



City of Westminster Community Development Department

# eTRAKiT

# User Manual

A guide for using the online permitting system, eTRAKiT

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## 1.0 Getting Started

### 1.1 Welcome to the City of Westminster eTRAKIT.

Through eTRAKIT:

#### Permits

**Public users** have the ability to:

- Search permit records and View basic record information without logging in

**Registered public users**, who create an account, have the ability to:

- Search permit records and view records in detail
- Apply for limited permits
- Pay fees
- Schedule and Cancel limited inspections

**Contractors registered with the city** have the ability to:

- Search permit records and view records in detail
- Apply for permits
- Pay fees
- Schedule and cancel inspections

#### Projects

**Public users** have the ability to:

- Search project records and view basic record information without logging in

**Registered public users**, who create an account, will have the ability to:

- Search project records and view basic record information
- Apply for limited projects

**Contractors registered with the city *must be linked to a project record*** to have the ability to:

- Search project records and view record in detail
- Apply for limited projects
- Pay fees

### 1.2 Contacting Us

For assistance with Building Division inquiries, please contact:

Building Division  
4800 West 92<sup>nd</sup> Avenue  
Westminster, CO 80031  
Phone: 303.658.2075  
Email: [permits@cityofwestminster.us](mailto:permits@cityofwestminster.us)

For assistance with Planning Division inquiries, please contact:

Planning Division  
4800 West 92<sup>nd</sup> Avenue  
Westminster, CO 80031  
Phone: 303.658.2092  
Email: [planning@cityofwestminster.us](mailto:planning@cityofwestminster.us)

For assistance with Engineering Division inquiries, please contact:

Engineering Division  
4800 West 92<sup>nd</sup> Avenue  
Westminster, CO 80031  
Phone: 303.658.2114  
Email: [engineering@cityofwestminster.us](mailto:engineering@cityofwestminster.us)

For access to the latest version of this manual, eTRAKiT updates, and the link to eTRAKiT, please visit City of Westminster [eTRAKiT home page](#) at:

<https://www.cityofwestminster.us/Government/Departments/CommunityDevelopment/ApplyforaPermitproject>.

## 2.0 Access eTRAKiT

**Please note, eTRAKiT works best when using Internet Explorer instead of Chrome. To optimize program functions please make sure to open eTRAKiT using Internet Explorer.**

- 2.1 The web site address for the Online Permit Manager is <https://develop.cityofwestminster.us/etrakit/>. You may also access eTRAKiT through the City of Westminster eTRAKiT homepage at <https://www.cityofwestminster.us/Government/Departments/CommunityDevelopment/ApplyforAPermit/project>.

Home | Setup an Account | Log In | Professional | Username | Password | LOGIN |  Remember Me | [Forgot Password](#)



**WESTMINSTER**  
COLORADO

Welcome to eTRAKiT for the City of Westminster.

This site provides access to our Community Development services, allowing citizens and contractors to search for information and complete many common tasks over the Internet. Online applications, permits, payments, and inspection scheduling are available for registered contractors and registered public users.









Please use **INTERNET EXPLORER** when using eTRAKiT, as other browsers have exhibited some issues.

**\*\*Effective April 1, 2017 water and sewer tap fees will be collected with your building permit fees as part of the issuance of the building permit.\*\***

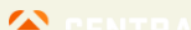
To view today's inspections please visit the [City of Westminster website](#).

Video instructions - [Online Permit Manager Login Tutorial Video](#)

Video instructions - [Online Permit Manager Applying For Permits Tutorial Video](#)

|  |  |   |
|--|--|---|
|  <b>Permits</b> <ul style="list-style-type: none"><li>▶ Apply / New Permit</li><li>▶ Pay Fees</li><li>▶ Search Permit</li><li>▶ View on Map</li></ul> |  <b>Projects</b> <ul style="list-style-type: none"><li>▶ Apply</li><li>▶ Search</li><li>▶ Pay Fees</li><li>▶ View on Map</li></ul>          |  <b>Professional</b> <ul style="list-style-type: none"><li>▶ Search Contractors</li><li>▶ Pay Fees</li></ul> |
|  <b>Properties</b> <ul style="list-style-type: none"><li>▶ Search</li><li>▶ View on Map</li></ul>   |  <b>Inspections</b> <ul style="list-style-type: none"><li>▶ Schedule</li><li>▶ View Full Map</li><li>▶ Cancel</li><li>▶ Scheduled</li></ul> |  <b>License</b> <ul style="list-style-type: none"><li>▶ Pay Fees</li><li>▶ Renew</li></ul>                   |
|  <b>Contact</b> <ul style="list-style-type: none"><li>▶ Contact Us</li></ul>  |  <b>View Map</b> <ul style="list-style-type: none"><li>▶ Locate My Address</li><li>▶ Agency Map</li></ul>                                   |   |

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4800 West 92nd Avenue, City of Westminster, CO 80031

[HOME](#) | [CONTACT](#)

### 3.0 Registered Public User Login

3.1 Public Login: Enter your User Name and Password or Setup an Account.

3.2 Register for a Public Login: Enter the required information and click CREATEACCOUNT.

Home | **Setup an Account** | Log In      Remember Me [Forgot Password](#)

- Permits
  - ▶ Apply / New Permit
  - ▶ Search Permit
  - ▶ Pay Fees
  - ▶ View on Map
- Projects
  - ▶ Apply for New Project
  - ▶ Search Projects
  - ▶ Pay Fees
  - ▶ View on Map
- Professional
  - ▶ Search Contractors
  - ▶ Pay Fees
- Properties
  - ▶ Search Property
  - ▶ View on Map
- Inspections
  - ▶ Schedule
  - ▶ Cancel
  - ▶ View on Map
  - ▶ Scheduled
- License
  - ▶ Pay Fees
  - ▶ Renew
- Map
  - ▶ View Map
  - ▶ Locate My Address
- Shopping Cart
  - ▶ Pay All Fees
  - ▶ Paid Items
- Contact
  - ▶ Contact us

#### Create New Public User Account

*\* Required fields*

Your privacy is important to The City of Westminster. We ask for the minimum amount of information required to establish an account. Email information will be used for city purposes only. Accounts with any invalid contact information may be disabled.

##### User profile

##### Profile

\* **Company Name:**

\* **First Name:**

\* **Last Name:**

\* **Address:**

\* **City:**

\* **State:**

\* **Zip:**

\* **Email:**

\* **Phone:** (  )  -   
Ext

##### Username and Password

\* **Log-In Name:**   
(letters/numbers only)

Password Must be contain minimum 6 and maximum 25 characters.

**Password Rules:** At least one number.  
At least one lower & upper case letter.  
At least one special character.  
Note: Password is case sensitive.

\* **Password:**

\* **Confirm Password:**

##### Security Question

**Security Question:**

\* **Secret Answer:**

\* **Re-enter Secret Answer:**



#### 4.0 Professional Login (Contractors, Architects, Engineers, Developers registered with the city)

4.1 Contractor Login: First time users will need to use their city issued contractor registration number as the username and registered phone number as the password to set up an account. Contact Community Development at 303.658.2114 to obtain your contractor registration number. If there are multiple registrations with the city, each contractor type will have their own login.

4.2 After you login as a Professional with your initial password, you will be prompted to change your password and add security questions.











Welcome to eTRAKIT for the City of Westminster.  
 This site provides access to our Community Development services, allowing citizens and contractors to search for information and complete many common tasks over the Internet. Online applications, permits, payments, and inspection scheduling are available for registered contractors and registered public users.

Please use **INTERNET EXPLORER** when using eTRAKIT, as other browsers have exhibited some issues.

**\*\*Effective April 1, 2017 water and sewer tap fees will be collected with your building permit fees as part of the issuance of the building permit.\*\***

To view today's inspections please visit the [City of Westminster website](#).

Video instructions - [Online Permit Manager Login Tutorial Video](#)  
 Video instructions - [Online Permit Manager Applying For Permits Tutorial Video](#)

|  |  |   |
|--|--|---|
|  <b>Permits</b><br><ul style="list-style-type: none"> <li>▶ Apply / New Permit</li> <li>▶ Pay Fees</li> <li>▶ Search Permit</li> <li>▶ View on Map</li> </ul> |  <b>Projects</b><br><ul style="list-style-type: none"> <li>▶ Apply</li> <li>▶ Pay Fees</li> <li>▶ Search</li> <li>▶ View on Map</li> </ul>          |  <b>Professional</b><br><ul style="list-style-type: none"> <li>▶ Search Contractors</li> <li>▶ Pay Fees</li> </ul> |
|  <b>Properties</b><br><ul style="list-style-type: none"> <li>▶ Search</li> <li>▶ View on Map</li> </ul>   |  <b>Inspections</b><br><ul style="list-style-type: none"> <li>▶ Schedule</li> <li>▶ Cancel</li> <li>▶ View Full Map</li> <li>▶ Scheduled</li> </ul> |  <b>License</b><br><ul style="list-style-type: none"> <li>▶ Pay Fees</li> <li>▶ Renew</li> </ul>                   |
|  <b>Contact</b><br><ul style="list-style-type: none"> <li>▶ Contact Us</li> </ul>   |  <b>View Map</b><br><ul style="list-style-type: none"> <li>▶ Locate My Address</li> <li>▶ Agency Map</li> </ul>                                     |   |

## 5.0 Searching and Viewing Records

- 5.1 Enter Search Parameters- Choose the field you would like to search by, then select the parameter (i.e. contains, begins with, etc.) and enter the value to search for, then click on the SEARCH button. Note, when using search parameters start with less information, doing so may enhance your search results.

Home | Setup an Account | Log In Professional | Username | Password **LOGIN**  Remember Me [Forgot Password](#)

- Permits
  - ▶ Apply / New Permit
  - ▶ Search Permit
  - ▶ Pay Fees
  - ▶ View on Map
- Projects
  - ▶ Apply for New Project
  - ▶ Search Projects
  - ▶ Pay Fees
  - ▶ View on Map
- Professional
  - ▶ Search Contractors
  - ▶ Pay Fees
- Properties
  - ▶ Search Property
  - ▶ View on Map
- Inspections
  - ▶ Schedule
  - ▶ Cancel
  - ▶ View on Map
  - ▶ Scheduled
- License
  - ▶ Pay Fees
  - ▶ Renew
- Map
  - ▶ View Map
  - ▶ Locate My Address
- Shopping Cart
  - ▶ Pay All Fees
  - ▶ Paid Items
- Contact
  - ▶ Contact us

### Permit Search

Search By: Permit # Contains BLDG19-1234 **SEARCH**

↑
↑
↑

Search By Field
Search Parameter
Search Value

[Click here for search examples](#)

- 5.2 Search Results: Click on the row you would like to view details on.

### Permit Search

Search By: Permit # Contains BLDG19- **SEARCH**

[Click here for search examples](#)

Your search returned 100 of 103 total records.  
Please refine your search criteria to reduce the number of records returned.

MAP ON OFF

| Permit #    | Issued Date | Permit Type          | Permit Sub Type        | Address         | Description      |
|-------------|-------------|----------------------|------------------------|-----------------|------------------|
| BLDG19-0001 |             | RESIDENTIAL INTERIOR | BASEMENT FINISH        | 4800 W 92nd Ave | single family to |
| BLDG19-0002 |             | RESIDENTIAL NEW      | SINGLE FAMILY DETACHED | 4800 W 92nd Ave | test             |
| BLDG19-0003 |             | RESIDENTIAL NEW      | SINGLE FAMILY ATTACHED | 4800 W 92nd Ave | test             |
| BLDG19-0004 |             | RESIDENTIAL COUNTER  | AIR CONDITIONER        | 4800 W 92nd Ave | test             |
| BLDG19-0005 |             | COMMERCIAL NEW       | NEW BUILDING           |                 |                  |



5.3 Viewing Search Results: The record has tabs that can be clicked on for details, depending on your credentials (Public Users, Registered Public Users, and Contractors Registered with the City). The Search Results also appear to the left and can be navigated while viewing permit/project records.

MAP **ON** OFF

**Search Results** PRINT EXPORT TO EXCEL

**Permit #BLDG19-0001**

Attachment

Permit Info | Site Info | Contacts (3) | **Fees \$0.00** | Inspection

Type: RESIDENTIAL INTERIOR  
Subtype: BASEMENT FINISH  
Description: single family townhome  
Status: RECEIVED  
Applied Date: 1/2/2019  
Approved Date:  
Issued Date:  
Finaled Date:  
Expiration Date:

**Linked Activities:**  
Parent Permit  
BLDG19-0002 RESIDENTIAL NEW RECEIVED

page 1 of 20

Click individual tabs to view details

## 6.0 Paying Fees

- 6.1 Login: In order to pay fees, users must be logged in as a Public Registered User or a Registered Contractor.
- 6.2 Find: Search for the Permit or Project that has outstanding fees to pay. Click on the record number hyperlink to open the record. Note – the status of the permit must be set to READY TO ISSUE in order to pay fees.

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

My Dashboard

*Hello Katie Test Electrical.*  
*Below is a Dashboard of your current activities.*

### My Open Permit Applications 9 total record(s)

| Applications In Progress | Permit Type         | Created Date |        |
|--------------------------|---------------------|--------------|--------|
| Continue                 | RESIDENTIAL COUNTER | 12/23/2019   | Delete |
| Continue                 | RESIDENTIAL COUNTER | 12/23/2019   | Delete |
| Continue                 | COMMERCIAL NEW      | 12/19/2019   | Delete |
| Continue                 | RESIDENTIAL SOLAR   | 12/5/2019    | Delete |
| Continue                 | COMMERCIAL NEW      | 12/3/2019    | Delete |
| Continue                 | RESIDENTIAL COUNTER | 12/2/2019    | Delete |
| Continue                 | RIGHT OF WAY        | 11/29/2019   | Delete |
| Continue                 | RIGHT OF WAY        | 11/29/2019   | Delete |
| Continue                 | RIGHT OF WAY        | 11/29/2019   | Delete |

### My Active Permits 67 total record(s)

| PERMIT NO.  | ADDRESS       | TYPE                 | STATUS         | INSPECTION | FEES DUE   |  |  |  |
|-------------|---------------|----------------------|----------------|------------|------------|--|--|--|
| BLDG19-0065 | 4800 W 92n... | RESIDENTIAL COUNTER  | READY TO ISSUE |            | \$2,470.12 |  |  |  |
| BLDG19-0070 | 7481 Newto... | RESIDENTIAL COUNTER  | RECEIVED       |            | \$137.00   |  |  |  |
| BLDG19-0073 | 11589 Chas... | RESIDENTIAL EXTERIOR | RECEIVED       |            | \$252.92   |  |  |  |
| BLDG19-0074 | 4800 W 92n... | RESIDENTIAL COUNTER  | RECEIVED       |            | \$1,022.50 |  |  |  |

- 6.3 Pay: Click on the Add To Cart or Pay All Fees hyperlink.

**Search Results**

Search Results

Permit # BLDG19-0098

PRINT EXPORT TO EXCEL

**Permit #BLDG19-0098**

Attachment \$ Add To Cart

Permit Info Site Info Contacts (1) Fees \$400.00 Insp

| Description       | Amount   | Paid Date |
|-------------------|----------|-----------|
| ADAMS RESIDENTIAL | \$400.00 | \$400.... |

Charged: \$400.00 **Balance Due: \$400.00** Pay All Fees

- 6.4 Shopping Cart: In the My Dashboard column, click on Pay All Fees. Confirm the Permit or Project you are about to pay, and then click on the PROCEED TO CHECKOUT Button.

### Shopping Cart

Please see below. Listed are the Permit(s) and or Project(s) you may pay online at this time. Please make your selection(s).


|                          | Item                 | Type              | Site Address    | Amount   |
|--------------------------|----------------------|-------------------|-----------------|----------|
| <input type="checkbox"/> | PERMIT (BLDG19-0098) | RESIDENTIAL SOLAR | 4800 W 92nd Ave | \$400.00 |

**Total: \$0.00**

REMOVE SELECTED ITEMS

BACK TO DASHBOARD

VIEW PAID ITEMS

PROCEED TO CHECKOUT 

PLEASE BE ADVISED WE OFFER 2 ONLINE PAYMENT METHODS. AN ECHECK (ACH) PAYMENT BE MADE AT NO ADDITIONAL COST. A 2.85% CONVENIENCE FEE WILL BE CHARGED WHEN USING VISA, MASTERCARD, DISCOVER, AND AMERICAN EXPRESS CREDIT CARDS.

6.5 Click on the PAY BY CREDIT CARD or PAY WITH ECHECK button, depending on how you will be paying.

*Checkout Summary*

Please note choosing PROCEED TO PAYMENT will bring you to our secure payment site. We accept Visa, MasterCard, Discover, and American Express credit cards. A convenience fee of 2.85% will be added to the total charges. You may also pay by check (ACH/echeck) at no additional charge. Please see below.

**\*PLEASE NOTE ACH DEBIT BLOCK INFORMATION\*** Debit blocks protect your bank accounts from unauthorized electronic charges. If you authorize debit payments to City of Westminster from a bank account with a debit block, you must communicate with your bank to authorize these payments. Your bank will process only those authorized transactions if you make pre-authorization arrangements. To ensure your debit payments are successful, you should:

1. Confirm with your bank before setting up a debit payment.
2. Provide the Company ID: 9000306842 and Company Name: Fidelity, to your bank for the type of debit payment you are authorizing.



**\*\*Note:** If you don't provide the company ID and name, your bank may reject the payment and we may send you a bill for the amount due or suspend services immediately.\*\*

| PERMIT <b>BLDG19-0098</b> <b>4800 W 92nd Ave</b> |          |                 |
|--|----------|-----------------|
| Description                                      | Quantity | Amount          |
| <b>ADAMS RESIDENTIAL</b>                         | <b>1</b> | <b>\$400.00</b> |
| <i>RESIDENTIAL SOLAR SYSTEM</i>                  |          | <i>300.00</i>   |
| <i>SOLAR REMOVE AND REPLACE</i>                  |          | <i>100.00</i>   |
| <b>Total Fees:</b>                               |          | <b>\$400.00</b> |
| Total:   |          | \$400.00        |

BACK TO SHOPPING CART

PAY BY CREDIT CARD

PAY WITH ECHECK

## 6.6 Enter your Credit Card Information

# City of Westminster DEV

### Secure Payment Form

#### Billing Information

Bill Name

#### Transaction Details

Amount\*

#### Payment Information

Payment Type  Credit Card  Check

Card Number\*



Expiration\*

CVV



Subtotal: \$400

Service Fee: \$11.40 (2.85%)

Total: \$411.40

Process Payment

Cancel

#### Required Field Meter™

»Highlight fields

50%



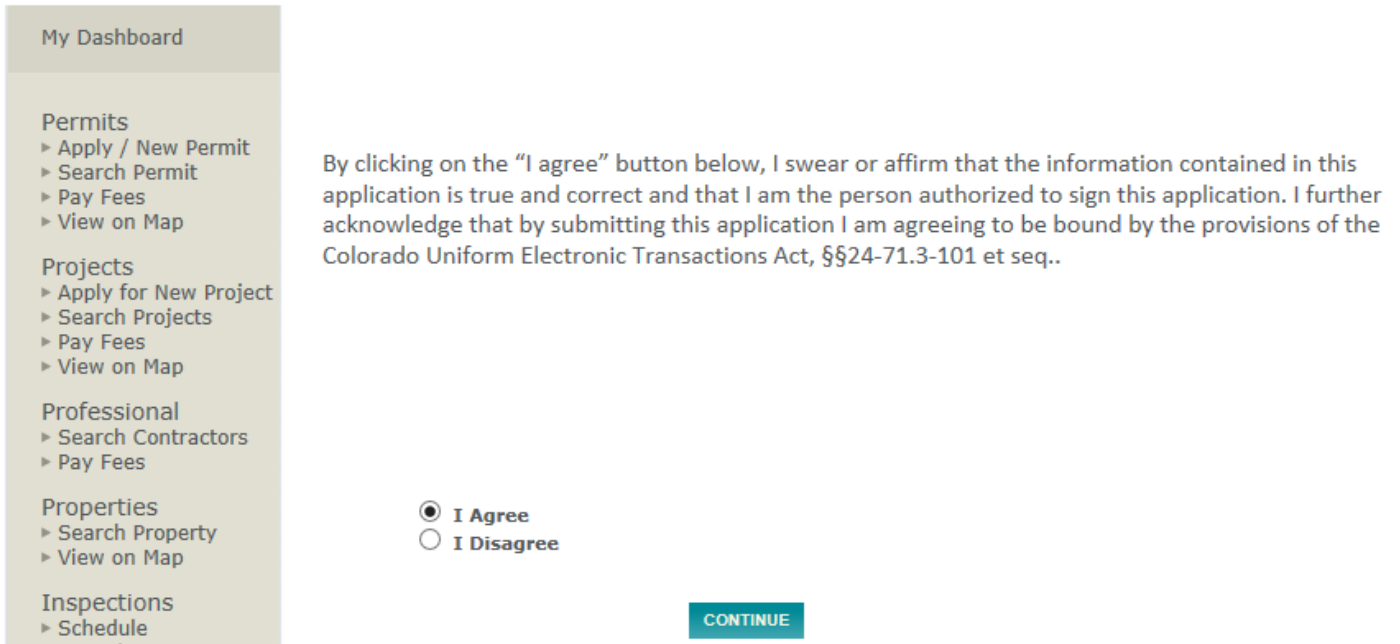
## 6.7 Click on the Process Payment button.

## 7.0 Permit/Project Application

- 7.1 Login: In order to apply for permits or projects, users must be logged in as a Public Registered User or a Registered Contractor.
- 7.2 Select the Apply for a New Permit or Project menu option under the appropriate menu.

Permit Declaration: For permits only, please read the Permit Declaration and click CONTINUE.

[HOME](#) | [DASHBOARD](#) | [VIEW/EDIT PROFILE](#) | [VIEW CART](#) | [LOG OUT](#)    LOGGED IN AS:



My Dashboard

- Permits
  - ▶ Apply / New Permit
  - ▶ Search Permit
  - ▶ Pay Fees
  - ▶ View on Map
- Projects
  - ▶ Apply for New Project
  - ▶ Search Projects
  - ▶ Pay Fees
  - ▶ View on Map
- Professional
  - ▶ Search Contractors
  - ▶ Pay Fees
- Properties
  - ▶ Search Property
  - ▶ View on Map
- Inspections
  - ▶ Schedule

By clicking on the “I agree” button below, I swear or affirm that the information contained in this application is true and correct and that I am the person authorized to sign this application. I further acknowledge that by submitting this application I am agreeing to be bound by the provisions of the Colorado Uniform Electronic Transactions Act, §§24-71.3-101 et seq..

**I Agree**  
 **I Disagree**

**CONTINUE**

### 7.3 Step 1: Choose Permit or Project type and Subtype

- Description: Enter a brief description of the permit or project.
- Additional Information: These fields will vary depending on the type of permit or project being applied for. Note, fields with asterisks must be completed.

- Locations: If applying for a permit, search by Address. Enter part or all of the address and click SEARCH. Remember, less is more – if you do not get a hit for the address try typing in just the address number, not the street name.


### Location

\*Enter part or all of your address and press search

Search By

Select address below

|                            |
|----------------------------|
| 4800 W 112th Cir - ADDRESS |
| 4800 W 80th Ave - ADDRESS  |
| 4800 W 92nd Ave - ADDRESS  |



If applying for a project, search by Parcel (APN). Enter the parcel number *exactly* as it appears from the Assessor, and click SEARCH.

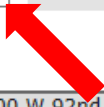
### Location

Enter all or part of the APN and press search

Search By

Select address below


|  |
|--|
| 1719 19 3 27 020 - 4800 W 92nd Ave - ADDRESS |
|--|



In the address window select the correct address or parcel by clicking on the highlighted row.

Select address below

|                            |
|----------------------------|
| 4800 W 112th Cir - ADDRESS |
| 4800 W 80th Ave - ADDRESS  |
| 4800 W 92nd Ave - ADDRESS  |



- Your Relation to this Permit/Project: Check the Property Owner box if you are applying for the permit or project as the homeowner. Check the Contractor box if you are applying for the permit or project as the contractor.

- Attachments: Select all necessary attachments – do not use special characters in your file naming convention as eTRAKiT does not support files containing special characters, such as \$,%,@,#...etc. Insert a description, and click UPLOAD. \*Please only hit UPLOAD once\*
- Click NEXT STEP.

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

My Dashboard

**Permits**

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ View on Map

**Projects**

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

**Professional**

- ▶ Search Contractors
- ▶ Pay Fees

**Properties**

- ▶ Search Property
- ▶ View on Map

**Inspections**

- ▶ Schedule
- ▶ Cancel
- ▶ View on Map
- ▶ Scheduled

**License**

- ▶ Pay Fees
- ▶ Renew

**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: RESIDENTIAL SOLAR [Instructions for online RESIDENTIAL SOLAR applications.](#)

PERMIT Subtype: NEW PV INSTALL

\*Description: Solar install

#### Additional Information

**PERMIT INFO**

\*Declared Valuation: 6,500

Remove and Replace: No

Solar KW: 5

#### Location

Enter part or all of your address and press search

Search By: Address    4800    SEARCH

#### 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

#### Attachments

Please ensure that ALL REQUIRED attachments are included with the application. Failure to include all required materials will delay the application process.

eTRAKiT does not support files names containing special characters, such as \$,%,#, etc.

NOTE: You MUST click the UPLOAD button after adding your attachments, accept, then click NEXT STEP to proceed. Please make sure to verify each document has uploaded only ONCE. Clicking more than one time will result in duplicate submittal documents. It may take a moment to upload depending on the size of the document.

Filename:  Select

Description:

UPLOAD

**Attachments:**

**Testing.pdf** DELETE

Architectural Drawing Set 1

CANCEL    NEXT STEP



## Step 2: Enter Contact Information

- Enter the applicable Applicant, Owner, Contractor, Electrical, Mechanical, and Plumbing contacts as necessary. City staff will complete the City Staff Contact Information section.
- Click NEXT STEP.

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

My Dashboard

**Permits**

- » Apply / New Permit
- » Search Permit
- » Pay Fees
- » View on Map

**Projects**

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

**Professional**

- » Search Contractors
- » Pay Fees

**Properties**

- » Search Property
- » View on Map

**Inspections**

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

**License**

- » Pay Fees
- » Renew

**Map**

- » View Map
- » Locate My Address

**Shopping Cart**

- » Pay All Fees
- » Paid Items

**Contact**

- » Contact us

### Permit Application

Step 1 > **Step 2 Contact Information** > Step 3 > Step 4

#### Application for a RESIDENTIAL SOLAR Permit

#### Applicant Information

|          |  |                |   |
|----------|--|----------------|---|
| *Name    | <input type="text" value="Katie Test Electrical"/> | *Phone         | <input type="text" value="(303) 658-1234"/>         |
| *Address | <input type="text" value="123 Main St"/>           | *Email Address | <input type="text" value="katiecurry73@gmail.com"/> |
| *City    | <input type="text" value="Westminster"/>           | *Zip           | <input type="text" value="8003 -"/>                 |
| *State   | <input type="text" value="CO"/>                    |                |   |

#### Owner Information

|          |  |               |                                      |
|----------|--|---------------|--------------------------------------|
| *Name    | <input type="text" value="CITY OF WESTMINSTER BUILDIN"/> | *Phone        | <input type="text" value="( ) - -"/> |
| *Address | <input type="text" value="4800 W 92ND AVE"/>             | Email Address | <input type="text"/>                 |
| *City    | <input type="text" value="WESTMINSTER"/>                 | *Zip          | <input type="text" value="8003 -"/>  |
| *State   | <input type="text" value="CO"/>                          |               |                                      |

#### Contractor Information

|         |  |               |   |
|---------|--|---------------|---|
| Name    | <input type="text" value="Katie Test Electrical"/> | Phone         | <input type="text" value="(303) 658-1234"/>         |
| Address | <input type="text" value="123 Main St"/>           | Email Address | <input type="text" value="katiecurry73@gmail.com"/> |
| City    | <input type="text" value="Westminster"/>           | License or ID | <input type="text" value="1700043"/>                |
| State   | <input type="text" value="CO"/>                    | Zip           | <input type="text" value="8003 -"/>                 |

[CLEAR](#)

#### Electrical Contractor Information

|         |                      |               |                                      |
|---------|----------------------|---------------|--------------------------------------|
| Name    | <input type="text"/> | Phone         | <input type="text" value="( ) - -"/> |
| Address | <input type="text"/> | Email Address | <input type="text"/>                 |
| City    | <input type="text"/> | Zip           | <input type="text" value="-"/>       |
| State   | <input type="text"/> |               |                                      |

[CLEAR](#) [COPY CONTRACTOR INFORMATION](#)

#### City Staff Contact Information

|         |                      |               |                                      |
|---------|----------------------|---------------|--------------------------------------|
| Name    | <input type="text"/> | Phone         | <input type="text" value="( ) - -"/> |
| Address | <input type="text"/> | Email Address | <input type="text"/>                 |
| City    | <input type="text"/> | Zip           | <input type="text" value="-"/>       |
| State   | <input type="text"/> |               |                                      |

[CLEAR](#)

[CANCEL](#)
[PREVIOUS STEP](#)
[NEXT STEP](#)

## 7.4 Step 3: Review and Submit

- Review all information for accuracy.
- Click NEXT STEP.

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

My Dashboard

**Permits**

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ View on Map

**Projects**

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

**Professional**

- ▶ Search Contractors
- ▶ Pay Fees

**Properties**

- ▶ Search Property
- ▶ View on Map

**Inspections**

- ▶ Schedule
- ▶ Cancel
- ▶ View on Map
- ▶ Scheduled

**License**

- ▶ Pay Fees
- ▶ Renew

**Map**

- ▶ View Map
- ▶ Locate My Address

**Shopping Cart**

- ▶ Pay All Fees
- ▶ Paid Items

**Contact**

- ▶ Contact us

### Permit Application

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

#### Application for a RESIDENTIAL SOLAR Permit

##### Permit Information EDIT

|                    |                   |
|--------------------|-------------------|
| <b>Type</b>        | RESIDENTIAL SOLAR |
| <b>Subtype</b>     | NEW PV INSTALL    |
| <b>Description</b> | Solar install     |

##### Location EDIT

4800 W 92nd Ave  
Westminster, CO 80031 Spyglass Pointe, 1st  
Replat

##### Contacts EDIT

**Applicant Information**

Katie Test  
Electrical (303) 658-1234  
123 Main St katiecurry73@gmail.com  
Westminster, CO 80031

**Owner Information**

CITY OF WESTMINSTER (123) 456-7890  
BUILDING AUTHORITY  
4800 W 92ND AVE  
WESTMINSTER, CO 80030

**Contractor Information**

Katie Test  
Electrical (303) 658-1234  
123 Main St katiecurry73@gmail.com  
Westminster, CO 80031

**Electrical Contractor Information**

**City Staff Contact Information**

##### Fee Information

| Type                     | Amount          |
|--------------------------|-----------------|
| <b>ADAMS RESIDENTIAL</b> | <b>\$100.00</b> |
| <i>RE-REOOF SFD ONLY</i> | <i>100.00</i>   |
|                          |                 |
| <b>Total Fees</b>        | <b>\$100.00</b> |

##### Attachments

**Attachments:**

**Testing.pdf** DELETE

Architectural Drawing Set 1

To upload additional attachments click [Here](#)

Review the information prior to submitting.

CANCEL
PREVIOUS STEP
NEXT STEP

## 7.5 Step 4: Payment

- The Checkout Summary displays the fee amount(s) that you are about to proceed with. Click the PAY BY CREDIT CARD or PAY WITH ECHECK button to pay and complete the application. Note – not all permits/projects will have fees due at the time of application.

### Permit Application



#### Checkout Summary

Please note choosing PROCEED TO PAYMENT will bring you to our secure payment site. We accept Visa, MasterCard, Discover, and American Express credit cards. A convenience fee of 2.85% will be added to the total charges. You may also pay by check (ACH/echeck) at no additional charge. Please see below.


**\*PLEASE NOTE ACH DEBIT BLOCK INFORMATION\*** Debit blocks protect your bank accounts from unauthorized electronic charges. If you authorize debit payments to City of Westminster from a bank account with a debit block, you must communicate with your bank to authorize these payments. Your bank will process only those authorized transactions if you make pre-authorization arrangements. To ensure your debit payments are successful, you should:


1. Confirm with your bank before setting up a debit payment.
2. Provide the Company ID: 9000306842 and Company Name: Fidelity, to your bank for the type of debit payment you are authorizing.


**\*\*Note:** If you don't provide the company ID and name, your bank may reject the payment and we may send you a bill for the amount due or suspend services immediately.\*\*

#### SPECIAL EVENT TEMPORARY USE Permit

| Description   | Quantity | Amount   |
|---|----------|----------|
| SPECIAL EVENT TEMPORARY USE PERMIT FEE FOR ANY TYPE | 1        | \$100.00 |


  
[BACK TO STEP ONE](#)


  
[PAY BY CREDIT CARD](#)


  
[PAY WITH ECHECK](#)

**Fees Due: \$100.00**

Total: \$100.00

7.6 Enter Payment Information and click on PROCESS PAYMENT. We accept credit cards or e-check/electronic funds transfer. Please be advised, a 2.85% convenience fee will be charged when using Visa, Mastercard, Discover, and American Express credit cards. \*When using a credit card, note the service fee on the page, as the service fee will not appear on the transaction receipt.\* There is no charge for e-checks.



7.7 If desired, print receipt for your records.

***Payment Summary***

Thank you for your payment to the City of Westminster Community Development Department. Please save a copy of your receipt for your records. Please be advised your credit card statement will reflect 2 transactions. The first will show the City of Westminster and the second will show the convenience fee.

The Transaction is Approved

Authorization Code: 653616|302626423  
 Receipt No: R8775  
 Paymethod:CREDIT

Paid Date: 12/26/2019

|                           |                    |  |                 |
|---------------------------|--------------------|--|-----------------|
| <b>PERMIT</b>             | <b>BLDG19-0106</b> | 4800 W 92nd Ave Westminster,<br>CO 80031 |                 |
|                           |                    | ADAMS RESIDENTIAL                        |                 |
|                           |                    | RE-ROOF SFD ONLY                         | \$100.00        |
|                           |                    | <b>SUB TOTAL:</b>                        | <b>\$100.00</b> |
| <b>TOTAL AMOUNT PAID:</b> |                    |  | <b>\$100.00</b> |


 **PRINT SUMMARY**


7.8 For permit records, print the permit form: Click on My Dashboard to open the dashboard where the record can be found. Under My Active Permits, search for the permit record number. Choose the permit and click the PRINT button.


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













**My Dashboard** ←

*Hello Katie Test Electrical.*  
*Below is a Dashboard of your current activities.*

 **My Open Permit Applications** 2 total record(s) +

 **My Open Project Applications** 1 total record(s) +

 **My Active Permits** 70 total record(s) -


| PERMIT NO.  | ADDRESS       | TYPE            | STATUS ▲ | INSPECTION | FEES DUE |   |   |   |
|-------------|---------------|-----------------|----------|------------|----------|---|---|---|
| BLDG17-2402 | 5681 W 95t... | RESIDENTIAL NEW | ISSUED   |            | \$0.00   |    |    |  ← |
| BLDG19-0022 | 4800 W 92n... | COMMERCIAL NEW  | ISSUED   | Request    | \$0.00   |    |    |    |
| BLDG19-0033 | 11564 Eato... | COMMERCIAL NEW  | ISSUED   | Request    | \$0.00   |  |  |  |
| BLDG19-0035 | 4800 W 92n... | COMMERCIAL NEW  | ISSUED   | Request    | \$0.00   |  |  |  |


7.9 For permit records, print the approved plans set: Click on My Dashboard to open the dashboard where the record can be found. Under My Active Permits, search for the permit record number. Choose the permit and click the ATTACHMENTS button. Print the approved plans set to have available onsite for inspectors.


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











**My Dashboard** ←

*Hello Katie Test Electrical.*  
*Below is a Dashboard of your current activities.*

 **My Open Permit Applications** 2 total record(s) +

 **My Open Project Applications** 1 total record(s) +

 **My Active Permits** 70 total record(s) -

| PERMIT NO.  | ADDRESS       | TYPE            | STATUS ▲ | INSPECTION | FEES DUE |   |   |   |
|-------------|---------------|-----------------|----------|------------|----------|---|---|---|
| BLDG17-2402 | 5681 W 95t... | RESIDENTIAL NEW | ISSUED   |            | \$0.00   |  ← |   |   |
| BLDG19-0022 | 4800 W 92n... | COMMERCIAL NEW  | ISSUED   | Request    | \$0.00   |    |  |  |
| BLDG19-0033 | 11564 Eato... | COMMERCIAL NEW  | ISSUED   | Request    | \$0.00   |    |  |  |
| BLDG19-0035 | 4800 W 92n... | COMMERCIAL NEW  | ISSUED   | Request    | \$0.00   |    |  |  |

7.10 For permit records, request an inspection: Click on My Dashboard to open the dashboard where the record can be found. Under My Active Permits, search for the permit record number. Choose the permit and click the REQUEST hyperlink under the INSPECTIONS column. Note – inspections can only be requested for permits that have an ISSUED status.

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

**My Dashboard**

*Hello Katie Test Electrical.*  
*Below is a Dashboard of your current activities.*

**My Open Permit Applications** 2 total record(s) +

**My Open Project Applications** 1 total record(s) +

**My Active Permits** 70 total record(s) -

| PERMIT NO.  | ADDRESS       | TYPE            | STATUS | INSPECTION | FEES DUE |  |  |  |
|-------------|---------------|-----------------|--------|------------|----------|--|--|--|
| BLDG17-2402 | 5681 W 95t... | RESIDENTIAL NEW | ISSUED |            | \$0.00   |  |  |  |
| BLDG19-0022 | 4800 W 92n... | COMMERCIAL NEW  | ISSUED | Request    |          |  |  |  |
| BLDG19-0033 | 11564 Eato... | COMMERCIAL NEW  | ISSUED | Request    | \$0.00   |  |  |  |
| BLDG19-0035 | 4800 W 92n... | COMMERCIAL NEW  | ISSUED | Request    | \$0.00   |  |  |  |

7.11 The permit type will determine which types of inspections you can choose from. All asterisks \* require a response. Choose the Inspection Type from the dropdown list and choose the Requested Date from the dropdown list. Click ADD INSPECTION.

### PERMIT Inspection Request - BLDG19-0022

\* Contact Name:

\* Phone Number:

\* Site Address:

\* Email Address:

Notes:

Inspection Type: ROUGH ELECTRIC

Requested Date: 12/30/2019

**ADD INSPECTION** **CANCEL**

Please note we have simplified and updated inspection codes.

You will have the ability to:

- Schedule inspections up to five business days in advance.
- Cancel inspections up until 6 a.m. the day of the inspection.
- Check inspection results 24 hours a day, seven days a week.
- View your window of time for your inspection.
  - 8 a.m. to noon = AM
  - Noon to 5 p.m. = PM

Inspections are primarily performed between 8 a.m. and 5 p.m., Monday through Thursday. The deadline to schedule a same day inspection is 6 a.m., the day of the inspection. Most inspections will be conducted the next business day, with the exception of roofing inspections. NOTE: Inspection window is not guaranteed.

## 8.0 My Dashboard

- 8.1 My Open Permit Applications: Applications that are not completed will show up in this section. You can choose to complete or delete the application.
- 8.2 My Active Permits: This section allows you to print the permit, print attachments, or go to the permit record.
- 8.3 My Active Inspections: This section allows you to schedule an inspection or go to the permit record.
- 8.4 My Active Projects: This section allows you to go to the project record.
- 8.5 My Expired Permits: This section allows you to go to the expired permit record.

---

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

My Dashboard

Permits

- ▶ Apply / New Permit
- ▶ Search Permit
- ▶ Pay Fees
- ▶ View on Map

Projects

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

Professional

- ▶ Search Contractors
- ▶ Pay Fees

Properties

- ▶ Search Property
- ▶ View on Map

Inspections

- ▶ Schedule
- ▶ Cancel
- ▶ View on Map
- ▶ Scheduled

License

- ▶ Pay Fees
- ▶ Renew

Map

- ▶ View Map
- ▶ Locate My Address

Shopping Cart







- ▶ Pay All Fees
- ▶ Paid Items

Contact

- ▶ Contact us

*Hello Katie Test Electrical.*

*Below is a Dashboard of your current activities.*

|   |  |                     |   |
|---|--|---------------------|---|
|  | <b><i>My Open Permit Applications</i></b>  | 2 total record(s).  | + |
|  | <b><i>My Open Project Applications</i></b> | 1 total record(s).  | + |
|  | <b><i>My Active Permits</i></b>            | 70 total record(s). | + |
|  | <b><i>My Active Inspections</i></b>        | 98 total record(s). | + |
|  | <b><i>My Active Projects</i></b>           | 15 total record(s). | + |
|  | <b><i>My Expired Permits</i></b>           | 6 total record(s).  | + |

← To expand the section, click on the + icon.