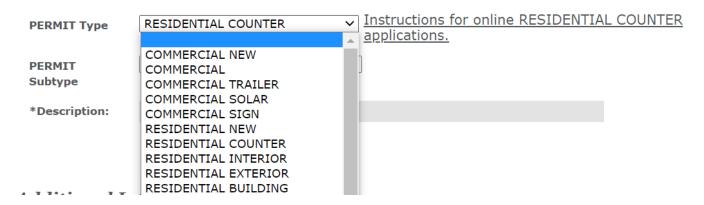
Choose the correct Permit Type and Subtype:

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS:

Permit Application

Step 1 Permit Information

Permit Type Information





Additional Information Fields

Different information fields will populate depending on which permit type/subtype is being applied for. Fields with an asterisk are required to be filled out. Applicants will not be able to proceed to the next step if required fields are missing.

Location

When entering the project location keep in mind less is more. For example, if the location is 4800 West 92nd Avenue don't type the whole address:

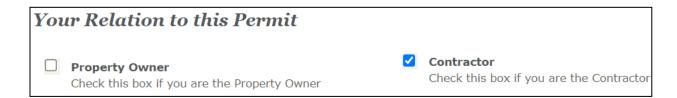


Instead, try limiting the address characters:



• Your Relation to This Project

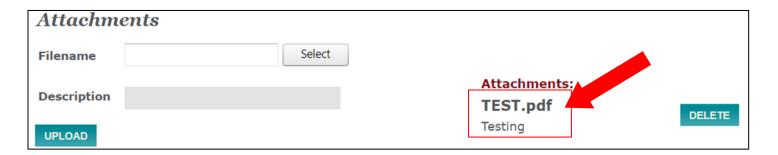
Check the box if you are the Property Owner or the Conctractor.





Attachments

eTRAKiT does not support file names containing special characters, such as \$, %, @, #, etc. Be patient when uploading attachments, depending on file size it could take anywhere from seconds to several minutes to upload. Once uploaded, the attachments will be located under the Attachments field, you will notice a Delete button if an attachment has been sucessfully uploaded:



If the uploaded attachment is not immediately visable, please do not continue to press Upload, this can cause multiple duplicate attachments to upload.

STEP 2 ENTER CONTACT INFORMATION

Applicant Information

Input the applicable applicant information.

Owner Information

Input the applicable owner information.

Contractor Information

Input the applicable contractor information.

• City Staff Information

These fields do not need to be completed by the applicant.

Some of the information may automatically populate. Fields with an asterisk are required to be filled out. Applicants will not be able to proceed to the next step if required fields are missing.

STEP 3 REVIEW AND SUBMIT

Review the application for completeness. If changes need to be made, click Previous Step or Edit. If additional documents need to be uploaded, they may be uploaded at this step:



For additional information please visit our <u>Building</u> Page or <u>Apply for a Permit or Project Page</u>.